COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

ORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE,
COOTAMUNDRA

6:00PM, TUESDAY 27TH AUGUST, 2019

Administration Centres: 1300 459 689

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

NOTICE OF MEETING

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

Tuesday, 27th August, 2019 at 6:00pm

The agenda for the meeting is enclosed.

Phil McMurray
Acting General Manager

AGENDA

Order Of Business

1 Acknowledgement of Country 7

2 Open Forum 7

3 Apologies 7

4 Disclosures of Interest 7

5 Confirmation of Minutes 8

5.1 Minutes of the Ordinary Meeting of Council held on Tuesday 30 July 2019 8

5.2 Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 8 August 2019 29

5.3 Minutes of the Extraordinary Meeting of Council held on Tuesday 13 August 2019 36

6 Mayoral Minutes 41

6.1 Mayoral Minute - Councillor Engagement 41

7 Reports from Committees 44

8 General Manager's Report 44

8.1 Business 45

8.1.1 Updated Council Meeting Action Report 45

8.1.2 Council Provision of Customer Service Review 55

8.1.3 Tabling of Pecuniary Interest Returns 63

8.1.4 Delivery Program 2018-2021/Operational Plan 2018/19 - Half Yearly Progress Report 64

8.1.5 Draft Fraud Action Plan 96

8.1.6 Draft Domestic Violence Policy 104

8.1.7 Muttama Hall Management s.355 Committee Meeting Minutes and Annual Financial Report 108

8.1.8 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes 116

8.1.9 Gundagai Tourism Action s.355 Committee Meeting Minutes 119

8.1.10 Stockinbingal Ellwood's Hall s.355 Committee Meeting Minutes 124

8.1.11 The Cootamundra Heritage Centre Management s.355 Committee Meeting Minutes 130

8.1.12 Muttama Creek Regeneration Group s.355 Committee Meeting Minutes 133

8.1.13 Donation Request from Cootamundra Rodeo Association 135
8.1.14 Proposal for Council to Purchase Lots 6 and 7 Pinkerton Road, Cootamundra 137
8.1.15 Information Bulletin 139
8.2 Finance 154
8.2.1 Investment Report - July 2019 154
8.2.2 Harmonisation of Rating Path 157
8.2.3 Referral of Financial Statements for Audit 159
8.2.4 Monthly Finance Report for July 2019 161
8.2.5 Monthly Major Projects Status Update Report 165
8.3 Community and Culture 171
8.3.1 Stronger Country Coummunities Fund Round 3 Applications 171
8.3.2 Friendship Park Gundagai 173
8.3.3 Ambassador to the Dog on the Tuckerbox Proposal 176
8.3.4 Stockinbingal Tellers Desk 180
8.3.5 Old Gundagai Gaol Masterplan 185
8.4 Development, Building and Compliance 186
8.4.1 Development Applications Approved July 2019 186
8.4.2 Exhibition of Draft Community Participation Plan (CPP) 188
8.4.3 Exhibition of Draft King Street Masterplan 190
8.4.4 Exhibition of Draft Rural Lands Strategy 192
8.4.5 Exhibition of Draft Cootamundra 2050 Strategy 194
8.5 Regulatory Services 196
8.6 Assets 196
8.7 Civil Works 197
8.7.1 Cootamundra Aerodrome - Additional Taxiway 197
8.7.2 Civil Works and Technical Services Report - August 2019 201
8.8 Technical Services 203
8.9 Facilities 203
8.10 Waste, Parks and Recreation 204
8.10.1 Cootamundra Aquatic Centre Access 204
8.10.2 Cootamundra Aquatic Centre Independant Review 206
8.10.3 Quote to remove trees Nicholson Park 212
8.10.4 Park Infrastructure Wallenbeen & Stockinbingal Parks 214
8.10.5 Captains Walk Jubilee Park 216

8.10.6 Street Tree Audit Report 218
8.10.7 Street Tree Implemenation Plan Report 219
8.10.8 Public Open Space Audit and Financial Report Cootamundra 234
9 Motion of which Notice has been Given 242
10 Questions with Notice 242
11 Confidential Items 242

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 30 JULY 2019

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Ordinary Meeting of Council held on Tuesday 30 July 2019

RECOMMENDATION

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

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Minutes

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 30TH JULY, 2019

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON TUESDAY, 30 JULY 2019 AT 6:00PM

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

IN ATTENDANCE: Phil McMurray (Acting General Manager), Ganesh Ganeshamoorthy (Manager Assets), Susan Gheller (Manager of Business), Miriam Crane (Manager of Community and Culture), Sharon Langman (Manager Development, Building and Compliance), Andrew Brock (Manager Facilities), Tim Swan (Manager Finance), Matt Stubbs (Manager Technical Services), Wayne Bennett (Manager Waste, Parks & Recreation Services)

1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM

RESOLUTION 208/2019

Moved: Cr Gil Kelly
Seconded: Cr Dennis Palmer

Council adjourn for Open Forum.

CARRIED

2 OPEN FORUM

List of Speakers

1. Judith Newman – Addressed Council on the installation of a zebra pedestrian crossing in Sheridan Street Gundagai.
2. Michael Tanks – Addressed Council on Item 8.10.4 Substantial Tree Removal and Replacement Program for Nicholson Park.
3. Casey Smith – Addressed Council on her recent Athletics Tour of Canada and of her success whilst competing there.

RESUME OPEN MEETING

RESOLUTION 209/2019

Moved: Cr Leigh Bowden
Seconded: Cr David Graham

Council resume the Open Meeting.

CARRIED

3 APOLOGIES

APOLOGY

Note: An apology was received on behalf of Cr Doug Phillips and Cr Craig Stewart.

RESOLUTION 210/2019

Moved: Cr Dennis Palmer
Seconded: Cr Charlie Sheahan

The apology received from Cr Phillips and Cr Stewart be accepted 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 25 JUNE 2019

RESOLUTION 211/2019

Moved: Cr Dennis Palmer
Seconded: Cr Charlie Sheahan

The Minutes of the Ordinary Meeting of Council held on Tuesday 25 June 2019 be confirmed as a true and correct record of the meeting.

CARRIED

5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON MONDAY 8 JULY 2019

RESOLUTION 212/2019

Moved: Cr Gil Kelly
Seconded: Cr David Graham

The Minutes of the Extraordinary Meeting of Council held on Monday 8 July 2019 be confirmed as a true and correct record of the meeting.

CARRIED

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

Note:

22nd June, 2019

Cr McAlister Mayor, was not at the planning meeting at Friendship Park.

RESOLUTION 213/2019

Moved: Cr Penny Nicholson
Seconded: Cr Leigh Bowden

The information in the Mayoral Minute be received and noted.

CARRIED

6.2 MAYORAL MINUTE - THE DOG ON THE TUCKERBOX MONUMENT

RESOLUTION 214/2019

Moved: Cr David Graham
Seconded: Cr Penny Nicholson

1. **Council express its appreciation to the witnesses, police and media for their diligence in reporting the vandalism of the Dog on the Tuckerbox monument resulting in the perpetrator being swiftly identified and charged.**
2. **Council acknowledge the outpouring of support received from all parts of Australia and beyond.**
3. **Council's Manager Facilities and staff be thanked for their swift response in securing the site and safely removing the Dog on the tuckerbox monument to a secure location.**
4. **Council thank Member for Cootamundra Steph Cooke, MP and Member for Riverina the Hon Michael McCormack, MP Deputy Prime Minister for their offers of financial support for the repair of the Dog on the Tuckerbox Monument.**

CARRIED

7 REPORTS FROM COMMITTEES

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

RESOLUTION 215/2019

Moved: Cr Dennis Palmer
Seconded: Cr Charlie Sheahan

The Minutes of the Access and Inclusion Committee Meeting held on Thursday 27 June 2019 (attached) are submitted for adoption.

CARRIED

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD ON THURSDAY 4 JULY 2019

RESOLUTION 216/2019

Moved: Cr David Graham
Seconded: Cr Leigh Bowden

The Minutes of the Internal Audit Committee Meeting held on Thursday 4 July 2019 (attached) are submitted for adoption.

CARRIED

8.1.2 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP

RESOLUTION 217/2019

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

1. **The Minutes of the Cootamundra Tourism Action Group s.355 Committee meetings held on 6 June 2019 and 4 July 2019, attached to the report, be received and noted.**
2. **The membership of Leah Sutherland onto the Cootamundra Tourism Action Group s.355 Committee as detailed in the report, and attached minutes, be endorsed.**
3. **Council consider the Committee recommendation included in the report.**
4. **The Manager Waste, Parks and Recreation meet with Friends of Pioneer Park to discuss improvements proposed in the Friends of Pioneer Park Management Plan, attached to the report, and report back to Council.**

CARRIED

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

RESOLUTION 218/2019

Moved: Cr Dennis Palmer
Seconded: Cr Gil Kelly

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Extraordinary Meeting held on 4 July 2019, attached to the report, be received and noted.

CARRIED

8.1.4 THE ART CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP

RESOLUTION 219/2019

Moved: Cr Penny Nicholson
Seconded: Cr Dennis Palmer

1. **The Minutes and supporting documentation of The Art Centre Cootamundra s.355 Committee meeting held on 20 June, 2019 attached to the report, be received and noted.**
2. **The Minutes and supporting documentation of The Art Centre Cootamundra s.355 Committee Annual General Meeting (AGM) held on 18 July, 2019 attached to the report, be received and noted.**
3. **The office bearers and membership of the Cootamundra Creative Art and Cultural Centre S.355 Committee as detailed in the report, be endorsed.**

CARRIED

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

RESOLUTION 220/2019

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

The Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 12 June, 2019 and 1 July, 2019, attached to the report be received and noted.

CARRIED

8.1.6 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE ORDINARY MEETING

RESOLUTION 221/2019

Moved: Cr Gil Kelly
Seconded: Cr Charlie Sheahan

1. **The Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 19 June, 2019 and 17 July, 2019, attached to the report be received and noted.**
2. **Council consider the Committee recommendation included in the report.**

CARRIED

8.1.7 SPONSORSHIP OF THE NEW SOUTH WALES STATE COMBINED DRIVING CHAMPIONSHIPS 2019

RESOLUTION 222/2019

Moved: Cr Penny Nicholson
Seconded: Cr David Graham

Council donate $2500 toward the 2019 NSW State Combined Driving Championships to be held in Gundagai 2nd and 3rd October, 2019.

CARRIED

8.1.8 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION MEETING REPORT

RESOLUTION 223/2019

Moved: Cr Gil Kelly
Seconded: Cr Penny Nicholson

1. **The report on the Australian Local Government Women's Association Meeting prepared by Councillor Bowden be received and noted.**
2. **Council, through Councillor Bowden, invite Australian Local Government Women's Association NSW to conduct a Forum in the Cootamundra-Gundagai Region Local Government Area.**

CARRIED

8.1.9 SEGRA 2019 - SUSTAINABLE ECONOMIC GROWTH FOR REGIONAL AUSTRALIA

RESOLUTION 224/2019

Moved: Cr Dennis Palmer
Seconded: Cr Gil Kelly

Council moved against nominating a delegation to attend the Sustainable Economic Growth for Regional Australia (SEGRA) Regional and Economic Development Conference being hosted in Barooga, NSW from 20th – 22nd August, 2019.

CARRIED

8.1.10 DOG ON THE TUCKERBOX CALL OPTION DEED

RESOLUTION 225/2019

Moved: Cr Dennis Palmer
Seconded: Cr Charlie Sheahan

Council resolved to hold an Extraordinary Meeting of Council to consider the Call Option Deed between Cootamundra-Gundagai Regional Council and Paramount Concrete Constructions on Monday, 12th August, 2019 at 6:00pm.

CARRIED

8.1.11 COUNCIL MEETING ACTION REPORT

RESOLUTION 226/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Gil Kelly

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

CARRIED

8.1.12 INFORMATION BULLETIN

RESOLUTION 227/2019

Moved: Cr Penny Nicholson
Seconded: Cr Dennis Palmer

The Information Bulletin and attached correspondence be received and noted

CARRIED

8.2 FINANCE

8.2.1 INVESTMENT REPORT - JUNE 2019

RESOLUTION 228/2019

Moved: Cr David Graham
Seconded: Cr Penny Nicholson

The attached Investment Report as at 30 June, 2019 be received and noted.

CARRIED

8.2.2 COOTAMUNDRA WATER MAIN REPLACEMENT PROJECT LOAN

RESOLUTION 229/2019

Moved: Cr David Graham
Seconded: Cr Penny Nicholson

That authority be granted to the Acting General Manager to execute the loan application on behalf of Council with TCorp NSW.

CARRIED

8.2.3 MONTHLY MAJOR PROJECTS STATUS UPDATE REPORT

RESOLUTION 230/2019

Moved: Cr Leigh Bowden
Seconded: Cr David Graham

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

CARRIED

8.3 COMMUNITY AND CULTURE

Nil

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED JUNE 2019

RESOLUTION 231/2019

Moved: Cr Dennis Palmer
Seconded: Cr Charlie Sheahan

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

CARRIED

8.5 REGULATORY SERVICES

8.5.1 COOTAMUNDRA CBD PIGEON STRATEGY REPORT

RESOLUTION 232/2019

Moved: Cr Dennis Palmer
Seconded: Cr Gil Kelly

The Cootamundra CBD Pigeon Strategy Report was deferred to the August, 2019 Ordinary Meeting due to the absence of Council's Manager Regulatory Services.

CARRIED

8.6 ASSETS

Nil

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - JULY, 2019

RESOLUTION 233/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Dennis Palmer

The Civil Works and Technical Services Update Report for the month of July, 2019 be received.

CARRIED

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

8.9.1 UPDATE ON THE STATUS OF THE DOG ON THE TUCKERBOX

RESOLUTION 234/2019

Moved: Cr Dennis Palmer
Seconded: Cr Penny Nicholson

The information contained in the Dog on the Tuckerbox report be noted.

CARRIED

8.10 WASTE, PARKS AND RECREATION

8.10.1 ESTABLISHMENT OF A COOTAMUNDRA SPORTS COUNCIL

RESOLUTION 235/2019

Moved: Cr Penny Nicholson
Seconded: Cr Leigh Bowden

1. **The report relating to the establishment of a Cootamundra-Gundagai Sport and Recreation Council be received and noted.**
2. **Council approve and support the establishment of a Cootamundra-Gundagai Sport and Recreation Council.**
3. **The Waste Parks and Recreation Manager develop a Memorandum of Understanding (MOU) that will set the Terms and Conditions associated with facilitating the Cootamundra-Gundagai Sport and Recreation Council.**
4. **Council endorse Council's Manager Waste Parks and Recreation to Chair the Committee for the first 12 month period.**
5. **That the Cootamundra-Gundagai Sport and Recreation Council be made up of the following**
   - **Manager Waste Parks & Recreation (Chair)**
   - **Councils Recreation Officer**
   - **Councils Public Open Space Parks Supervisor**
   - **1x Councillor**
   - **1x representative from each and every registered sport and recreation association.**
6. **The Cootamundra-Gundagai Sport and Recreation Council meets at minimum Quarterly with the Minutes of the meetings reported to Council for information.**
7. **Council endorse an annual membership fee to be determined at the inaugural meeting of the Cootamundra-Gundagai Sport and Recreation Council.**
8. **The nominal membership fee be recorded in the Minutes as a recommendation for the consideration of Council.**

CARRIED

8.10.2 CLASSIFICATION OF COOTAMUNDRA GUNDAGAI PUBLIC OPEN SPACES

RESOLUTION 236/2019

Moved: Cr Gil Kelly
Seconded: Cr Leigh Bowden

1. **The report on the classification of Council's Public Open Spaces be received and noted.**
2. **Council endorse the public open space classifications system, and classify the public open spaces throughout the Cootamundra-Gundagai Region into the following categories:**
   - **Ornamental Open Space (OOS)**
   - **Open Zone Open Space (OZOS)**
   - **Urban Nature Open Spaces (UNOS)**
   - **Sportfield Open Space (SOS)**
   - **Urban Streetscapes Open Space (USOS)**
3. **Council authorise the Manager Waste, Parks & Recreation & Manager of Facilities to categorise each public open space under Councils control to its relevant category as detailed in this report and be registered into Council's Asset Management System accordingly.**

CARRIED

8.10.3 STREET TREE MANAGEMENT POLICY

RESOLUTION 237/2019

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

1. **Council receive and note the draft Street Tree Management Policy attached to the Report.**
2. **Council accept the changes to the draft Street Tree Management Policy, attached to the report as included in the Policy.**
3. **The draft Street Tree Management Policy attached to the report as presented become policy as from 30th July, 2019.**
4. **The Draft Street Tree Management Policy, attached to the report be implemented and applied by Council staff as from 30th July, 2019.**

CARRIED

8.10.4 SUBSTANCIAL TREE REMOVAL AND REPLACEMENT PROGRAM FOR NICHOLSON PARK

RESOLUTION 238/2019

Moved: Cr Dennis Palmer
Seconded: Cr Gil Kelly

1. **The further Report on the Removal of Two Trees from Nicholson Park be prepared for the August, 2019 Ordinary Meeting.**
2. **The two *Eucalyptus Camaldulensis* in question be removed.**
3. **The representatives of the Cootamundra Junior Rugby Club be required to place the appropriate padding around the base of the light towers prior to undertaking sport activities until the trees referred to in 2 above have been removed.**

CARRIED

8.10.5 TREE REMOVAL ALBERT PARK

RESOLUTION 239/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Leigh Bowden

1. **The report regarding the removal of dead and unwanted trees located in Albert Park be noted.**
2. **The trees identified within the report be removed and new trees planted as replacements for their removal.**
3. **The costs associated with the tree removal be covered under the Parks & Gardens annual maintenance budget be noted.**

CARRIED

8.10.6 STREET TREE LIGHT ENHANCEMENT PARKER STREET

RESOLUTION 240/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Gil Kelly

1. **The report on CBD Street Tree enhancement lighting be received and noted.**
2. **Council approve the purchase and installation of 120mts (1200 lights) of LED solar/240V tree lighting.**
3. **Council approve for one significant street tree in Parker Street, Cootamundra be used in the three (3) month trial for the installation of LED lights.**
4. **The $1,050 costs of the trial be funded from the street tree maintenance budget.**

CARRIED

8.10.7 BACK WASH MANAGEMENT COOTAMUNDRA AQUATIC CENTRE

RESOLUTION 241/2019

Moved: Cr Dennis Palmer
Seconded: Cr Leigh Bowden

1. **Council allocate $27,410 to cover the costs associated with redirecting the pools backwash discharge from Muttama Creek into storage tanks, town's sewerage system and public space irrigation.**
2. **The Cootamundra Aquatic Centre annual operation budget be increased by $5,600 to cover the additional costs associated with managing the new discharge system.**

CARRIED

8.10.8 WASTE CHARGE SLUDGE MATERIAL

RESOLUTION 242/2019

Moved: Cr Charlie Sheahan
Seconded: Cr David Graham

Council approve the addition of a new fee in the 2019/2020 Fees and Charges for the disposal of clean sludge at a Council waste facility to be set at $20.00 per tonne.

CARRIED

8.10.9 PROJECT MANAGEMENT PLAN COOTAMUNDRA AQUATIC CENTRE SPLASH POOL

RESOLUTION 243/2019

Moved: Cr Gil Kelly
Seconded: Cr Charlie Sheahan

1. **The Project Management Plan (PMP) as attached be approved for implementation.**
2. **Council authorise the Acting General Manager to sign the Project Management Plan (PMP) as the Project Sponsor and the Manager, Waste, Parks & Recreation Services as the Project Manager.**

CARRIED

8.10.10 PROJECT MANAGEMENT PLAN FISHER PARK LIGHT TOWERS

RESOLUTION 244/2019

Moved: Cr Dennis Palmer
Seconded: Cr Leigh Bowden

1. **The Project Management Plan (PMP) as attached be approved for implementation.**
2. **Council delegate the Acting General Manager to sign the Project Management Plan (PMP) as the Project Sponsor.**
3. **Council endorse the Manager, Waste, and Parks & Recreation Services as the Project Manager.**

CARRIED

8.10.11 POOL USE PROPOSAL BY THE COOTAMUNDRA SWIMMING CLUB

RESOLUTION 245/2019

Moved: Cr Leigh Bowden
Seconded: Cr Gil Kelly

1. **Council accept the proposal from the Cootamundra Swim Club to have full usage of the four (4) lanes of the Indoor Swimming Pool between 5.30 pm and 7:00 pm for Wednesday and Friday, and continue with two (2) allocated lanes on Mondays as detailed in the attached report.**
2. **That the change as detailed in item (1) above be for the 2019 winter season only and be reviewed at the end of the winter season.**
3. **Council advertise the changes to the pool hours and any received feedback, in relation the changes in (1) above, be directed to Councils Administration Centre and responded to accordingly.**

CARRIED

8.10.12 COOTAMUNDRA AQUATIC CENTRE SPLASH POOL TENDER

RESOLUTION 246/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Penny Nicholson

1. **Council receive the tenders for the construction of new proposed splash pool to be located at the site of the existing junior pool Cootamundra Aquatic Centre.**
2. **The new proposed Splash Pool be funded from the NSW Stronger Community Grant Funding to the value of $400,000.**
3. **Council accept the Tender from "Total Creations and Services" for the value of $363,600 (ex GST).**
4. **The tender is to include a full cover sun shade sail priced at $15,000 (ex GST).**

CARRIED

8.10.13 FISHER PARK LIGHTING TENDER

RESOLUTION 247/2019

Moved: Cr Dennis Palmer
Seconded: Cr Charlie Sheahan

1. **Council receive the tenders for the construction of new Light Towers to be located at the site of the existing light towers, Fisher Park, Cootamundra.**
2. **The proposed replacement Light Towers be funded from the NSW Stronger Community Grant Funding to the value of $250,000 (Ex GST).**
3. **The Tender by "Power by Watts" for the amount of $216,450 (Ex GST) be accepted.**
4. **The Power Watts be required to include a remote SMS Controller as part of the project for an additional cost, to the above the tender amount, of $4,500 (Ex GST).**
5. **That the Power Watts be requested to submit an estimate to upgrade the lights from 200Lux to 300Lux as part of the project (optional).**
6. **That items 4 & 5 only be implemented if the estimates are within the $250,000 (Ex GST) budget allocation.**

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

9.1 NOTICE OF MOTION - FOR COUNCIL STAFF TO UNDERTAKE AN AUDIT OF EQUIPMENT AND FACILITIES IN ALL PARKS AND RECREATIONAL FIELDS ACROSS THE COOTAMUNDRA-GUNDAGAI LOCAL GOVERNMENT AREA

RESOLUTION 248/2019

Moved: Cr Penny Nicholson
Seconded: Cr Leigh Bowden

For Council staff to undertake an audit of the equipment and facilities in all parks and recreational fields across the Cootamundra-Gundagai Local Government Area.

CARRIED

9.2 NOTICE OF MOTION - A REPORT BE PREPARED FOR COUNCIL ADDRESSING ENERGY EFFICIENCY FOR THE COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL LOCAL GOVERNMENT AREA

RESOLUTION 249/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Leigh Bowden

Council prepare a detailed report in relation to addressing energy efficiency into the future for the Cootamundra-Gundagai Regional Council (CGRC) local government area.

The report should contain proposals for cost efficiencies with the vision to obtaining long term savings by:

1. The installation of rooftop solar panels and supporting batteries, to Council administration centres and all other Council facilities where appropriate.
2. A programme for the replacement of current street lighting with solar Smart Street lights where appropriate.
3. Council consider the replacement of current Council fleet vehicles with electric vehicles, as they become available, in the future.

It is requested that this report be presented to Council for consideration no later than the Ordinary Council meeting scheduled for Tuesday, 25th February, 2020.

CARRIED

9.3 NOTICE OF MOTION - THAT LOCAL GOVERNMENT NSW REQUESTS THE NSW GOVERNMENT TO UNDERTAKE A REVIEW OF THE PROGRESS/SUCCESS OF THE RURAL COUNCILS THAT ARE THE RESULT OF THE 2016 FORCED AMALGAMATIONS.

RESOLUTION 250/2019

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

Submit the following motion to the 2019 Annual Local Government NSW Conference being held in October, 2019:

That Local Government NSW requests the NSW Government to undertake a review of progress/success of the rural councils that are the result of the 2016 forced amalgamations.

CARRIED

9.4 NOTICE OF MOTION - THAT COUNCIL FACILITATE THE ESTABLISHMENT OF AN ARTS, CULTURE AND HERITAGE WORKING GROUP WITH THE INTENTION OF IDENTIFYING THE MANY ARTS, CULTURAL AND HERITAGE GROUPS IN OUR LOCAL GOVERNMENT AREA AND WHERE APPROPRIATE SUPPORTING THEM

MOTION

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

That Councillor Bowden facilitate the establishment of an Arts, Culture and Heritage Working Group with the intention of identifying the many arts, cultural and heritage groups in the Local Government Area.

10 QUESTIONS WITH NOTICE

10.1 QUESTIONS WITH NOTICE

RESOLUTION 251/2019

Moved: Cr Gil Kelly
Seconded: Cr Charlie Sheahan

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

CARRIED

3 CONFIDENTIAL ITEMS

Nil

The Meeting closed at 8:33pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 27 August 2019.

..... **.....**

CHAIRPERSON **GENERAL MANAGER**

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

REPORTING OFFICER	Teresa Breslin, Governance 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	1. Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 8 August 2019

RECOMMENDATION

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

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

COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING

COUNCIL CHAMBERS, GUNDAGAI

10AM, THURSDAY 8th August, 2019

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON THURSDAY, 8 AUGUST 2019 AT 10AM

PRESENT: Cr Penny Nicholson (Acting Chairperson), Anthony Carroll (Road Safety Officer), Fazlul Hoque (RMS) and Matthew Clipsmam (Gundagai Police)

IN ATTENDANCE: Matt Stubbs (Manager Technical Services) and Tim Morris (Project Engineer)

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

Phil McMurray (Acting General Manager), Cr Charlie Sheahan (Chairperson), Mark Ellis (Manager Civil Works) and Matt Owens (Gundagai Highway Patrol)

3 DISCLOSURES OF INTEREST

Nil.

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 13 JUNE 2019

COMMITTEE RESOLUTION

Moved: Tim Morris
Seconded: Fazlul Hoque

The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 13 June 2019 be confirmed as a true and correct record of the meeting.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 CATTLE RAMP –EDWARDSTOWN ROAD/HUME HGHWAY

The applicant is requesting an onsite meeting to discuss the installation of the cattle grid. Transport for NSW representative does not need to attend.

5.2 OLYMPIC HIGHWAY – LEFT TURN LANE INTO LISMORE ROAD

The data from the traffic counters has not been retrieved yet to assess the amount of turning traffic. A report will be written for the next Traffic Committee.

5.3 OLYMPIC HIGHWAY- TEMPORARY TRAFFIC CONTROL LISMORE ROAD INTERSECTION

No response from the applicant as of 8th August regarding the recommendation letter regarding signs along the Highway warning users of the event.

5.4 YASS ROAD SERICE CENTRE

Nil.

5.5 OLD HUME HIGHWAY ACCESS TO SIGNATURE QUARRY

A report has been prepared regarding traffic between the Quarry and the Bridge. As with other quarry access sites the cars are travelling much faster than trucks. This information will be shared with Quarry operators and NSW Police.

Council still to organize a pavement and structure review for taking high mass vehicles

5.6 BEREENA ROAD ACCESS TO TEGRA QUARRY

A draft MOU has been sent to Tegra operators regarding the upkeep of this road.

5.7 DARBALARA ROAD ACCESS TO EULONGA QUARRY

Part of the development application covers the upkeep and maintenance of the Darabalara Road.

5.8 COOTAMUNDRA ROATARY CLUB CYCYLING SPECIAL EVENT APPLICATION

The event has been cancelled by the organizers.

5.9 YASS ROAD/BARNES STREET INTERSECTION

Nil

5.10 REQUEST FOR PEDESTRIAN CROSSING ON SHERIDAN STREET, GUNDAGAI

This will be discussed in reports.

5.11 WALLENDOON TO MACKAY STREET LANEWAY COOTAMUNDRA

Traffic counters yet to be placed, meanwhile the councils Building Department are going to review the plans and fire escapes.

5.12 PARKING AT KINGSTON PARK

Pavement painting outside of the driveway has not done yet.

WATTLE STREET PARADE

This application was sent to the committee members, the NSW Police requested further information that the committee provided. There is more correspondence to occur between NSW Police and the event organisers.

6 REPORTS

6.1 GUNDAGAI HIGH SCHOOL - PROPOSED BUS SHELTER

RECOMMENDATION

Council does NOT approve the location of the proposed bus shelter nor application for the construction of a shelter structure for students catching buses due to the increased risk to pedestrians and road users.

(a) Council to notify the principal of Gundagai High School of the decision and rationale.

(b) It is recommended that the school internally explore the option of installing the shelter within the school ground in the open area immediately adjacent to the pedestrian refuge.

Further discussion was made of the congestion that occurs at the entrance to the school and that the installation of shaded student shelter would add to the risks to all participants of the traffic especially at the end of the school day.

6.2 BURLEY GRIFFIN WAY BUS STOP

RECOMMENDATION

Council approves the application for an extra bus stop and route deviation for Bus Route N0155 operated by John Chamberlain to service 'Onslow' 2418 Burley Griffin Way.

The decision by the bus operator to turn around on the property of the passengers was noted, as the bus can leave the highway to pick up and let down passengers therefore not impacting upon the traffic flow.
The ample line of sight for the bus to exit and enter the highway was noted.

The table providing information on sight distances comes from P 12 Appendix B of Advice for choosing locations of informal school bus stops Centre for Road Safety, December 2016 downloaded from

https://roadsafety.transport.nsw.gov.au/downloads/advice-for-choosing-locations-of-informal-school-bus-stops.pdf

6.3 SPECIAL EVENT APPLICATION - CLASSIC CAR RALLY

RECOMMENDATION

Council approves the Special Event Application from the CLASSIC RALLY CLUB to hold an event, the 2019 ALPINE CLASSIC, on the 19th and 20th October 2019.

Transport for NSW has already seen this application when it was submitted from Wagga. Concurrence for the event will be given when The Certificate of Currency is modified to list TfNSW as an "Interested Party".

6.4 HOSKINS STREET WALLENDBEEN - TEMPORARY CLOSURE

RECOMMENDATION

1. **Council approves the closure of Hoskins and King Street Wallendbeen on the 13th October,**
2. **All traffic control measures are in place as per the approved traffic control plan,**
3. **A Road Occupancy licence be granted subject to the above conditions.**

Concurrence for the event will be given when a risk assessment is provided to Transport for NSW and when The Certificate of Currency is modified to list TfNSW as an "Interested Party"; and NSW Police as an "interested party".

6.5 COOTAMUNDRA PUBLIC SCHOOL FETE

RECOMMENDATION

The committee approve the closure of Thompson Street from Bourke Street to the School Driveway on Saturday 2nd November 2019 from 9:00am to 2:00pm for the Public School Fete, subject to the following conditions:

1. **All traffic control plans and traffic measures are applied in accordance with the 'Traffic Control at Worksites manual'**
2. **A Road Occupancy licence be granted subject to the above conditions.**
3. **The event organisers advise of the road closure to the general public and all nearby residents.**

Concurrence for the event will be given when The Certificate of Currency is provided that includes TfNSW as an "Interested Party"; and NSW Police as an "interested party".

6.6 AERODROME CAR EVENT

RECOMMENDATION

The information be noted.

6.7 EA SOUTHEE PUBLIC SCHOOL PEDESTRIAN FACILITIES

RECOMMENDATION

Council investigates the installation of traffic facilities for the EA Southee Public School.

Discussion was that Evidence should be provided at the next Local Traffic Committee meeting including site maps showing road widths, car movements and pedestrian traffic.

6.8 HOVELL STREET TRAFFIC MOVEMENTS

RECOMMENDATION

Council investigates traffic movements at the northern end of Hovell Street, Cootamundra.

Discussion was that evidence should be provided at the next Local Traffic Committee meeting including site maps showing road widths, vehicle movements including heavy traffic.

6.9 SHARED PEDESTRIAN ZONE - SHERIDAN STREET

RECOMMENDATION

Council requests Transport for NSW to assess Sheridan Street as a 40km/h High Pedestrian Activity Area (HPAA).

The extra distance of the application was noted. The extra distance includes the West Street Intersection at the western end of the street and the medical centre at the Eastern End.
Further evidence was provided by Transport for NSW demonstrating the pedestrians are twice as likely to be fatally injured in a 50 km/hr impact compared to a 40 km/hr impact with a vehicle.
(Speeding –Did you know? Fact Sheet 4 of 6; paragraph 7.) Information on the benefits of 40 km/h High Pedestrian Access Areas are to be shared via Media officers.

7 GENERAL BUSINESS

Cr Penny Nicholson raised that road users were still crossing the double lines in Sheridan Street to park on the opposite side of the road.

- An education campaign should be provided to road users regarding safe parking with double lines.
- The Highway Patrol should be notified of the concern and the committee ask them to keep monitoring and apprehending Road Users illegally crossing the double lines.

No further business.

The Meeting closed at 10.55am.

The minutes of this meeting were confirmed at the Cootamundra-Gundagai Local Traffic Committee Meeting held on 10am Thursday 14th November 2019 at Cootamundra.

..... **……**

CHAIRPERSON **GENERAL MANAGER**

5.3 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON TUESDAY 13 AUGUST 2019

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Extraordinary Meeting of Council held on Tuesday 13 August 2019

RECOMMENDATION

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

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
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Minutes

EXTRAORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDGAI

6:00 PM, TUESDAY 13th August, 2019

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDGAI
ON TUESDAY, 13 AUGUST 2019 AT 6:00 PM

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

IN ATTENDANCE: Phil McMurray (Acting General Manager)

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

There was no Open Forum at the Extraordinary Meeting.

3 APOLOGIES

RESOLUTION 252/2019

Moved: Cr Penny Nicholson
Seconded: Cr David Graham

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

CARRIED

4 DISCLOSURES OF INTEREST

5 CONFIDENTIAL ITEMS

5.1 DOG ON THE TUCKERBOX CALL OPTION DEED

RESOLUTION 253/2019

Moved: Cr Dennis Palmer
Seconded: Cr Gil Kelly

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 DOG ON THE TUCKERBOX CALL OPTION DEED

Provisions for Confidentiality

Section 10A (2) (c) – The Confidential Report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Public Interest

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

CARRIED

5.2 DOG ON THE TUCKERBOX CALL OPTION DEED

RESOLUTION 254/2019

Moved: Cr Penny Nicholson
Seconded: Cr David Graham

1. **Council enter into a Call Option Deed between Council and Paramount Concrete Constructions, attached to the report.**
2. **The profit of the sale be transferred to a restricted reserve for investment in Gundagai.**

CARRIED

5.3 RESUMPTION OF OPEN COUNCIL MEETING

RESOLUTION 255/2019

Moved: Cr Dennis Palmer
Seconded: Cr Gil Kelly

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 6:52 PM.

The minutes of this meeting were confirmed at the Extraordinary Council Meeting held on 27 August 2019.

..... **.....**

CHAIRPERSON **GENERAL MANAGER**

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	309398
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
REPORTING OFFICER	Abb McAlister, Mayor
ATTACHMENTS	Nil

So as to keep Councillors and the community aware of my engagements on behalf of Council I intend to provide regular updates through my Mayoral Minutes.

RECOMMENDATION

The information in the Mayoral Minute be received and noted.

27th July, 2019

Cr's Bowden and Nicholson attended the Gundagai NAIDOC Ball.

29th July, 2019

Cr's Bowden, Sheahan and Phil McMurray (Acting General Manager) and I met with students from EA Southee for Local Government Week.

30th July, 2019

Cr Nicholson, Phil McMurray (Acting General Manager) and I attended met with residents from Gundagai for Local Government Week.

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson, and Sheahan, Phil McMurray (Acting General Manager) and I attended a Councillor Workshop, with senior Council staff.

31st July, 2019

Cr Nicholson, Phil McMurray (Acting General Manager) and I met with Gundagai students for Local Government Week.

1st August, 2019

Cr Nicholson attended a Cootamundra Tourism Action s355 Committee meeting.

2nd August, 2019

I attended the Country Mayors Association meeting held in Sydney.

5th August, 2019

Cr Palmer (Deputy Mayor), Cr Nicholson, Phil McMurray (Acting General Manager) and I met with students from Sacred Heart Central School, Cootamundra for Local Government Week.

7th August, 2019

Cr Graham and I attended a meeting with the Minister for Local Government, the Hon. Shelley Hancock, MP and Member for Riverina, Steph Cooke, MP.

8th August, 2019

Cr Nicholson attended a Cootamundra-Gundagai Local Area Traffic Committee in Gundagai.

Cr Nicholson attended a Gundagai Region Enhancement Group meeting.

9th and 10th August, 2019

Cr Bowden attended an Australian Local Government Women's Association Executive Committee in Fairfield.

12th August, 2019

Cr Palmer (Deputy Mayor), Bowden, Graham, Kelly, and Nicholson, Phil McMurray (Acting General Manager) and I attended a Councillor Workshop with senior Council staff.

13th August, 2019

Cr Palmer (Deputy Mayor), Bowden, Graham, Kelly, Nicholson, and, Phil McMurray (Acting General Manager) and I attended a Councillor Workshop with senior Council staff.

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

14th August, 2019

Cr Kelly and Phil McMurray (Acting General Manager) attended a Bushfire Control Management Committee in Harden.

Cr Nicholson attended the Gundagai Tourism Action s355 Committee.

15th August, 2019

Cr Nicholson and I attended a public meeting with Member for Campbelltown Greg Warren, MP, Shadow Minister for Local Government in Cootamundra.

17th August, 2019

Cr's Bowden, Graham, Nicholson, Phil McMurray (Acting General Manager) and I attended the Welcome Home the Dog, at the Dog on the Tuckerbox. The Member for Riverina, the Hon. Michael McCormack, MP, Deputy Prime Minister and Member for Riverina Steph Cooke, MP, and Member for Campbelltown, Greg Warren, Shadow Minister for Local Government were in attendance.

19th August, 2019

Phil McMurray (Acting General Manager) and I attended a meeting with Brungle Tumut Local Aboriginal Land Council.

21st August, 2019

Cr Kelly attended a Showground Users Group s355 Committee meeting.

22nd August, 2019

Cr Palmer (Deputy Mayor), Cr Bowden and I attended a Cootamundra 2050 Strategy workshop.

23rd August, 2019

Cr Bowden attended an art exhibition at the Cootamundra Arts Centre.

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 UPDATED COUNCIL MEETING ACTION REPORT

DOCUMENT NUMBER	309449
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
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
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. Updated Council Meeting Action Report

RECOMMENDATION

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

COUNCIL MEETING ACTION REPORT

MEETING / ITEM	ACTION	OFFICER	STATUS
05/07/2017 18.06.2019	Amend Gundagai LEP 2011 to correct mapping discrepancies	Sharon	Ongoing. Amendment No 4 is currently being reviewed following feedback from the Department of Planning prior to a Gateway determination.
28.11.2017 – 7.3.2.1 22.08.2018 17.09.2018 26.09.2018 17/01/2019 4.02.2019	Waste Collection Services Waste Collection Services cont.	Wayne	Council adopted for Stage 3 to commence with a schedule of works and timeline currently being prepared for staff's consideration. Once the schedule and timeline have been approved works will commence with council to be informed accordingly of the adopted schedule of works and timeline. 18/6/19 update- First draft of the financial plan has been completed and review sent back to consultant for consideration. Next stage is the development of the Business Plan. For full details of the scope of works, timelines etc. refer to the Waste, Parks & Recreation Managers' report to the June, 2019 Council meeting.
31.01.2018 – 7.1.1.3 19.06.2019 07.2019	Continue with land transfer of Inland Aircraft Fuel Depot	Phil/ Andrew	Remediation works to be completed by Caltex prior to finalising transfer of title. Transfer progressing. Following up remediation work. Site meetings undertaken with consultants. Funding options being investigated

MEETING / ITEM	ACTION	OFFICER	STATUS
31.01.2018 – 7.1.1.4 18.06.2019 July, 2019	Prepare detailed design and cost estimates for Turners Lane industrial subdivision. Include budget allocation in 2018/2019 budget.	Phil Bill	22/03/2018 To be outsourced. An amount of $500K has been included in budget estimate. Proposals being sought. Awarded to MJM – Designs expected Dec 18. Draft final civil design plans have been submitted by consultants and returned to consultants requiring some minor amendments for finalisation. Receipt of the final designs is anticipate early July, 2019. Works to commence in 2019/20 Final civil design plans received. Awaiting final electrical design (anticipated mid-August). Awaiting result of funding application prior to commencement of construction.
24.04.18 – 7.1.1.2	Amendment 4 be placed on exhibition upon receipt of delegated approval from the Department of Planning and Environment	Sharon	Pending formal submission to and approval from DPE. On hold pending DA clarification.
22.05.18 – 7.1.1.2 18.06.2019	Amendment 7 be placed on exhibition upon receipt of delegated approval from the Dept of Planning and Environment	Sharon Sharon	Staff are currently checking the final draft of the Amendment prior to gazettal. Item 8 to be reported back to Council Planning staff are currently checking the final draft of the Amendment prior to gazettal.

MEETING / ITEM	ACTION	OFFICER	STATUS
22.05.18 – 7.2.2.3 15.09.2018	Request for the funding of new signage to the July Workshop in relation to development options for the Dog on the Tuckerbox	Phil	Deferred. Deputy GM preparing options paper.
17/01/2019	Investigations to be undertaken to determine feasibility of providing a safe and accessible pedestrian pathway to link Cootamundra town centre and the cemetery on Yass Rd.	Mark/ Anthony Carroll	Long term project. Safety audit of rail overpass completed.
31.07.18 – 9.2 17/01/2019 21.03.2019 18.06.2019 07.2019	Council, in collaboration with the Muttama Creek Regeneration Group, investigate the feasibility of creating a walking track alongside sections of Muttama Creek.	Wayne	Application prepared and submitted for grant funding for footpath/walking track. Still awaiting response on submission. Actively seeking alternative funding options or grants as they become available. Arrangements are current being arranged to meet onsite with the group to discuss future plans. Once this has been determined a report will need to be presented to council for determination and approval. Any plans will need to consider the Muttama Flood Study and seek recreational opportunities A meeting between the group and the Waste, Parks & Recreations Manager is yet to be arranged. It is the intention to arrange a meeting for September 2019.

Council Meeting 26/03/2019		Officer	Action
Item 8.1.7 18.06.2019 07.2019	Showground users group	Andrew	A masterplan for the Showground be prepared with staff and the Committee including the provision of a caretakers cottage Drone work complete. Being presented to users group Wednesday 19-6-2019 Awaiting feedback from user groups
Item 8.1.10 18.06.2019 07.2019	Identify the correct location of the fence between Ellwood's Hall and neighbouring property and move fence if required.	Andrew	Investigate if a survey is required and relocate fence if required. New fence required. Survey works complete Discussions with owners underway
Item 8.4.1 23.05.2019	NSW Public Works Advisory be invited to prepare a proposal for a concept design incorporating an optional PV arrangement to offset power costs and with the provision for future chlorine treatment should Council wish to supply treated effluent for irrigation purposes within the village.	Phil/ Ganesh	 Discussions with Public Works are continuing

Ordinary Meeting 30th April, 2019			
9.2 Notice of Motion - Council Develop a Civic Events and Ceremonial functions Policy	That Cootamundra-Gundagai Regional Council develop a Civic Events and Ceremonial Functions Policy.	Teresa /Marianne	Review Liverpool and Camden policies for draft. Yet to commence
ORDINARY MEETING 28TH MAY, 2019	Resolution	**Officer**	**Action**
Question 8.1.10 Council Meeting Action Report	Follow up progress detailed design for Turners Lane and include in action report	Bill	See 31.01.2018 – 7.1.1.4 on page 2
	Bridge Safety Audit Report	Mark/ Matt	Prepare report for June/July business paper Ongoing. Seeking funding opportunities for bridge assessment
8.7.2 Council Mini Bus (165/2019)	The Council Hiace mini bus be retained for a period of six months and a report on the bus's usage income and costs against the bus be prepared and submitted to the November, 2019 Ordinary Meeting.	Phil	Gundagai Neighbourhood Centre manage bus Group induction for users to drive bus Provide requirements e.g. current licence, log books, user spreadsheet, booking form, data spreadsheet to collate use hours, kilometers, use contract and guidelines/limitations (if any) etc.
8.7.3 CRUC Financial Assistance (167/2019)	Council approve the Acting General Manager to investigate available options for Cootamundra-Gundagai Regional Council to provide financial assistance to the Cootamundra Rugby Union for the Facilities Project in accordance with legislation under the Local Government Act, 1993.	Phil/ Tim	

9.1 Notice of Motion (172/2019) 07.2019	Council investigate the feasibility of extending the Cootamundra indoor pool weekend operating hours. Further, Council undertake a review of the facility's processes and expenditure and incorporate options regarding the use of staff or contractors in the management of both the pool and stadium facilities.	Phil/ Wayne	No time frame was provided for a report to be submitted to Council. An independent report to be prepared at the conclusion of the trial period and with a report to be submitted for the Council consideration. The extended winter season operating hours have been implemented as per Council resolution, with the outcomes to be reported back to Council at the end of the winter pool season. A report to Council will be presented in August, 2019 indicating the cost associated with the undertaking of an independent review of the aquatic centre and stadium operations.
ORDINARY MEETING 25TH June, 2019	**Resolution/ Question**	**Officer**	**Action**
7.1 Traffic Committee minutes	5.6 Traffic Committee Minutes Bereena Road Access to TEGRA Quarry	Matt	Arrange letter to approve TEGRA to maintain road until a MoU is prepared.
	Aside request from Cr Sheahan	Phil	Provide Road Safety Audits to Marianne to upload to Councillor Drive
	Access and Inclusion Committee	Wayne	Lift and change table in the Cootamundra pool facility Adult change facility
07.2019		Andrew	Ramp installed in the Gundagai pool Works have commenced
		Sharon	Disability access audit of business' with awareness programme delivered by Council staff to business owners/managers

07.2019	Gundagai Honor Board	Andrew	Be moved to a more visible location Board has been removed and a suitable location is being investigated.
8.1.12 Requests for Sponsorship (001/2019)	**1. Council donate the amount of $1000 to the Southern Sports Academy for the sponsorship of five young local athletes to participate in sports development programs.** **2. Council donate $900 for three local special needs children to attend the annual Special Children's Christmas Party, 2019 to be held in Albury.**	Marianne	Arrange for the payment of donations as per council resolution and send appropriate correspondence Still waiting for response from Andrew Bell, SSA Waiting for the nomination of 3 local children The information of two families has been submitted to the Special Needs Children's Christmas Party for November, 2019.
30 July, 2019 Ordinary Meeting			
8.1.2 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes and Membership	The Manager Waste, Parks and Recreation meet with Friends of Pioneer Park to discuss improvements proposed in the Friends of Pioneer Park Management Plan, attached to the report, and report back to Council.	Wayne	
8.1.7 Sponsorship of the New South Wales State Combined Driving Championships 2019	Council donate $2500 toward the 2019 NSW State Combined Driving Championships to be held in Gundagai 2nd and 3rd October, 2019.	Marianne	Complete

8.1.8 Australian Local Government Women's Association Meeting Report	Council, through Councillor Bowden, invite Australian Local Government Women's Association NSW to conduct a Forum in the Cootamundra-Gundagai Region Local Government Area.	Cr Bowden 20.08.19	For the Action Report: Following on from the resolution in my ALGWA Report at the last council meeting (I haven't got the number), two forums have been organised to be held in Gundagai and Cootamundra on Saturday 2 and Sunday 3 November. The forums are for women who are interested in and considering standing for Council.
8.10.1Establishment of a Cootamundra Sports Council	That the Cootamundra-Gundagai Sport and Recreation Council be made up of the following • Manager Waste Parks & Recreation (Chair) • Councils Recreation Officer • Councils Public Open Space Parks Supervisor • 1x Councillor • 1x representative from each and every registered sport and recreation association	Council	
9.2	Notice of Motion - A Report be Prepared for Council Addressing Energy Efficiency For the Cootamundra-Gundagai Regional Council Local Government Area	Wayne/ Andrew	
9.4	Notice of Motion - That Council facilitate the establishment of an Arts, Culture and Heritage Working Group with the intention of identifying the many arts, cultural and heritage groups in our Local Government Area and where appropriate supporting them	Cr Bowden 20.08.19	I have had discussions with Amanda Gay, Culture and Community Services Officer at Temora Council. Amanda has successfully restructured the "silos" of arts, culture and heritage groups into a S355 Committee, "Imagine Temora". That Committee has been very successful in running events which bring hundreds of people into Temora. We are not forming a Committee but a more informal Working Group. The initial task is to identify what arts, culture and heritage groups exist in our LGA.

8.1.2 COUNCIL PROVISION OF CUSTOMER SERVICE REVIEW

DOCUMENT NUMBER	310495
REPORTING OFFICER	Phil McMurray, Acting General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**2. A prosperous and resilient economy: we are innovative and 'open for business'** 2.4 Our local workforce is skilled and workplace ready
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft CGRC Customer Service Charter 2. Draft AfterhoursTelephone Etiquett

RECOMMENDATION

The Council Provision of Customer Service Review report be received and noted.

Introduction

Following previous discussions with Council, it became apparent that a review for the improvement of Councils customer service be made a priority for the Acting General Manager. Cootamundra-Gundagai Regional Council is committed to providing high standard of customer service to meet the ever changing needs of the growing and evolving communities. This report below details some recent initiatives undertaken by Council staff to improve on this critical area of its business.

Discussion

Customer Service Charter

A draft Customer Service Charter has been developed to set out Council's customer service standards to enhance relationships and partnerships within our community and customers. It also provides all Council employees with clear base standards to strive for in providing exceptional service, and determines the standards against which our performance will be judged. This was developed through meetings with staff.

In its current form the Customer Service Charter, attached, is quite aspirational and, following a trial period to be determined, will be reviewed with a further report to be submitted for the consideration of Council.

Records and Service Requests Workflows.

All correspondence received by Council is recorded in the electronic InfoXpert Records System, as a record (generally a letter or email if registered) or a service request (generally phone calls or customer service desk notifications). These records are then transferred to appropriate subject matter staff from a workflow list that is pre-established. And the tasks are then actioned and closed out!!

Over the past few months, Council's Records Officer has been reviewing current Workflows through discussions with all Managers and myself. As a result, the following changes have been made:

- All Workflows will now have a Supervisor (Manager) on them unless the relevant Supervisor is already included in the Workflow. This means that if a staff member does not complete a task within the prescribed amount of time then the Supervisor will receive the same task. From here the Supervisor will need to determine why the job has not been completed in a timely manner.
- InfoXpert Overdue Documents Reports are now being provided to the Managers on a fortnightly basis. All of the Workflow's timeframes are based on the Customer Service Charter:
- Records Workflows and Service Requests Workflows are now reflective of the one standard. This means that if a written request is received and recorded in the Records Library it would go to the same staff for the same amount of time had it been a verbal request through the Service Requests Library and vice versa.
- Many of the steps have now been removed. This means that staff will no longer receive the same task up to four times. For the Workflows that still involve steps then the number of days is still based on the Customer Service Charter. For example, the Backyard Burning Workflow is a five day Workflow and it involves two steps. The first step is three days and the second step is two.
- Document Navigation within the info-expert records system, has been better established so that the General Manager may now have an overall view of all Council tasks. Functionality allows for searching categories for all incoming records on a daily and weekly basis, I can now cycle through our records categories and display which staff have received the item for action and any status updates. The same functionality is available for managers.

Although these are internal operational procedures and staff have been advised, I thought it best to share the same details with Council so as to provide an understanding of current processes.

After Hours Emergency Call Centre

A Contract with Southern Star After Hours Call Centre which was signed on the 17th December 2017, and provides an off-site centre to manage any phone contact outside the office opening hours 9:00am to 5:00pm, Monday to Friday and weekends. To date this has proven to be a complex undertaking, due to call centre staff having an unfamiliarity with the local government area, for residents requiring Council assistance and for staff to respond promptly and efficiently to complaints. This is resulting in frustration for callers and staff. The current contract with Southern Star After Hours Call Centre may be terminated by Council without financial penalty.

Following some consultation with staff, the on call staff believe they can more effectively deal directly with matters through their local knowledge, and are prepared to do the same. Rationalisation of our on-call rotation will be make this effective and affordable. This applies to the hours outside of office staff availability 5:00pm to 8:30am Monday to Friday and weekends. It should be noted that changing the diversion times is to allow customer service staff answer the extra morning calls as operational staff will be unavailable.

I am presently formalising a reviewed On-Call Allowance Agreement for Council Employees, through Councils Consultative Committee.

In regards to IT arrangements, Council's phone system is capable of applying multiple options to allow for a "Press To Connect Option" The following example below would be easy to initiate.

- Press 1 for Assistance with Cootamundra Water and Sewer
- Press 2 for Assistance with Roads, Parks, Animals and any other matters in the Cootamundra Area
- Press 3 for Assistance with Gundagai Water matters
- Press 4 for Assistance with Gundagai Sewer matters
- Press 5 for Assistance with Roads, Parks, Animals and any other matters in the Gundagai Area
- Or Press 6 to hear these options again

An Afterhours Telephone Etiquette Document has been produced in advance to assist team members who answer phone calls outside of business hours. This is attached for your information.

Customer Service Charter

Introduction

Cootamundra-Gundagai Regional Council is committed to providing high level customer service to meet the needs of its growing and changing community. As a result, Council's Customer Service Charter has been developed to set out its service standards and to enhance relationships and partnerships with the community and customers. It also provides Council employees with clear standards to strive for in the provision of exceptional service, and determines the standards against which Council's performance will be judged.

Service Standards you can expect from our employees

You will be greeted in a friendly and professional manner.

Council staff will communicate in a clear and concise manner at all times.

You will be treated with respect and courtesy.

Council staff will listen carefully and identify your needs.

Council staff will ensure you receive an excellent standard of service each and every time.

Council staff will respect your right to privacy and confidentiality.

Council staff will respond to your requests within our service standards.

Council staff will adhere to Council's Code of Conduct at all times.

Council staff will deliver solutions which are tailored, transparent and fair.

Expected Response Times

1.	Service Request	2.	Standard Response Time
3.	Telephone Enquiries	4.	Return the call within 2 working days
5.	Written Enquiries	6.	Respond within 7 working days
7.	Animals	10.	
8.	Urgent Dog Attack	11.	Respond within 1 working day
9.	Other Animal Concerns	12.	Respond within 5 working days
13.	Community Development	15.	
14.	Property Certificate Requests	16.	Complete within 5 working days
17.	Rates	19.	
18.	Land and Water Rates Enquiries	20.	Respond within 3 working days
21.	Waste	24.	
22.	Wheelie Bin Repair	25.	Complete within 7 working days
23.	Non-collection of Bin	26.	Respond within 3 working days
27.	Roads	30.	
28.	Assess Hazards	31.	Respond within 2 working days
29.	Maintenance	32.	Respond within 7 working days
33.	Water and Sewer	38.	
34.	Water Meter Repairs	39.	Respond within 1 working day
35.	Burst Water Main	40.	Respond within 1 working day
36.	Water Quality Issues	41.	Respond within 5 working days
37.	Sewer Blockages	42.	Respond within 5 working days

43. Environmental Health 44. Noise Complaints 45. Food Complaints	46. 47. Respond within 5 working days 48. Respond within 2 working days
49. Street Trees 50. Urgent Tree Request (Branches obstructing roads or footpaths) 51. Street Tree Maintenance	52. 53. Respond within 1 working day 54. 55. Respond within 7 working days
56. All other Enquiries	57. Respond within 5 working days

Helping Council help you

You can help Council meet its commitments by:

- Providing accurate and complete information
- Treating staff with mutual respect
- Respecting the rights of other customers
- Working with staff to solve the problem

Measuring and improving the quality of Council service

Council will measure and improve the quality of its service provision by:

- Conducting an annual 'Customer Satisfaction' Survey
- Obtaining feedback from the community using feedback forms and customer surveys
- Implementing quality training to all staff
- Using corporate reporting to measure performance
- Recognising staff for delivering exceptional customer service

Customer Service Requests

Requests for specific services will be recorded in Councils Customer Service Request Management System to ensure the correct staff or department is promptly notified and can take action within the Customer Service Charter established standard time frames.

Customer Service Feedback

As Council strives to deliver exceptional customer service, you are encouraged to provide feedback. Your feedback provides valuable information to allow for continued customer service improvement.

Contact us

If you would like to suggest ways in which Council can improve its service, you may contact Council by:

- **Visit in person:** Cootamundra Office - 81 Wallendoon Street, Cootamundra
  Gundagai Office – 255 Sheridan Street, Gundagai
  Office Hours – Monday to Friday 9am to 5pm
- **Phone:** 1300 459 689 **-** 24 hours a day, 7 days a week
- **E-mail:** mail@cgrc.nsw.gov.au
- **Mail:** PO Box 420
  Cootamundra
  NSW 2590
- **Website:** www.cgrc.nsw.gov.au

Afterhours Telephone Service Etiquette

Aim

This procedure presents the guidelines for team members to manage telephone calls in a professional manner and provide a positive experience for customers. It aims to ensure that Council's telephones are answered in a welcoming, consistent and informative manner throughout the Cootamundra-Gundagai Regional Council.

Actions

1. Please take the time to become familiar with the telephone in order to use its features easily and confidently.
2. Initial greetings should aim to be welcoming and positive in tone.
3. Take accurate messages – the caller's full name, a return contact number, and as much information about the purpose of the call.
4. Strive to help the caller promptly, ensuring they feel valued and acknowledged.
5. Keep detailed records of the call, including their name, address, contact details, time of the call, nature of the call and the resolution.

Standard Greeting

The standard greeting for accepting external calls must include the following:

"Good Morning/Good Afternoon/Good Evening,
Cootamundra-Gundagai Regional Council,
This is (Your Name)"

Telephone Manner

- Always speak clearly, calmly and confidently.
- Answer questions within your area of knowledge, and forward unresolved messages on to the Customer Service Team who can assist the caller further during business hours.
- Inform the caller of other suitable resources, such as the Council Website, that may help them with their enquiries.

Putting Callers on Hold

- Remember to use the Hold button – the caller should not hear any conversations occurring in the background.
- When putting the caller on hold – you must inform them first and do not leave them waiting for extended periods of time.

Abusive or Difficult Callers

- Always remain calm and confident, and remind the customer that you would like to help them resolve their matter.
- If the customer becomes aggressive or abusive, you may warn them that you will terminate the call if their offensive behavior continues.
- Report abusive phone calls to your Supervisor or the Customer Service Team Leader.

The Cootamundra-Gundagai Regional Council wishes to provide exceptional customer service that is professional and effective. These guidelines promote a standard of care that are required to be adhered to at all times, for all customers, clients and visitors.

8.1.3 TABLING OF PECUNIARY INTEREST RETURNS

DOCUMENT NUMBER	304153
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with Section 440AAB Local Government Act, 1993.
POLICY IMPLICATIONS	To comply with the Code of Conduct.
ATTACHMENTS	Nil

RECOMMENDATION

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

Introduction

The Code of Conduct specifies that councillors and designated persons must make and lodge with the general manager a return, disclosing the designated person's or councillors interests within 3 months after:

(a) becoming a designated person or councillor, and
(b) 30 June of each year, and
(c) the designated person or councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

Returns required to be lodged with the general manager under (a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.

Returns required to be lodged with the general manager under clause (c) must be tabled at the next council meeting after the return is lodged.

Discussion

Pecuniary interest returns from new designated staff as at 30th April, 2019 are tabled.

8.1.4 DELIVERY PROGRAM 2018-2021/OPERATIONAL PLAN 2018/19 - HALF YEARLY PROGRESS REPORT

DOCUMENT NUMBER	309457
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with section 404(5) of the Local Government Act.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Half Yearly Progress Report January - June 2019

RECOMMENDATION

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

Background

1. At its meeting of 28th February, 2019, Council received and noted the half yearly progress report on the 18/19 Operational Plan actions for 1st July, 2018 – 31st December, 2018.
2. Section 404 (5) of the Local Government Act 1993 requires that "The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months."
3. Accordingly, annexed to this report is a half yearly progress report outlining the extent to which performance measures and targets set out in the Delivery Program and Operational Plan have been achieved during the second half of the reporting year, that is between 1st January and 30th June, 2019.
4. Attached is the Delivery Program 2018-2021 incorporating the Operational Plan 2018/19 (Year 1) - Half Yearly Progress Report (1 January – 30 June 2019) for review.

It is anticipated to provide Council with quarterly reports moving forward. The next progress report will be presented to Council at the November, 2019 Council Meeting, and will consist of status updates for actions within the 19/20 Operational Plan (Q1 reporting period July-September, 2019).

Delivery Program / Operational Plan

Half Yearly Progress Report

2018/2019 1 January 2019 – 30 June 2019

DIRECTORATE: *General Manager*

SECTION: General Manager

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Councillors will support and advocate for the needs of all members in our community.	4.1a (1)	Councillors available and contactable by community members	General Manager	Ongoing	100%	Councillor's contact information is available on Council's website and can be obtained upon request.
Support for Councillors to attend training, conference and development opportunities will be provided.	4.1e (1)	Councillor Training and Development: Local Government NSW Annual General Conference and In-house Councillor Induction Program	General Manager	Completed	100%	The following training and development opportunities were offered/provided: • Councillors provided with report to Council in August 2018 presenting the opportunity to attend the 2018 LGNSW Annual General Conference. Four Councillors attended the Conference. • In-house Councillor Induction program provided in October-November 2017 following the 2017 Elections.
Effective day-to-day management and leadership of the organisation conducts service reviews and implements continuous improvement practices to create greater	4.3e (1)	Improvement programs identified and developed by 30 June 2019	General Manager	Completed	100%	Various parts of the business have undertaken review and improvements, further identification and development continue in 19/20.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
efficiencies and effectiveness across the organisation.						
Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	2.1a (4)	Pursue available grant opportunities	General Manager	Ongoing	100%	Council has secured numerous grants through various funding sources. A spreadsheet detailing each of the projects has been developed and distributed to Councillors.
Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	3.1d (5)	Grant Funding opportunities pursued and secured	General Manager	Ongoing	100%	Council has secured numerous grants through various funding sources. A spreadsheet detailing each of the projects has been developed and distributed to Councillors.
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.	4.3f (2)	Develop and adopt new organisational structure by September 2018	Manager Business	Completed	100%	New Organisational Structure adopted 31 July 2018 Resolution Number: 150/2018.

SECTION: Development, Building and Compliance

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	2.2a (3)	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	0%	Staff are undertaking inspections within the agreed timeframe of 48 hours.
	2.2a (3)	Responses to enquiries provided within 5 working days	Manager Development, Building and Compliance	Ongoing	0%	Responses to development enquiries are provided within the agreed timeframes approximately 90% of the time. At times additional information and research is

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
						required to respond fully to more complex enquiries.
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.	2.2b (1)	Increase in the number and value of Development Consents determined compared to the previous year	Manager Development, Building and Compliance	Completed	100%	192 Development Applications were approved for the 2017/18 year with an estimated construction value of $17,236,613. 190 Development Applications were approved for 2018/19 year and the estimated construction value was $29,055,502. It should be noted that not necessarily all of those projects have proceeded to construction.
Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	3.1a (1)	Impact on the environment of a development is accessed in accordance with legislative obligations	Manager Development, Building and Compliance	Ongoing	0%	All development applications are assessed in accordance with legislative requirements. Assessment reports provide justification for decisions made and conditions imposed.
Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	3.1d (4)	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	0%	Reports are completed and lodged in accordance with service standards and legislation.
	3.1d (4)	Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	0%	Reports are lodged in compliance with legislative requirements.
Develop and operate development control systems to ensure compliance with appropriate legislation and to achieve the best possible development outcomes for the community.	3.2a (1)	Increase in the number and value of Development Consents granted compared to the previous year	Manager Development, Building and Compliance	Completed	100%	192 Development Applications were approved for the 2017/18 year with an estimated construction value of $17,236,613. 190 Development Applications were approved for 2018/19 year and the estimated construction value was $29,055,502. It should be noted that not

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
						necessarily all of those projects have proceeded to construction.
Ensure new development is considerate of our heritage.	3.2a (2)	Assessment of all Development Applications includes heritage considerations as applicable and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	0%	All development applications are assessed in accordance with legislative requirements. Assessment reports provide justification for decisions made and conditions imposed.
	3.2a (2)	Heritage considerations incorporated into new LEP	Manager Development, Building and Compliance	Not Due to Commence	0%	Drafting of the comprehensive, consolidated LEP has yet to commence and is scheduled for completion during the 2019/20 year. Heritage matters will be considered for inclusion in the LEP
Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	3.2b (1)	Increase in the number and value of Development Consents granted compared to the previous year	Manager Development, Building and Compliance	Completed	100%	192 Development Applications were approved for the 2017/18 year with an estimated construction value of $17,236,613. 190 Development Applications were approved for 2018/19 year and the estimated construction value was $29,055,502. It should be noted that not necessarily all of those projects have proceeded to construction.
Determine development applications in an efficient and effective manner based on merit	4.1c (3)	80% of DAs determined within statutory 40 days' timeframe	Manager Development, Building and Compliance	Ongoing	100%	86.6% of development applications for the 2018/19 year were determined within the legislative timeframe.
Develop and operate development control systems which support the protection of agricultural land.	2.1b (2)	Commence development of new LEP and DCP, by 30 June 2019	Manager Development, Building and Compliance	Not Yet Commenced	0%	The background studies that allow the development and drafting of these documents are to be presented to Council for adoption in the new financial year. Following adoption of these studies and strategies, staff will begin the drafting of the new comprehensive LEP and DCP documents.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Encourage growth in development and construction locally.	2.1e (3)	Increase in the number of Construction Certificates issued from the previous year	Manager Development, Building and Compliance	Completed	100%	86 Construction Certificates were processed for the 2017/18 reporting period this increased to 131 Construction Certificate issued for 2018/19. Caution must be exercised in comparing this reporting action as Council is unable to influence the number of Construction Certificate Applications that are made.
Develop a new, comprehensive Local Environmental Plan for the local government area.	2.2a (1)	Prepare new draft Development Control Plan, by 30 June 2019	Manager Development, Building and Compliance	Not Yet Commenced	0%	The background studies that allow the development and drafting of the LEP will be presented to Council for adoption in the new financial year. Upon completion of the LEP, staff will begin the drafting of the the document and workshop this with Councillors.
Identify and address current and future land-use needs through integrated strategic planning and development.	2.2a (2)	Develop Rural Land Use Strategy by 30 June 2019	Manager Development, Building and Compliance	In Progress	90%	This strategy is to be presented to Council for adoption in the new financial year. This document will form the suite of documents that inform the development of the new LEP. This strategy is to be presented to Council in August 2019.
	2.2a (2)	Prepare new draft Comprehensive Local Environmental Plan, by 30 June 2019	Manager Development, Building and Compliance	Not Yet Commenced	0%	The background studies that allow the development and drafting of the LEP are to be presented to Council for adoption in the new financial year. Following adoption of these studies and strategies, staff will begin the drafting of the new comprehensive LEP and will workshop this with Councillors.
Develop and operate development control plans to ensure compliance with	4.3a (4)	Develop new Section 7.11 and 7.12 Development Contribution plans and	Manager Development, Building and Compliance	In Progress	25%	Section 7.12 Fixed Development Levy Contributions Plan has been implemented. New Headworks Charges and Section 7.11

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
appropriate legislation and to achieve the best possible planning and development outcomes for the community.		Section 64 Headworks Charges, by 30 June 2019				Development Contributions will be developed after the development of the LEP.

SECTION: Regulatory Services

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
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.	4.3d (5)	Develop a Cemetery Services Strategic plan, by 30 June 2019	Manager Regulatory Services	Not Yet Commenced	0%	It is anticipated to commence development in 2019/20.
	4.3d (5)	Undertake Mapping of Cemeteries for plot identification, future planning and publish information online, by 30 June 2019	Manager Regulatory Services	In Progress	50%	Mapping continuing at this stage should be completed in December 2019
A range of programs are supported, promoted and controlled to encourage and enforce responsible companion animal ownership.	1.3c (3)	Undertake Companion Animals Audit, by 30 June 2019	Manager Regulatory Services	In Progress	50%	Audit has commenced with Rangers targeting one street at a time.
Develop and operate safe food handling and public health controls.	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, by 30 June 2019	Manager Development, Building and Compliance	Not Yet Commenced	0%	Food Safety Awareness is provided as part of the annual food shop inspection program. However Council has successfully recruited a dedicated Environmental Health Officer who will commence in the new financial year. Dedicated food safety education and ongoing promotion is a core part of this role. This officer is to develop a program for this to occur.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	1.3d (1)	Liaise with the District and Local Emergency Management Committees to ensure coordination of emergency management assistance	Manager Regulatory Services	Completed	100%	LEMC meetings continuing as well as training for all members.
Develop and maintain effective and well tested emergency management plans.	1.3d (2)	Develop Local Emergency Management Plan	Manager Regulatory Services	Completed	100%	Plan developed and submitted to the Local Emergency Management Committees.
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.	1.3d (3)	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	50%	LEMC Meetings continuing with constant communications with commander.
Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	1.3d (4)	Administrative support provided to emergency management meetings	Manager Regulatory Services	Ongoing	100%	Administrative support continual for LEMC.
A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	3.1d (6)	Undertake illegal dumping surveillance and implement associated technology	Manager Regulatory Services	Completed	100%	Application made for grant for the purchase of surveillance cameras. Staff members are qualified in the Surveillance Act for covert placement of surveillance cameras.
Noxious weeds will be contained, reduced or eliminated as appropriate.	3.1e (1)	Undertake Weed Control Program, by 30 June 2019	Manager Regulatory Services	Completed	100%	Continual weed control undertaken by Bio Security Officers.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide a facility through which used chemical drums can be disposed of correctly.	3.1c (3)	Provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Ongoing	100%	Drum Muster collection service is available on a scheduled day in February, May, August and November in Cootamundra and is available on an on-demand basis in Gundagai.
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.	2.1b (3)	Undertake lighting upgrade at Cootamundra's Saleyards Facility, by 30 June 2019	Manager Regulatory Services	Completed	100%	Lighting upgrade completed at the end of 2018.

SECTION: Community and Culture

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	1.1e (1)	Review and implement Councils Disability Inclusion Action Plan, by 30 June 2019	Manager Community and Culture	Completed	100%	Committee has formed and is meeting regularly.
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.	1.3a (1)	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	Completed	100%	Dual Diagnosis Action Group meetings facilitated and attended by Council Staff.
	1.3a (1)	Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	0%	Attended one interagency in the period. Investigating Cootamundra based Interagency meeting being started.
Promote a wide range of health and community services offered by various agencies in the local government area.	1.3a (2)	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	0%	The online listings have been written into the job description of the Youth & Inclusion Officer to be completed by the end of the year.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	1.3a (3)	Undertake improvements at Mirrabooka Community Centre, by 30 June 2019	Manager Community and Culture	In Progress	70%	Works well underway. To be completed by March 2020.
Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	2.4a (2)	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Deputy General Manager	Ongoing	100%	Promotion provided through websites, social media and email newsletters on request.
Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	1.1c (3)	Apply for funding on behalf of Community Groups under the Stronger Country Community Fund	Manager Community and Culture	Completed	100%	Range of successful SCCF round 2 funding applications submitted on behalf of community groups with $2.78 million in funding secured.
Improve the amenity of town and village entrances.	1.2b (1)	Make application for funding for improvements to village entrances	Manager Community and Culture	Completed	100%	Funding for further work on entrances secured.
Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	1.1a (4)	Implement program to encourage Library membership and increase overall membership numbers	Manager Community and Culture	Ongoing	100%	Outreach through groups - guest speaking. Encouraging other users of the facility to join.
Develop and implement a Youth Strategy which meets the needs of young people within our community.	1.1e (2)	Implement a Gundagai Youth Radio Program, by 30 June 2019	Manager Community and Culture	Not Due to Commence	0%	Still to confirm and reach agreement with station. Youth and Inclusion officer to work on this project.
Maintain and improve Council library facilities.	1.2c (2)	Develop plans for improvement to Library Spaces, by 30 June 2019	Manager Community and Culture	Completed	100%	Strategic Planning undertaken for both libraries. Implementing actions as recommended by Kevin Hennah. Working

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
						on SCCF3 applications for major upgrades.
Encourage the development of initiatives to welcome new residents and make them aware of the opportunities which exist in the local government area.	1.1a (3)	Develop New Residents Packs with general information on the Council area, services and additional information on the subject of residents locality, by 30 June 2019	Manager Community and Culture	Completed	100%	New residents packs developed. Further updates planned for later in the year.
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.	1.1b (1)	Applications made for funding for projects at the following locations: The Arts Centre Cootamundra, the Old Mill Centre Gundagai, Mirrabooka Gundagai, Men's Shed/ Community Garden	Manager Community and Culture	Completed	100%	SCCF funding secured as follows: • $185,000 for the Arts Centre Cootamundra. • $150,000 for the Old Mill Centre in Gundagai. • $67,000 for Mirrabooka Gundagai. • $233,794 Men's shed/Community garden.
Provide assistance to art and cultural bodies to promote and develop programs and facilities.	1.1b (2)	Applications made for funding for projects at the following locations: The Arts Centre Cootamundra, the Old Mill Centre Gundagai, Mirrabooka Gundagai, Men's Shed/ Community Garden	Manager Community and Culture	Completed	100%	SCCF funding secured as follows: • $185,000 for the Arts Centre Cootamundra. • $150,000 for the Old Mill Centre in Gundagai. • $67,000 for Mirrabooka Gundagai. $233,794 Men's shed/Community garden
Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	1.1d (1)	List local museum on Australian tourism data warehouse promote local museum on Tourism Social Media	Manager Community and Culture	Completed	100%	Completed.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	1.1d (2)	Secure funding for Main Street Heritage Paint Scheme in Gundagai and the Wallendbeen Heritage Study	Manager Community and Culture	In Progress	80%	Work due for completion November 2019.
Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	1.1d (3)	Install Interpretative signage in Sheridan Street Gundagai, by 30 June 2019	Manager Community and Culture	Completed	100%	Interpretive signage installed. Further funding has also been secured to install additional signage.
Enhance the amenity and appearance of our towns' main streets.	1.2a (1)	Construct Gundagai Main Street Public Toilet, by 30 June 2019	Manager Community and Culture	In Progress	70%	Works still underway. Completion November.
Plan for and manage the construction of public space upgrades as funding permits.	1.2a (3)	Engage consultant to prepare Cootamundra Arts Precinct Masterplan, by 30 June 2019	Manager Community and Culture	Completed	100%	Report prepared. Yet to be adopted by Council.
Improve the amenity of town and village entrances.	1.2b (1)	Engage consultant to design boundary and Village Signage	Manager Community and Culture	Completed	100%	Shire boundary and village signage installed.
Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	2.1a (1)	Develop a compressive Tourism and Economic Development Strategy for the Local Government Area, by 30 June 2019	Manager Community and Culture	Completed	100%	Strategy adopted April. Implementation underway.
Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	2.1a (2)	Make application for government funding to support Council land release programs, by 31 December 2018	Manager Community and Culture	Completed	100%	Application under the Growing Local Economies Funding for Turners Lane Industrial Subdivision submitted with the initial EOI for funding successful. Funding application submitted has not yet determined.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	2.1a (2)	Negotiate new memorandum of understanding with Cootamundra Development Corporation, by 30 June 2019	Manager Community and Culture	Completed	100%	New MOU signed and implementation underway.
Implement strategies which encourage the growth of the local population.	2.1a (3)	Participate in Country Change initiative	Manager Community and Culture	Ongoing	0%	Participated in planning teleconference.
Work with key partners to explore and advocate for opportunities to better utilise and develop transportation and freight networks which meet our community needs.	2.1c (1)	Facilitate Community response to the proposed new Canberra/Cootamundra-Gundagai bus route	Manager Community and Culture	Completed	100%	Council's response on behalf of the community in support of the proposed new bus route prepared and submitted.
Promote to the community and industry groups potential growth opportunities and development efficiencies.	2.1e (2)	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	100%	Regular email and social media communications. Several outsourced training courses offered in the period.
Work in partnership with agencies and other levels of government to support local businesses.	2.1f (1)	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	100%	Working with external training providers we have delivered a number of courses during the period.
Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	2.1f (2)	Facilitate forums for Economic Development and Growth	Manager Community and Culture	Completed	100%	Commenced closer working with the Cootamundra Development Corporation.
	2.1f (3)	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	0%	Continuing work on a number of initiatives together.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Maintain a close liaison and continue to work with Regional Development Australia.	2.1f (3)	Participate in the Country Change Initiative	Manager Community and Culture	Ongoing	0%	Committed to participating in the next expo.
Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	2.3a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region	Manager Community and Culture	Ongoing	0%	Strategy developed - implementation underway.
Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	2.3b (1)	Formalise status of both Gundagai and Cootamundra Tourism Action committees by 31 December 2018	Manager Community and Culture	Completed	100%	Gundagai Tourism Action Committee was granted s.355 Committee status in August 2018. The Cootamundra Tourism Action Group was granted s.355 Committee status in September 2018.
Work with the community to develop a marketing strategy for the local government area as a tourist destination.	2.3b (2)	Develop Marketing Strategy for Local Government Area, by 30 June 2018	Manager Community and Culture	In Progress	25%	Consultant engaged to prepare strategy. Completion expected March 2020.
Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	2.3b (3)	Create, maintain and promote a Calendar of Activities, Programs and Community Events, by 30 June 2019	Manager Community and Culture	In Progress	80%	Gundagai area calendar complete. Cootamundra events Facebook complete but website 90% complete.
	2.3b (3)	Develop Cootamundra Tourism Website and both hardcopy and email Events Newsletter, by 30 June 2019	Manager Community and Culture	In Progress	95%	Website 90% complete. Email newletter commenced.
Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	2.3c (5)	Commence implementation of the recommendations of the Gundagai Gaol Masterplan, by 30 June 2019	Manager Community and Culture	In Progress	0%	Review of current Gaol underway. FOGG Committee to be reformed.
	2.3c (5)	Develop Strategic Management Plan for WWII inland aircraft fuel depot, by 30 June 2019	Manager Community and Culture	In Progress	20%	Funding obtained for site interpretations, consultant currently working on preparing

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
						these. A strategic management plan will require further funding to achieve.
Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	4.1c (4)	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area, by 30 June 2019	Manager Community and Culture	Not Due to Commence	0%	To complete Jan - June 2020 once other strategy work complete.
Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	2.3c (1)	Review operation of Council Visitor Services, by 30 June 2019	Manager Community and Culture	Completed	100%	Review undertaken through TEDS recommended to retain additional VICs.
Undertake a redevelopment of the Gundagai Visitor's Information Centre.	2.3c (2)	Re-develop the Gundagai Visitors Information Centre including removal of internal visitors toilets, provision of a theatrette space and accessibility improvements, by 30 June 2019	Manager Community and Culture	In Progress	20%	As indicated works to commence late 2019 and complete June 2020.
Develop and implement a Youth Strategy which meets the needs of young people within our community.	1.1e (2)	Develop a Youth Strategy, by 30 June 2019	Manager Community and Culture	Not Due to Commence	0%	Youth & Inclusion Officer role to be advertised. The position will be responsible for strategy development.
Continue to foster and support the Youth Council.	4.1b (5)	Consider representation by Councillor's on the Youth Council in Gundagai, by 30 June 2019	Manager Community and Culture	Completed	100%	Councillors are being invited to meetings.
	4.1b (5)	Explore feasibility of establishing a Youth Council in Cootamundra, by 30 June 2019	Manager Community and Culture	Completed	100%	Youth and Inclusion Officer under recruitment - establishment of a Youth Council in Cootamundra forms part of role.

SECTION: Finance and Customer Service

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
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.	4.3d (1)	Develop and implement a new Customer Service Charter, by 30 June 2019	Manager Finance and Customer Service	In Progress	50%	A customer service charter was developed in 2018. It will be revised and implemented in 2019/20. Has been included in the 2019/20 Operational Plan.
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 organisation and our community's needs.	4.3d (1)	Review all Council Forms including online forms, by December 2018	Manager Business	Completed	100%	All Council forms reviewed, updated, and uploaded to intranet and website, where applicable.
Requests for service are processed in an efficient and effective manner.	4.3d (4)	Complete Customer Satisfaction Survey to provide benchmark by 30 June 2019	Manager Finance and Customer Service	Completed	100%	Completed in 2018.
	4.3d (4)	Review and enhance Service Request Reporting System to ensure accurate and efficient reporting	Manager Finance and Customer Service	Completed	100%	Completed.
Ensure Council's long term financial planning supports the delivery of community expectations and financial stability.	4.3a (1)	Undertake processes to consolidate Council's rating structure, by 30 June 2019	Manager Finance and Customer Service	In Progress	20%	Councillor workshops have been conducted to explore options for the consolidated structure. Preferred options will be expanded upon, with financial modelling prepared after property revaluations have been completed by the Valuer General in November.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
						A campaign will be developed to educate the public in the interim. The project is due for completion by June 2020.
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.	4.3a (2)	Develop an integrated budgeting process, by 30 June 2019	Manager Finance and Customer Service	Completed	100%	The 2019-20 budget was prepared in the new system, and is integrated with Authority.
	4.3a (2)	Undertake stage 2 of the Authority Financial Data migration project, by 30 June 2019	Manager Finance and Customer Service	Completed	100%	Migration project completed by December 2018.
Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	4.3a (3)	Undertake review of Banking Services, by 30 June 2019	Manager Finance and Customer Service	Completed	100%	It was determined that council's current banking arrangements be maintained.
Support and funding for elections is provided as required.	4.3b (2)	Allocate sufficient funding to the Election Funding reserve for 2019-20 budget	Manager Finance and Customer Service	Completed	100%	An allocation has been made in the Long Term Financial Plan.

SECTION: Business

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	1.1a (1)	Develop and implement a program of Events for Youth Week and Seniors Week in 2019, by 30 June 2019	Manager Business	Completed	100%	Program of Events for Youth Week and Seniors Week 2019 were developed and implemented.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
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.	4.3c (1)	Develop a Fortnightly newsletter to be distributed to the community, by 30 June 2019	Manager Business	Completed	100%	Newsletters have been distributed to the community on a fortnightly basis.
	4.3c (1)	Develop Engagement Strategy to inform the community and receive feedback, including feedback on major projects, by 30 June 2019	Manager Business	In Progress	80%	Engagement Strategy is a part of the Communications Strategy which is anticipated to be completed by 30 September 2019.
	4.3c (1)	Improve Services Available on Councils websites	Manager Business	In Progress	50%	Online forms have undergone a review and the implementation of online services will be investigated further in 2019/20.
Council ensures statutory compliance is achieved and demonstrates good governance practices.	4.3b (1)	Develop a Policy Register, by 30 June 2019	Manager Business	Completed	100%	CGRC policy register developed. Legislated policies have been updated for CGRC. Please note: The development of this register is an ongoing action. Managerial staff to proceed with reviewing, redeveloping and drafting other policies as required, and as per the schedule created by Governance staff.
Implement effective integrated risk management strategies and practices.	4.3b (3)	Establish a Audit, Risk and Improvements Committee	Manager Business	Completed	100%	CGRC has joined the Internal Audit and Risk Committee program and has commenced regulary meetings.
Council ensures statutory compliance is achieved and demonstrates good governance practices.	4.3g (3)	Develop Infocouncil Business paper software solution by, 31 July 2018	Manager Business	Completed	100%	InfoCouncil implemented and operational for the June 2018 Council meeting.
Promote local employment and training opportunities within the Council organisation.	2.4a (1)	Prepare a suite of trainee opportunities to be offered at Council, by 30 June 2019	Manager Business	Not Due to Commence	0%	A review of Traineeships will take place in 2019/20 in conjunction with a review of the Workforce Management Plan.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	4.3f (1)	Engage consultants to facilitate a staff climate survey, by 30 June 2019	Manager Business	Not Due to Commence	0%	Survey will scheduled to take place in conjunction with the Leadership Development program.
	4.3f (1)	Review and enhance recruitment practices, by 30 June 2019	Manager Business	Not Yet Commenced	0%	Rescheduled to 2019/20 due to competing priorities.
Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	4.3f (3)	Develop and adopt Workforce Management Plan by 30 June 2018	Manager Business	Completed	100%	Workforce Management Plan adopted 25 September 2018 Resolution Number: 193/2018.
Develop and implement a Staff Wellbeing Program	4.3f (5)	Develop and implement Staff Wellbeing Program, by 30 June 2019	Manager Business	Not Yet Commenced	0%	Rescheduled to 2019/20 due to competing priorities.
Implement a training plan to enhance the skills and knowledge of staff across the organisation.	4.3g (1)	Develop Staff Training Plan following skills/performance process in first half of the 2019 Calendar Year	Manager Business	Not Yet Commenced	0%	Rescheduled to 2019/20 due to competing priorities.
Provide learning and development opportunities to staff to develop the individual's potential and meet the needs of the community and organisation.	4.3g (2)	Develop and implement a Leadership Development Program, by 30 June 2019	Manager Business	Not Due to Commence	0%	Rescheduled due to competing priorities.
Offer and promote free public wi-fi internet access in key public spaces across the local government area.	2.1d (3)	Provide infrastructure for free Public Wi-Fi Internet Access in key public spaces, by 30 June 2019	Manager Business	Ongoing	100%	Free Wi-Fi available in the following locations: Libraries, Post Office Square
Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	4.3b (3)	Undertake I.T Infrastructure Audit and Disaster Recovery Plan, by 30 June 2019	Manager Business	Completed	100%	Disaster Recovery Plan is contained in the documentation provided by the IT Managed Service Provider. Further actions will be implemented at the request of the external Auditors.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
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 organisation and our community's needs.	4.3d (1)	Develop Online Booking System for Council facilities, by 30 June 2019	Manager Business	Not Yet Commenced	0%	Rescheduled to 2019/20 as requirment for system upgrade has caused delays.
	4.3d (2)	Corporate Software System Consolidation, By 30 June 2019	Manager Business	In Progress	50%	Online Requisitions has been implemented. Integration between Authority and the Magiq document (EDRMS) system will be reviewed in 2019/20.
	4.3d (2)	Review Business Systems and identify services that can be delivered on Council's Website, by 30 June 2019	Manager Business	In Progress	50%	This has commenced and will be carried out in conjunction with the Customer Services team in 2019/20.
Provide learning and development opportunities to staff to develop the individual's potential and meet the needs of the community and organisation.	4.3g (2)	I.T and Communications, staff training program in ITC, by 30 June 2019	Manager Business	Not Due to Commence	0%	IT and Communications training will be incorporated in the Staff Training Plan in 2019/20.
Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	4.3g (3)	Develop Staff Internet platform, by 30 June 2019	Manager Business	Completed	100%	A basic Staff Internet platform has been developed and further development will be undertaken as resources become available.
	4.3g (3)	Provide ongoing enhancement to Staff Intranet, by 30 June 2019	Manager Business	Not Due to Commence	0%	To be rescheduled due to competing priorities.
Implementation of the Cootamundra-Gundagai Regional Council's suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	4.1a (2)	Present Delivery Program/ Operational Plan status report to Council, by February 2019	Manager Business	Completed	100%	Progress Report submitted to Council at the 26 February Council Meeting.
The development of the Cootamundra-Gundagai Regional Council's integrated suite of plans, including the Community	4.1c (1)	Develop and adopt 2019-20 Operational Plan by 30 June 2019	Manager Business	Completed	100%	Adopted at Council Meeting 25 June 2019 Resolution number 187/2019.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Strategic Plan, Delivery Program, Operational Plan and resourcing plans, provide a clear strategic direction and drives the organisation's activities.						
Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	4.1d (1)	Integrated Planning and Reporting, Progress reporting: Implement Pulse Software Program to provide status updates on performance against Delivery Program and Operational Plan, by 30 January 2019	Manager Business	Completed	100%	Pulse training provided to all Section Managers and the Acting General Manager. Pulse software is now implemented and will be used to create the first progress report to be submitted at the August Council Meeting.
Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	4.3a (3)	Undertake assessment and improvement of procurement processes, by 30 June 2019	Manager Business	In Progress	90%	The following has been undertaken: • Procurement Officer coordinating all Tendering activities by Council. •Implementation of On-Line Requisitioning Rolled out early June 2019. Final issues to be finalised by end August 2019 – delays from Civica. •Training held for all staff raising Purchase Orders on On-Line Requisitioning with revisit of Procurement Policy and Guidelines May/June 2019. •Training held for all holders of Financial Delegation Nov-2018. •Induction program being developed for all new staff involved in purchasing. •Suite of Templates developed. •Regular program of internal audit being undertaken to ensure compliance with policy and procedures, automated reports to be developed. •AP Workflow to be rolled out in Sept 2019 to finalise the On-Line Requisitioning

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
						Process. •Contracts Module to be rolled out in Sept 2019.
Council's records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	4.3d (3)	Review infoXpert records management systems to identify utilisation gaps, by 30 June 2019	Manager Business	In Progress	70%	In conjunction with Senior Management, a thorough review of InfoExpert workflows have been carried out and processes have been streamlined. There has also been an increase in utlisation of the system due to the implementation of new training approaches and resources.

DIRECTORATE: Deputy General Manager

SECTION: Deputy General Manager

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	1.2c (5)	Contribute to Department of Education Multi-Purpose Facilities, by 30 June 2019	Deputy General Manager	Not Due to Commence	0%	No work to date. Report to be presented to Council for consideration of proposal to reallocate funds.
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.	4.3e (2)	Project Management Training undertaken by relevant staff	Deputy General Manager	Completed	100%	Key staff attended Project Management training.
	4.3e (2)	Schedule of projects, including grant funded projects, prepared	Deputy General Manager	Completed	100%	Project schedule prepared and regular project team meetings undertaken to determine status and ensure compliance with schedule.

SECTION: Civil Works

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	3.1a (3)	Commence upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report, by 30 June 2019	Manager Civil Works	In Progress	5%	Plans on various projects complete. Works being scheduled during second half 2019 as per priority. Cootamundra Flood Study has commenced as part of these works.
Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	3.2d (2)	Undertake annual road maintenance program, 30 June 2019	Manager Civil Works	Ongoing	100%	2018-2019 road maintenance program completed.
	3.2d (2)	Undertake bitumen seal of Rathmells lane, by 30 June 2019	Manager Civil Works	Completed	100%	Sealed and linemarked.
Undertake the annual footpath renewal and extension program.	3.2d (3)	Undertake Footpath Renewal and Extension Program, by 30 June 2019	Manager Civil Works	Ongoing	80%	Works progressing. Footpath replacement program being undertaken in accordance with the schedule.
Improve functionality and amenity within Council's work depots.	4.3a (6)	Implement Program to rationalise Council's Works Depots, by 30 June 2019	Manager Civil Works	In Progress	5%	Planning works underway, with rationalisation to occur during 2019/2020.
Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	2.2b (2)	Market and promote Bourke Estate residential subdivision in Gundagai, by 30 June 2019	Deputy General Manager	Ongoing	100%	Marketing being undertaken as required and will continue 2019/20.
	2.2b (2)	Market and promote Stage 1 of Claron Estate residential subdivision in Cootamundra, by 30 June 2019	Deputy General Manager	Ongoing	100%	Marketing being undertaken and lots are selling. Planning for Stage 2 will commence in 2019/20.
	2.2b (2)	Phase 1: Prepare plans for subdivision of industrial land at Turners Lane in Cootamundra, by 30 June 2019	Manager Civil Works	Completed	100%	Subdivision Plans prepared. Work estimate underway with scheduling of works to commence in 2019/20.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Develop and implement strategies to improve safety and accessibility of all road users.	3.2d (1)	Deliver the graduated Licence Scheme (GLS) Workshops, by 30 June 2019	Manager Civil Works	Completed	100%	Completed both Gundagai and Cootamundra workshops in May.
	3.2d (1)	Implement 'Catch the Snake Gully Bus' initiative on 16-17 November 2018	Manager Civil Works	Completed	100%	Initiative implemented and successful.
	3.2d (1)	Implement 'Make your Swag your plan B' initiative during Christmas 2018 and New-year 2019	Manager Civil Works	Completed	100%	Initiative implemented and successful.
	3.2d (1)	Implement 'Safer speeds and Travel on alternate Routes of Brungle and Grahamstown roads' during construction stages on Gocup Road	Manager Civil Works	Completed	100%	Completed.
	3.2d (1)	Implement 'Safer Speeds Campaign' over peak holiday periods	Manager Civil Works	Completed	100%	2018/2019 program of Road safety events complete. New program to be approved for 2019/2020 as per RMS program.

SECTION: Technical Services

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	3.2d (2)	Undertake Adjungbilly Road Heavy Vehicle Access Project, by 30 June 2019	Manager Technical Services	In Progress	90%	Stage 1 works complete. Earthworks and drainage complete for stage 2, when weather conditions are more favourable stabilisation, sealing and road furniture will be completed.
	3.2d (2)	Undertake annual road maintenance program, by 30 June 2019	Manager Technical Services	Ongoing	100%	Routine maintenance completed in accordance with agreed service levels by end of June 2019.
Undertake the annual footpath renewal and extension program.	3.2d (3)	Undertake Footpath Renewal and Extension Program, by 30 June 2019	Manager Technical Services	Ongoing	100%	Footpath renewal funds have been expended and resulted in a number of upgrades across the LGA. Some projects could not fit within

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
						the budget and have been moved to future works programs.
Improve functionality and amenity within Council's work depots.	4.3a (6)	Implement Program to rationalise Council's Works Depots, by 30 June 2019	Manager Technical Services	In Progress	50%	Plans are being finalised for the layout of Bradman Street and Depot 2 in Cootamundra. DA to be prepared for submission in late February 2019. Subject to DA approval, works are scheduled to commence in March 2019. Construction of a new training room at the Gundagai Depot has been completed.
Council's fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	4.3d (6)	Undertake plant replacement in accordance with related policies and programs, by 30 June 2019	Manager Technical Services	Ongoing	100%	Ongoing replacement of plant in line with the adopted plant replacement program. Utilisation of existing fleet is being monitored on a weekly basis. Preliminaries are being completed, including preparation of specifications and tender documents for specific plant nominated within the replacement program for Q1 19/20.

SECTION: Assets

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Enhance the amenity and appearance of our towns' main streets.	1.2a (1)	Construct Gundagai Main Street Public Toilet, by 30 June 2019	Manager Assets	In Progress	70%	Works still underway. Completion November.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
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.	3.2c (5)	Commence upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report, by 30 June 2019	Manager Assets	In Progress	0%	Upgrades being undertaken progressively in accordance with documented priorities.
	3.2c (6)	Develop Floodplain Risk Management Plans, by 30 June 2019	Manager Assets	Completed	100%	Gundagai Floodplain Risk Management Plan completed and adopted by Council on 11 December 2018 Resolution Number: 287/2018
Implement effective integrated risk management strategies and practices.	3.2c (6)	Respond to Gundagai Flood Plain Risk Management Study, by 30 June 2019	Manager Assets	Not Due to Commence	0%	Study will be utilised to make application for funding infrastructure repairs as identified in the Study.
	3.2c (6)	Undertake Cootamundra Flood Study, by 30 June 2019	Manager Assets	In Progress	60%	Specification prepared with quotations for the work to be invited. Engagement of consultants underway. To be completed by 30 December 2019.
Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	4.3a (5)	Continue development of the Asset Management framework	Manager Assets	Completed	100%	Framework prepared and related plans adopted by Council on 25 September 2018 Resolution Number: 202/2018
Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	4.3g (3)	Undertake integration of Mapping Systems with Council's Corporate Systems, by 30 June 2019	Manager Assets	In Progress	20%	Partially integrated, to be completed in 2019/20 due to competing priorities.
Undertake connection of water supply to the Dog on the Tuckerbox site.	2.3c (4)	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site, by 30 June 2019	Manager Assets	In Progress	5%	Alignment determined with survey works complete including drone survey. Consultants engaged to prepare hydraulic designs.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	3.2c (1)	Implement an Integrated Water Cycle Management (IWCM) Plan, by 30 June 2019	Manager Assets	In Progress	0%	Gundagai IWCM plan is at draft stage. Implementation of Council wide plan scheduled for completion by 30 June 2020.
Undertake Cootamundra Water Main Replacement Program.	3.2c (2)	Undertake Cootamundra Water Main Replacement Program, by 30 June 2019	Manager Assets	In Progress	10%	Contracts awarded with works being undertaken. Scheduled for completion by June 2020.
Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	3.2c (4)	Commence planning for the Gundagai Sewer Treatment Plant replacement, by 30 June 2019	Manager Assets	In Progress	0%	Concept designs and Review of Environmental Factors completed. Preparation of the detailed design has commenced. Minor earth works to prepare the site have also commenced. Tender invitation process anticipated for late 2019
	3.2c (4)	Secure Contract for relining of Sewer Mains, by 30 June 2019	Manager Assets	In Progress	0%	Previous contract was extended for current financial year through the exercise of an option in the contract.

SECTION: Waste, Parks and Recreation Services

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Maintain and improve Council's parks and recreation and sporting facilities.	1.3b (1)	Construct Country Club Oval Clubhouse/Amenities Building, by 30 June 2019	Deputy General Manager	In Progress	75%	Delays due to labour and budget challenges. Scheduled for completion in 19/20.
Provide, maintain, renew and promote high quality sporting,	1.3b (1)	Develop Recreation Strategy, by 30 June 2019	Manager Community and Culture	In Progress	50%	Consultant engaged and consultation complete. Strategy due November.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	1.3b (1)	Undertake Fisher Park lighting upgrade, by 30 June 2019	Manager Waste, Parks and Recreation Service	In Progress	15%	Tenders have closed and contractor appointed. Contract has been given to contractor for review and signing. Project Management Plan completed and adopted by council. Onsite meeting has been held with successful contractor and works are now in progress. All required paper work has been correlated and placed on file. Site/project Induction will be held prior to any on the ground works commencing.
	1.3b (1)	Upgrade Community Fitness infrastructure in Cootamundra, by 30 June 2019	Deputy General Manager	Not Yet Commenced	0%	Rescheduled to 2019/20 due to competing priorities.
	1.3b (1)	Upgrade play and fitness equipment at Stockinbingal and Wallendbeen Villages, by 30 June 2019	Manager Community and Culture	Completed	100%	Works completed. A few additional ancillary works are currently underway to improve access and ease of maintenance as well as signage.
Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	1.3b (2)	Commence planning for the installation of a Regional Playground at Jubilee Park in Cootamundra, by 30 June 2019	Manager Community and Culture	In Progress	50%	Orders for equipment placed for November install.
Develop and implement an inspection and maintenance plan for playground equipment.	1.3b (4)	Playground inspection and maintenance program developed and implemented, by 30 June 2019	Manager Waste, Parks and Recreation Service	In Progress	50%	This is a ongoing maintenance operation associated with the safety of user groups and care and compliance of a council asset, being children play facilities. Qualified staff carry out this activity each 3 months.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	1.3b (5)	Commence planning for improvements of the Cootamundra Aquatic Centre, by 30 June 2019	Manager Waste, Parks and Recreation Service	In Progress	20%	Wayne Bennett is responsibility for the Splash Pool Cootamundra only. Tenders have closed and contractor appointed. Contract has been given to contractor for review and signing. Onsite inspection with contractor has been completed and works are now underway. An onsite induction will be undertaken once ground works are ready to be undertaken. All associated paper work has been correlated and placed on file. Project Management Plan (PMP) has been completed and adopted by council.
Develop and implement a street tree planting plan which enhances amenity and our natural environment.	3.1a (4)	Undertake tree audits across the LGA	Manager Waste, Parks and Recreation Service	Completed	100%	Tree audits undertaken for the Cootamundra and Gundagai areas. Audit completed and implementation Plan developed. Audit report to council is yet to be completed. It is anticipated that the report will go to council either August or September for information.
Undertake a review of waste services across the Local Government area and develop a waste strategy that provides equitable waste services for all residents.	3.1c (1)	Undertake waste strategy review and community consultation, by 30 June 2019	Manager Waste, Parks and Recreation Service	In Progress	70%	Stages 1 & 2 are complete with stage 3 currently in progress. Stage 3 consists on the development of a business and financial plan that will lead council and the management of waste into the future (10 Years). It is the current timeline to have the final Business & Financial Plan presented to council for adoption by October 2019.
Provide and maintain appropriate rubbish removal, disposal, recycling and	3.1c (2)	Commence planning for construction of a re-use shop at Cootamundra Waste depot, 30 June 2019	Manager Waste, Parks and Recreation Service	Not Yet Commenced	0%	As a result of the Strategy not yet completed, the project will need to be reviewed as to change the timeline. Actions

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.						will need to be implemented ASAP requesting an extension in time from the State Government. A meeting has been held with Elouera in August to discuss the project and it was agreed that the project not proceed until the Waste Strategy has been completed. Council to issue a letter to Elouera outlining the current situation so they can manage their funds accordingly.
	3.1c (2)	Undertake improvements at Gundagai Waste Depot, 30 June 2019	Manager Waste, Parks and Recreation Service	Not Yet Commenced	0%	No major structural changes will be undertaken until the strategy has been completed. A contractor has been appointed for a period of 12 months to manage/operate the waste facility while the strategy is being undertaken. This project is being funded from the waste reserves and has not defined timeline or conditions.
Provide a facility for the composting and re-using of greenwaste.	3.1c (4)	Implement Cootamundra Regional Organics Project (CROP), by 30 June 2019	Manager Waste, Parks and Recreation Service	In Progress	50%	This is ongoing and is incorporated as part of the green waste collection service and proposed waste strategy implementation proposals. The Waste Strategy will determine how this program will be implemented once completed.

SECTION: Facilities

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Undertake development of Cootamundra library outdoor area.	1.1b (3)	Develop outdoor space adjoining the Stephen Ward Rooms Cootamundra Library for indoor/outdoor meeting space, by 30 June 2019	Manager Facilities	In Progress	50%	Works underway, new design being undertaken with staff to include indoor children's space which leads out to pond area. New doors installed to Stephen Ward rooms and awning constructed for users.
Maintain and improve Council buildings and properties in accordance with asset management plans.	1.2c (1)	Create an Outdoor Reading Space adjoining the Gundagai Library, by 30 June 2019	Manager Facilities	In Progress	95%	Outdoor area constructed. Awaiting seating options to be delivered and installed, August 2019.
Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Council's environmental impact.	3.1b (2)	Undertake investigation into solar energy options for Council buildings, by the 30 June 2019	Manager Facilities	Ongoing	20%	Solar panelling has been investigated for council buildings, further investigation required on energy options and costs associated with solar. Action ongoing.
Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	1.3b (1)	Develop Recreation Strategy, by 30 June 2019	Manager Facilities	In Progress	30%	Community groups have been engaged for recreational needs study and final outcomes being processed currently. Sporting groups to have discussion regarding a sports council in Gundagai.
	1.3b (1)	Undertake improvements to the Gundagai Netball Courts lighting and amenities, by 30 June 2019	Manager Facilities	In Progress	30%	Orders placed for lighting upgrade & install booked for September. Designs & quotes are being sort for building. Scope of works being completed for site.
	1.3b (1)	Upgrade Community Fitness infrastructure in Gundagai, by 30 June 2019	Manager Facilities	In Progress	30%	Recreational needs study underway and design to be completed once details have been supplied by contractor

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	1.3b (1)	Upgrade play and fitness equipment at Nangus, Stockinbingal and Wallendbeen Villages, by 30 June 2019	Manager Facilities	Completed	100%	Status update as follows: • Nangus playground – Completed. • Stockinbingal playground – Completed. • Wallendbeen playground – Completed.
Construct a large-scale Adventure Playground in Gundagai.	1.3b (3)	Commence planning for the Gundagai Large Scale adventure playground, by 30 June 2019	Manager Facilities	In Progress	40%	Playground Design completed and approved. Playground equipment ordered. Options being considered for edging and shelter designs. Action ongoing till end of year when playground construction will be completed.
Develop and implement an inspection and maintenance plan for playground equipment.	1.3b (4)	Playground inspection and maintenance program developed and implemented, by 30 June 2019	Manager Facilities	In Progress	20%	Trained staff are carrying out inspections currently. Program stilled to be completed.
Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	1.3b (6)	Develop a Gundagai Recreation Masterplan to incorporate netball courts, memorial pool, gymnasium, club's sporting facilities and the current youth space, by 30 June 2019	Manager Facilities	Ongoing	30%	Survey works completed. Discussions continuing with user groups. Designs underway for new building as per discussions with users. Action ongoing.
Develop and implement a street tree planting plan which enhances amenity and our natural environment.	3.1a (4)	Street Tree planting undertaken in accordance with Gundagai Street tree planting Masterplan	Manager Facilities	Ongoing	20%	Planting has been undertaken and is an ongoing project as funds become available Action ongoing.
	3.1a (4)	Undertake tree audits across the LGA	Manager Facilities	Completed	100%	Tree audits undertaken for the Cootamundra and Gundagai areas.

8.1.5 DRAFT FRAUD ACTION PLAN

DOCUMENT NUMBER	310165
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Fraud Control Plan

RECOMMENDATION

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

Introduction

At its meeting held on 4th July, 2019, the Internal Audit Committee recommended that the draft Fraud Control Plan, attached to the report, be adopted by Council.

Discussion

The draft Fraud Control Plan, attached to the report, has been developed to ensure that it aligns with the Audit Offices Fraud Control Improvements Kit with particular reference to the ten attributes in the fraud control framework.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

27 August 2019

Draft Fraud Control Plan

FRAUD POLICY STATEMENT

The NSW Audit Office in February 2015 adopted a Fraud Control Improvement Kit to assist organisations such as councils to manage their fraud control obligations.

This kit supports the efforts of Cootamundra-Gundagai Regional Council in exercising its commitment to minimise the incidence of fraud through the development, implementation and regular review of a range of fraud prevention and detection strategies. The desired outcome of this commitment is the elimination of fraud.

Fraud prevention is about working and managing better to ensure honesty, professionalism and fairness in all our dealings. Fraud control is the responsibility of all staff; staff play an essential part in managing our potential exposure to fraudulent activity by ensuring that they behave in an ethical way consistent with the Code of Conduct, and reporting any incidents of suspected fraud.

The 2019 Cootamundra-Gundagai Regional Council Fraud Control Plan contains a risk assessment of its identified fraud risks and outlines the activities that the Council is undertaking to ensure fraudulent activity is minimised.

Council has followed the Audit Office's fraud control framework from its Fraud Control Improvement Kit in developing its approach to ensure that its commitment to managing fraud risks is embedded in the organisation's culture and is integrated within the core business of the organisation.

The fraud control framework has ten key attributes, being:

- Leadership
- Ethical framework
- Responsibility structures
- Fraud control policy
- Prevention systems
- Fraud awareness
- Third party management systems
- Notification systems
- Detection systems
- Investigation systems

Any person who reports a suspected incident of fraud can be assured that any information that they provide will be treated confidentially and followed up diligently.

I consider the act of committing a fraud within Cootamundra-Gundagai Regional Council a very serious matter. Any such acts will be dealt with to the maximum extent possible within existing legislative arrangements. This includes reporting cases of fraud to the NSW Police and ICAC for investigation and prosecution under State legislation as appropriate.

I look forward to your individual commitment and support to ensuring that the incidence of fraud in Council is minimised. I encourage everyone to read the 2019 Fraud Control Plan. All instances of suspected fraud should be reported to the Fraud Control Officer without delay.

Phil McMurray
Acting General Manager

August 2019

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BACKGROUND

Council is committed to a work environment that is resistant to fraud and is dedicated to implementing effective measures to minimise fraud risks. The Council does not tolerate fraudulent behaviour and will take appropriate action against employees and contractors who have participated in such behaviour and those who allowed it to occur.

This Plan conveys Council's approach to the deterrence and detection of fraudulent behaviour and documents strategies to assist managers to meet their fraud control responsibilities.

The fraud control framework used in this Plan is based on Standards Australia AS8001-2008 Fraud and Corruption Control and incorporates the ten attributes of fraud control contained in the NSW Auditor Office's Fraud Control Improvement Kit (February 2015).

OBJECTIVES

The main objectives of this Plan are:

1. to demonstrate the commitment of the Councillors, General Manager and Section Managers to combat fraud.

2. to establish the responsibilities for managers and staff in relation to fraud control.

3. to ensure existing policies and procedures aimed at encouraging ethical behaviour and combating fraud are integrated in an holistic framework.

DEFINITIONS

Fraud

Council has adopted the Australian Standard AS8001-2008 definition of fraud which is

> *"Dishonest activity causing actual or potential loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity."*

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

Employee

Where used in this Plan, the term employee refers to:

- Councillors;
- Council staff;
- Individuals who are engaged as contractors working for the Council; and
- Other people who perform public official functions for the council such as volunteers.

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FRAMEWORK FOR FRAUD CONTROL PLAN

The fraud control framework has ten key attributes which sit within the themes of prevention, detection and response.

Details of these attributes and Council's strategy for implementing this framework to counter the identified fraud risks at Cootamundra-Gundagai Regional Council are set out below.

1. Leadership

A successful fraud control framework is led by a committed and accountable leadership team to provide the organisation with a model to follow.

The General Manager, Deputy General Manager and Section Managers at Cootamundra-Gundagai Regional Council are both demonstratively committed to the organisation's fraud control activities and are directly accountable and responsible for fraud control.

2. Ethical framework

An organisation's fraud control framework is part of a much bigger ethical framework that guides the values of the organisation and provides standards of behaviour and decision- making.

Council's Code of Conduct guides employees in what is accepted practice and behaviour and sets our ethical standards at a level above the law.

Employees will always:

- Act with fairness;
- Act with honesty and integrity;
- Act openly.

Council recognises that fraud prevention requires the maintenance of an ethical climate which encourages all staff to be active in protecting Council's funds and assets, and in reporting any breaches of accepted standards.

Managers must be mindful of their responsibility to foster and develop in their areas the highest standards of ethical behaviour and commitment to a highly ethical workforce culture.

3. Responsibility structures

Council has introduced a structure that ensures that there is clear accountability and responsibility for the implementation and monitoring of the Fraud Control Plan, as well as all supporting policies, procedures and initiatives. It is also important that all staff know this accountability and that there is a common understanding that everyone in the Council has a key role to play in effective fraud control management.

The **General Manager** is responsible for the corporate governance of Council and has overall responsibility for fraud control. The General Manager is the Fraud Control Officer.

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The **Audit Risk and Improvement Committee** is responsible for the ongoing monitoring and review of the fraud control framework, including the actions agreed to in this Fraud Control Plan.

Management must exhibit to staff and clients a genuine and strong commitment to fraud control, and to good practices. They are responsible for identifying and managing individual fraud risks across the organisation, and for implementing the treatments identified in this Fraud Control Plan.

Management must also adopt a firm approach to dealing with fraudulent activity and penalising unacceptable behaviours, to retain the commitment of honest staff and to deter those who may be tempted to commit fraud. With the risk of detection, the severity of punishment must be seen to outweigh the possible gains from fraud.

The Council's **Business Section** is responsible for ensuring that the appropriate processes are in place to ensure that the risk of fraud in Council is well managed.

All Employees have the responsibility of reporting any fraudulent activity within Council that they become aware of or suspect. Reporting can be done through line management or the Fraud Control Officer. All employees are encouraged to become familiar with the Fraud Control Plan and contribute to its effective implementation, thereby assisting in minimising the incidence of fraud against Council.

Fraud risk management will form part of the business planning cycle and will contribute to business performance through minimisation of Council risks. It provides senior management and the Audit Risk and Improvement Committee with solid evidence that fraud risk management is occurring within Council.

4. Fraud Control policy

The Council's fraud control policy is included as the introduction to this Fraud Control Plan and is supplemented by the Council's Code of Conduct and Internal Reporting Policy.

Council will ensure the currency of these policies by reviewing them regularly, with the Fraud Control Plan being reviewed every two years.

5. Prevention systems

Council undertakes a separate Fraud Risk Assessment which will quantify the level, nature and form of the risks to be managed and leads to the identification of actions to mitigate the risks identified. These Fraud Risk Assessments will be undertaken at least once every two years.

The current Fraud Risk Assessment was undertaken in June 2019. Fraud risks were reviewed and updated through interviews and control self-assessments.

The risk ratings are in accordance with the Audit Office's risk assessment framework. The assessment of each individual risk has been undertaken in accordance within this framework.

Key controls have been listed against each individual risk. The list of controls is not intended to be an exhaustive list of the controls in place. The controls listed represent those controls which together form the framework for controlling the sources of each individual risk.

Assessments regarding the effectiveness of each control in mitigating the risks have been determined based on the views of key staff and our experience with similar environments. Overall risk ratings have also been determined in this way.

Council will be constantly on the lookout for ways to enhance the way that it focuses on its fraud control activities including the regular review of both this Plan and the associated Risk Assessment as well as facilitating the employment of staff who possess values similar to those of the organisation and the means to ensure the protection of its information technology.

6. Fraud awareness

Council aims to ensure that all employees understand the ethical behaviour required of them in the workplace and that adequate training programs are in place and briefings are conducted covering ethical behaviour and fraud and corruption risks. The extent of training may relate to the duties performed by individual staff. Those in senior positions of operating areas considered more susceptible to fraud and corruption may receive training that is more involved.

The types of training and briefings would include:

- Code of Conduct training with Public interest disclosure training to all staff
- Emails from the General Manager highlighting relevant policy changes
- Fraud prevention training

Additionally, Council will also ensure that its customers, the community and its contractors understand that Council will not tolerate fraudulent or corrupt behaviour in its dealings with them and that they are aware of the consequences of such behaviour. In this regard, the Council's Fraud Control Plan is available on Council's website to reinforce this message.

7. Third party management systems

With councils relying more and more on services being provided by third parties, this adds an additional level of complexity to fraud control with the need to ensure that there are clear lines of accountability to those with responsibility for managing fraud as well are raising awareness of fraud committed by and against third parties.

Council will therefore investigate:

- Provision of specific training for those staff responsible for dealing with contractors and third parties;
- Ways of ensuring that the contractors and third parties with which the Council conducts business, have the highest levels of fraud awareness including structured checking of third party processes; and
- Ways of communicating to contractors and third parties that Council will not tolerate fraudulent activities.

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8. Notification systems

Employees and those outside of the Council are encouraged to report any incidents of unethical behaviour including fraud.

Council will ensure that policies and procedures are in place to encourage the reporting of suspect behaviours and those employees who do so can have their identity protected and are protected from reprisals. This protection is legislated in the Public Interest Disclosures Act 1994.

Such disclosures can also be made externally to investigating authorities, the details of which are contained in the Council's Internal Reporting Policy.

9. Detection systems

Council will ensure that there are adequate detection systems to monitor data and identify irregularities and warning signals. In addition to management's own monitoring and review, the Council has established a plan of risk based internal audits to provide assurance on the effectiveness of internal controls established by management including those to prevent and detect fraud.

As part of this process:

- Available data will be thoroughly monitored and reviewed to ensure that irregularities and warning signals are picked up at a very early stage and flagged for further detailed review;
- Audits regularly examine samples of medium and high risk financial decision making across the organisation; and
- Outcomes of audits are reported to executive management on a regular basis.

10. Investigation systems

Council will appoint internal resources for the initial investigation of reported or detected instances of fraud against it. The internal fraud investigator will provide a report recommending further actions.

Where the initial investigation discloses a complex situation beyond Council's capability to investigate the matter will be referred to the Police and/or ICAC for further investigation. In this instance Council will have little control of the investigation process (including timing and resources) once the investigation has been handed over.

The Fraud Control Officer will be the operational liaison point with the relevant authority.

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8.1.6 DRAFT DOMESTIC VIOLENCE POLICY

DOCUMENT NUMBER	309729
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this policy
LEGISLATIVE IMPLICATIONS	This policy is supported by the Local Government State (Award) 2017.
POLICY IMPLICATIONS	Adoption of the draft policy will provide an appropriate policy in relation to this specific type of special leave.
ATTACHMENTS	1. Draft Domestic Violence Policy

RECOMMENDATION

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

Introduction

At its Ordinary Meeting on 30th April, 2019 Council resolved that:

Council prepares a report on the implications of implementing 10 days paid domestic violence leave for Council staff.

A draft policy was prepared based on best practice in the industry and includes:

- The Council recognising the impact domestic violence can have on the lives of those that experience abuse, including their working lives and financial security
- The policy applies to all employees of Council.

Discussion

The Domestic Violence Policy was endorsed at the Consultative Committee meeting, 25th June, 2019. It was recommended to go to Council for adoption.

The proposed Domestic Violence Policy and its implementation should have no financial implications to Council given that any leave granted by the General Manager will be granted through sick leave accruals and/or special leave (with or without pay).

This is an internal policy document and does not require public exhibition.

Draft Domestic Violence Policy

Policy Approval and Distribution

Approved by	Council Resolution
Responsible Officer	Manager Business
Council Service Unit	Human Resources
Next Review Date	01 July 2022

Version Control

Ref	Date	Description	Resolution Number
0.1	25-06-2019	Endorsed by the Consultative Committee.	N/A
0.2	27-08-2019	Presented to Council for adoption.	TBA

Purpose

The purpose of this policy is to recognise the impact that domestic violence can have on the lives of those that experience such abuse, including on their working lives and financial security.

Scope

This policy applies to all employees of Council. This Policy does not form part of any employee's contract of employment. Nor does it form part of any other contractors' contract for service.

Definitions

Domestic violence is an abuse of power perpetrated against a partner or following separation in an intimate relationship. A central element of domestic violence is an on-going pattern of behaviour which is aimed at power and control through fear.

Behaviours that can be exhibited in domestic violence can include but is not limited to threats, physical assault, emotional abuse, sexual abuse, financial exploitation, humiliation and economic deprivation.

An employee is not considered to be experiencing domestic violence if they have been the victim of violence from someone who is not intimately known to them.

Confidentiality

Where an employee discloses to Council that they are experiencing domestic violence and such information is personal/confidential, the information will be managed in accordance with applicable legislation, including but not limited to the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access Act 2009).

Without limiting the forgoing, confidential information which discloses that an employee is experiencing domestic violence will be kept confidential, provided that the Council may disclose the information if it believes on reasonable grounds that the disclosure is necessary to obtain advice and/or to prevent or lessen a threat to the life or health of the individual concerned or another person.

Employee Assistance Program (EAP)

The Employee Assistance Program provides counselling and support to any employee seeking assistance with challenging issues or to improve their health and wellbeing.

EAP is able to be contacted on 1300 687 327.

Leave options for those experiencing domestic violence

Council will make all reasonable efforts to assist victims of domestic violence who require time off for medical, legal, counselling appointments and for court appearances.

Where an employee is experiencing domestic violence, the following leave options are available, upon discussion with Human Resources and/or the immediate manager/supervisor up to a total of 10 (ten) full days:

(a) Access to carer's leave
(b) Access to sick leave
(c) Annual leave
(d) Long service leave
(e) Special leave (with or without pay)

Flexible working arrangements

An employee who is experiencing domestic violence or is escaping domestic violence may require time off work during ordinary working hours that they would not otherwise require.

Such time off work may include time for appointments for health, legal or financial matters or attendance in court or caring for children.

Flexible work is designed to enable an employee time away from work to attend such matters listed above. The types of flexible work arrangements may include but are not limited to:

(a) Time in lieu
(b) Variation to ordinary hours and rosters

The terms of a flexible work arrangement shall be in writing and will be kept on the employee's personal file however, it shall not include a reference to domestic violence.

Returning to work

Where an employee is returning to work after leave, due to domestic violence related issues, employees are encouraged to speak with their immediate supervisor or manager and/or Human Resources regarding any on-going safety concerns.

Employees that have identified a risk to their safety or to that of their colleagues in the workplace are encouraged, in conjunction with their manager, to develop a workplace domestic violence safety plan, or to review a safety plan which was previously in place (if one already existed).

Responsibilities

Coordinator, Human Resources

(a) The Coordinator, Human Resources is responsible for ensuring confidentiality is maintained and that no confidential information regarding domestic violence is stored on an employee's personal file unless there is express written permission to do so.

Managers

(a) Managers to whom an employee has disclosed domestic violence have an obligation to keep such information confidential, unless the Manager believes on reasonable grounds that the disclosure is

necessary obtain advice and/or to prevent or lessen a threat to the life or health of the individual concerned or another person.

(b) Where an employee discloses that they are suffering domestic violence, the Manager should offer support through Council's usual support mechanisms as well as consider requests for flexibility and leave in accordance with this and other related policies.

Perpetrating Domestic Violence from the Workplace

Council does not tolerate domestic violence being perpetrated in or from the workplace.

Any employee who threatens, harasses or abuses a family or household member at, or from the workplace may be subject to disciplinary action.

If an employee is observed or suspected of perpetrating domestic violence from the workplace, managers have a responsibility to take appropriate management action.

Breach of this Policy

Any deliberate breaches of this Policy may result in disciplinary action being taken.

Related policies and or supporting documents

Local Government (State) Award 2017

Review Period

This document is to be reviewed every three (3) years or as required.

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

DOCUMENT NUMBER	308108
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Muttama Hall Management Committee meeting minutes 11 July 2019 2. Annual Financial Report for Muttama Managment Committee 3. Grants Summary

RECOMMENDATION

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

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee Ordinary meeting held on 11 July, 2019, are submitted for the information of Council.

The Muttama Hall Management Committee 2019 Annual Financial Report and supporting documents, are submitted for the information of Council.

Minutes
Muttama Hall Management Committee
Meeting 11 July 2019, Muttama Hall

MINUTES

Muttama Hall Management Committee Meeting

Meeting: 11 July 2019, 4.30pm Muttama

Apologies: Leigh Scott, Bart Groen

Present: Hilary Connors, Sarah Last, Amanda Hoy, Bill Buckley, Robert Flint, Sarah Ingold, Cr Charlie Sheahan, Anne Last

Andrew Brock, Cootamundra Gundagai Regional Council

Vivien Thompson, Bruce McGregor, Muttama Fire Brigade

Alex Dalgleish, 'Somewhere' Landscape Architects

Alex Dagliesh explained her proposed plans for the area around the Hall and adjoining RFS
- Both of these buildings were confirmed as 'all one lot' by Andrew Brock
- Alex explained that the green space between the Hall and the RFS shed would be a special place for celebrations.
- Fencing (e.g. ordinance fencing) was suggested as a barrier for vehicles and particularly to give the hall a 'presence'. Ordinance fencing was confirmed by Bruce McGregor as the style of fence that had previously been in front of the Hall.
The fence would extend along the front of the hall and the green space area to approximately within 4-6metres of the RFS shed. This ensures there can be access from the RFS driveway for vehicles, if necessary. On the western side it could possibly extend to the boundary fence on the outside of the existing trees, with a large gate included to access the Kitchen.
- Alex thinks that water storage would be best in one large round tank (behind the RFS tank) and an additional tank near the kitchen area rather than several slimline tanks as the current Master Plan suggests.

- This suggestion was thought sensible by the two Muttama Fire Brigade representatives, as having the water tank there would provide additional resources in an emergency.
-Alex suggests screen planting on the boundary fence.
- A water hydrant and pump from the RFS tank to the front of the RFS shed was suggested to minimise damage to the proposed landscaping and minimise the risk of large vehicles entering a space where two buildings are adjacent.
- Andrew Brock will talk to the CGRC engineer re: adequate drainage around the Hall.
- A levy bank along the fence line in the adjoining paddock would provide good drainage and an economical solution to keeping water away from the Hall. Andrew Brock will check to see if this paddock is Crown Land or privately owned.

Representatives from the Muttama Fire Brigade and 'Somewhere' Landscape Architects left the meeting.

Muttama Hall Management Committee- regular monthly meeting - Commencing 5.30pm Muttama Hall

Muttama Hall Management Committee Minutes from meeting on 13/6/2019 were accepted via email – Tuesday 18 June 2019

Treasurer's Report
– Signatories with the NAB MHMC account have been updated.

Sarah Last reported on the grant budgets and dispersal of funds, as per the excel document and expenses summary that had been circulated. All expenses were as instructed by MHMC and CGRC. She will now proceed with the acquittal of the 2 Stronger Communities grants auspiced by The Wired Lab. The remaining $281.91 interest is to be transferred to the Muttama Hall Management Committee Bank account. All present had sighted the document and agreed with its summary.

Minutes
Muttama Hall Management Committee
Meeting 11 July 2019, Muttama Hall

General Business

1. Andrew Brock will assist MHMC as Project Manager during the building phase.
-Andrew has spoken to Rob Everdell and met with him on site earlier today, contracts have been signed and work will begin 1 August 2019.
-Building site will be fenced off for safety reasons.
- Council will inspect the progress of the building works.
- Anyone wanting to visit the construction site will need to contact Andrew.
- Power to the hall will not be a problem, however, Andrew will liaise with Tom McDevitt re: metring usage by the two buildings. The power supply to the RFS shed will not be impacted during the building process.
- Andrew will apply for a Development Application for the construction work. The Planning Department requires a DA for structural works and disabled access to the hall.
- Andrew advised he had discussed the option of ag drains under the hall, he felt they were pointless as did Rob Everdell. In Andrew's opinion, swales along the back fence would be more effective.
- Andrew will liaise with Rob Everdell re: Council's undertaking pest control before the reroofing.
- Andrew will check with Rob Everdell – whether the supper room would be a suitable place to store the hall furniture.

2. The idea of salvaging floorboards and stumps from the hall was discussed. These would need to be stored – possibly in Robert Flint's shed or contact Romani Pastoral Company. Sarah Last to make contact with Romani.

3. Hilary Connors will contact Gary Crowe to let him know that he was unsuccessful in his quote.

4. Hilary Connors gave an estimate of the balance in the Stronger Communities Grant but **confirmed this in an email after the meeting – 'in the order of $27,424.81'.**

5. MP Steph Cooke's office has contacted Sarah Last for an update on the hall project and when it might be a good time for Steph to visit the Hall for a media opportunity and view the Master Plan. Sarah will follow this up with Maxine at CGRC to organise a date.

6. Sarah Last will provide information about the Hall's progress on the Muttama Facebook page.

7. Sarah Last reported that there is still hours left for final Master Plan revisions with the Landscaper and Architect available for amendments to the plans. Each was asked to issue invoices noting work to date and work still owing to the MHMC.

8. Hilary Connors recently attended a training session organised by NSW Landcare, primarily for unincorporated Landcare groups. With regard for committee governance, Hilary commented that the MHMC is managing well with very good communication to the committee to streamline decision-making. She stressed the importance of having a quorum for each meeting and the need to know this in advance.
- Cr Sheahan commented that the quality of the reporting, level of detail in the minutes and supporting documentation was appreciated, particularly at the last council meeting.

9. Grant Opportunities
- Stronger Communities 3 – applications close Friday 27 September. The focus is on crucial local infrastructure and programs with a component on youth related projects. $1.5m is available for this region.
- NSW Inland Rail Grants- due at the end of July. Up to $4K for community projects. A contribution towards water tanks or plumbing was suggested.
- Department of Veteran's Affairs – applications can be submitted by 6 November 2019 and close March 2020. Up to $4K available.
- Hilary Connors, Sarah Last and Anne will meet to discuss the above grants.

Meeting finished: 6.30pm

Muttama Hall Management Committee – Annual Financial Report 2019

Muttama Hall Management Committee – Annual Financial Report 2019

During the 2018/19 Financial Year, delays in progress were experienced through conflicting information and subsequent needs for additional consultation with Cootamundra-Gundagai Regional Council and the community to determine the most appropriate and feasible way forward to progress the conservation and rehabilitation of the Muttama Memorial Hall. Formal plans were compiled, including the Draftsman's drawings, the finalisation of the Heritage Impact of Construction statement, the Master Plan and Landscape Architect's Plan, for the benefit of not only CGRC, potential contractors but also the wider community.

After negotiations with CGRC, a variation to Stronger Communities Grant R2 was approved. The two Stronger Communities Grants totalling $43,359 (GST Inclusive) were fully expended by 30 June 2019 and subsequently acquitted by The Wired Lab, as was the NSW War Memorial Grant. These grants had been under auspice of The Wired Lab, which charged only a 5% fee on the funds alone. Most of the interest earned was expended, with the $281.91 balance to be transferred to the Muttama Hall Management Committee's NAB account. The balance of this account, reported in the June minutes, was $6,108.

The Muttama Hall Management Committee was successful in obtaining a Stronger Country Communities Grant for $140,707 GST Exclusive to be used for the restumping, re-levelling and reflooring of the Hall. Everdell Constructions' $147,367.23 GST inclusive quote was accepted by the MHMC before 30 June 2019. The contract between Everdell Constructions and Cootamundra-Gundagai Regional Council was signed on 2 July with works due to commence on 1 August 2019. $34,085.04 GST Inclusive was paid by The Wired Lab towards Everdell's Constructions first payment from the balance of the two Stronger Communities Grants. The balance of the Stronger Country Communities Grant 2018, held by CGRC, should therefore be, after the completion of Everdell Constructions' works, $27,424.81 to be used towards replacement of guttering, fixing downpipes to water supply and drainage.

Hilary Connors

President

Muttama Hall Management Committee

Attachments:

The Wired Lab acquittal of grant funds

Everdell Constructions' Tax Invoice

Muttama Hall Management Committee – Annual Financial Report 2019

MUTTAMA HALL - REJUVINATION PROJECT

Summary of grant funds auspiced by The Wired Lab (TWL) FOR Muttama Hall Management Committee (MHMC)

GRANTS : NSW Government Stronger Communities Grants #1 & #2, & NSW War Memorial Grants Program

NOTE: THIS IS A CASH BUDGET, IN-KIND CONTRIBUTIONS NOT NOTED

INCOME			EXPENSES		ALLOCATION (GST EX)				
INCOME	$ GST EX	$ GST INC	EXPENSES	DATE PAID	NSW WAR MEMORIAL	STRONGER COMMUNITIES #1	STRONGER COMMUNITIES #2	INTEREST	TOTAL EXPENSE $GST EX
GRANT INCOME			**HERITAGE ADVISOR FEES**						
NSW WAR MEMORIAL FUND - Paid in 2 installments 1. $10,003.30 2. $4,287	$14,290.00	$15,719.00	Ray Christison inv 1	6.1.19	$3,000.00				$3,000.00
NOTES: Fees for Heritage Advisor, conservatyion, & $4K PORTION OF GRANT CONTRIBUTION TO NIXON DRAFTSMAN & DUNN + HILLAM ARCHITECT FOR MASTER PLANS.			Ray Christison inv 2	3.5.19	$2,000.00				$2,000.00
			CONSERVATION FEES						
			Art & Archival - Conservation & strorage of Honour Boards. (Waiting for updated quote/invoice as per agreement)		$4,500.00				$4,500.00
STRONGER COMMUNITIES GRANT #1 - Original purpose: restumping, floor boards, guttering & flashing replacements, structural aspects of walls and corners	$19,826.36	$21,809.00	**MASTER PLANS & DRAFTSMAN FEES.** NIXON DRAFTSMAN PLANS - GST N/A	9.4.19	$300.00				$300.00
NOTES: Allocation to masterplan fees & 1st installment/deposit to Rob Everdell Builder			**ARCHITECTS -** DUNN & HILLAM ARCHITECTS - MASTER PLAN - INV 1	26.6.19	$3,700.00	$2,370.00		$500.00	$6,570.00
STRONGER COMMUNITIES GRANT #2 - Varied purpose: main hall and stage area works	$19,590.91	$21,550.00	**ARCHITECTS -** DUNN & HILLAM ARCHITECT - MASTER PLAN - INV 2	26.6.19		$2,030.00			$2,030.00
NOTES: As per approved variation, funds allocated to 1st installment/deposit to Rob Everdell Builder			**SOMEWHERE LANDSCAPE ARCHITECTS** - MASTER PLAN - INV 1	26.6.19		$980.00			$980.00
			SOMEWHERE LANDSCAPE ARCHITECTS - MASTER PLAN - INV 2	26.6.19		$1,080.00			$1,080.00
INTEREST INCOME GST N/A			$10,660 GST INC $11,726						
2016/17	$135.19	$135.19	**BUILDER**						
2017/18	$277.47	$277.47	**ROBERT EVERDELL** - CONTRIBUTION TO STAGE ONE - BUILDING WORKS - HALL & FLOOR	30.6.19		$12,375.04	$18,611.36		$30,986.40
2018/19	$214.25	$214.25							
INTEREST TOTAL $626.91			**AUSPICE FEES**						
$626.91			THE WIRED LAB - 5% AUSPICING FEE - STRONGER COMUNITIES #1 - 5% OF 19,826.36			$991.32			$991.32
			THE WIRED LAB - 5% AUSPICING FEE - STRONGER COMUNITIES #2 - 5% OF 19,590.91				$979.55		$979.55
			THE WIRED LAB - AUSPICING FEE - NSW WAR MEMORIAL		$635.00				$635.00
			NOTE: TWL TOTAL AUSP FEEs $2,605.87 GST EX $2,866.46 GST inc	28.6.19					
			$2,605.87						
					NSW	**STRONGER**	**STRONGER**	**INTEREST**	**TOTAL**
					WAR MEMORIAL	**COMMS #1**	**COMMS #2**		
TOTAL INCOME GST EX:	**$54,334.18**	**$59,704.91**	**TOTAL EXPENDITURE GST EX:**		**$14,135.00**	**$19,826.36**	**$19,590.91**	**$500.00**	**$54,052.27**
				INCOME	$14,290.00	$19,826.36	$19,590.91	$500.00	
			GRANT & INTEREST INCOME LESS EXPENDITURE SUB-TOTALS		**$155.00**	**$0.00**	**$0.00**	**$126.91**	**$281.91**
					GRANT & INTEREST INCOME LESS EXPENDITURE				**$281.91**

8.1.8 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	309846
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Cootamundra Tourism Action Group Meeting Minutes 1 August 2019

RECOMMENDATION

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

Introduction

The attached Minutes of the Cootamundra Tourism Group s.355 Committee held on 1st August, 2019 are submitted for the information of Council.

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Minutes

COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE

STEPHEN WARD ROOMS, WALLENDOON STREET
1ST AUGUST 2019

1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: **President/Chairperson:** Annie Jacobs
Secretary: Nina Piotrowicz
Councillor: Penny Nicholson
General Members: Leah Sutherland, Yvonne Forsyth, Brian Nolan, Gwen Norman, Julianne Collingridge
Others: Miriam Crane (Staff), Jeana Bell (Staff), Betty Brown

Confirmation of a Quorum: There are **9** Members appointed to this Committee. Quorum numbers are met **yes**

Meeting Opened at 4.05pm

1.2 CTAG Check-In

The Bradman's Birthplace Museum reported a total of close to 3000 for the past Financial Year (Jul 18 – Jun 19). They have recently introduced EFTPOS facilities which are proving popular. The entry fee has also increased to $5 for adults. The Visitor Information Centre/Heritage Centre reported 156 visitors in May 19 and 109 in June 19.

This data is very important for the basis of future activities. Miriam Crane mentioned a new tool – Profile.id that Council is investigating (currently used by other Councils) that will assist them to use Australia wide data sources (ABS) to plot trends and support new economic development projects, tourism activities, grant applications etc.

1.3 Apologies & Disclosure of Interests

Sarah Last, Rosie Fowler-Sullivan and Cr Leigh Bowden were noted as apologies. There were **no** disclosures of Interest.

1.4 Confirmation of previous meeting Minutes

The minutes of the last Cootamundra Tourism Action Group Section 355 Committee meeting dated 4 July 2019 are confirmed as true and correct. (M Gwen Norman. Seconded: Yvonne Forsyth. Carried)

Leah Sutherland was confirmed by Council as an official member of the Committee at their Meeting 30th July 2019.

1.5 Committee Charter

Desire was expressed from Council staff that the Charter for the Cootamundra group and the Gundagai group be the same to provide consistency of approach. This would also include minute format and format of recommendations to Council.

The Committee felt that some addition to the existing Gundagai group Charter was likely necessary but supported the move to adopt the Charter pending those additions (Motion: Annie Jacobs. Seconded: Nina Piotrowicz. Carried)

The Gundagai Charter will be sent for review and when suitable a joint meeting with the Gundagai group organised to confirm changes and consistency of approach moving forward *(Action: Nina Piotrowicz & All)*

Key Activities of the Committee considered included:

- To keep Council accountable for the actions in place under the Tourism and Economic Development Strategy
- To assist Council and provide appropriate review and input to activities related to Tourism
- To identify and facilitate opportunities including encouraging connection between appropriate groups and Council and businesses where the opportunity relates to Tourism
- To be advocates for Cootamundra through sharing events and activities both online and off-line.
- To contribute knowledge and networking opportunities to enhance tourism activities.

1.6 Council Staff Activities

- TV ad for Cootamundra is yet to be finalised but is coming soon
- Visit Cootamundra Website soon to be released – *Action: Jeana Bell will send link for one final review*

1.7 Other Business

- The Tourism Forum will occur in mid October. The program is being finalised and the sub-committee is progressing organisation.
- Julianne Collingridge noted the Australian Orienteering Championships to be held in Wagga and at a farm near Cootamundra. *Action: Provide details to Jeana Bell for social media etc.*
- Julianne Collingridge is working with Council on a grant proposal for the Motorcycle Museum.
- Council noted the CTAG recommendation regarding Pioneer Park and has requested that Wayne Bennett (Manager, Parks, Recreation & Waste Services) work with the Friends of Pioneer Park group.
- Discussion regarding the NSW Government "My Community Project" activity. The voting process is not simple and is preventing a lot of less computer-savvy individuals from being able to contribute. There are a number of Cootamundra and Gundagai projects up for public vote. Individuals can vote at a Service NSW office. There is no Service NSW office in Gundagai and Miriam Crane is making representations to Steph Cooke MP regarding a mobile office in one of the current vacant shopfronts.

1.8 Date and Time of Next Meeting

The next meeting will be held on Thursday 5th September 2019 at 4pm.

Meeting Closed 5.30pm

8.1.9 GUNDAGAI TOURISM ACTION S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	307805
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Gundagai Tourism Action Committee Minutes 24 July 2019 2. Gundagai Tourism Action Committee Minutes 14 August 2019

RECOMMENDATION

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

Introduction

The attached Minutes of the Gundagai Tourism Action s.355 Committee meeting held on 24 July 2019 and 14 August 2019 are submitted for the information of Council.

Committee Recommendations to Council

In the minutes of the Committee dated 14 August 2019, the Committee has recommended the following:

1. *Council seeks funding for a Tuckerbox plinth for tourists to pose their dogs on for a photo as a permanent fixture at the Dog on the Tuckerbox Site.*
2. *Council seeks further funding for the Old Mill Project.*
3. *Existing funding to be used for the redevelopment of the new VIC centre. Additional funding to be sought for the new toilet block.*

COOTAMUNDRA - GUNDAGAI REGIONAL COUNCIL

GUNDAGAI TOURISM ACTION COMMITTEE

Meeting No 101
Wednesday 24th July 8:45am –Gundagai Council Chamber

Minutes

MEETING COMMENCED: 9.13am

PRESENT: Miriam Crane, John Morgan, Jim Morton, Renee Lindley, Abb McAlister

APOLOGIES: Penny Nicholson, Jessie Waite

CONFIRMATION OF MINUTES

Moved: John Morgan

Second: Miriam Crane

CORRESPONDENCE

Wagga Wagga and Eastern Riverina Accommodation Investment Prospectus

KEY FOCUS AREA UPDATES

(a) Dog on the Tuckerbox Signage
Plans for signage are currently with Council for approval.

(b) Branding and Marketing Strategy RFQ
The Request for Quotation closes today. The subcommittee will select the preferred supplier.

(c) Launch and Promotion of Main Street

i. Main Street Mural
A quotation for $6000 was received from David "Meggs". The committee recommended he be asked to consider painting onto a sheet metal surface.

(d) River Access and Morley's Creek Plan (Old Mill)
The DA for the Old Mill is yet to be determined. This is expected by the end of the month.

(e) Visitor Information Centre Upgrade

No report.

(f) Truck Museum report

Nil.

(g) Railway Bridge and Cycle Path

A meeting was held with John Holland to consider reopening access to the river at Tumut Street.

(h) Social Media/Marketing

Staff to be congratulated on imagery and reminded regarding the importance of attention to detail in posts.

Sundy in Gundy Format

No markets in June/July.

ANBC Update

Outcome of funding pending. Votes are currently being taken through My Community Project.

GENERAL BUSINESS

Empty Shops
Renee suggested that options for promoting business opportunities in a collective fashion be investigated. Holbrook to be considered as an example.

NEXT MEETING:

8:45am Wednesday 14th August 2019 at Gundagai Council Chambers.

COOTAMUNDRA - GUNDAGAI REGIONAL COUNCIL

GUNDAGAI TOURISM ACTION COMMITTEE

Meeting No 102

Wednesday 14th August 8:45am –Gundagai Council Chamber

Agenda

Meeting Commenced: 9.05am

Present: Miriam Crane, John Morgan, Jessie Waite, Abb McAlister, Penny Nicholson
Apologies: Renee Lindley, Jim Morton

Confirmation of Previous Minutes:

Moved: John Morgan
Second: Abb McAlister

Correspondence:

Nil

Key Focus Area Updates

a) **Dog on the Tuckerbox Signage**
Signage to be complete and installed by this coming Saturday 17th August for the Welcome Home event for the Dog on the Tuckerbox

Recommendation: That Council seeks funding for a Tuckerbox plinth for tourists to pose their dogs on for a photo as a permanent fixture at the Dog on the Tuckerbox Site. Moved: John Morgan, Seconded Jessie Waite. Carried.

b) **Branding and Marketing Strategy RFQ**
Miriam spoke to Melissa from Wisdom, and the subcommittee has chosen this company for the Branding and Marketing Strategy. Miriam has a teleconference this Friday 16th August with Melissa to discuss further. The strategy is estimated to be complete by March 2020 to allow time for implementation. The action plan will be for a two year period.

c) **Launch and Promotion of Main Street**

i) **Main Street Mural**
Miriam suggested repurposing sheet metal from existing signage that is no longer in use. John suggested Gundagai Real estate signage could be used if need be. Cherry picker will need to be sought after to remove the signage if this is to go ahead. Ryan Elphick was suggested as having one.

d) **River Access and Morley's Creek Plan (Old Mill)**
The DA for the Old Mill was approved last week. Plans have gone back to the architect for further consultation. More funding will likely be needed to complete works on the Old Mill.
Recommendation: That Council seeks further funding for the Old Mill Project. Moved: Penny Nicholson. Seconded: Abb McAlister. Carried.

e) **Visitor Information Centre Upgrade**
No further update.
Recommendation: Existing funding to be used for the redevelopment of the new centre. Additional funding to be sought for the new toilet block. Moved: John Morgan Seconded: Penny Nicholson. Carried.

f) **Truck Museum**
No further Update

g) **Railway Bridge & Cycle Path**
Miriam has spoken to Tim Ryan and he is working on a concept for a cycle path on the North Gundagai Common.

h) **Social Media**
Social Media Accounts are going well. Facebook gained almost 1000 followers as a direct flow on from The Dog on the Tuckerbox incident.

i) **ANBC Update**
Penny informed the committee that the next Busking Competition will be held on 26th October 2019. The registration forms for the event should be finalised within the next week. Outcome of funding pending. Votes are still being taken through My Community Project.

General Business

a) **Prosper Initiative (Temora) – from Renee**
Meeting to be scheduled with the GREG committee in late September to discuss an action plan in deciding what shops Gundagai would like to see in their main street, and would be of benefit to the community.

b) **Staffing Section**
A Tourism Administration Officer position is currently being advertised internally through Council. Closing date for applications will be Friday 23rd August.
A Tourism and Economic Development Role is currently being advertised externally of Council and this will be a Full Time role based at the Cootamundra Office.

c) **Paramount Concrete Construction**
An extraordinary meeting was held regarding the Dog on the Tuckerbox site. Councilors voted to accept the call option agreement with Canberra based property developers Paramount Concrete Constructions Pty Ltd on Tuesday night. Paramount Concrete Constructions must have the Masterplan lodged with Council within 2 years.

Next meeting:
8:45am Wednesday 11th September 2019 at Gundagai Council Chambers.

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

DOCUMENT NUMBER	308109
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Ellwood's Hall meeting minutes 25 July 2019

RECOMMENDATION

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

Discussion

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Extraordinary Meeting held on 25th July, 2019 are submitted for the information of Council.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Minutes

STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE

ELLWOOD'S HALL, STOCKINBINGAL

7.00 PM THURSDAY 25 JULY 2019

Minutes

1 MINUTES of Meeting Held 7.00pm Thursday 25th July 2019.....2
1.1 Attendance and Confirmation of Quorum.....2
1.2 Apologies.....2
1.3 Disclosure of Interests.....2
1.4 Confirmation of previous meeting Minutes.....2
1.5 Business Arising from previous Minutes:.....2
1.6 Correspondence in/out:.....2
1.7 Report from the Treasurer:.....3
1.8 General Business.....3
1.9 Date and Time of Next Meeting.....4
1.10 Time Meeting Closed.....4

1 MINUTES of Meeting Held 7.00pm Thursday 25th July 2019

1.1 Attendance and Confirmation of Quorum

Present:

Chairperson: Rosalie Dale
Secretary: Lorna Nixon
Treasurer: Alan Pether
Other Members: Kim Lee, Carmel Payne, Stephen Neave.

Confirmation of a Quorum: There are **7** Members appointed to this Committee. Quorum numbers are met **yes**

1.2 Apologies

Russell Vincent, Councilor Leigh Bowden.

1.3 Disclosure of Interests

There were **no** disclosures of Interest.

1.4 Confirmation of previous meeting Minutes

The minutes of the last Stockinbingal Ellwood's Hall Section 355 Committee meetings held on 30 May and 4 July 2019, were unanimously accepted as true and correct. Signed by Rosalie Dale & Lorna Nixon.

1.5 Business Arising from previous Minutes:

- Ceiling Vents – completed this week by Rod Knagge.
- Boundary with Pub – no further information or progress.
- Water seepage at Pub – no further information or progress.
- Garage sale leftovers – items still to be collected by Lynn Basham & Teresa Breslin. Wallendbeen Hall Committee would like to visit to view and/or borrow 3 long tables for their "Longest Dinner" later in the year.
- WHS Induction – Incident Book; Volunteers book – in desk in Hall. Volunteers to sign in when working in the Hall.
- PO rent increase – received with surprise that it wasn't higher! To be reviewed in Jan 2020.
- Old Photos of the Hall – some have been found by locals and Steve Neave will print some for various uses.
- Broom Cupboard – is installed and contains our cleaning equipment now. It is kept locked with keys being held by Rosalie Dale, Lorna Nixon and Steve Neave. Thanks to Russell Vincent for purchasing and installing.
- Carpet Square & Nook – has been set up this week and railway seats have been procured via Rae Webber.

1.6 Correspondence in/out:

- From Secretary -To Linden Webber re use of Hall for school functions; list of Fees sent. School now has a new Headmaster whom Rosalie will meet shortly.
- From Rosalie Dale - To Committee – re idea of Stock Railway model
- From Rosalie Dale - To Committee – re Essential Energy Funding
- From Rosalie Dale - Submission to Essential Energy
- From Rosalie Dale - To Steph Cooke inviting her to open new Meeting Room on 10th August
- From Rosalie re Art Exhibition details and entry form

- From Rosalie Dale - To Abb McAllister notifying him of the Model Rail Display and inviting him to view our completed Meeting Room.
- From Rosalie Dale - To Committee from Rosalie Dale re progress of Rail Display and update on building works in Meeting Room
- From Rod Smith re Rail Display
- From Rosalie to Committee re Hall & Village Happenings
- From Rosalie to Committee re ARTC grants – Rosalie will complete this application by Wednesday 31st July.
- Rosalie to Glenn McAtear re neighbours of Hall harassing people parking outside the Hall.
- Rosalie to Prime News to ask if they might promote the Rail Model Weekend.
- Rosalie to Committee re agenda items for meeting on 25 July
- Rod Knagge to Committee – quote for doors
- Lorna Nixon to Public School, Southee School & Sacred Heart School to advertise Rail Weekend in School Newsletters

1.7 Report from the Treasurer:

		$
	Opening Balance:	3367.00
	Income:	670.54
	Expenses:	0.00
	Closing Balance:	4037.54
Bills to Pay:	Desi's Fabrics – Blinds	640.00
	Reimburse Rosalie Dale – paint etc for signs	73.44
	Reimburse Steve Neave – stationery etc	120.00
	Reimburse Alan Pether – hardware	14.95

Alan Pether moved that his Report be accepted, seconded Lorna Nixon.

1.8 General Business

1) ARTC Grant: Possible items to purchase if Grant successful:
   a. 6 x folding tables from Bunnings @ $76 each
   b. 2 x open banners @ $115 each
   c. 2 x Room Dividers @ $319 each Total: $ 1324.00

   The grant is between $1,000 - $4,000.

2) Steph Cooke: called in for afternoon tea and to see the recently completed Meeting Room on Tuesday 23 July. She is unable to officially open the Meeting Room on the Model Train day but Abb McAllister is available to perform this duty.

3) Train Weekend:
   a. Carmel Payne & Lorna Nixon will co-ordinate the Tea & Coffee and biscuits and urn. Kim Lee & Steve Neave will assist with cooking.
   b. Russell Vincent & Frances have donated a bar-b-que for the Hall's use and the model train fellows will use this to cook food whilst they are in Stockinbingal. Russell to be given a budget of $100 to buy meat, bread plates etc. There may be 10-15 people involved.
   c. Art Work Display: Rosalie, Carmel, Lorna to organise the day before. Entry Forms have been sent out to participants. Easels and black drapes have been obtained.

d. Hall to be decorated with greenery in buckets. Committee members to bring in branches, pots etc on the Friday before.
e. Signage: Large signs were put in place near Burley Griffin Way this week. Graham Nixon will donate a professionally made TOILETS sign to go in the Hall. He has also removed old fridges.
f. Alan Pether & Kim Lee will be on the entry door.
g. Carmel Payne & Lorna Nixon have cleaned the dust off the walls this week. A further quick tidy up will be required the day before.
h. Advertising has been widespread – posters, social media, radio, Newspaper, School Newsletters, Shire Newsletter etc.
i. Lawns outside need to be mowed prior to the weekend.

1.9 Date and Time of Next Meeting

7.00pm Thursday 22 August 2019

1.10 Time Meeting Closed

8.15 pm

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

DOCUMENT NUMBER	309591
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	Minutes of s.355 Committee meetings are submitted to Council in accordance with the s.355 Committee Management Manual.
ATTACHMENTS	1. Heritage Centre Meeting Minutes 5 August 2019 2. Cootamundra Heritage Centre Managment Committee updated membership details

RECOMMENDATION

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

Introduction

The attached Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting are submitted for the information of Council.

Membership

The Cootamundra Heritage Centre Management s.355 Committee would like to advise Council of their current updated membership, as per the attached correspondence. The details of office bearers and membership is provided for Council's consideration, as follows:

Chairperson: Geoff Larsen

Vice-Chairperson: Rosalind Wight

Secretary/ Treasurer: Betti Punnett

Other Members: Yvonne Forsyth, Betty Brown, Hugh Hamilton, Margaret Parkinson Michele Pigram and Arthur Ward

Council Representative: Cr Craig Stewart

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

THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE CENTRE ON WEDNESDAY 5 AUGUST 2019 COMMENCING AT 4.02PM

Cootamundra Gundagai Regional Council
Document Received
7 AUG 2019
File No
Initials

Present: Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Michele Pigram, Betti Punnett, Craig Stewart

Apologies: Hugh Hamilton,

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

Business Arising: * Thank you to Craig Stewart for replacing light bulbs and repairing the storeroom door
* Missing War Personnel photograph - nothing further to report
* Blocked gutters - CLEANaGUTTER quote $120.00 to be forwarded to ARTC. No other quote received.
* Items moved - map cabinet to back storeroom, Olympic cauldron to back verandah

Financial Report: Betti Punnett presented the Financial Report with takings of CHC $321.15, VIC $135.00 since 1 July 2019. No: CHC 166; VIC 190. Moved Betti Punnett, seconded Yvonne Forsyth **CARRIED**

Correspondence: **IN** * Australian Museums & Galleries Volunteer Museum Grants 2019; IMAGiNE Awards 2019
* CLEANaGUTTER quote $120.00
* Cootamundra Art & Craft Centre Inc - requesting visitors be directed to At & Craft Centre (*already happening*)

General Business: * Members discussed the possible application for a AM&G grant
* Repositioning glass cases - **Monday 12 August 10.00am** C/GRC staff to assist in moving cases (*Yvonne Forsyth to arrange*)
* Wedding dresses display - Betty Brown organising forms from Men's Shed. Possibility of purchasing more mannequins for such displays (*Betti Punnett to research previous supplier*)
* Back verandah display space - it was suggested that the end of the verandah (nearest the steps) be enclosed, thus giving extra display area.
* VIC shelving - moved Yvonne Forsyth, seconded Michele Pigram that a new set of shelving be purchased. **CARRIED**
* Lawn mower ($200.00) and whipper snipper ($70.00) have been sold. Petrol containers and unwanted hoses to go also.
* *Cootamundra What's On* - it was noted that there was no mention of CHC 18th Birthday happenings in August feature.
* New items - large framed photograph of CAGTH; 1942 Beaufighter crash Preliminary RAAF Report (photocopy) and 2001 newspaper report on interstate visitor to the monument.
* Items to be relocated - wooden box G Thompson to Agriculture Gallery; surplus Alexander Humphreys' tins possibly to Stockinbingal Museum
* It was suggested that the float be increased to $100.00 as people at times pay with $50.00 note.
* Yvonne Forsyth reported that groups visiting - **18 August** and **28 August**, the latter to have afternoon tea $5.00
* Members were informed that the CHC/VIC is to also be the Driver/Reviver cente in Cootamundra
* New daily statistic sheets are now in place for volunteers to fill out each session.
* Rotary Club of Cootamundra members had visited after hours.

There being no further business, the meeting closed at 5.50pm

Betti Punnett
Secretary/Treasurer

Next Meeting Monday 2 September 2019 4.00pm

Cootamundra Gundagai
Regional Council
Document Received
16 AUG 2019
Initials

COOTAMUNDRA HERITAGE CENTRE

Hovell St COOTAMUNDRA 2590

Ph 69402190

General Manager
Cootamundra/Gundagai Regional Council
PO Box 420
COOTAMUNDRA

Dear Mr McMurray

The Management Committee of the Cootamundra Heritage Centre wishes to advise C/GRC that our committee now comprises:

Chairperson	Mr Geoff Larsen
Vice Chairperson	Mrs Rosalind Wight
Secretary/Treasurer	Ms Betti Punnett
C/GRC Representative	Mr Craig Stewart
VIC Liaison	Mrs Yvonne Forsyth
Committee	Mrs Betty Brown Mr Hugh Hamilton Mrs Margaret Parkinson Ms Michele Pigram Mr Arthur Ward

Yours faithfully

Betti Punnett
Secretary/Treasurer

14 June 2019

8.1.12 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	309458
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Muttama Creek Regeneration Group Meeting Minutes 3 June 2019

RECOMMENDATION

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

Introduction

The attached Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 3rd June, 2019 are submitted for the information of Council.

Muttama

Regeneration Group

Muttama Creek Regeneration Group

Minutes Monday, June 3, 2019

Present: Graeme Johnson, Win Main, Di Pearton, Betti Punnett, Steve Mills, Norma Clarke, Lin Chaplin
Apologies: Charlie Sheahan.
Welcome: Meeting opened at 5.05 pm

GJ presented the evacuation plan for the building as required prior to every meeting.
Minutes read by GJ and accepted by SM

Business Arising:

- **Casuarina Walk-** plans for planting, if Pat Caskie's seat is not organised by spring, we will plant the grasses and golden wattles, and get more for around the seat.GJ to email Charlie Sheahan about the seat.
  Plan to plant more Casuarinas on the other side, the right bank as you walk from the courthouse. More casuarinas here could be very effective.
- **Bird Walk-** plantings- Lomandra longifolias on the Mackay Street entrance, Desert Kurrajong near the Peppercorn tree, and red stemmed wattle in the Azure kingfisher garden.
- **Working bee:** Last working bee at the Bird Walk, weeding and some planting.
- **Flood planning committee-** Steve Mills is representing us on the committee with community members- Belinda Scott and Ken Loiterton. Steve will report at our next meeting (August 5)
- **Water Quality testing**- GJ no further news. Charlie asked if the Council did any water testing and they don't.
- **Urban Landcare**- Email Annie Jacobs to invite her to our meetings.
- **Exotics**- Over the years several approaches have been made to the council by letter and email with limited success. A councillor, Leigh Bowden contacted DP on fb messenger, to discuss removing exotics, specifically exotics, not cumbungi, DP emailed the council again. The meeting suggested that a representative from the MCRG attend a council meeting to present our case.

GENERAL BUSINESS

- **Meetings** on Monday don't seem to suit Charlie Sheahan, perhaps we could change our meeting evenings to suit?
- **Working bees**- Saturday 15 June, 9 am Mackay St, Casuarina Walk
  Saturday 13 July, 9 am Thompson St, Bird Walk

Meeting closed at 5.55 pm

Next Meeting: 5pm, Monday 5 August, 2019 at Stephen Ward Rooms

8.1.13 DONATION REQUEST FROM COOTAMUNDRA RODEO ASSOCIATION

DOCUMENT NUMBER	310748
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**2. A prosperous and resilient economy: we are innovative and 'open for business'** 2.3 Tourism opportunities are actively promoted
FINANCIAL IMPLICATIONS	The amount donated by Council
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Request for Donation - Cootamundra Rodeo Association

RECOMMENDATION

Council consider a donation to the Cootamundra Rodeo Association

Introduction

Council regularly receives requests for donations from community groups and Council determines such requests on their individual merit.

Discussion

The Cootamundra Rodeo Association (CRA) is endeavouring to revitalise the rodeo circuit which, if successful, would be of ongoing economic benefit to the Cootamundra Community.

The correspondence from the CRA details the success of their March, 2019 event and their determination to see events continue to be held.

Cootamundra Rodeo Association

C/- Garry Luck (President)

4 Short Street

Cootamundra NSW 2590

Cootamundra Gundagai Regional Council
Document Received
- 7 AUG 2019
File No.....
Initials_____

2nd August 2019

Cootamundra-Gundagai Regional Council

81 Wallendoon Street

Cootamundra NSW 2590

Dear Councillors

I am writing on behalf of the Cootamundra Rodeo Association as we are seeking donations to help rejuvenate Rodeo in Cootamundra.

After an absence of 16 years and with the hard work of our current committee members we are determined to bring rodeo back to Cootamundra on Saturday 5th October 2019.

In March this year we held a Bulls and Broncs event which ran for approximately 3 hours, with great response from the community with approximately 300+ through the gate this was done as a trial run to see how the community would support a bigger rodeo.

Feedback was exceptional with everyone going away wanting more. This feedback was taken on board hence the staging the upcoming Rodeo on the long weekend kicking off at 10am and concluding late afternoon with more events on the program including open bareback, novice bareback, open bronc ride, novice bronc ride, barrel racing from Junior through to open, steer ride junior to open and novice bull riding and open bull ride.

If this upcoming rodeo is successful the committee will aim to hold a full rodeo the next year once they are able to update the last stage of the arena which will then allow the inclusion of time events such as calf roping, steer wrestling, team roping and steer undecorating.

The committee have erected new yards and a new arena with help from local businesses sponsoring a panel per business which go to form the rodeo arena. They have manicure the grounds, updated the footbridge for safer access and applied for grants to update the toilet facilities.

Any donations would be greatly received to make this rodeo a huge success.

May I also extend an invitation to you all to come along and experience the frills and spills on offer.

Yours faithfully

Gary Luck.

Garry Luck

President

Cootamundra Rodeo Association

8.1.14 PROPOSAL FOR COUNCIL TO PURCHASE LOTS 6 AND 7 PINKERTON ROAD, COOTAMUNDRA

DOCUMENT NUMBER	309487
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
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
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. Correspondence from Mr William Cunich

RECOMMENDATION

1. **Council consider the proposal from Mr Cunich to purchase lots 6 and 7 Pinkerton Road attached to the report.**
2. **Mr Cunich be advised in writing of Councils determination.**

Introduction

Mr William Cunich has previously requested Council consider purchasing lots 6 and 7 Pinkerton Road, Cootamundra. The previous requests were not seen as viable options for Council to undertake at that time and, as such, were not prepared as reports for the consideration of Council.

As the attached correspondence was received from Mr Cunich a report has been prepared for the consideration of Council.

Council is not seeking to purchase land for any current or future known projects and, as such it is recommended that Mr Cunich be notified of that in writing.

ORIGINAL COPY

004984

Cootamundra Gundagai Regional Council
Document Received
23 JUL 2019
File No.
Initials

9 Dillon Avenue
Cootamundra
23rd July 2019

The General Manager
Cootamundra Gundagai Shire
Cootamundra

Dear Sir

Lots 6 & 7 Pinkerton Rd

Would the Shire consider to buy or rent these lots for storage or work shops etc.

There is plenty of space and access to Berthong St direct for heavy machinery etc.

If the shire cannot use the site perhaps suggest it to any party requiring a site in Cootamundra.

We await a proposal.

Yours faithfully

W.B. Cunich
& R.E

8.1.15 INFORMATION BULLETIN

DOCUMENT NUMBER	310747
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
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. Release of IPART Reports into rating and compliance matters for consultation 2. Recent amendments to the Local Government Act 1993 3. The Appointment and Dismissal of Senior Staff 4. Supporting Local Councils and Emergency Services 5. Call for Submissions - Regional Migration Inquiry 6. Steph Cooke Puts Spotlight on Rural Road Safety 7. Correspondence from the Hon Shelley Hancock- Minister for Local Government 8. Joint Organisation Funding Guidelines 9. Steph Cooke pays tribute to Tim Fischer

RECOMMENDATION

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

Introduction

Correspondence received by Council is attached to the report for the information of the Mayor and Councillors.

Strengthening local government

NSW GOVERNMENT | Office of Local Government

Circular to Councils

Circular Details	Circular No 19-11 / 21 June 2019 / A646642
Previous Circular	14-23
Who should read this	Councillors / General Managers
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

Release of IPART Reports into rating and compliance matters for consultation

What's new or changing

- The Government is releasing the final reports on three IPART reviews for feedback prior to developing final responses including:
  1. Review of the Local Government Rating System,
  2. Review of Reporting and Compliance Burdens on Local Government, and
  3. Review of Local Government Compliance and Enforcement.

What this will mean for your council

- Councils are encouraged to provide feedback on the recommendations in each report by the relevant closing dates to further inform the Government's response.

Key points

- The reviews focused on complex areas of government regulation that require detailed consideration.
- Together the recommendations propose changes to local government which, if implemented, will have a significant impact on councils and communities.
- Some of the recommendations have already been implemented through other reform initiatives. These are clearly identified in the consultation materials.
- There are also a number of recommendations that the government has ruled out, because they may have adverse impacts on vulnerable members of the community, affect regional jobs and economies, or substantially increase costs for taxpayers and the broader community.
- These matters are marked "Not for consultation" on the feedback form.
- Closing dates for submissions have been staggered to allow councils, businesses and other community members time to consider each report individually.

IPART Review report	Consultation closes	Contact email address (for queries)
Review of the local government rating system	13 September 2019	lgratingsystem@olg.nsw.gov.au
Review of reporting and compliance burdens on local government	25 October 2019	lgregburdens@olg.nsw.gov.au
Review of local government compliance and enforcement	15 November 2019	lgenforcement@olg.nsw.gov.au

Where to go for further information

- Further information can be found on OLG's website at www.olg.nsw.gov.au/strengthening-local-government/ipart-local-government-reports-consultation-2019, including links to the reports, a short Consultation Guide on each report and online feedback forms.
- Feedback should be provided via the feedback form on the website.
- Questions on the consultation process for each report may be sent to the relevant email address above or by contacting OLG's Policy Team on 02 4428 4100.

Tim Hurst
Chief Executive

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

Strengthening local government

NSW GOVERNMENT | Office of Local Government

Circular to Councils

Circular Details	Circular No 19-14 / 10 July 2019 / A652389
Previous Circular	19-12 – *Consultation by IPART on recommended reforms to local government election costs and extension of the deadline for councils to make a decision on the administration of their elections*
Who should read this	Councillors / General Managers
Contact	Policy/Governance Teams / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Recent amendments to the *Local Government Act 1993*

What's new or changing

- The *Local Government Amendment Act 2019* was assented to on 24 June 2019 and a number of provisions came into effect on 25 June 2019.
- This has amended the *Local Government Act 1993*, including:
  - enabling the Minister to extend the rates path freeze for an additional 12 months for those councils formed in 2016 that need more time to consult with communities about rating harmonisation; and
  - extending the 'cut-off date' for councils to make a decision on the administration of elections in 2020, and to require councils that do not enter into an arrangement with the Electoral Commissioner to engage an electoral services provider to administer elections (See *Circular 19-12*).
- Further changes have also come into effect, or will come into effect in future by proclamation, as indicated below.

What this will mean for your council

- Councils have until 1 October 2019 to resolve to enter into arrangements with the Electoral Commissioner, or an electoral services provider, to administer the 2020 ordinary council elections, and have until 1 January 2020 to enter into these arrangements **(commenced)**.
- Councils formed in 2016 will be have their rate path freeze extended until 1 July 2021, unless they resolve to apply to the Minister to vary the existing rates path freeze determination and the determination is varied **(commenced)**.
- The tendering threshold, below which councils do not have to undertake a competitive tendering process, has been increased to $250,000. However, the threshold for contracts involving services provided by council employees at the time of entering the contract remains at $150,000 **(commenced)**.
- The *Public Interest Disclosures Act 1994* has been amended with the intention of allowing councils to report on their obligations under that Act in their own annual reports under the *Local Government Act 1993*, rather than by the current requirement to table a special report in Parliament **(commenced)**. Councils should also note that further changes to relevant legislation and regulations will be made to facilitate this.
- Councils can procure the services of pre-qualified disability employment organisations approved under the *Public Works and Procurement Act 1912*, without having to go to tender **(commenced)**.

- Councils should also note that the Minister intends to enable, by a future regulation, councils to access the *National Prequalification System for Civil Construction (Roads and Bridges) Contracts* after further consultation.
- Councils are able to delegate regulatory functions to another council, and to joint organisations of which they are not a member, with approval of that council or joint organisation. Further, joint organisations will be able to sub-delegate regulatory functions to their committees, in addition to their Executive Officer **(commences by proclamation)**.
- Regulations are able to be made to exempt councils from the need to publicly notify fees relating to certain defined commercial activities and from the need to determine those fees based on an adopted pricing methodology. This will ensure councils are not placed at unfair disadvantage during commercial negotiations **(commences by proclamation)**.
- Regulations are able to be made to prescribe a scheme for mutual recognition of council approvals for regulatory activities issued under section 68 of the Act **(commences by proclamation)**.

Key points

- The Office of Local Government (OLG) has provided a separate Circular to Councils about the new provisions in relation to elections (See *Circular 19-12*).
- New councils that need it will be able to seek more time to consult with local communities about rating harmonisation. OLG will write to all new councils shortly about what this means for them and next steps.
- OLG will consult further with local government before preparing regulations to support amendments that commence by proclamation. This includes potential regulations about sharing regulatory services, mutual recognition of approvals and exemptions from regulatory requirements for certain commercial activities.

Where to go for further information

- Further information can be found on OLG's website www.olg.nsw.gov.au.
- A copy of the amendment Act may be found on the NSW Legislation website www.legislation.nsw.gov.au.
- For further information, contact OLG's Governance Team (elections and procurement) and Policy Team (all other matters) on 02 4428 4100.

Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

Office of Local Government | Department of Planning, Industry and Environment
5 O'Keefe Avenue NOWRA NSW 2541
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E olg@olg.nsw.gov.au **W** www.olg.nsw.gov.au **ABN** 44 913 630 046

Strengthening local government

NSW GOVERNMENT | Office of Local Government

Circular to Councils

Circular Details	Circular No 19-17 / 14 August 2019 / A646898
Previous Circular	N/A
Who should read this	General Managers/Councillors
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

The appointment and dismissal of senior staff

What's new or changing

- The purpose of this Circular is to remind councils of the requirements of the *Local Government Act 1993* (the Act) relating to the appointment and dismissal of senior staff other than the general manager.

What this will mean for your council

- Under section 338 of the Act, only general managers and the holders of positions determined by the council by resolution to be "senior staff" positions, may be employed under fixed term contracts of employment based on those approved by the Chief Executive of the Office of Local Government (OLG) (senior staff contracts).
- Council staff must not be employed under a senior staff contract unless the council has **first** determined by resolution that the position the staff member has been appointed to, is a "senior staff" position for the purposes of section 332 of the Act.
- Under section 337 of the Act, general managers are also required to consult with the council **before** appointing or dismissing the holders of "senior staff" positions. While this need not necessarily occur at a formal council meeting, where consultation occurs outside of a council meeting, the requirement to consult with the "council" under section 337 necessarily requires that this be undertaken in a way that ensures that **all** members of the governing body are informed of the proposed decision and have the opportunity to provide comment.
- When consulting the council in making a decision to appoint or dismiss a senior staff member, the general manager should consider the views of councillors. However, the ultimate decision to appoint or dismiss senior staff rests with the general manager and not the governing body. It is therefore not open to the governing body of the council to direct the general manager on the appointment or dismissal of senior (and any other) staff.

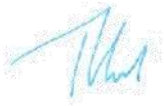
Key points

- Under section 332 of the Act, the governing body of a council may, in consultation with the general manager, determine positions within a council's organisation structure to be "senior staff" positions.

- Under section 332, a council may not determine a position to be a "senior staff" position unless:
  - the responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the *Local Government (State) Award*, and
  - the total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the *Statutory and Other Offices Remuneration Act 1975*) payable with respect to senior executives whose positions are graded Band 1 under the *Government Sector Employment Act 2013*. As of 2018/19 this is $187,900.

Where to go for further information

- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

Office of Local Government
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E olg@olg.nsw.gov.au **W** www.olg.nsw.gov.au **ABN** 44 913 630 046

From: NSW Gov No Reply
To: Mail
Subject: Supporting Local Councils and Emergency Services
Date: Tuesday, 13 August 2019 9:30:15 AM
Attachments: image001.png
image002.jpg

Dear Clr McAlister

The NSW Government announced this week that it will fund the first year increase of the Emergency Services Levy for all local councils to meet the cost of new workers' compensation arrangements for firefighters. The State's 128 councils will receive $13.6 million in relief from the NSW Government this financial year to help support firefighters with cancer.

The Government acknowledges that the additional costs presented challenges for councils, particularly those currently affected by the drought. We also acknowledge that many councils had already developed their 2019-20 Budgets before the invoices for the increased Emergency Services Levy were issued.

The Government will fund the $13.6 million increase in 2019-20 to alleviate the immediate pressure on local councils. You will be aware that the State's emergency services have been funded through a long standing cost sharing arrangement between insurers, councils and the Government. It is important that this continues into the future to ensure we look after the health and wellbeing of our frontline firefighters.

Not only has the Government listened and responded to the concerns of councils, we will continue to consult with the local government sector to better manage the impacts of the Emergency Services Levy especially on annual budgeting cycles.

The Government remains committed to supporting local councils to deliver for their local communities. Since 2011, we have provided more than $9 billion to councils to deliver and improve local infrastructure, services and facilities for their communities.

The Office of Local Government will provide further advice to councils shortly in relation to payment arrangements.

Yours sincerely

The Hon. Shelley Hancock MP
Minister for Local Government

Marianne McInerney

From: Bunce, James (REPS) <James.Bunce.REPS@aph.gov.au> on behalf of Committee, Migration (REPS) <migration@aph.gov.au>
Sent: Monday, 19 August 2019 12:18 PM
To: Committee, Migration (REPS)
Subject: Call for submissions - Regional Migration Inquiry [SEC=OFFICIAL]

Categories: Must Attend

OFFICIAL

PARLIAMENT OF AUSTRALIA

The Joint Standing Committee on Migration has commenced a new inquiry into migration in regional Australia.

The inquiry examines the breadth of migrant settlement strategies and migration settings in regional Australia. A copy of the media release announcing the inquiry, as well as the full terms of reference, can be accessed via this link.

The Committee welcomes your Council's views on any or all of the attached terms of reference, depending on your areas of interest and expertise. Further information about the inquiry is available at: www.aph.gov.au/regionalmigration.

Submissions should be sent to the Committee by **20 September 2019**. It is preferred that submissions are uploaded electronically, through: www.aph.gov.au/Committee/Submissions.

The Committee would appreciate you forwarding this invitation to any groups or individuals in your area that may have an interest in this issue and may wish to prepare a submission for the Committee's consideration.

Once a document is received, the Committee decides whether to accept the document as a submission and publish it on its website. Please note that making a submission constitutes giving evidence and attracts parliamentary privilege. Once you have provided a submission to the Committee you cannot withdraw it or alter it without the Committee's permission. Please note that your document should not be disclosed to any other person until its publication has been authorised by the Committee.

While the Committee generally prefers that submissions be made public, you may request that part or all of your submission be kept confidential. Any request for confidentiality should include reasons for the request, and be provided in writing for the Committee to consider.

Please refer to the following brochure for helpful information on preparing a submission, including information about parliamentary privilege and requests for confidentiality:
www.aph.gov.au/MakeSubmission.

If you require further information please contact the secretariat on (02) 6277 4560.

JOINT STANDING COMMITTEE ON MIGRATION

PO Box 6021, Parliament House, Canberra ACT 2600 | Phone: (02) 6277 4560 | Fax: (02) 6277 4844
Email: migration@aph.gov.au | www.aph.gov.au/migration

Media Release

Steph Cooke MP

Member for Cootamundra

Wednesday, August 21 2019

SPOTLIGHT ON ROAD SAFETY ACROSS THE COOTAMUNDRA ELECTORATE

Member for Cootamundra Steph Cooke MP is urging motorists to slow down and rethink their driving habits during August as part of an effort to drive down the State's road toll.

"Road safety is everyone's responsibility and we all have a part to play when we get behind the wheel," Ms Cooke said.

"People often believe that incidents on country roads are caused by motorists who are unfamiliar with the roads. The reality is that most incidents occur within a few kilometres of home, by motorists who have driven those roads many times.

"It's this familiarity that often leads to dangerous driver behaviour. Too often people think it's okay for them to quickly check a text, to drive faster than the speed limit because they know the road or to get behind the wheel when they're tired. It's not.

"The message is clear: don't drive tired. Don't text while driving. Don't drink while under the influence. And please wear your seatbelt no matter what."

Minister for Regional Transport and Roads Paul Toole said the NSW Government had partnered with the Australian Road Safety Foundation and the Australian Government as part of Rural Road Safety Month.

"One in three Australian drivers are more likely to undertake risky behaviour on rural roads because they believe they're either less likely to get caught or because they believe they know the road like the back of their hand," Mr Toole said.

"But the reality is country roads account for more than two-thirds of all fatalities and more than one-third of all serious injuries on NSW roads.

"In 2018, 241 people died on country roads. That's the equivalent of an entire rural community we're losing every year on our country roads.

"Every life lost on our roads is a tragedy, especially for the victim's family and friends, but it also has a ripple effect on the local community.

"In small country communities, it's not uncommon for first responders who arrive at a crash and the medical teams who try to save the lives of the drivers and passengers to know the victims."

Rural Road Safety Month runs for the duration of August and is a national awareness campaign promoting regional and rural road safety month. More information can be found at https://arsf.com.au/rrsw-home/.

MEDIA: Graham Springett | Madeleine Clarke: 6924 2533

From: Michelle Lane
To: Mail
Subject: Correspondence from Mayor McAlister
Date: Friday, 16 August 2019 4:59:30 PM
Attachments: image001.jpg
15082019171144-0001.pdf

Good afternoon Councillor McAlister

Many thanks for your correspondence and invitation for Minister Hancock to visit Gundagai and meet the Councillors of the Cootamundra – Gundagai Council.

Minister Hancock warmly welcomes the invitation to visit in the future and I will be sure to be in touch in due course.

Kind regards
Michelle

Michelle Lane | Executive Assistant
Office of the Hon Shelley Hancock MP
Minister for Local Government
T: +61 2 8574 5400 | M: 0448 380 678 | michelle.lane@minister.nsw.gov.au

CS0738 email signatures NEW_Resized_Shelley Hancock Minister for Local Government

Please note my working days are Mondays, Thursdays and Fridays

From: NSW Gov No Reply
To: Mail
Subject: Joint Organisation Funding Guidelines
Date: Thursday, 22 August 2019 1:55:36 PM
Attachments: image001.png
image002.jpg

Dear Mr McMurray

Since my appointment as Minister for Local Government, I have been working closely with Joint Organisations (JOs) to identify issues and areas of concern, ensuring the NSW Government best assists you in delivering for your communities. I am committed to the ongoing success of JOs and will continue to ensure that they deliver for our regions.

At the recent Joint Organisations meeting at Parliament House, I was pleased to announce that the NSW Government has established the *Joint Organisation Capacity Building Fund*. This fund will support the ongoing sustainability of Joint Organisations with an additional $1.95 million to assist each JO to build additional capacity and deliver their strategic plans.

This funding is in addition to seed funding of $4.3 million that the NSW Government has provided to JOs, and acknowledges that while JOs are now established with many looking to deliver projects and programs on behalf of their member councils and communities, JOs are at varying levels of capacity in terms of their ongoing sustainability.

$150,000 will be made available to Riverina Joint Organisation to go towards a project or program designed to improve your ongoing sustainability. This can be an existing or an entirely new project, and must address one or more of the strategic priorities identified by the JO while delivering measurable outcomes towards its sustainability.

Funding guidelines have been developed by the Office of Local Government (OLG) and I invite you to submit a proposal for a project that meets the guidelines and has the support of member councils, and work closely with your OLG Council Engagement Manager to ensure your proposal satisfies the funding guidelines. The guidelines can be downloaded by clicking here.

I am keen to work closely with you to ensure your ongoing success. Upon your suggestion at the last JO meeting in Parliament House, I will be establishing a *Joint Organisation Steering Committee* which will have the ongoing sustainability of Joint Organisations as its first order of business, and serve as an additional conduit to me and my office on a variety of matters.

I am looking forward to seeing the range of projects put forward in response to this funding, and following their progress through the *Joint Organisations Steering Committee*. If you have any questions about the funding or the steering committee

please don't hesitate to contact your OLG Council Engagement Manager.

Yours sincerely

The Hon. Shelley Hancock MP
Minister for Local Government

Media Release

Steph Cooke MP

Member for Cootamundra

Thursday, 22 August 2019

STEPH COOKE PAYS TRIBUTE TO TIM FISCHER

Member for Cootamundra Steph Cooke has paid tribute to Tim Fischer, who died today.

Mr Fischer, former Deputy Prime Minister and a revered Nationals politician, had been battling cancer for 10 years.

"Tim Fischer had a profound effect on Australia as Deputy Prime Minister. I believe the gun control laws are his biggest legacy: he faced a huge backlash during this period but he stood firm, and statistics now show he was right to do what he did.

"During my own political career, Mr Fischer has been a wonderful mentor whose guidance has been invaluable.

"He helped me during the 2017 Cootamundra by-election and he would call me regularly to advise me on rail infrastructure issues. I knew that what he told me was based on an incredible knowledge and passion for rail.

"Mr Fischer was NSW Whip from 1981 to 1984 and his work in this position has influenced me greatly.

"I will always have fond memories of Tim Fischer; today Australia has lost one of its finest community advocates."

CAPTION: Member for Cootamundra Steph Cooke with Tim Fischer, who died today after a long battle with cancer.

MEDIA: Madeleine Clarke | Graham Springett: 6924 2533

8.2 FINANCE

8.2.1 INVESTMENT REPORT - JULY 2019

DOCUMENT NUMBER	310360
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Council's investment income for July 2019 was $46,899.27, 34% under the budgeted figure of $62,786.00.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act (NSW) 1993, Local Government (General) Regulation 2005 paragraph 212 and Council's Investment Policy.
POLICY IMPLICATIONS	The Investment Policy was adopted on 31st July, 2018 and is due for review on 31st July, 2021.
ATTACHMENTS	1. Investment Report July 2019

RECOMMENDATION

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

Introduction

Returns on investments are 34% below budget but above the July 2019 benchmark.

Discussion

Investments for July 2019 have produced interest of $46,899.

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

Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
25 Jul 2019	1.90%	92	$2,092,364.94	Bank of Queensland	$ 3,376.45	25 Oct 2019
13 Feb 2019	2.80%	181	$3,000,000.00	AMP	$ 7,134.25	13 Aug 2019
21 Feb 2019	2.80%	180	$2,000,000.00	AMP	$ 4,756.16	20 Aug 2019
2 Apr 2019	2.70%	210	$1,500,000.00	BankVic	$ 3,439.73	29 Oct 2019
2 Apr 2019	2.75%	183	$2,000,000.00	AMP	$ 4,671.23	2 Oct 2019
24 May 2019	2.50%	151	$2,541,795.76	National Australia Bank	$ 5,396.96	22 Oct 2019
1 May 2019	2.43%	181	$1,000,000.00	Rural Bank Ltd	$ 2,063.84	29 Oct 2019
23 May 2019	2.32%	90	$3,082,500.00	Members Equity Bank	$ 6,073.79	21 Aug 2019
12 Jun 2019	2.10%	90	$1,027,700.00	National Australia Bank	$ 1,832.97	10 Sep 2019
	0.95%	AC	$4,624,531.63	Commonwealth Bank	$ 4,716.48	At Call
		AC	$41,587.17	National Australia Bank	$ 40.16	At Call
15 Nov 2018	2.00%	AC	$1,000,000.00	Bank West	$ 1,698.63	At Call
28 Nov 2018	2.00%	AC	$1,000,000.00	Bank West	$ 1,698.63	At Call
Totals			$24,910,479.50		$ 46,899.27	

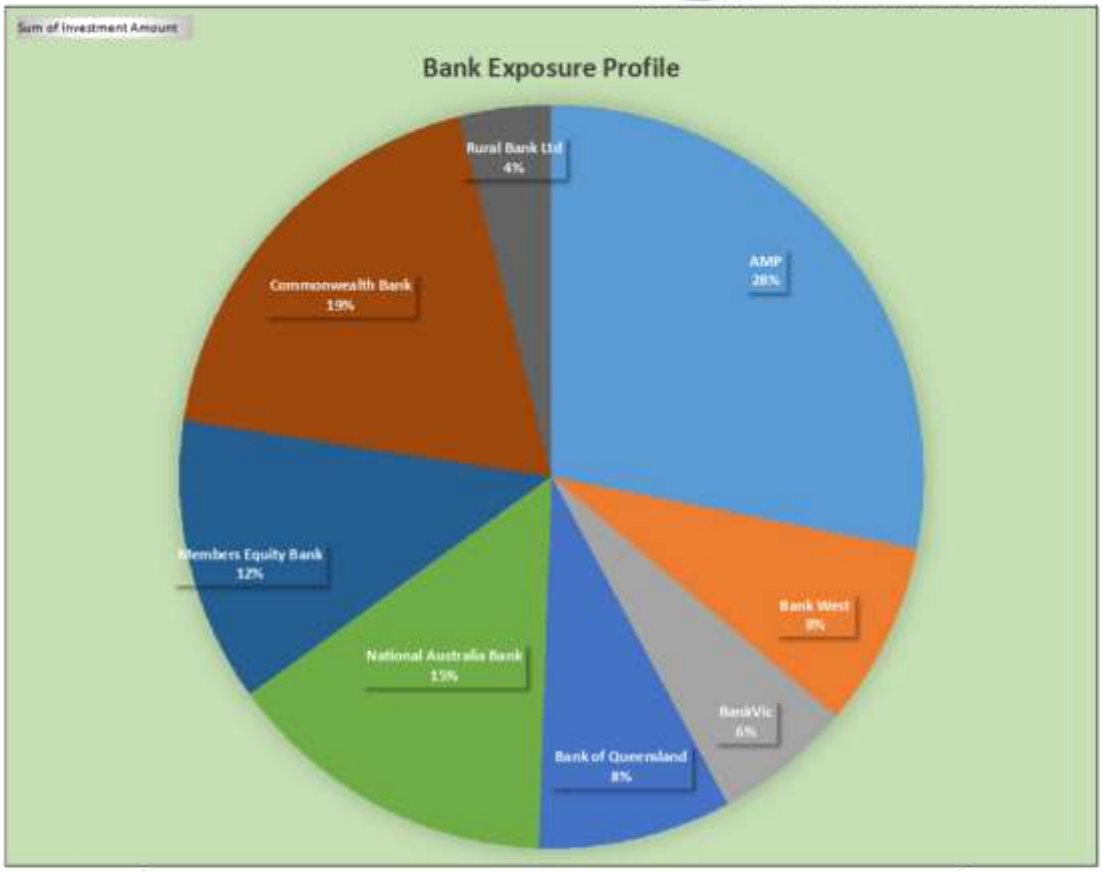
Budgeted Interest for Month	$	62,786.00
Combined Interest Rate		2.26%
BBSW Benchmark Rate		1.1094%

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

Signed

Tim Swan
Responsible Accounting Officer

Investment Report
July 2019



8.2.2 HARMONISATION OF RATING PATH

DOCUMENT NUMBER	310399
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
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

That Council consider applying to the Minister for Local Government to end the ordinary rate path freeze at 1 July, 2020.

Introduction

Upon its introduction, Section 218CB of the Local Government Act 1993 (the Act) set transitional provisions for rating paths for amalgamated councils and stipulated that ordinary rates of the former Cootamundra and Gundagai Councils be frozen for a period of 3 years. A recent amendment to the Act extended that period to 4 years, however, it allowed for councils to apply to the Minister to end the freeze at 3 years should they wish to do so.

Discussion

In addition to proclaiming the amalgamation of the former Cootamundra and Gundagai Shire Councils, the Local Government (Council Amalgamations) Proclamation 2016 locked in the existing ordinary rates structure of the legacy Councils for the 2016/2017 financial year.

The NSW government subsequently introduced further amendments: through section 218CB(1) and 218CB(2) of the Local Government Act 1993 (the Act). The effect of these amendments was to continue to 'freeze' the ordinary rates structure of the former Councils for a further three financial years 2017/18 - 2019/20.

A further legislative instrument regarding Local Government rating is the introduction of Local Government Amendment Bill 2019.The Bill extends the existing rates path freeze mechanism for an additional year. The effect of this change means Council is required to harmonise its Ordinary Rate structure by 1 July 2021.

However the Minister for Local Government will consider applications from newly formed merged Councils requesting to 'opt out' of the additional year of rate path freeze and thereby commence ordinary rates harmonisation in 2020/2021 (i.e. 1 July 2020).

Many amalgamated councils have lobbied the state government to extend the freeze to 4 years, indicating that various issues that have potential implications on the timing of the introduction of a harmonised rating system. The most significant of these issues is the IPART review of the Local Government Rating system which recommends:

- Changes to how ordinary rates are calculated by using capital improved values (CIV) (e.g. Market value of the whole property) rather than the existing unimproved values (UV) which values land only.
- More flexibility to define different 'residential areas' that receive different levels of Council services and to charge them differently within a reasonable range.
- Possibility of imposing a limit on any year-on-year increase for each year of rates harmonisation e.g. 10%
- More transparency around the value of rating exemptions given to exempt entities.
- Introduction of a new rating category for 'environmental land'
- Introduction of business subcategories of 'industrial' and 'commercial'
- Introduction of a vacant land subcategory across residential, business and mining rating categories.
- Reduction of time limit available for sale of land for rates provisions from five years outstanding rates to three years.

While such issues have created difficulties for some councils that would make it unlikely that they could achieve a 1 July 2020 deadline, Cootamundra-Gundagai Regional Council has been fortunate to have highly knowledgeable and experienced rating staff making it possible to implement a new rating system from 1 July, 2020 should Council resolve that way.

Further, over the past 18 months Council has conducted three Councillor Workshops on this matter and preliminary modelling on the impacts of potential new rating structures. The release of new land values, from the Valuer General, later this year will allow detailed modelling. In the interim, a comprehensive communication and education program between Council and the community could be undertaken.

The frozen rating structure, containing the two structures of the former councils, has created considerable inequities in both former Council areas. In view of these inequities, Council may wish to make application to the Minister to end the ordinary rate path freeze from 1 July 2020.

8.2.3 REFERRAL OF FINANCIAL STATEMENTS FOR AUDIT

DOCUMENT NUMBER	310400
REPORTING OFFICER	Tim Swan, Manager Finance
AUTHORISING OFFICER	Phil McMurray, Acting General manager
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
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with section 413 of the Local Government Act, 1993.
POLICY IMPLICATIONS	Accounting Policies are detailed within the Financial Statements.
ATTACHMENTS	Nil

RECOMMENDATION

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

Introduction

Section 413 of the Local Government Act, 1993 requires a resolution of Council to refer the draft financial statements to audit.

Section 413(2)(c) requires a resolution of Council that the annual financial statements have been prepared in accordance with;

- The Local Government Act, 1993 (as amended) and the Regulations made there under.
- The Australian Accounting Standard and professional pronouncements.
- The Local Government Code of Accounting Practice and Financial Reporting.

Further, that to the best of its knowledge and belief, the financial statements present fairly the operating result and financial position, and accord with Council's accounting and other records.

Section 418 of the Act requires that as soon as practicable after Council receives a copy of the auditor's report, it must fix a date for a meeting to present the audited financial statements to the public, and it must make the financial statements available for public inspection for at least seven days prior to the meeting date.

Discussion

The financial statements for the reporting period ended 30 June, 2019 are currently being prepared and are scheduled for audit in September, 2019. Pursuant to section 413(1) of the Local Government Act, 1993 Council is required to refer the draft statements to audit.

A Councillor Workshop will be scheduled to allow for information and analysis to be provided.

8.2.4 MONTHLY FINANCE REPORT FOR JULY 2019

DOCUMENT NUMBER	310665
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
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
FINANCIAL IMPLICATIONS	Regular monitoring of Council's finances will ensure that any issues are identified in a timely manner.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. July 2019 Finance Report

RECOMMENDATION

That the Monthly Finance Report for July 2019 be received and noted.

Introduction

This monthly reporting package provides Councillors with an update on the financial position of Council.

Discussion

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

There are no major concerns.

Monthly budget variance report
Consolidated
Period ended 31 July

	Year to date actual								
	General	Waste	Water	Sewer	Consolidated total	Consolidated budget	Balance remaining	% of annual budget	Comments
Revenue									
Rates and annual charges	7,369,549	2,095,548	22,241	49,682	**9,537,020**	12,974,757	3,437,737	73.50%	
User charges and fees	421,292	21,196	1,656	722	**444,866**	8,180,772	7,735,906	5.44%	
Interest and investement revenues	68,653	728	2,524	1,338	**73,242**	677,150	603,908	10.82%	
Other revenues	45,696	-	600	-	**46,296**	399,740	353,444	11.58%	
Operating grants and contributions	735,259	-	-	-	**735,259**	10,511,434	9,776,175	6.99%	
Capital grants and contributions	16,503	-	-	-	**16,503**	13,406,936	13,390,433	0.12%	
Internal Plant hire	224,866	-	-	-	**224,866**	3,420,000	3,195,134	6.58%	
Internal Overheads	-	-	-	-	-	2,278,576	2,278,576	0.00%	
Internal Easements	-	-	-	-	-	1,464,950	1,464,950	0.00%	
Total revenue	**8,881,819**	**2,117,472**	**27,021**	**51,741**	**11,078,052**	**53,314,315**	**42,236,263**	**20.78%**	
Expenditure									
Employee costs	779,589	35,125	49,960	38,629	**903,303**	11,954,857	11,051,554	7.56%	
Borrowing costs	18,294	-	-	-	**18,294**	183,823	165,529	9.95%	
Materials and contracts	838,366	55,832	158,399	20,989	**1,073,586**	14,432,221	13,358,635	7.44%	
Plant hire	170,029	16,258	5,505	2,560	**194,352**	2,686,202	2,491,850	7.24%	
Other expenses	350,489	195	7,650	5,945	**364,278**	4,988,112	4,623,834	7.30%	
Internal Overheads	-	-	-	-	-	2,278,576	2,278,576	0.00%	
Internal Easements	-	-	-	-	-	1,464,950	1,464,950	0.00%	
Total expenses	**2,156,765**	**107,410**	**221,514**	**68,123**	**2,553,813**	**37,988,741**	**35,434,928**	**6.72%**	
Net result	**6,725,053**	**2,010,061**	**(194,493)**	**(16,383)**	**8,524,239**	**15,325,574**	**6,801,335**		

Business Unit Summary - Operating
Period ended 31 July

	Income				Expenditure				Comments
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	
Development, Building and Compliance	53,116	384,120	**331,004**	13.83%	98,817	1,315,066	**1,216,249**	7.51%	OK
Regulatory Services	58,666	524,190	**465,524**	11.19%	73,208	1,099,122	**1,025,914**	6.66%	OK
Community and Culture	32,153	267,041	**234,888**	12.04%	88,674	1,392,227	**1,303,553**	6.37%	OK
Business Services	30	12,280	**12,250**	0.24%	362,577	2,125,847	**1,763,270**	17.06%	PO's raised for full year.
Finance and Customer Services	7,086,142	16,629,290	**9,543,148**	42.61%	149,751	2,086,194	**1,936,443**	7.18%	OK
Executive Office	-	10,000	**10,000**	0.00%	444,875	6,397,456	**5,952,581**	6.95%	OK
Operations Management	552,579	5,568,349	**5,015,770**	9.92%	134,725	1,175,322	**1,040,597**	11.46%	PO for significant training event raised in July.
Facilities	120,525	132,940	**12,415**	90.66%	106,213	1,470,992	**1,364,779**	7.22%	OK
Recreation	173,265	187,392	**14,127**	92.46%	141,119	1,658,177	**1,517,058**	8.51%	OK
Technical Services	259,576	515,991	**256,415**	50.31%	188,654	2,316,033	**2,127,379**	8.15%	OK
Civil Works	305,923	3,366,180	**3,060,257**	9.09%	275,913	5,310,993	**5,035,080**	5.20%	OK
Asset Management	239,844	3,795,080	**3,555,236**	6.32%	92,240	2,975,691	**2,883,452**	3.10%	OK
Waste Services	2,117,472	2,426,579	**309,107**	87.26%	107,410	2,092,687	**1,985,277**	5.13%	OK
Water	27,021	4,274,632	**4,247,611**	0.63%	221,514	4,073,219	**3,851,705**	5.44%	OK
Sewer	51,741	15,220,251	**15,168,510**	0.34%	68,123	2,499,715	**2,431,592**	2.73%	OK
Total	**11,078,052**	**53,314,315**	**42,236,263**	**20.78%**	**2,553,813**	**37,988,741**	**35,434,928**	**6.72%**	

Capital expenditure

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

8.2.5 MONTHLY MAJOR PROJECTS STATUS UPDATE REPORT

DOCUMENT NUMBER	310462
REPORTING OFFICER	Paul Woods, Executive Director - PMO
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Budget variance for the Cootamundra Water Main Replacement program 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	1. Monthly Major Projects Update Spreadsheet

RECOMMENDATION

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

Introduction

Council is currently managing 110 projects worth $53,030,487. This report provides a monthly update to Councillors as to the progress of the projects. The attached schedule provides a brief update on the status of each of the projects.

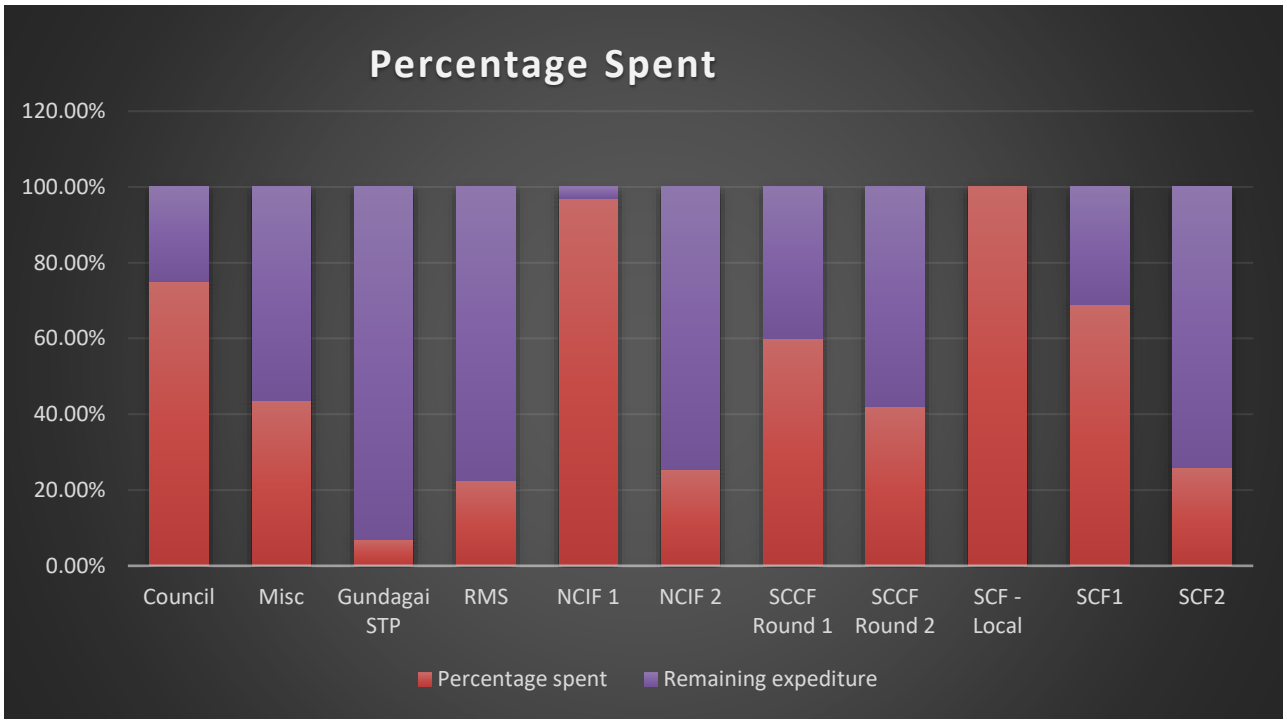
Discussion

Budget variances

Project	Amount	Commentary / Recommendation
Cootamundra Water Mains Replacement	$1,730,393	To be funded from the Water Reserves until the budgeted loan proceeds are drawn down. The water reserve balance at 30 June 2018 was $5,872,000

Project expenditure

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


Percentage Spent
120.00%
100.00%
80.00%
60.00%
40.00%
20.00%
0.00%
Council
Misc
Gundagai STP
RMS
NCIF 1
NCIF 2
SCCF Round 1
SCCF Round 2
SCF - Local
SCF1
SCF2
Percentage spent
Remaining expediture

Project status
35
30
25
20
15
10
5
0
Not started
Planning
Procurement
Construction
Execution
Complete
Final
Not defined

COOTAMUNDRA - GUNDAGAI REGIONAL COUNCIL

As at 31 July 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
Council funded projects					
Gundagai Library Extension	Council	Complete	195,000	188,573	96.70%
Mirrabooka Retaining Wall & Store Room	Council	Complete	-	-	0.00%
Cootamundra depot refurbishments	Council	Planning	900,000	12,424	1.38%
Turners Lane Industrial Land Development	Council	Planning	790,000	52,304	6.62%
Yass Road Service Centre - SW Fuels	Council	Complete	800,000	801,131	100.14%
Sheridan Street Gundagai Redevelopment - Main Street Upgrade	Council	Construction	5,430,490	5,284,838	97.32%
Sheridan and West Streets intersection treatments	Council	Construction	500,000	123,486	24.70%
		Total	8,615,490	6,462,756	75.01%
Council Reserve funded projects					
Waste facility upgrades - Cootamundra - To be informed by waste strategy outcomes	Council Reserve	Planning	1,000,000	20,311	2.03%
Waste facility upgrade - Gundagai - To be informed by waste strategy outcomes	Council Reserve	Planning	400,000	-	0.00%
		Total	1,400,000	20,311	1.45%
Misc grant funded projects					
Truckwash Upgrade - Cootamundra Saleyards	Country Truck Washes	Complete	362,935	371,171	102.27%
Morley's Creek Fishing Pier Replacement	Dept of Fisheries	Complete	61,600	61,600	100.00%
Wallendbeen Strategic Heritage Study & King Street Revitilisation	Heritage Near Me	Execution	95,000	48,050	50.58%
Stan Crowe Oval Gundagai canteen and changerooms construction (CAPREN)	NRL Grants	Complete	240,000	238,647	99.44%
Gundagai Sewerage Treatment Works Plant Replacement	NSW State Govt - Sewer	Construction	13,500,000	942,003	6.98%
Old Gaol - completion of repairs and maintenance activities and redesign of drainage (PRMF Grant)	Public Reserves Management Fund	Complete	15,000	15,296	101.98%
Old Primary School and Mens Shed - Renewal of fencing gutters, downpipes, facias and construction of retaining wall	Public Reserves Management Fund	Complete	171,760	148,680	86.56%
Flood damage repairs	RMS	Complete	2,380,365	2,186,431	91.85%
Coolac Recreation Reserve & Public Hall Trust - Solar Panels	SCF - Local	Complete	23,450	23,450	100.00%
Old Gaol masterplan, structural repairs, publicity and Captain Moonlight display (Heritage near me grant)	Heritage Near Me Heritage Activation Grant	Complete	87,605	63,889	72.93%
		Total	16,937,715	4,099,217	24.20%
NCIF Round 1					
NCIF Round 1	NCIF 1	Complete	5,000,000	4,841,970	96.84%
		Total	5,000,000	4,841,970	96.84%
Total NCIF 2					
Gundagai Depot Training Room Construction	NCIF 2	Construction	300,000	272,702	90.90%

Gundagai Admin Refurbishment	NCIF 2	Procurement	100,000	1,200	1.20%
Branding and marketing plan	NCIF 2	Procurement	100,000	150	0.15%
Better Community Strategy (ABCS)	NCIF 2	Planning	100,000	-	0.00%
Tourism and Economic development strategic plan	NCIF 2	Execution	150,000	49,955	33.30%
Recreational Needs Study	NCIF 2	Execution	100,000	21,316	21.32%
Consolidation and upgrade of Authority Corporate Software System	NCIF 2	Execution	414,282	121,697	29.38%
GIS Operational Review	NCIF 2	Planning	50,000	-	0.00%
Fees and charges review	NCIF 2	Execution	30,000	-	0.00%
Internal audit committee implementation	NCIF 2	Execution	20,000	-	0.00%
Business continuity and disaster recovery plans	NCIF 2	Planning	50,000	-	0.00%
Rates structure review	NCIF 2	Execution	50,000	-	0.00%
Signage updates	NCIF 2	Planning	250,000	14,690	5.88%
Local environmental plan development	NCIF 2	Planning	200,000	2,662	1.33%
		Total	1,914,282	484,372	25.30%
SCCF Round 1 projects					
Cootamundra AFL - Demolition of old clubrooms & construction of new clubrooms	SCCF Round 1	Construction	372,800	116,133	31.15%
Gundagai Tigers - Construction of new shed & fitout of gymnasium	SCCF Round 1	Planning	100,000	15,034	15.03%
Cootamundra Racecourse - EXTERNAL repairs to flooring, repainting inside & out, refurbishment of function room, replacement of external cladding & replacement of seating of Grandstand building	SCCF Round 1	Construction	50,000	31,366	62.73%
Gundagai RSL - refurbishment of tennis clubrooms and squash courts - EXTERNAL	SCCF Round 1	Construction	150,000	22,957	15.30%
Coolac to Tumblong Rail Trail Development Plan	SCCF Round 1	Complete	54,600	54,600	100.00%
Nangus - Village Playground & Fitness Infrastructure (CAPREN)	SCCF Round 1	Complete	53,322	53,364	100.08%
Stockinbingal Playground and BMX track	SCCF Round 1	Complete	109,200	111,011	101.66%
Wallendbeen fitness infrastructure, playground and Rage Cage	SCCF Round 1	Complete	216,393	204,397	94.46%
Cootamundra Tennis - refurbishment of tennis court surfaces, new line marking including hot shot courts	SCCF Round 1	Complete	183,029	181,848	99.35%
Gundagai Scouts - EXTERNAL Construction & Installion of Climbing Wall	SCCF Round 1	Complete	100,000	88,875	88.88%
Large Scale Teen Playground at Jubilee Park Cootamundra	SCCF Round 1	Procurement	499,900	276,139	55.24%
Gundagai large scale adventure playground & fitness centre	SCCF Round 1	Procurement	1,000,000	579,667	57.97%
		Total	2,889,244	1,735,390	60.06%
SCCF Round 2 projects					
Cootamundra Showground Completion of Multipurpose Pavilion SCCF2	SCCF Round 2	Complete	53,290	33,274	62.44%
Anzac Park South Supporters Toilets - Gundagai	SCCF Round 2	Construction	86,061	13,871	16.12%
Mirrabooka Revivification (SCCF2)	SCCF Round 2	Construction	67,045	57,616	85.94%
Cootamundra Rifle Club Mower, top dressing, building maintenance, storage shed	SCCF Round 2	Construction	63,015	24,613	39.06%
Upgrades to Christ Church hall Cootamundra	SCCF Round 2	Construction	70,273	13,905	19.79%
Cootamundra Squash Court Renovation	SCCF Round 2	Planning	97,655	73	0.07%
Gundagai Pony Club Undercover Arena	SCCF Round 2	Construction	199,151	171,371	86.05%
Gundagai Racecourse and Showground Amenities Block	SCCF Round 2	Construction	215,000	162,564	75.61%
Cootamundra Event Promotion Banners	SCCF Round 2	Procurement	53,841	19,410	36.05%
Gundagai Event Promotion Banners	SCCF Round 2	Procurement	53,841	-	0.00%
Gundagai Friendship Park Playground	SCCF Round 2	Planning	60,000	3,606	6.01%
Muttama Hall Re-stumping	SCCF Round 2	Construction	140,707	134,623	95.68%
Gundagai Community Garden	SCCF Round 2	Construction	63,552	6,407	10.08%

Stockinbingal Tennis Court resurfacing - 3 courts	SCCF Round 2	Complete	118,093	118,836	100.63%
Community Safety & Beautification of King Street Wallendbeen	SCCF Round 2	Execution	55,964	73	0.13%
Barry Grace Oval Wallendbeen	SCCF Round 2	Construction	98,397	5,901	6.00%
O'Connor Park - Home of the Cootamundra Strikers Soccer Club - Lighting	SCCF Round 2	Procurement	98,397	33,159	33.70%
Cootamundra Arts Centre Tin Shed Theatre Projection	SCCF Round 2	Complete	61,682	61,755	100.12%
Cootamundra Arts Centre Rehearsal Space	SCCF Round 2	Planning	122,294	10,179	8.32%
Cootamundra Turf Club Irrigation system upgrade	SCCF Round 2	Construction	81,970	26,168	31.92%
Cootamundra Aerodrome Drag Pad and Taxiway for Water Refilling	SCCF Round 2	Construction	160,312	78,426	48.92%
Cootamundra Junior Rugby League Rejuvenation of football field	SCCF Round 2	Planning	60,000	73	0.12%
Upgrade to change rooms at ANZAC park Gundagai	SCCF Round 2	Planning	172,987	-	0.00%
Cootamundra Community Garden	SCCF Round 2	Planning	70,242	982	1.40%
		Total	2,323,769	976,883	42.04%
SCF1 projects					
Gundagai pool tiling and disabled ramp	SCF1	Procurement	300,000	200,669	66.89%
Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet	SCF1	Planning	300,000	11,584	3.86%
Gundagai Netball Courts Masterplan - construction of lighting, storage & shelter	SCF1	Procurement	200,000	35,232	17.62%
Stephen Ward Rooms Outdoor Area construction	SCF1	Construction	200,000	30,234	15.12%
Rathmells Lane - Bitumin seal from Temora St to end	SCF1	Complete	248,451	237,115	95.44%
Footpath renewal	SCF1	Construction	500,000	467,732	93.55%
Cootamundra pool - water park	SCF1	Execution	400,000	1,173	0.29%
Fisher Park Cootamundra sports ground lighting installation	SCF1	Execution	250,000	1,172	0.47%
Pool shade Cloth - Cootamundra and Gundagai	SCF1	Construction	100,000	51,020	51.02%
Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	SCF1	Planning	600,000	38,230	6.37%
Nangus Water Supply Works	SCF1	Procurement	647,500	-	0.00%
Stormwater mitigation	SCF1	Execution	1,000,000	211,415	21.14%
Cootamundra saleyards lighting and electrical upgrade	SCF1	Complete	268,882	224,992	83.68%
Adjungbilly Road reconstruction for B'Doubles	SCF1	Construction	2,100,000	2,044,578	97.36%
Cootamundra water mains replacement project *should be a separate work order for each segment*	SCF1	Construction	2,000,000	3,730,393	186.52%
Investment into Department of Education	SCF1	Not started	594,724	-	0.00%
Construct public toilets - Sheridan St Gundagai	SCF1	Construction	150,000	153,703	102.47%
		Total	9,859,557	7,439,243	75.45%
SCF2 projects					
Yarri Park Youth precinct/Lions Park – Basketball courts and new amenities.	SCF2	Construction	130,000	10,247	7.88%
Gundagai Preschool – Capital works projects to build additional rooms, providing more spaces.	SCF2	Planning	510,000	478	0.09%
Coolac Hall & Oval – Project includes relining hall, new kitchen, installation of cricket nets, picket fence, irrigation and seating.	SCF2	Construction	200,000	45,124	22.56%
Gundagai Public School P&C – Installation of soft fall for playground.	SCF2	Complete	75,100	75,099	100.00%
Gundagai Tourism Action Group (s355 Committee) – Gundagai Main Street History walk.	SCF2	Execution	50,000	12,154	24.31%
Ellwood Hall (Stockinbingal) – General repairs and installation of heating and cooling.	SCF2	Complete	60,000	57,787	96.31%
Gundagai Junior Rugby League – New PA system.	SCF2	Complete	14,753	14,753	100.00%

Battle of the Bidgee – Installation of permanent storage sheds to support to event.	SCF2	Construction	22,449	3,944	17.57%
Town & Country Inc – Disabled toilet.	SCF2	Construction	30,000	30,180	100.60%
Gundagai South Public School – Sensory garden.	SCF2	Planning	60,000	-	0.00%
Adjungbilly Hall – Upgrade tennis courts into multipurpose facility, install community BBQ.	SCF2	Construction	130,000	96,723	74.40%
Tumblong Hall – Community facilities, multipurpose courts and BBQ area.	SCF2	Planning	137,447	97,464	70.91%
Mill Centre – Interactive Tourist Attraction.	SCF2	Procurement	200,000	42,577	21.29%
Owen Vincent Oval - Gundgai	SCF2	Procurement	150,000	136,058	90.71%
Gundagai RSL – Landscaping Anzac Grove, Gundagai.	SCF2	Construction	25,000	16,958	67.83%
Cootamundra Nursing Home – Installation of solar panels	SCF2	Complete	53,227	52,507	98.65%
Cootamundra Mens Shed – Relocation of Mens Shed to Depot 2 on Hovell Street.	SCF2	Planning	100,000	-	0.00%
Cootamundra Arts Centre – Disabled access ramp.	SCF2	Planning	3,142	-	0.00%
Owen Vincent Oval Gundagai – River water pump	SCF2	Complete	40,000	-	0.00%
Cootamundra Rugby Union Club – New dressing room facilities and club room. (CAPNEW)	SCF2	Construction	430,000	392,803	91.35%
Cootamundra Harness Racing – Upgrades and maintenance to track.	SCF2	Construction	52,000	18,368	35.32%
Cootamundra Netball Courts – 4 new netball courts to replace non-complying courts.	SCF2	Procurement	450,000	4,080	0.91%
Cootamundra Country Club – Upgrades to precinct including dam, machinery shed, course, upgrade to building façade.	SCF2	Construction	1,355,000	67,441	4.98%
		Total	4,278,118	1,174,745	27.46%

Status explanation

Not started - project not yet commenced.
Planning - includes meeting with community groups, design preparation, DA lodgement if necessary, community consultation and general planning
Procurement - Obtaining the necessary goods and or services to complete the project. Includes tendering and quotes as necessary
Construction - on ground works underway.
Execution - project underway for non construction projects
Complete - Construction/Execution complete pending final project review
Final - ready for acquittal

Total
1,328,342
14,648,401
467,005
10,511,048

8.3 COMMUNITY AND CULTURE

8.3.1 STRONGER COUNTRY COUMMUNITIES FUND ROUND 3 APPLICATIONS

DOCUMENT NUMBER	310667
REPORTING OFFICER	Phil McMurray, Acting General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
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
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **A date for a Councillor Workshop be determined for no later than 30 August, 2019, to discuss the merits and prioritise projects for consideration for inclusion in the Stronger Country Communities Funds (SCCF) Round 3.**

2. **The Acting General Manager be authorised to submit the applications following the outcomes of 1 above.**

3. **The Acting General Manager be authorised to provide letters of support for community and Council applications under the funding program referred to in 1 and 2 above.**

4. **The list of projects proposed to be submitted through the Stronger Country Communities Funds Round 3, be prepared in a report and submitted for the endorsement of Council at the September, 2019 Ordinary Meeting.**

Introduction

On 21st June, 2019 the NSW State Government announced Round 3 of the Stronger Country Communities Fund (SCCF) allocation for the Council area being $1.548M. From the grant guidelines 50% of the funding must be allocated to youth (12-24 years old) projects or programs. Applications close on 27th September, 2019.

To facilitate consideration of the potential projects listed in the report, and in view of the limitged time frame available for their consideration, it is proposed that a Councillor Workshop be scheduled so as to consider and prioritise the projects.

Program Guidelines were distributed to Council previously and information has been distributed to the community through Council's usual communication mediums.

Discussion

Given the current workload of Council officers, and pending the outcome of current strategic planning activities, it would be beneficial to have a focus on renewing existing Council infrastructure. In particular, this activity should focus around the completion of projects already underway where additional funding is required for their completion. Further, the resubmission of projects for which application had previously been made but which were unsuccessful. This approach should allow for the minimisation to Council of the exposure to ongoing maintenance expenses.

Insufficient time to plan and the competing priorities between Council and community projects has resulted in a high number and variety of issues for staff managing these projects. Consequently it has been challenging to see the completion of projects within the timeframe and budget provided.

A break in the creation of "new" projects will provide a much needed opportunity to conduct relevant scoping work, for Council's future needs. This approach should allow Council to better consolidate its own project management activities.

Community groups are encouraged to submit their own projects utilising their own incorporated group status. Applicants will be required to provide evidence of community consultation and support for projects in the application. So generally, projects that are consistent with Council's Community Strategic Plan should be supported.

A list of Projects thought worthy of consideration is provided below and indicative estimates, and detailed descriptions of proposals will be discussed at the proposed workshop:

Old Mill Project - $300k

The Arts Centre Cootamundra - $300k

Carberry Park new toilets and car parking - $300k

Gundagai Library - $200k

Cootamundra Library -$200k

Cootamundra Showground, caretaker's cottage - $200K

Ellwood Hall Cootamundra, painting and toilet upgrade - $190k

Muttama Hall, kitchen and outside area - $190k

Gundagai Middleton Drive, Solar lights - $150k

Lindley Park Gundagai – BBQ, Toilet, carpark – $150k

Palmer Park Wallendbeen, BBQ and Toilet - $110k

Friendship Park Gundagai, BBQ and Toilet - $110k

Muttama Creek Cycleway - $110k

Footbridge over drain near Cootamundra Hospital, Mackay Street to Inala Place - $60k

Footbridge over drain Scott Avenue to Cutler Avenue at Cootamundra Retirement Village - $60k

Footpath replacement- Bourke St Cootamundra - $55k

Solar Flood warning lights for Hovell and Thompson Streets Cootamundra causeways - $50k

Install Footbridge over creek Wallendbeen Recreational reserve - $50k

8.3.2 FRIENDSHIP PARK GUNDAGAI

DOCUMENT NUMBER	310278
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Friendship Park Gundagai Materials Plan 2. Friendship Park Gundagai Landscape Plan

RECOMMENDATION

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

Introduction

In 2018 Council received $60,000 in Stronger Country Community Funding for the upgrade of the playground at Friendship Park, William Street Gundagai. Council engaged Somewhere Landscape Architects to prepare plans for the upgrade.

Discussion

Draft plans were placed on public display for 28 days in May, 2019. Community consultation conducted on the playground site on 22nd June, 2019 was also used to inform the final plans. The current budget will be used to upgrade equipment, fencing and access paths with other elements of the plan being put forward for future funding as it becomes available.

Adoption of the plan will allow equipment to be ordered to meet the 1st November, 2019 milestone for this activity.

MATERIALS PLAN L02

LEGEND

Existing trees to be retained

Proposed trees:
Chinese Elm (Ulmus parvifolia) Refer to Planting Schedule and Detail L03/A.

Proposed planting
Cultivate soil to a depth of 300mm and include 75mm premium compost. Mulch to a depth of 75mm with forest fines and recycled green waste. Refer to Planting Schedule and Detail L03/B and L03/C.

Grass areas
Retain existing grass. Weed and feed as required.

Stabilised decomposed granite
Width varies from 700mm to 1200mm.
100mm compacted road base and 75mm compacted decomposed granite with 5% cement incorporated.
Recycled brick edge. Refer to detail L03/D.

Natural softfall (to AS4422)
To 300mm depth. Depth of softfall in existing playground needs to be increased. Excavate existing material and check and test drainage layer. Refill with softfall to AS4422 to a depth no less than 300mm. Material provided is to include certification. Refer to Detail L03/E.

Rubber softfall (to AS4422)
To high impact areas. Certification of material to be provided. Colour to be advised by GCRC.

Mulched area
Not softfall. Equipment in these areas are less than 500mm in height and softfall is not required. Mulch around trees. Apply 75mm mulch equivalent to Forest fines.

Edging
Recycled brick edge. Refer to Detail L03/D.

Proposed fence line
Relocate fence panels from existing fence as shown. Match any additional panels to existing.

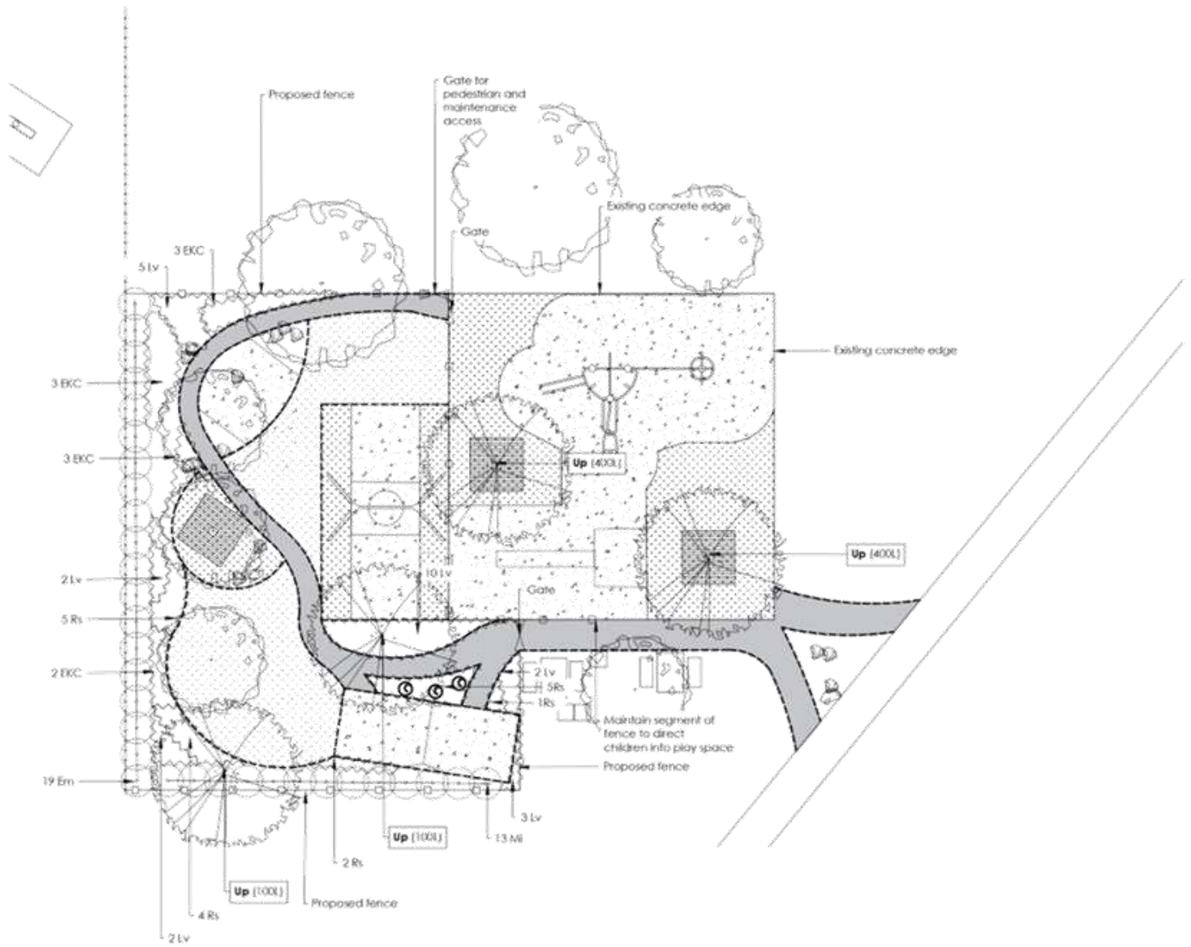
Timber seats/ low decks.
Max 450mm height.
H4 treated pine posts in ground all other timber recycled hard wood. Provide facia boards down sides so that hand to mouth contact with understructure is not possible.
Refer to Typical Detail L03/F.

Timber totem poles.
Refer images and typical detail L03/H.

Bin/water point
Council to Advise

Oversized rocks for climbing, sitting and balancing.
Max 450mm height. Refer typical detail L03/G.

Gate
Self closing gate with safety latch. 900mm wide.



PLANTING SCHEDULE

Symbol	Species	Stock Size	Spacing	Layout	Nos
TREES					
Up	Ulmus parvifolia (Chinese Elm)	100L/400L	NA	NA	4
SHRUBS					
Em	Elaeagnus macrophylla (Russian Olive)	140mm	1m	L	19
Mi	Melaleuca incana (Paper bark)	140mm	1m	L	13
GROUNDCOVERS/GRASSES					
EKC	Eremophila Kalbarri Carpet (Groundcover eremophila)	140mm	1m	OS	11
Lv	Lomandra Verday (Mat Rush)	140mm	800mm	OS	24
Rs	Rhagodia spinescens (Groundcover saltbush)	140mm	800mm	OS	17

Somewhere.
LANDSCAPE ARCHITECTS, DESIGNERS AND DREAMERS

Friendship Park Playground
William St, Gundagai

Disclaimer: This plan has been generated using aerial photography and on site measurements. It is not based on a survey.

CLIENT Cootamundra-Gundagai Council
DATE 08.04.2019
PROJECT J499
SCALE 1:100 @ A1
REVISION A
STATUS For Comment

LANDSCAPE MASTERPLAN L01

LEGEND

Existing trees to be retained

Proposed trees:
Chinese Elm (Ulmus parvifolia)

Proposed planting for texture, screening and separation of play space.

Grass areas

Stabilised decomposed granite
Width varies from 700mm to 1200mm.

Natural softfall (to AS4422)
To 300mm depth. Depth of softfall in existing playground needs to be increased. Softfall not required in imaginative playzones until play equipment is installed. If softfall not required mulch these areas. Refer to L02 for delineation.

Rubber softfall (to AS4422)
To high impact areas.

Proposed fence line
Relocate fence panels from existing fence as shown. Match any additional panels to existing.

Timber seats/ low decks.
Max 450mm height.

Timber totem poles.
Refer images.

Bin/water point

Oversized rocks for climbing, sitting and balancing.
Max 450mm height.

Lighting (solar)
To be included along path.

Covered picnic shelter
with picnic table and seat under

NOTES

1. Retain existing slide. Dotted line indicates required safety distance around slide. Rubber softfall at run out zone.
2. 6+ children play area with 1xo MultiPlay Unit by Proludic (1xo- J2524). See images.
3. Proposed shade trees with timber deck seats under. Mulch under trees in playground to 75mm depth only as not part of softfall area requirements to AS4422.
4. Proposed path to connect playground to existing path running through the park and to proposed future toilet facilities.
5. Retain existing seating area. Proposed picnic shelter and additional picnic table. To include BarBQ, bin and water point.
6. Play area for toddlers/ younger children enclosed by fence.
7. Proposed fence. Remove fence from north and east section of existing playground and relocate to enclose play area for toddlers/ younger children. Additional panels of fencing will be required.
   Gate shown for access into play area.
8. Retain existing swing. Dotted line shows required softfall area to AS4422. Rubber softfall in high impact areas.
9. Proposed textured planting with totem poles. Works may be staged at a later date.
10. Winding path through play area.
11. Capital Nest Swing from Moduplay (S-8793-14). Refer images. Safety requirements shown by dotted line. Rubber softfall in high impact zone.
12. Imaginative play areas with oversized rocks and spring baby rocker with sides equivalent to Harry the Hippo J845 by Proludic. To include softfall area to AS4422.
13. Timber seats/ low deck around base of trees.
14. Include planting to screen residential fence and create privacy.
15. Access gates from northern end of park. Maintenance access also.
16. Proposed toilet. Maintain open site lines from William Street. Shown as 3m x 3m as per comments from GCRC. Existing sewer in general vicinity of shown location.

Community consultation comments

Toilet facilities, picnic shelter and BarBQ, rocker piece with sides for young children.

Lighting to be shown to toilet, paths and equipment. Centre of the path lighting could be included at a later stage.

Confirm equipment for younger children and ensure staging of works includes equipment and seating for younger children

Rubber softfall to some high impact areas

Screening required along boundary as part of initial works

Totem poles

Oversized rocks

1xo Unit from Proludic

Capital Nest Swing from Moduplay

Timber deck/seat around tree

Textured planting

somewhere.
LANDSCAPE ARCHITECTS, DESIGNERS AND DREAMERS

Friendship Park Playground
William St, Gundagai

Disclaimer: This plan has been generated using aerial photography and on site measurements. It is not based on a survey.

CLIENT	Cootamundra-Gundagai Council	SCALE	1:100 @ A1
DATE	29.07.19	REVISION	D
PROJECT	J499	STATUS	Final

8.3.3 AMBASSADOR TO THE DOG ON THE TUCKERBOX PROPOSAL

DOCUMENT NUMBER	310461
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**2. A prosperous and resilient economy: we are innovative and 'open for business'** 2.3 Tourism opportunities are actively promoted
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Andrew Swift Ambassador

RECOMMENDATION

1. **Council give consideration given to the proposal offered by Mr Swift as detailed in the correspondence attached to the report.**
2. **Mr Swift be advised in writing of Councils resolution.**

Introduction

Andrew Swift contacted Council and requested that Council give consideration to his offer, detailed in the attached correspondence to be official ambassador to the Dog on the Tuckerbox.

Discussion

Andrew Swift volunteered his time to perform at the reopening of the Dog on the Tuckerbox. He has a personal affinity with the site and feels that his appointment to this honorary role would benefit both himself and Council. It is noted that he has offered to produce a version of the song Along the Road to Gundagai which could be used in Council radio and television advertisements.

Please refer to the attachment for further commentary.

ANDREW SWIFT

Proposal to be an Official Ambassador for Gundagai's 'Dog on the Tuckerbox'

What I can do for the dog as an ambassador:

- I will continue to stop and post social media posts from the dog on the tuckerbox every time I'm in the area.
- I will continue to drink from my Dog on the Tuckerbox camping cup on stage at all gigs possible.
- I will donate my time for a performance once a year either at the Dog on the Tuckerbox or for the council (pending an agreed upon time by both parties).
- I will amend social media biography sections to include the title 'Ambassador for the Dog on the Tuckerbox'.
- I would be happy to do the occasional live performance video for social media from the Dog on the Tuckerbox, whether it be a live stream or a pre-record.
- I will make myself available to speak to media on behalf of the Dog on the Tuckerbox if required.
- I will be happy for my image and voice to be used for any tourism marketing that might be required.

What the dog can do for me as an ambassador:

- I would like to be given the title of 'Ambassador for the Dog on the Tuckerbox'
- I would like the right to use the image of the Dog on the Tuckerbox for a run of cross over merchandise of 'Andrew Swift at the Dog on Tuckerbox'
- It would be great if the gift shop could stock my CD or some kind of merchandise.
- I think it would be fantastic in the spirit of Australian humour to have a 'Reserved for Andrew Swift' car park as I go past so often, but with a disclaimer 'anyone can park here though'.

WHO IS ANDREW SWIFT?

Andrew Swift made a big first impression on the country music world when he performed as a Toyota Star Maker grand finalist in 2017. Despite not taking home the title of Star Maker, Swift has gone from strength to strength over the past couple of years with the release of his album 'Call Out For The Cavalry' debuting at #1 on the ARIA Australian Country Charts & singles taken from the album receiving national airplay a chart placements including 'Runaway Train', 'King of the Sky' & 'Fire & Ice' featuring Catherine Britt.

Swift is no stranger to the road either, aside from constantly touring Australia either solo or with The Wolfe Brothers, Shannon Noll & Lyn Bowtell, he also teamed up with Gretta Ziller to develop the alternative touring concept of the Caravan Park Country Music Showcase, which sees Swift & Ziller take their music & stories to holiday goers as they make their way along the coast from Melbourne to the Tamworth Country Music Festival.

At the 2019 Golden Guitar Awards, the country music industry recognised his hard

work and saw Swift take home the Golden Guitar Awards for Qantas New Talent of the Year & for Alternative Country Album of the Year.

"...an Australian songwriting heavyweight - with a powerfully evocative voice to match." - Country Update Magazine.

2 x 2019 Golden Guitar Winner
Alt Country Album of the Year - Call Out For The Cavalry
Qantas New Talent of the Year
#1 on CMC - Fire & Ice feat. Catherine Britt 23.3.2019
Andrew Swift - Call Out For The Cavalry released 2nd March 2018 debuted at:
#1 ARIA Australian Country Chart
#3 ARIA Country Albums Chart
#12 ARIA Australian Albums Chart
#13 ARIA Digital Albums Chart
#1 iTunes Country Album Chart
#7 iTunes Overall Albums Chart
#3 AIR Independent Label Albums Chart

You can view Andrew's work and further details using these links:

www.onepagelink.com/andrewswift
www.andrewswift.com.au
www.facebook.com/andrewswiftmusic
www.youtube.com/andrewswiftau

WHY ANDREW SWIFT WOULD BE AN IDEAL AMBASSADOR?
Andrew, through his social media presence and also onstage performances has become somewhat synonymous with the iconic 'Dog on the Tuckerbox'.

As a travelling performer who tours around the country, Andrew quite often will go out of his wait to visit his K9 friend and snap a selfie for promotion and prosperity. With the recent vandalism of the statue, Andrew immediately took to social media and has already raised over $1000 to go towards the Dogs return with repair costs or future security/surveillance costs to ensure this travesty never occurs again.

To give you an idea of his passion for the Dog, please see some of these stats accumulated in the past couple of years from Andrew's social media outlets:

Facebook Stats for the Dog on the Tuckerbox posts:
- Total Posts - 31
- Total Reactions - 5,729
- Accumulated Reach - 64,864
- Total Comments - 533
- Total Shares - 154

Instagram Stats for the Dog on the Tuckerbox posts:
- Total Posts - 34
- Total Reactions - 4,649
- Accumulated Reach - 36,166
- Total Comments - 242
- Total Shares – NA

These alone show Andrew's public passion for the Dog so much so that now Andrew is often tagged by travellers and also other Australian artists as they pass by and take their own selfie.

The Dog on the Tuckerbox is constantly brought up in media interviews that Andrew conducts as anyone who follows Andrew on social media is aware of his passion for the pup. Taking his passion to the stage, Andrew will only drink from a Dog on the Tuckerbox camping cup whilst performing and proudly shows it off.

Since the vandalism, because of Andrews public connection with the Dog on the Tuckerbox he was immediately contacted by several media outlets to do interviews to get his response and like he was grieving, asked "how are you coping".

The Dog on the Tuckerbox is for Australia and for everyone who visits it; however Andrew would like to be one of its voices and has a long term relationship officially supporting the iconic statue.

With the re-opening of the Dog on the Tuckerbox, Andrew immediately contacted the centre and offered his services to perform as a donation in support.

As Andrew's public profile continues to grow, we think this would be an ideal synergy and hope you consider this proposal.

8.3.4 STOCKINBINGAL TELLERS DESK

DOCUMENT NUMBER	310503
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	If approved, the $600 will be funded from the 19/20 Donations budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Stockinbingal Tellers Desk 2. Bank Tellers Desk Request for Fianancial Assistance

RECOMMENDATION

For consideration.

Introduction

Steve Neave of the Stockinbingal Heritage Room has contacted Council for financial assistance with the purchase of the old bank tellers desk from the Stockinbingal branch of the Bank of NSW.

Discussion

The desk is currently offered for sale for a sum of $600. The desk could be utilised for the display of historical information in the Stockinbingal Heritage Room. The concern is that if not purchased, the item will be lost from the community forever. The Stockinbingal Hall 355 Committee have other demands on their finances given the current state of structural repair of the hall. The Committee therefore seek a contribution from Council of the $600 to enable purchase of the desk.

TELLERS DESK

The tellers desk; found in an Antique shop and purchased as part of Stockinbingal history.

NOW TO BE SOLD PRICE $ 600.

DESCRIPTION

The desk is of solid stained timber; the top writing section is separate to the frame on which it stands.

It was most likely free-standing in the room with access to both sides. It consists of two sloping sides which would have held blotting pads, with a narrow flat central section for inkwells.

It has a set of three drawers on each side with decorative, metal handles in which banking slips were possibly held.

Customers would have used this desk to stand and fill out their banking forms.

DIMENSIONS

1

Width: 4' 6" Approx. 138cms

Length: 5' 6" " 168cms

Sloping top: 1' 10" " 56cms

Flat central top: 10 1/2" 27cms

Central height from floor: 3' 8" Approx. 110cms

Side height from floor: 3' 6" " 105cms

From: Marianne McInerney
To: Miriam Crane
Subject: RE: photos
Date: Thursday, 22 August 2019 9:02:00 AM
Attachments: image001.png

Thanks Miriam.

From: Miriam Crane
Sent: Thursday, 22 August 2019 7:48 AM
To: Marianne McInerney <marianne.mcinerney@cgrc.nsw.gov.au>
Subject: Fwd: photos

Thanks,
Miriam Crane
0434 000 912

Sent from my iPhone

Regards,

Miriam Crane
Manager Community and Culture
Cootamundra-Gundagai Regional Council

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

P: 1300 459 689
M: -
E: Miriam.Crane@cgrc.nsw.gov.au
W: www.cgrc.nsw.gov.au

Begin forwarded message:

> **From:** steve neave <stephenlneave@bigpond.com>
> **Date:** 22 August 2019 at 7:35:57 am AEST
> **To:** Miriam Crane <Miriam.Crane@cgrc.nsw.gov.au>
> **Subject: Re: RE: photos**
>
> Hi Miriam,
>
> All may not be lost , have one more avenue to check ,will let you know after weekend .
>
> Regards the desk It came from the closed Bank of New South Wales in Martin street and was found in an antiqie shop has been in privert ownership since and now they wish to sell and like myself would love it to stay in the Village ,so if the council can see a way of helping with the $600 for it to go to Our Heritage Room , it would be much appriciated by all I am sure to add to the stories I experience each week of objectes in the room .
>
> Thanks for your help Steve
>
> ------ Original Message ------
> From: "Miriam Crane" <Miriam.Crane@cgrc.nsw.gov.au>
> To: "'steve neave'" <stephenlneave@bigpond.com>
> Cc: "Marianne McInerney" <marianne.mcinerney@cgrc.nsw.gov.au>

Sent: Wednesday, 21 Aug, 2019 At 1:35 PM
Subject: RE: photos

Hi Steve,

That's a shame. I really don't know where to go from here as I have no further avenues to locate the photos having contacted the local police, school and searched online.

Re the desk could you please send me a short email requesting the $600 and explaining why to accompany my report? It will go to the Council meeting next week as it missed last month.

Thanks

Miriam

Regards,

Miriam Crane
Manager Community and Culture
Cootamundra-Gundagai Regional Council

P: 1300 459 689
M: -
E: Miriam.Crane@cgrc.nsw.gov.au
W: www.cgrc.nsw.gov.au

From: steve neave [mailto:stephenlneave@bigpond.com]
Sent: Monday, August 19, 2019 1:03 PM
To: Miriam Crane <Miriam.Crane@cgrc.nsw.gov.au>
Subject: photos

Hello Miriam ,

Sorry for delay but spent weekend looking in the H R for any photos of use to you but did not come up with them so hope you have sorted now .

How did you go with the bank desk I sent you photos of and information ?

Many thanks Steve

8.3.5 OLD GUNDAGAI GAOL MASTERPLAN

DOCUMENT NUMBER	310621
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**2. A prosperous and resilient economy: we are innovative and 'open for business'** 2.3 Tourism opportunities are actively promoted
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Old Gundagai Gaol Masterplan Report (under separate cover)

RECOMMENDATION

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

Introduction

In 2016 Council received funding through the Office of Environment and Heritage to conduct a masterplan and interpretive works at the Old Gundagai Gaol. This worked culminated in the completion of the Old Gundagai Gaol Masterplan in July, 2018, however, the document is yet to be formally endorsed by Council. In May 2019 Council received advice from the Office of Environment and Heritage that the State Listing of the Old Gundagai Gaol has been progressed to the Minister for determination.

Discussion

Council has received a request from the community to reinstate the activities of the Friends of the Old Gundagai Gaol (FOGG) Committee. Previously operated as an incorporated body due to a perceived need to keep separate finances from Council, the FOGG committee had operated tourism activities at the site and also assisted with maintenance of the building and grounds. As the Committee is essentially carrying out this function on behalf of Council, a Section 355 Committee is considered the appropriate structure and offers coverage under Council's insurance for the activities. Having the Old Gundagai Gaol Masterplan formally adopted will create a focus for activities of the committee and ensure that it is straightforward to meet obligations under the State Heritage Listing.

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED JULY 2019

DOCUMENT NUMBER	309602
REPORTING OFFICER	Brooke Douglas, Executive Assistant
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**2. A prosperous and resilient economy: we are innovative and 'open for business'** 2.2 Strategic land-use planning is co-ordinated and needs-based
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION:

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

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

APP. NO.	PROPOSED BUILDING	STREET NAME
DA2019/059	Quarry Consent Modification	Darbalara Road
DA2019/070	Storage Shed	Sheridan Lane
DA2019/073	Change of Use	Mantons Road
DA2019/077	Commercial Shed	Hurley Street
DA2019/078	Alterations to community Infrastructure	Landon Street
DA2019/079	New Fence	O'Donnell Street
DA2019/080	New Shed	Adelong Road
DA2019/082	Solar Panels	Bourke Street
DA2019/083	Subdivision	Brawlin Road
DA2019/084	New Dwelling	Bartley Street
DA2019/086	Change of Use	Bethany Place
DA2019/087	New Dwelling	Ross Friend Place
DA2019/088	Installation of Ramp	Sheridan Street
DA2019/090	New Dwelling	Bartley Street

CDC2019/016	New Awning	Parker Street
CDC2019/017	New Awning	Sheridan Street
CDC2019/018	Alterations	Hibernia Street

VALUE OF WORK REPORTED TO THIS MEETING: $1,812,139.00

VALUE OF WORK REPORTED YEAR TO DATE: $1,812,139.00

THIS TIME LAST YEAR:

VALUE OF WORK –July 2018 - $ 382,185.00

VALUE OF WORK – YTD 2018 - $ 82,185.00

8.4.2 EXHIBITION OF DRAFT COMMUNITY PARTICIPATION PLAN (CPP)

DOCUMENT NUMBER	310355
REPORTING OFFICER	Grace Foulds, Senior Town Planner
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	Any advertising costs for the Public Exhibition.
LEGISLATIVE IMPLICATIONS	Compliance with the Environmental Planning and Assessment Act 1979
POLICY IMPLICATIONS	This document, should it be adopted, would be a policy document of Council
ATTACHMENTS	1. Draft Community Participation Plan (under separate cover)

RECOMMENDATION

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

Introduction

Council, as a planning authority, is required to prepare and adopt a community participation plan (CPP) for planning matters. The CPP is to provide details on the mandatory provisions for notification in accordance with Part 1 Schedule 1 of the Environmental Planning and Assessment Act 1979 (the Act) as well as any local provisions.

Discussion

The CPP is a plain English document which seeks to encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning. The plan aims to give the community sufficient opportunity to participate in strategic planning, have a say on major development which may affect them and ensure that there is transparency in the decision making processes.

The CPP applies to the Cootamundra-Gundagai Regional Council Local Government Area (the LGA) and its exercise of planning functions in accordance with the Act. The Community Participation Plan does not outline Council's engagement strategies for the delivery of other Council services, functions or infrastructure.

The objective of the CPP is to ensure:

- That the community is informed about planning matters that affect it,
- Effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning,
- Planning information is conveyed in a manner which is easy to access and understand,

- That the community is given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered,
- That community participation is inclusive and that community views are actively sought,
- That proponents of major developments are actively engaging with affected stakeholders before an application is lodged with Council,
- That planning decisions are made in an open and transparent way which clearly outlines how community views have been taken into account, and
- That there is a clear understanding of the methodology Council uses to engage with the community in accordance with the Act.

In accordance with the Act, a draft CPP is required to be exhibited for no less than 28 days.

8.4.3 EXHIBITION OF DRAFT KING STREET MASTERPLAN

DOCUMENT NUMBER	310356
REPORTING OFFICER	Grace Foulds, Senior Town Planner
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Any advertising costs associated with the Public Exhibition
LEGISLATIVE IMPLICATIONS	Compliance with the Environmental Planning and Assessment Act 1979
POLICY IMPLICATIONS	This document, should it be adopted, would be a policy document of Council
ATTACHMENTS	1. Draft King Street Masterplan (under separate cover)

RECOMMENDATION

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

Introduction

In 2018, Council received a grant from the NSW Office of Environment and Heritage to complete a heritage study and revitalisation plan for Wallendbeen. This draft masterplan is the result of the grant funding allocated for the revitalisation plan.

Discussion

The Cootamundra-Gundagai Regional Council (CGRC) Villages Strategy 2018 identifies Wallendbeen as having significant potential to develop as a tourism destination centred on celebration of the history of the former town and silo art. Council secured funding from the NSW Office of Environment and Heritage in 2018 under their Heritage Near Me program to further this vision. The grant allocated funding for a heritage study, which has been completed and adopted, as well as a revitalisation plan for King Street.

To undertake the revitalisation plan, Council appointed Moir Landscape Architects in May, 2019. Moir Landscape Architects conducted community engagement sessions in May and June of 2019 in which they canvased the community for themes and visions for King Street. They also undertook analysis of Wallendbeen generally and have included pedestrian and cycling trails as well as signage as a part of their concept to better tie King Street into the fabric of Wallendbeen.

Council has been presented with a draft masterplan for King Street which seeks to revitalise the streetscape, integrate necessary and pressing stormwater upgrades and minimise maintenance requirements on Council for Wallendbeen overall. It should be noted that at this stage the upgrade works are not funded, however the masterplan is an overall strategic future plan for how this area

of Wallendbeen should be constructed when funding allows. It provides a concept that can be used for the leverage of external funding sources.

Importantly, the masterplan improves functionality and use of the railway end of King Street as the central meeting area of the village as well as providing an inviting location from which the silos may be viewed. It is proposed that silo art will be installed at Wallendbeen as identified in, and funded by, contributions plan.

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

8.4.4 EXHIBITION OF DRAFT RURAL LANDS STRATEGY

DOCUMENT NUMBER	310357
REPORTING OFFICER	Grace Foulds, Senior Town Planner
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Any advertising costs associated with the public exhibition
LEGISLATIVE IMPLICATIONS	Compliance with the Environmental Planning and Assessment Act 1979
POLICY IMPLICATIONS	This document, should it be adopted, would be a policy document of Council
ATTACHMENTS	1. Draft Rural Lands Strategy (under separate cover)

RECOMMENDATION

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

Introduction

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

Discussion

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

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

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

The Draft Rural Lands Strategy is a summary document which proposes a series of actions organised under five directions. These directions are:

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

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

8.4.5 EXHIBITION OF DRAFT COOTAMUNDRA 2050 STRATEGY

DOCUMENT NUMBER	310359
REPORTING OFFICER	Grace Foulds, Senior Town Planner
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Any advertising costs associated with the public exhibition.
LEGISLATIVE IMPLICATIONS	Compliance with the Environmental Planning and Assessment Act 1979
POLICY IMPLICATIONS	This document, should it be adopted, would be a policy document of Council
ATTACHMENTS	1. Draft Cootamundra 2050 Strategy Snapshot (under separate cover)

RECOMMENDATION

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

Introduction

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

Discussion

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

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

- The villages,
- Rural lands,

- Cootamundra, and
- Gundagai.

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

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

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

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

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

Nil

8.7 CIVIL WORKS

8.7.1 COOTAMUNDRA AERODROME - ADDITIONAL TAXIWAY

DOCUMENT NUMBER	309772
REPORTING OFFICER	Bill Moore, Consultant Engineer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	The Allocation of grant funding through the Stronger Country Communities Program (Round 2).
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Correspondence from Rural Fire Service and Site Plan for Proposed Taxiway

RECOMMENDATION

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

Introduction

Funding was successful through the Stronger Country Communities Program (Round 2) for Council to provide additional infrastructure at the Cootamundra Aerodrome, a taxiway, to facilitate the safe filling of water bombing aircraft in the case of emergency.

Discussion

A number of options were prepared and discussed with both the Rural Fire Service (RFS) and a representative of the Cootamundra aircraft operators. A recent meeting on site involving Council staff, an aircraft operator and representatives from both Civil Aviation Safety Authority (CASA) and the RFS agreed that the proposal to construct a new taxiway, parallel to the main runway (as depicted in the site plan attached) would be the most acceptable solution.

The RFS has provided a letter of support for the proposed new taxiway (attached).

The proposed new taxiway will separate firefighting aircraft from other aircraft users and provide a storage area for such planes required to wait to be filled, or to temporarily stand down awaiting further direction.

Delay times for other aircraft wanting to use the existing taxiway, caused by the filling of aircraft with water on the existing taxiway, is expected to be three (3) to five (5) minutes.

Under existing Aerodrome operating rules, the loading of aircraft with water on the taxiway near the RFS building is not permitted however, exemption for such emergency activity could be granted by CASA during an emergency.

NSW RURAL FIRE SERVICE

Bill Moore
Cootamundra Gundagai Regional Council
PO Box 420
Cootamundra NSW 2590

PM 18 – Cootamundra Airbase

8th August 2019

Dear Bill

Re: Proposed Taxiway- Cootamundra Airport

Thank you for your email dated 29th July 2019 regarding a proposed taxiway at Cootamundra Airport.

Following an onsite meeting between Cootamundra Gundagai Regional Council, NSW Rural Fire Service (RFS), Civil Aviation Safety Authority and Col Adams Aerial Services the RFS is in agreeance with the proposed taxiway, as per the attached diagram.

The RFS has reviewed the proposal, in regards to, firefighting and air base operations undertaken at Cootamundra Airport. The aircraft filling area, as indicated by the attached diagram, does not pose any greater safety concerns for air base operators than how current operations are undertaken.

The RFS are in support of Cootamundra Gundagai Regional Council making application to the Civil Aviation Safety Authority to obtain a permanent dispensation to load fixed wing, single engine, air tractor aircraft on the existing taxiway as per the attached diagram.

Yours Faithfully

Inspector Tom McDevitt
Acting Manager
NSW Rural Fire Service
Southwest Slopes Zone

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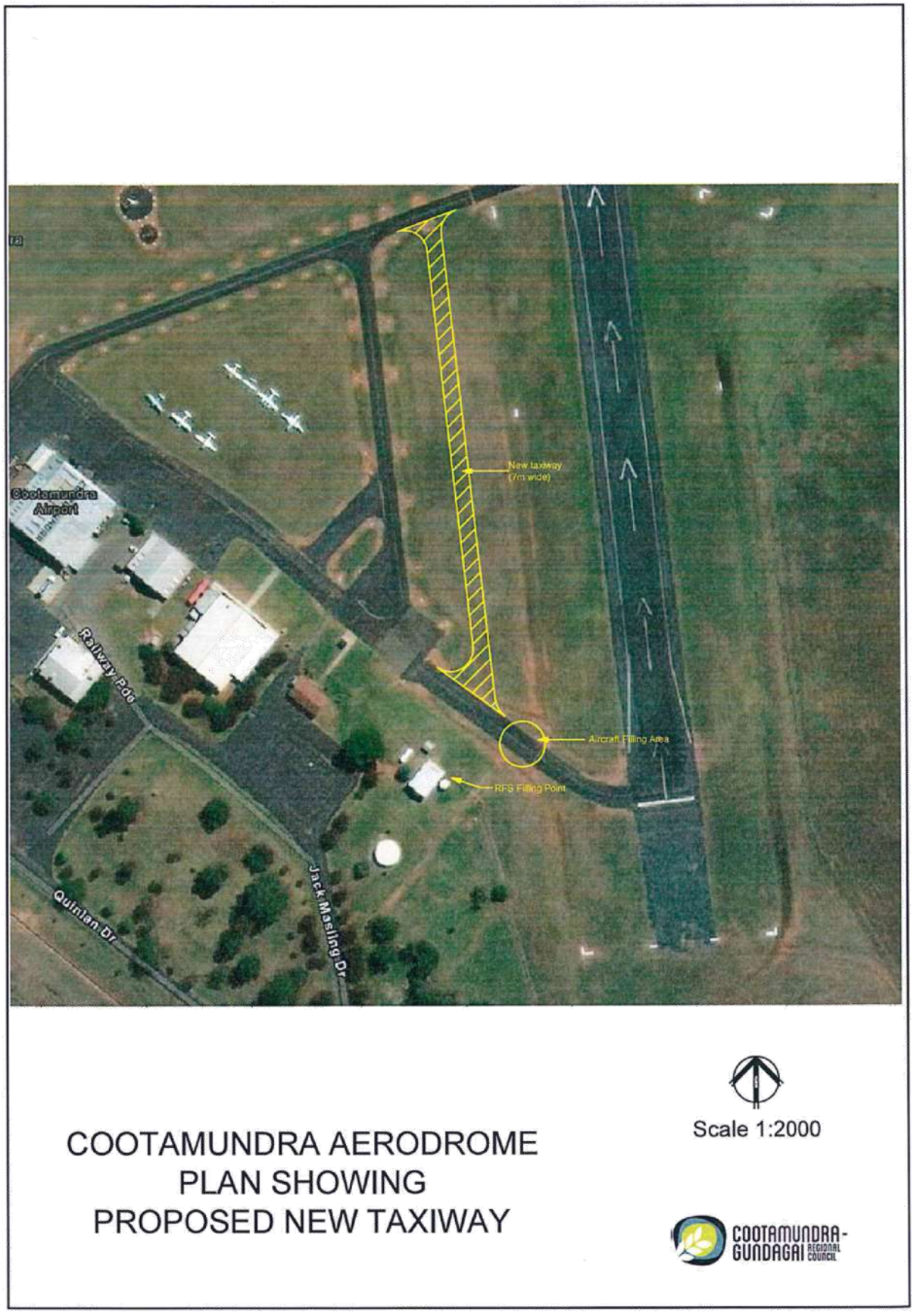

New taxiway
(7m wide)
Cootamundra
Airport
Railway Rd
Aircraft Filling Area
RFS Filling Point
Jack Masling Dr
Quinlan Dr
Scale 1:2000
COOTAMUNDRA AERODROME
PLAN SHOWING
PROPOSED NEW TAXIWAY
COOTAMUNDRA-
GUNDAGAI REGIONAL COUNCIL

8.7.2 CIVIL WORKS AND TECHNICAL SERVICES REPORT - AUGUST 2019

DOCUMENT NUMBER	310379
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	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 Update Report for the month of August, 2019 be received.

Introduction

This report provides a detailed update of the Civil Works and Technical Services Departments works for the month of August, 2019.

Discussion

Maintenance grading has been completed on Nashes Lane, Back Brawlin, Langrove, Boxalls, Yammatree, Willis, Lockhart, and Nanangroe Roads and Faulks Lane as well the access roads to the Cootamundra town reservoirs. The maintenance grading crews are now currently working in the Cullinga and Adjungbilly areas.

Shoulder grading on Old Cootamundra Road has now finished with this crew now working along Berthong Road. Various table drain cleaning works have been completed around the Gundagai area.

The preliminary earthworks along the Old Gundagai Road reconstruction project has seen work undertaken on the cut and fill batters. The next stage of this work will be continued later in the year. This project is being funded from the Roads to Recovery program. Works are continuing at the Sheridan and West Street intersection with culverts and other drainage structures being installed.

Replacement of the footpath along Temora Street, between Parker and Murray Streets, is nearing completion and will be finished by the end of August, 2019. This work was identified for replacement due to its poor condition and unevenness and is being funded from the Stronger Communities Grants. A section of uneven footpath in Wallendoon Street near the Elouera Laundry has been replaced. Concrete work has been completed around the Gundagai Swimming Pool.

Preliminary works have commenced on the replacement of the Bongolong Creek Bridge. Work is continuing on the Sheridan Street toilet block and the entrance to Anzac Park has been widened, along with improvements to the carpark adjacent to Stan Crowe Oval.

Patching works on town streets and bitumen shire roads are being undertaken as required around the whole Council area. Town and village maintenance is also being undertaken where necessary.

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

8.10.1 COOTAMUNDRA AQUATIC CENTRE ACCESS

DOCUMENT NUMBER	307482
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**1. A vibrant and supportive community: all members of our community are valued** 1.3 Our community members are healthy and safe
FINANCIAL IMPLICATIONS	This will have a negative impact of the pools maintenance budget of approximately $8,000. It is anticipated that the prevention of lost revenue will allow for additional revenue to be generated to help offset the additional expenditure.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **The report on the issues associated with unauthorised pool access be received an noted.**
2. **Council authorise the installation of visually appealing and effective barricade at the point of the existing turnstiles.**
3. **The cost for the installation of the barricades estimated at $8,000 be funded by the Cootamundra Aquatic Centre maintenance fund.**

Introduction

The Cootamundra Aquatic Centre is experiencing difficulty in controlling unauthorised access to the pool facilities. This has been caused by the poor design of the first access point into the centre located at the turnstiles. The proposal as set out in this report endeavours to resolve this problem.

Discussion

As shown in the image below, the existing turnstile location is concealed from the office area and staff. Further, due to the turnstile design, persons can easily gain access around the turnstile and in doing so avoid payment of the entry fee.

This is not just resulting in lost revenue but is impacting the collection of accurate data of pool visitation numbers.

It is proposed to enclose the turnstiles so as to prevent such unauthorised access with the installation of effective, efficient and visually pleasing barricades.

At the time of this report there has been no technical designs prepared but the attached photo clearly indicates the problem and lends support to how the proposed barricades will help eliminate the existing problem.

The estimated cost to install an improved barricade is approximately $8,000 and is anticipated to be in part recovered over the coming pool season through the prevention of lost revenue.

8.10.2 COOTAMUNDRA AQUATIC CENTRE INDEPENDANT REVIEW

DOCUMENT NUMBER	307484
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**1. A vibrant and supportive community: all members of our community are valued** 1.2 Public spaces provide for a diversity of activity and strengthen our social connections
FINANCIAL IMPLICATIONS	Any costs associated with advertising for Expressions of Interest 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. **The report of the Cootamundra Aquatic Centre Independent Review be received and noted.**

2. **Council advertise Stage (1) for a period of 28 days seeking Expressions of Interest for the preparation to undertake a full review of the Cootamundra Aquatic Centre's management and current operations.**

3. **A further report be prepared containing any Expressions of Interest received and be submitted to Council for consideration.**

Introduction

At the May, 2019 Ordinary Meeting of Council it was requested that consideration be given for an independent review of the management and operation of the Cootamundra Aquatic Centre be undertaken. Should the review be approved it is to commence by November, 2019 and completed no later than March, 2020, with a further report to be submitted in April, 2020 for the consideration of Council prior to the financial year budget for 2020/21 in May, 2020.

Discussion

Council owns and manages an array of sporting and recreation grounds, facilities and seasonal pools in Cootamundra and Gundagai. The development of a needs based Study and Recreation Strategy should convey to Council how to deliver effective and efficient sport and recreation services to residents and ratepayers of the Cootamundra-Gundagai Region.

"Cootamundra-Gundagai Regional Council can be a region where its people are happy, healthy, competitive and safe through its provision of quality and accessible recreation and sporting opportunities that meet the needs of the community now and into the future".

This proposed review is the first stage of a strategy aiming to provide direction in relation to the provision of efficient and effective aquatic facilities both now and into the future.

This strategy will be required to include a plan which will drive specific actions and allow for practical, time framed and measurable implementation of any proposed efficiencies. The proposed Strategy is intended to have a life span of 10 years, at which point the entire document will need to be completely reviewed for the following 10 years. Corporate Planning Framework of the Cootamundra Aquatic Strategy is proposed to be developed in consideration of Council's broader planning framework including:

- Council community and Operational Plan 2018-2028
- Recreation Strategy 2019
- Open Space Strategic Plan (yet to be developed)
- Asset Management Plan
- Community Plans
- Councils and Community 20/50 Plan.

Stage (1) Cootamundra Aquatic Centre and Sports Stadium

Aim

The aim of this proposal is to consider and confirm optimum future management of the Cootamundra Leisure Centre complex components and specifically to identify:

- Operating model options that would be appropriate for each of the identified facility sub-sets
- Risks associated with each option when applied to relevant facility sub-sets, risk ratings and mitigation measures that could be applied
- Key drivers of operating efficiency for each facility sub-set, and the potential of each identified operating model to optimise operating efficiencies
- Any issues associated with the transition of management and operation of each facility sub-set
- The impact of Council's intention to undertake out-sourced operating arrangements, and any recommended ways to manage that impact.

Methodology

The review is proposed to be undertaken in **three phases**, and the following tasks:

Phase 1: Project Inception

- Project Inception Meeting
- Existing Document, financial and operational Review

Phase 2: Data Collection

- Stakeholder Interviews
- Operational Assessment
- Legal Context
- Case Studies

Phase 3: Reporting

- Preliminary Draft Report
- Presentation
- Final Report

Report

The final report will consist of the following headings and detail:

1. **Introduction**
   - Background
   - Aim
   - Methodology
2. **Stakeholder Discussions**
3. **Case Studies**
4. **Management Options**
   - Description of Each Management Model
   - Important Factors
   - Assessment
5. **Risk Analysis**
6. **Discussion**
   - Local Government Act
   - Key Factors
   - Preferred Management Approach
   - Implementation Program
     - Key considerations
     - Interim management
7. **Recommendation**

Stage 2 Sport and Active Recreation Strategy (to be considered as part of the current recreation and community Needs Strategy and 20/50 Plan)

Council provides a number of sporting and recreational facilities for the community. These assets are capital intensive and generally have long lives. In recognition of the value and life of these facilities it is proposed that Council developed a Sport and Active Recreation Strategy to cover the next 25 years. The Sport and Active Recreation Strategy provides a robust guide to the current and future provision of sporting facilities and services in Cootamundra Gundagai Regional Council. The Strategy reviews:

- Demographics and other leisure related statistics;
- Key trends in sport and recreation;
- Sustainability;
- Comparison of Australian and NSW sport and recreation participation trends; and
- Current Council facilities and management practices and stakeholder consultation.

This review will provide Council with demographic information, recreational trends and stakeholder views that taken in context with the Council's Strategic Plan outcomes and strategies gave guidance on the direction Council and its community should head. The Guiding Principles relevant to Sport and Active Recreation are:

- Council responds to the needs of its community;
- Our Community's health and well-being are important;
- Council will provide for the future needs for public open space and recreation facilities; and
- Council will provide equitable access and pricing policies for services in the context of the community's capacity to pay.

These Guiding Principles set the direction, policy and associated actions for Council to work through over the 25 year time frame of the Strategy.

Objectives

A. That Council adopts the following Guiding Principles as the basis for the strategies and actions associated with the Sport and Active Recreation Strategy.

- Council responds to the needs of our community;
- our community's health and well-being are important;
- Council will provide for the future needs for public open space and recreation facilities; and
- Council will provide equitable access and pricing policies for services in the context of the community's capacity to pay.

B. Based on the above Guiding Principles, Council will implement actions for the following categories:

- Future Facility Requirements;
- Lease and Hire Review;

- Governance and Policy;
- Strategic Alliances and
- Operational Matters.

C. That Council adopts the following actions for the Future Facilities category of strategic actions:

- monitor trends in sport and active recreation to stay informed of changing needs;
- assess the viability of a new multi-purpose outdoor/indoor stadium/s;
- Council's preferred strategy for future facility development should focus on non-exclusive leases
- or licenses which encourages sharing of facilities by multiple user groups before investing in the development of any new facilities; and
- adopt a demand management approach for sporting facilities that includes:
    - develop Management Plans for each Sport and Active Recreation holding in accordance with Council's Open Space Strategy Principles;
    - assess synthetic surfaces for sporting codes to encourage extended usage;
    - improve lighting facilities to encourage extended usage;
    - investigate opportunities for sharing of existing under-utilised facilities held in other tenures and;
    - assess viability of new multi-use facilities for a variety of shared users and uses such as preseason training season facilities for AFL, Soccer and Cricket.

D. That Council adopts the following actions for the Lease and Hire Review category of strategic actions.

1. Review Council's Lease Policy:

- to include provision for new leases and lease renewals for exclusive use facilities to be based on equity contribution; and
- to ensure equitable pricing for lease rents, licences and hire rates taking into account equity and exclusive use benefits.

2. To encourage participation and ensure fees are set at an affordable and sustainable level.
3. That a component of lease rent from exclusive occupancy and use be set aside in a future facility development fund to support the future development or redevelopment of additional multiuse/shared community facilities.

E. That Council adopts the following actions for the Governance and Policy category of strategic actions.

1. Provide support for administrators of sporting clubs and associations to ensure their long term viability by:
    - Council and Sport and Recreation NSW encourage local clubs and State Sporting

- Organisations to develop 10 year strategic plans that will be considered in conjunction with Council's Management Plans for each sport and active recreation holding in accordance with Council's Open Space Strategy Principles; and
- in partnership with Sport and Recreation NSW support volunteer administrator training.

2. Individual sporting clubs request for assistance, funding or allocation of additional land or resources will need to show how their proposal is supported by the respective State Sporting Organisation, including where the request or submission sits according to that State Sporting Organisation's regional or state planning priorities and how the State Sporting Organisation and local club will partner with Council in financing the request.

F. That Council adopts the following actions for the Strategic Alliances Policy category of strategic actions.

1. Encourage planning and funding partnerships with local clubs, State Sporting Organisations, other Councils and State Government for new sporting facilities.
2. Explore opportunities to plan and partner in multi-sport/recreational developments with local clubs, National and State Sporting Organisations, other Councils, other tiers of government and/or in commercially built complexes.

G. That Council adopts the following actions for the Operational Matters category of strategic actions.

1. A mandatory "no use period" to be built in lease and hire arrangements to allow adequate renovation of sporting grounds when required.
2. Given the large amount of additional work to implement the short/medium term strategies over the next decade it is recommended that Council consider the creation and appointment of 1 additional Public Open Space Sport and Recreation Co-ordinating Officer position as part of the 2021-2022 Annual Plan.

H. That Council authorise the General Manager /Manager Waste Parks & Recreation Services to commence the implementation of the Guiding Principles and the strategies and actions associated with the Sport and Active Recreation Strategy once completed.

I. It is recommended that Council hold over all licences, fees and leases pending the Lease and Hire Review to ensure there is certainty and transparency for licensees and lessees.

Council call for expressions of interest from interested consultants to undertake the review. Council advertise for a period of 28 days with a report to come back to the October, 2019 Council meeting for consideration.

8.10.3 QUOTE TO REMOVE TREES NICHOLSON PARK

DOCUMENT NUMBER	309630
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	Approximately $900, to be funded from Parks and Gardens maintenance budget 2019/20
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

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

Introduction

At the 30th July, 2019 Ordinary Meeting Council requested a quote be sought for the cost of the removal of the trees.

Discussion

The quote from Cassidy's Bobcat and Tower Hire was provided to Council prior to this meeting. The cost to remove the two trees and stumps is $10,000(ex GST).

Only one quotation was obtained as the contractor is listed as one of Council's preferred contractors, and as such three quotations were not required. The estimated cost is indicative, and Council, the contractor and the junior league will work together to remove the trees using the most cost effective and efficient methods.

It is the intention that Council staff work with the Cootamundra Junior League representatives to have the trees removed in the most cost effective and efficient method available according to Council policy and procedures.

For the best outcome of planting the new trees it is recommended that the two trees are removed and new tree plantings be completed no later than October, 2019 prior to summer.

8.10.4 PARK INFRASTRUCTURE WALLENBEEN & STOCKINBINGAL PARKS

DOCUMENT NUMBER	307483
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	It is recommended that all funding be through the Stronger Community Grants Program and have no impact on Council finances.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

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

Introduction

As part of the Stronger Community Grant program, Council constructed a Bike Pump Track at Stockinbingal and play facilities in Palmer Park, Wallendbeen. The community and Council maintenance staff have identified additional requirements which would further enhance those projects.

The Stockinbingal and Wallendbeen communities have requested that Council consider the additional items so as to complete the projects and make them more enticing to the communities and their visitors.

Discussion

Stockinbingal Pump Track.

The community has requested that Council consider the addition of two covered seating and table and one double barbeque and associated infrastructure, in accordance with Council's new open space design principals. The community and Council staff believe that the addition of these additional facilities will make a substantial difference to the play areas useability and will benefit the local community and visitors.

The estimated costs are as detailed below:

- The purchase and installation of two tables, benches and shelters $8,700.
- The purchase and installation of one double gas barbeque and associated infrastructure - $8,500.

Palmer Park - Wallendbeen

There are a number of structural and maintenance problems associated with the new Palmer Park play development area. The park improvements have been located in an area that is prone to flooding, poor drainage and lack of vegetative cover (grass) that assists with the prevention of erosion. Also, the park has no access to a water service.

Due to these associated factors, the new basketball courts are no longer serviceable as a result of the courts being covered in dust, soil and mud as a result of erosion during rain events and wind storms.

In an attempt to resolve the aforementioned problems Council has arrange to extend the existing water main with Goldenfields Water County Council to extend the line further to the park to allow water access for drinking and irrigation.

To mitigate the existing problems the following works and estimated costs are as follows:

1. Automated irrigation to allow for the establishment of a grass surface and prevent surface erosion $8,000.
2. Improve the existing storm water drainage $950.
3. To construct a small levy bank/barrier around the court - $300.
4. Installation of a drinking bubbler - $600.

8.10.5 CAPTAINS' WALK JUBILEE PARK

DOCUMENT NUMBER	307485
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There will be a cost to prepare a Master Plan once it is determined to proceed. An estimated cost for a Master Plan would be in the vicinity of $15,000/$20,000.
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 Manager Waste, Parks and Recreation Services prepare a report on the ongoing management, development and maintenance of the 'Captains' Walk' and Jubilee Park.**
2. **Council allocated $40,000 from its General Fund for the sculpture and installation of three Australian Cricket Captain Sculptures.**

Introduction

Council has previously requested that a review of the management and maintenance of the 'Captains' Walk' be undertaken by the Manager Waste, Parks and Recreation Services and to prepare a report for the consideration of Council at the August, 2019 Ordinary Meeting.

Discussion

On investigation of the existing management and maintenance program of the Captains' Walk, it is apparent that there has been no real strategy or direction for its initial and ongoing future development or maintenance for some time. Due to staffing and the organisations restructure the Captains' Walk has been left without consideration. Though it is a tourist attraction, it is contained within a Cootamundra public open space area and, as such, it is considered appropriate for the attraction to be managed by the Waste, Parks & Recreation department of Council.

On recent investigation, there appears has been no Master Plan for the initial and ongoing development of the work. Nor is there written record of why Jubilee Park was selected for its location bearing in mind that Albert Park is Cootamundra's prime cricket ground.

There are currently three Captains' busts missing and there appears to be no funding allocation to have them made with an estimated cost of $12,000 to $15,000 per sculpture. These sculptures have been commissioned with an artist and are currently being cast to be funded through the 2019/2020 budget.

It is suggested that prior to any further works being commissioned for the 'Captains' Walk' that investigation of its history be undertaken with the intent to determine why Jubilee Park was selected for such a concept in preference to Albert Park.

Once this information has been collated an informal report can be discussed at a Councillor Workshop prior to a report being prepared for the consideration of Council.

8.10.6 STREET TREE AUDIT REPORT

DOCUMENT NUMBER	307486
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	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 Cootamundra-Gundagai Regional Council Street Tree Audit Report be received and noted.**
2. **The Terms and Conditions of the Street Audit Report be adopted.**

Introduction

Council commissioned a comprehensive tree audit report for the Cootamundra-Gundagai Regional Council central business district areas in 2018 and 2019.

This audit is now complete and the Street Tree Audit Report, attached, is submitted to Council for comment and adoption.

Discussion

Cootamundra-Gundagai Regional Council had commissioned a tree survey following a significant storm event in early 2018. The survey is required to cover a number of objectives including species condition and numbers, tree performance and a Quantified Tree Risk Assessment (QTRA) for those trees which were identified as hazards or defective in commonly used areas. The survey took place over six (6) months in late 2018 and early 2019. A tree register with all the trees and collated data forms Appendix A for Cootamundra Township and Appendix B for Gundagai Township in the attached report.

Trees are a valuable asset and necessary part of both the urban and natural environment. They are the cornerstone of our environment and provide numerous benefits to the biodiversity and ecology of any area. They provide water balance stability, salinity and erosion control, amenity, cultural and aesthetic benefits and efforts should be made to preserve and plant new trees where possible. Adequate resources are required to be planned, allocated and actioned to ensure that this occurs.

8.10.7 STREET TREE IMPLEMENATION PLAN REPORT

DOCUMENT NUMBER	307487
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Any Financial implications associated with this report will be determined during the preparation of the next annual budget allocations.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Street Tree Implementation Plan

RECOMMENDATION

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

2. The Street Tree Implementation Plan, attached to the report, be adopted.

Introduction

The Implementation Plan has been developed to complement the delivery of current and future works program associated with the effective and efficient management and maintenance of the Cootamundra-Gundagai Regional Council Urban Street Trees.

This Plan in association with the newly adopted Street Tree Management Policy, Street Tree Audit and Street Tree Registers will give council and staff a solid understanding how council will be managing all Urban Street Trees now and into the future. All these documents now complete the administration and operational requirements, documentation and strategic planning associated with Urban Street Tree management. They also give council an understanding and appreciation of the resources and finances required to achieve adopted outcomes.

Discussion

Cootamundra-Gundagai Regional Council Tree Implementation Plan has been developed for the following purposes;

- To complement and provide further details, guidance and process to Cootamundra-Gundagai Regional Council Street Tree Management Policy and Street Tree Audit as amended.
    - And use of *Tree Removal Assessment & Approval Form*
- To promote the benefits of trees in our environment and society, including the preservation of trees and enhancement of the Urban Forest
- Provide a working and proactive framework for Council staff to follow and manage all the relevant matters associated with street trees and trees on Council controlled lands.

    - Further suggested reference documents and materials.
- Outline and plan specific tree management processes, including the following;
    - Inspection and assessment resumes
    - Tree Hazard Management and Risk assessment – Application and use of Quantified Tree Risk Assessment (QTRA)
    - Pruning and Removal
    - Pest and Disease Management – Including Elm Leaf Beetle Control.
    - Guidance on Significant trees
    - Replanting and Tree Establishment
    - Assessment of Tree Root issues
    - Assessment of resident complaints and concerns including
        - Tree Root issues
        - Termites and other pests
        - Leaf litter and tree debris
    - Stump removal
- Council Engagement of Tree Contractors and minimum Training requirements
- Engagement with Essential Energy and pruning of street trees around power lines.
- Evaluation and use of the 2018/2019 Street Tree Survey.

Cootamundra Gundagai Regional Council
Tree Implementation Plan 2019.

1. Introduction, Scope and Purpose.

CGRC Tree Implementation Plan is developed for the following purposes;

- To complement and provide further details, guidance and process to CGRC Street Tree Management Policy as amended.
    - And use of *Tree Removal Assessment & Approval Form*
- To promote the benefits of trees in our environment and society, including the preservation of trees and enhancement of the Urban Forest
- Provide a working and proactive framework for Council staff to follow and manage all the relevant matters associated with street trees and trees on Council controlled lands.
    - Further suggested reference documents and materials.
- Outline and plan specific tree management processes, including the following;
    - Inspection and assessment resumes
    - Tree Hazard Management and Risk assessment – Application and use of Quantified Tree Risk Assessment (QTRA)
    - Pruning and Removal
    - Pest and Disease Management – Including Elm Leaf Beetle Control.
    - Guidance on Significant trees
    - Replanting and Tree Establishment
    - Assessment of Tree Root issues
    - Assessment of resident complaints and concerns including
        - Tree Root issues
        - Termites and other pests
        - Leaf litter and tree debris
    - Stump removal
- Council Engagement of Tree Contractors and minimum Training requirements
- Engagement with Essential Energy and pruning of street trees around power lines.
- Evaluation and use of the 2018 Street Tree Survey.

2. Definitions and References.

CGRC Street Tree Management Policy – Council Policy Document adopted by Council that outlines the requirements to ensure that all actions relating to street tress and vegetated areas are appropriately managed.

Tree Removal Assessment & Approval Form – Internal Document used to evaluate trees where removal (or other) is requested either internally or from external sources.

Quantified Tree Risk Assessment (QTRA). Risk assessment process that quantifies the potential risk of harm from a failing tree or tree part. QTRA evaluates Target Range, (land use), Size range (of defect) and probability of failure; to provide and output of Risk of Harm expressed as a fraction.

> Risk of harm is a combined measure of likelihood and consequences of tree failure considered against the baseline of a lost human life (or property damage) within the coming year. The risk of harm output can be compared to advisory thresholds of Unacceptable, Tolerable or broadly acceptable to assist tree managers in determining what is reasonable

practicable, is the risk as low as reasonable practicable and the costs and benefits of risk control.

The risk of harm output will be a key factor in determining council tree priority ratings outlined in CGRC Street Tree Management Policy.

Australian Standard 4373 -2007 Pruning of Amenity Trees. Reflects current arboricultural practices for tree pruning. This standard should be adopted for pruning of all trees including road verges.

Australian Standard 4970 – 2009 Protection of trees on development Sites. Provides details and evaluation processes for trees that are subjected to or likely to be subjected to development processes including root damage and removal, and canopy impacts. This should be used where all development processes including kerbing, pathways, trenching and other infrastructure works are conducted near trees.

Fakes, Judy. (2000). Practical issues in line clearance and Street trees. A paper written by Judy Fakes that provides guidance on pruning trees around power lines. This can be used by Council to assist in negotiating with Essential Energy on methods used to prune council trees, to minimise the aesthetic damage, decline of trees and risk profile of trees that are subjected to powerline clearing.

CGRC – 2018 Street Tree Survey. A comprehensive survey, including GPS plotting of all street and park trees, that includes tree species, location, condition and hazard assessment, including application of QTRA where applicable. The data from this survey can be used to determine various management functions including removal of trees in very poor condition, risk mitigation actions for trees with higher risk defects in higher use areas and pest and disease management.

Significant Tree. There are various methodologies and definitions for Significant Trees. The following is a summary of qualitative assessment indicative of a Significant Tree.

- The tree is a large tree in good condition and good vigour that dominates the local landscape with longer life expectancy.
- A large tree or tree of substantial age that is remnant or indigenous to the location of and important to the local ecology.
- A medium or large tree that is listed as threatened or endangered species by legislation
- Heritage Listed tree
- A tree that has noted cultural or heritage values
- A group or patch of smaller trees or large shrubs that are listed as threatened or endangered species by legislation.

3. Benefits of Trees – Promotion of the Urban Forest and Tree Retention.

The combined benefits of trees is not well appreciated by many. Trees are a cornerstone of the environment and our eco systems. In line with *CGRC Street Tree Management Policy*, there should be a compelling and valid reason to remove any tree. The following benefits can be cited for internal discussions and discussions with residents and interested parties where applicable.

- Many have heritage and cultural values – both indigenous and post European settlement.
- They provide shade for people and car parking, protection from wind and reduce hail impact on property.
- Reduce solar radiation impacts on buildings and reduce summer cooling costs.
- Greatly improve aesthetic qualities and amenity value for streets, parks and gardens.
- Increased real estate values are associated with ‘leafy’ streets
- Environmental Values include;

  - Storm water management
  - Erosion control
  - Control of water tables and rising salinity
  - Wildlife habitat – food, shelter and breading sites.
  - Sequestration of carbon, and localised release of oxygen.
  - Interception of dust and other airborne particles.
- Social and psychological benefits are also cited.

It should be realised that every medium or large tree removed will take between 20 to 200 years to replace.

4. Use and Application of QTRA.

This plan is not intended to fully explain QTRA. At least two staff from Council should be formally trained and maintained as a QTRA user. Other Arboricultural consultants who are QTRA users can be identified from the QTRA web site if Council staff are not available. https://www.qtra.co.uk/cms/

The risk of harm output from the QTRA process forms the risk assessment required to assist in the evaluation of Council Priority for tree works. From the Council risk management process it will not be possible or reasonable practicable to conduct tree works on all trees, therefore the QTRA risk of harm (the Risk Assessment) needs to drive priority for limited resources and priority for tree works.

Note on Interpretation of QTRA and Council Priority Rating.
If the Calculated risk of harm is in the mid to higher tolerable region or broadly acceptable region then the Priority for Tree works will be low – 4 or 5, or no action required. Even if a tree has a large impending defect, but there is no target or a low target range then the risk of harm will be tolerable or broadly acceptable and resource allocation will not normally occur or likely be available.

The following framework (table 1) adapted from QTRA Practice Note 5 is to be used as a guide against Council Priority Works.

Table 1
Interpretation of QTRA Against Council Priority Rating.

Region	Risk of Harm	Council Priority Rating
Unacceptable Region	Greater than 1/1 000	Risk mitigation is required on a priority 1 basis
Very High Tolerable Region	1/5 000 to 1/1 000	Risk mitigation will be a priority 1 or 2 basis
High Tolerable Region	1/10 000 to 1/5000	Risk Mitigation will be a Priority 2 or 3
Mid Tolerable Region	1/200 000 to 1/10 000	Risk Mitigation will be a Priority 4 or 5 Risk reduction benefits should be considered against the sacrifice in terms of cost of implementing risk reduction. Resources will only be allocated if available.
Lower Tolerable Region	1/1 000 000 to 1/200 000	Risk mitigation will not normally occur
Broadly Acceptable Range	< 1/ 1 000 000	No action is required – the risk is already as low as reasonable practicable.

5. Inspection and Assessment Programs.

There will be various sources or reasons for tree inspection and assessment. This includes;

- Infrastructure Works – both planning and reactive
- Road and footpath clearances – line of site, vehicle and pedestrian access.
- Clearance of infrastructure – playgrounds, buildings etc.
- Safety assessment – inspection for tree hazards that may fail onto roads, footpaths, public places or private property/infrastructure.
- Resident complaints or concerns.

Infrastructure Works – Required Outcomes.

- In the initial planning stages of all planned infrastructure works the tree vegetation should be identified and accessed for impact.
- Any works inside the *Tree Protection Zone* – (as defined in Australian Standard 4970; 12 times the stem diameter) should be accessed by Council or other qualified Arboriculturists as defined in Training Requirements.
    - It should be noted that works near the *Structural Root Zone* (as defined by Australian Standard 4970) can lead to tree destabilisation and whole tree failure.
- Where trees are accessed and recommended for removal *Tree Removal Assessment & Approval Form* is required to be used.

Inspection for Clearance Pruning – Required Outcomes.

- Light to medium canopy pruning of trees for general clearances should be scheduled on 4-5 year program.
- Each area that requires pruning for vehicle and pedestrian clearance, and infrastructure clearance should be placed on a list and inspected on rotation of 4 year cycle.
    - Data from the 2018 Street Tree Survey can be used to initiate this list which can be added to as required.
- Pruning works can be scheduled from the inspection results.

Safety Assessment Inspections – Required Outcomes.

- 2018 Street Tree Survey provides a list of trees with accessed defects and a calculated risk of harm based on estimated target range for the impact area.
- Tree assessed with Risk of Harm of 1/10 000 or higher. Tree list should be generated and reviewed and the target range established as accurate estimate.
    - If the target range is not accurate then the QTRA user should be contacted to review the risk of harm accordingly.
    - If the Target range is an accurate assessment then trees should be allocated Tree Priority and works as per Table 1 and recommended work scheduled as budget allows.
    - Tree Removal Assessment & Approval Form will be required.
- NEED TO DETERMINE ONGOING SAFETY INSPECTION RESUME.

Resident Safety Complaints or Concerns – Required Outcomes.

- Where residents or other persons raise a complaint or concern regarding a tree safety issue the *Tree Removal Assessment & Approval Form* should be completed and assessment of the complaint/tree conducted as required.

- If the tree was inspected and accessed during the 2018 survey then the QTRA Assessment from 2018 will be valid for a period of at least 12 months, unless a high intensity storm event has been encountered since the date of inspection.
    - Alternatively complete a QTRA assessment and determine the risk of harm.
    - Apply appropriate Risk Mitigation measures as outlined below.
- Apply the Council Tree Priority rating system as per Table 1.
- Notes for Dealing with Public/Residents' concerns on Safety.
    - It should be noted that complaints will be received from persons who are concerned that the tree is large and therefore dangerous. That the limbs sway a lot under wind loading. The following information can be used to convey accurate information to concerned residents.
        - Trees are designed to sway heavily in high wind events – this is how the tree dissipates the energy loading on the branches – this is normal.
        - If there are no defects noted in the tree then explain to the resident that "There are no defects that can be identified in the tree – I cannot justify council resources pruning the tree when there are other trees that do have defects – or more serious defects."
        - If the risk of harm is in the tolerable range and Priority 4, 5 or no action. "The risk Assessment (QTRA Assessment) indicates that it is far more likely that no person will be present if the limb fails. I cannot justify council resources where there are trees with higher risk of harm that are higher priority."
    - It is Council Policy to maintain where possible and increase the tree canopy across our Council area. It is not policy to remove or prune trees that have a low risk profile.
    - If you are not satisfied with the council assessment you are free to engage a qualified Arboricultural Consultant and provide Council with a report on the condition of the tree that Council will take into account.
    - Council may consider allowing you to prune the tree at your expense, with an approved council contractor if you make such an application.

6. Pruning, Removal and Risk Mitigation Measures.

Risk Mitigation Measures. - Required Outcomes.

There are various risk mitigation measures that can be applied- depending on the circumstances. The intention is to maintain trees where possible, and only remove trees that are in poor condition, with short useful life expectancy and/or presents an unacceptable risk profile and no other viable risk mitigation option is available. Significant trees will normally be provided with additional dispensation and higher resources to prolong the viability of the tree.

Removal of sound trees for infrastructure development should only occur if there is no other viable alternative. Planting offsets will be required.

- Determine risk mitigation measures, using tree removal as the last option.
    - Consider pruning or branch load reduction.
    - Consider bracing and support systems
    - Consider removing the target or changing the plan to accommodate significant trees
    - Significant Trees may require aerial inspections or have stems formally analysed for levels of decay to determine sound wall percentages for prudent risk analysis.
    - Tree condition and estimated useful life expectancy should play a role in the recommendations.

Tree Removal Assessment & Approval Form will be required to be completed.

Pruning – Required Outcomes.

- All tree pruning shall be in accordance with Australian Standard 4373-2007 – Pruning of Amenity Trees.
    - Common poor pruning practices such as lopping, topping, and lion tailing must be avoided.
    - Council staff or contractors who do not understand the issues with such practices should not be engaged to prune trees.
- Council staff responsible for tree pruning shall have the required training and qualifications as identified below.
- Tree contractors engaged for the purpose of tree pruning shall also hold the required training and qualification.
- Consideration to engagement of Arboricultural Consultant for appropriate assessment of significant trees specifically Heritage list trees should be undertaken.
- Formative pruning of young trees needs to be a high priority to remove any bifurcations stems/limbs and establish longevity in tree life – this is addressed further in section 8 – Re-Planting and Tree Establishment.

General Removals, Trees in poor condition – Required Outcomes.

There are a number of trees identified from the 2018 Street Tree Survey with short useful life expectancies of 0, and 1-5. These trees will be in poor condition and later stages of decline, although some might have structural defects that cannot be remedied from formative pruning.

- *Useful Life Expectancy 0* - trees with useful life expectancy of 0 from the 2018 Street Tree Survey should be scheduled as resources permit for removal in 2019 or into 2020.
    - 208 Trees were identified in Cootamundra and
    - 63 in Gundagai
- Trees identified with useful life expectancy of 1-5 should be reviewed in late 2020 and filtered to condition 5 – Very poor, this list will form the basis of the trees requiring removal in the shorter term based on condition.
    - Cootamundra will have approximately 74 Trees and
    - Gundagai will have approximately 53.

7. Pest and Disease Management.

Treatments for pest and disease are normally expensive. Avoidance of tree species known to have susceptibility for pest and disease should be avoided. This includes;

- Ulmus species (Elms) prone to Elm Leaf Beetle (*Xanthogaleruca species*) should be avoided unless the resources are committed to treatments.
- *Lagerstroemia species* (Crepe myrtle) that are resistant to mildew should be used.

Council primary requirement for pest management is Elm Leaf Beetle. 2018 Tree Survey listed some 340 Elm species in Cootamundra and a further 142 trees at Gundagai all of which had some level of Elm Leaf Beetle. The Beetle eats the leaves of the trees and grows in numbers each year/cycle and slowly debilities the tree, make them more susceptible to water stress, and attack from other pest and disease. Without control of the pest, trees slowly decline and die over a period of years – somewhat dependant on available soil water or rainfall.

Elm Leaf Beetle Control – Required Outcomes.

- 2018 Street Tree Survey shall form a list of Elm species that are affected – <u>All Elms except</u> *Ulmus parvifolia* – Chinese Elm are affected.
- Trees listed with Life Expectancy of 0 or 1-5 need not be treated – these trees will be in poor condition and will require removal in the short term.
- Remaining list of trees need to be treated on a 3 year cycle.
- Trunk injection (opposed to soil injection or drench) is is favoured as more environmentally friendly and less of a safety issue for those around the tree.
- It was noted in the 2018 Tree Survey that a number of trees did not have the stem injections at the required spacing and as such limited control was achieved. Correct Spacing need to be applied as per the chemical label.
- Treatment is required in September or early October.
- If resources are not available for all the required trees to be treated, then split the trees into heavy, moderate and light infestation, and treat the trees with heavy infestations in spring of 2019, and moderate and light in 2020 – then go onto the 3 year treatment program for each.

8. Replanting and Tree Establishment.

Replacing trees that are removed and increasing the urban canopy coverage is a council objective. Council should engage stakeholders at both the Cootamundra and Gundagai Showgrounds to develop tree management plan for the sites. Both sites have much opportunity to improve the canopy coverage and tree management on these sites.

<u>New Tree Plantings – Required Outcomes.</u>

- A list of removed trees and sites with opportunity to establish new trees should be maintained.
    - The 2018 Street Tree Survey can be used as a starting point for vacant sites and trees removed in the immediate future – 12-18 months.
- A simple annual winter planting plan should be devised with following parameters.
    - Allocation of resources to plan, source stock, plant, follow up inspection, formative pruning and follow up watering.
    - Available Site/addresses
    - List of species to be used
        - Note that some species are not suitable for use on the higher elevations with poor soil profiles. Example *Fraxinus* "Raywood" – Claret Ash is not suitable on higher elevations, the species performs poorly on harsh soils with high levels of shale and lower water holding capacity. Species needs to be matched to site conditions.
        - 2018 Street Tree Covering Report contains advisory tables and Table 2 below applies.
    - Ensure that adequate resources are identified and available for summer watering for 2 summers from planting. Actual frequency and tree needs will have to be determined on climatic conditions – trees should be monitored for water requirements.
    - Plant size and available space needs to be considered. Very small trees are typically lost as street trees and easily vandalised or stolen. Larger trees should be considered – 45 litre container minimum/or larger.
        - Do not plant new trees where they are heavily influenced from shade and water stress from larger trees – they will not establish into quality trees and will require heavy watering resumes to grow.
            - Remove the old tree and replace with new.

- Identify a number of new plantings that can be achieved with resources available. A minimum of 95% success rate should be the objective.
- Consider engagement of residents to water trees.
  - Contact residents with available sites and ask if they would care for the tree if it is planted at council expense.
- 12 month follow up inspection of trees is required and any formative pruning not conducted at planting should be done then.
- Noted that past practices used at Cootamundra have performed well.

Table 2 – Current Trees generally not recommended For Street Tree Planting.

Row Labels	Grand Total	Comments
Albizia julibrissin	4	Highly prone to fruit tree borer - only moderate tolerance to water stress.
Alnus species	2	Poor tolerance to water stress - highly prone to sun burn
Betula pendula	4	Very poor tolerance to water stress
Cupressocyparis x leylandii Leighton Green	4	Very poor tolerance to water stress - which allows onset of cypress canker and death
Eucalyptus bicostata	1	Better choices for large Eucalyptus species - species lower tolerance to water stress and higher rates of decay
Eucalyptus botryoides	1	Better choices for large Eucalyptus species - species lower tolerance to water stress and higher rates of decay
Eucalyptus pseudoglobulus	13	Better choices for large Eucalyptus species - species lower tolerance to water stress and higher rates of decay
Eucalyptus scoparia	20	Prone to scale - Mannifera is a better choice
Eucalyptus viminalis	2	Better choices for large Eucalyptus species – species has lower tolerance to water stress and higher rates of decay
Ginkgo biloba	3	Poor tolerance to water stress - highly prone to fruit tree borer.
Melaleuca armillaris	37	Highly prone to stem bifurcations and short term tree - other species of Melaleuca are better choices.
Phoenix canariensis	20	Spiny fronds that fall from palm - fruit drop issue for pedestrians, seeds prolific, forms homes for nuisance birds such as sparrows – bird droppings cause issues.
Picea abies	1	Poor tolerance to water stress
Pinus radiata	15	Does not cope with higher summer temperatures - requires irrigation to thrive.
Populus alba	9	Highly prone to suckers and forming thickets.
Populus simonii	3	Poor tolerance to high water stress – requires some summer irrigation. Suitable for Park setting or irrigated beds.
Ulmus glabra lutescens	195	Highly prone to Elm Leaf Beetle and Fruit tree borer - only moderate water stress Can use in park or large garden if Elm leaf beetle is treated and irrigation is forthcoming.
Grand Total	**334**	

Adapted from Table 13 – 2018 Street Tree Survey Covering Report.

9. Tree Root Issues.

Overview.

Tree roots are opportunistic and grow or extend to areas where soil moisture is available and root growth is possible due to soil type and structure, taking into account physical barriers; air exchange must occur between the atmosphere and the depth of soil profile to enable the roots to source ongoing oxygen for metabolic function.

As a rough guide tree roots can extend to twice the drip line of the canopy or the height of the tree. Large street trees normally have root systems in resident properties, their roots are not obliged to stop at the property boundary. It is inevitable that Council will receive complaints regarding tree roots.

Sufficient root systems are required to maintain tree stability and tree vitality. When sufficient portions of tree roots are removed from an established tree, the tree can decline, and sometimes die, or suffer failure under wind loading.

Australian Standard 4970 – 2009 Protection of trees on development sites is specifically designed to review tree root systems subjected to development impacts and provide tree impacts based on calculations of tree dimensions. The Tree Protection zone of a tree is defined as 12 times the stem diameter at 1.4m above ground. All council projects that breach the tree protection zone should be subject to review under this standard.

Resident Complaints – Tree Roots.

The following points are provided for Council to review complaints regarding tree roots.

- Root are opportunistic – if buildings have leaking sewer or other water pipes this will likely attract tree roots.
- Water pipes can move in the ground and crack. Specifically terracotta pipes in old homes are easily moved over time and will often result in root invasion.
- Soil profiles that are identified as medium and heavy reactive clay soils can move sufficiently to crack and break plastic and other forms of pipes if they are not provided with sufficient space or flexible joints to compensate for movement.
- Water pipes do not have indefinite life expectancy
- Tree root growth in circumference will normally take the least path of resistance. Lifting of paving, paths and driveways is common, lifting of buildings is not.
- Most building issues with tree roots is from soil drying in moderate and heavy reactive clay soils, trees draw moisture from the clay soils, the soil shrinks and allows footings to move if the footing is not designed for that type of soil.
- Tree Removal Assessment & Approval Form will be required to be completed
- The following cited documents provide and an excellent summary.

Foundation Maintenance and Footing Performance: A homeowners Guide. BTF 18 – CSIRO Publishing 2003.

Hartley, M. (2012). *Tree root damage to pipes*. The Arborist Network, Shanes Park NSW.

Brennan, G. Patch, D. Stevens, F.R.W Et al. (1997). *Tree roots and Underground Pipes*. *Arboricultural Research Note*. Arboricultural and Advisory & Information Service. Farnham, Surrey.

Council requires a policy on dealing with resident complaints with tree roots – including

10. Other Resident Complaints.

Termites and other Pests.

- Termites are a natural occurring insect in the eco system. Council takes the view that residents are responsible for protecting their homes and other property from termite damage. Any complaint from residents regarding potential termites in council trees will be reviewed as follows.
    - The resident is to be politely advised it is their responsibility to protect their property from termites – Council will not accept any liability.
    - If a resident identifies termites in a Council Tree they can report the matter to Council and request application to inspect and or treat the tree at their expense by an approved Council Contractor.
- Bees, Wasps and other Insects.
    - Council staff will determine if there is a risk to public safety from a reported pest in council trees and take appropriate action if it is determined that the risk is not acceptable.
        - Action can include eradication of the pest.
        - Temporary signs or barriers to warn persons away if the pest is likely to move on in the short term.

Leaf Litter.

Leaf litter from all trees is a natural occurrence. Council considers leaf and other litter as a small nuisance compared to the overall benefits that trees confer in our society. Complaints from residents regarding Leaf litter can be dealt with as follows.

- Advise the resident that leaves makes excellent mulch on garden beds, and compost material. Encourage the resident to pick up and mulch the leaves with a mower and reuse them as a free source of mulch.
- Alternatively advise that if they are able to sweep or blow the leaves into the gutter that council will arrange for the street sweeper to pick them up.

Building Clearance Pruning.

Any Resident Safety Concerns are dealt with in Section 5 – Assessment and Inspection Programs and priorities accordingly.

Requests for clearance pruning of buildings.

- Trees will not be removed due to leaf and other litter falling on the resident's property.
- Branches rubbing on buildings or close to buildings should be scheduled for pruning according.
- Any pruning needs to be in accordance with *Australian Standard 4373- 2007 Pruning of Amenity Trees.* Larger trees with canopy overhang on resident's property should not be heavily pruned – specifically pruned to the sky to clear the property line. This is detrimental to the tree, and normally induces epicormic growth (sucker growth) which will likely increase the risk profile of the tree over time. It may also induce cambium death – (sunburn) in some species and dieback or dead wood which will also become a hazard.

11.Stump removals.

Council staff will determine if a stump will be a hazard to the public, aesthetic detriment or required to be removed for tree replacement purposes. Some stumps may be able to be left on site for financial reasons. Determination should also include the propensity for regrowth. Application of herbicide to the stump may also be necessary.

Stump Removal – Required Outcomes.

- 2018 Street Tree Survey identifies stumps that have not been ground out.
- This list should be checked to determine of the stump can be left on site or requires to be ground out.
- All stumps that required to be ground out should be placed on a stump list and issued to contractors on a periodic basis for quotation, on the basis that if a week's work (or more) is offered as one job lot. Council should receive financial savings opposed to a few hours work with a stump grinder at a time.
- Specifically in higher profile areas the stump grindings need to be removed and replaced with soil (and grass seed if appropriate) as the grinding decompose over the following year or two and the soil level slumps – resulting in a deep hole.

12. Engagement of Tree Contractors and Minimum Training Qualifications.

Table 3 provides advisory training requirements relative to tree management and works – Council and Contractors.

Table 3 – Qualifications and Training for Tree work and Processes.	
Activity or Work.	**Minimum Required training or competency**
General Labourer – Tree works ○ Chipper operation ○ Chainsaw operation – cross cut only ○ Stump grinder. ○ Pole Saw.	Certificate II in Arboriculture or Demonstrated competency in operation of relative equipment. ○ Operate Mobile Chipper ○ Operate and Maintain stump grinder ○ Trim and cut felled trees
Fall Trees Manually – Basic or Intermediate	Certificate II in Arboriculture or Fell Trees manually – basic or intermediate
Fall Trees Manually - Advanced.	Certificate II in Arboriculture that includes advanced tree felling or unit of competency Fall trees Manually – Advanced. Or Superseded Level III Hazard felling.
Amenity Tree Pruning – Aerial work or pole saw.	Certificate II Horticulture/Arboriculture or higher
EWP Operation	High Risk Licence – all heights.
Tree Climbing – Tree removal or pruning	Certificate II or higher in Arboriculture that includes climbing unit and rigging unit.
Tree Assessment – Inspection and Reporting Recommendations for Management.	AQF Level 5 or Higher.
Application of Quantified Tree Risk Assessment (QTRA).	Register User of QTRA
Recommended Tree Removal – significant trees.	AQF Level 7 (Degree) or higher.
Application of Chemicals	Current Chemcert or equivalent.

Skid Steer/loader.	Demonstrated competency in operation.

Any contractor engaged by Council shall be requested to provide documents verifying minimum training requirements.

13. Engagement with Essential Energy and Pruning clearance on Power Lines.

Engagement with Essential Energy and their appointed tree pruning contractor/s is considered priority to achieving the best possible outcome for street trees that are required to be pruned to maintain electrical clearances. Trees that are poorly pruned, specifically heavily 'V' cut attract complaints from residents, increase the elongation of the leaders over the street and residences, and increase the risk profile of the Council.

Required Outcomes.

- Council will proactively liaise directly with Essential Energy and their appointed contractor as necessary to ensure that timing of tree pruning is understood by Council, and that undertakings can be obtained regarding the type and severity of pruning that is to occur.
- Council will monitor some of the pruning as it occurs and ensure that it is being performed in line with industry best practice, and trees are not unnecessarily heavily lopped or 'V' pruned.
- Where Council believe that the pruning is not in the interests of Council Risk profile contact should be make with the Essential Energy contact and negotiate appropriate outcome.
- Council should also take opportunity to have power line clearances cut by the approved electrical contractor where Council wishes to remove trees that cannot be accessed without electrical clearances first being conducted.

The following document is an excellent guide to pruning techniques that need to be adopted.

Fakes, Judy. (2000). *Practical issues in line clearance and street trees*. Treenet proceedings of Inaugural Street Tree Symposium, September 2000. Treenet Australia.

14. Evaluation of the 2018 Street Tree Survey.

The 2018 Street Tree Survey and data can be used for the following core management functions;

A. Identify trees with unacceptable risk of harm – 2019-2020
    a. Filter trees with risk of harm of 1/30 000 or higher and review the tree target range and determine tree priority
B. Identify Trees in very poor condition -2019-20
    a. Filter trees with Useful Life Expectancy of 0.
    b. Identify a list of trees for removal and determine priorities.
C. Identify Trees in very poor condition 2020-2021
    a. Filter trees with useful life expectancy of 1-5 years then filter to condition rating of 5 – very poor.
    b. Identify list of trees that will form basis of list of 2020-2021.
D. Identify list of sites where opportunity exists for tree planting.
    a. Adapt a list of sites where trees are known to be removed from other data and use the list of trees that are to be removed in the following year to develop list of sites for replanting.
E. Identify species lists for good and poor performance – Covering report.
    a. Use Table C5 – G10 and table 13 as starting points for lists of trees.

F. Identify trees that require formative pruning.
    a. Filter column ‘N’ to identify the list. These trees will benefit and provide longer useful life if formative pruning is applied shortly.
G. Identify trees that have caused serious infrastructure damage.
    a. Filter columns ‘L’ and ‘M’ to determine list.
H. Identify Elm species requiring treatments – as per section 7 – Pest and Disease Management.
I. Provide details on specific trees that might be the subject of resident complaint or concerns.
J. Identify Stump List
    a. Filter column ‘F’ – Species for Stump to identify current stumps.

8.10.8 PUBLIC OPEN SPACE AUDIT AND FINANCIAL REPORT COOTAMUNDRA

DOCUMENT NUMBER	307488
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**1. A vibrant and supportive community: all members of our community are valued** 1.2 Public spaces provide for a diversity of activity and strengthen our social connections
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. Cootamundra Open Space Maintenance Specifications 2. Cootamundra Open Space Matrix 3. Cootamundra Open Space Register & Financial Costings

RECOMMENDATION

1. **Council receive and note the Public Open Space Audit and Financial Report.**

2. **Council adopt the public open space classification and maintenance activity specifications.**

Introduction

This report is the final outcome of the review into Cootamundra-Gundagai Regional Councils public open space management practices, public open space classifications, maintenance standards, specifications and activity costs.

Discussion

Council has now completed a full review of all its public open spaces within the Cootamundra Region. This review encapsulated the current methods of management, detailed accumulation of data of all public open space assets, including land areas. The review assessed the current methods of maintenance practices, level of resources available, types of maintenance activities and all associated costs.

This new level of detail will enable staff and council to assess each and every public open space in detail when determining future levels of services. Council will be able to focus on key areas and ensure that council's financial allocations are directed towards best outcomes and value for money.

Staff in the future will be able to better manage associated financial allocations, and set work programs within allocated budgets. The Street Tree Implementation Plan is a great example of how the tree assets register and implementation plan highlights how the tree works program is to be developed, and identifies the required funding allocation to maintain those assets to their adopted standards. This gives council and the community a clear window to view council's progress into tree

management and how we need to progressively move tree management into the future. This same methodology and process will apply to the management of all public open spaces.

The attached documentation will be the foundation for the development and setting all future maintenance standards, levels of service delivery and budgets which will be submitted to council for consideration when adopting public open space annual budgets.

It is the intention that once council has reviewed and adopted this report, that all Public Open Space throughout Gundagai will follow the same procedure.

Following on from this report, will be a detailed review of the current utilisation of sportfield and recreation facilities throughout the council region, and the proposed development of leasing agreements, fees and charges and the establishment of sport ground working financial reserves. Once the first drafts are completed they will be presented to the Sport & Recreation Council for ratification and submission to council for consideration, approval and implementation.

Cootamundra Public Open Space Maintenance Key Logistics and Operations.

The following points represent the key findings and suggested logistical operations from the 2019 Audit.

1. **Key Staff.**
    a. **Horticultural.** 1 Qualified member and 1 Apprentice – Utility and Trailer.
        i. Functions.
            1. Parker Street, Albert Park, Post Office, Wallendoon Street, Library-Town Hall and roundabouts and other areas with gardens.
            2. <u>All Irrigation maintenance</u> – audit indicated about 450 hrs
                a. This is based on the current irrigation systems being in reasonable to good condition.
            3. Required horticultural works – audit indicated 1700 hrs
            4. Daily litter control/inspection in CBD
            5. Empty fixed bins into wheelie bins to kerbside for truck collection
            6. All edging and non-mowing at Albert Park.
            7. Assistance with Winter tree planting program
            8. Could assist with mower operations in October if available.
    b. **Mowing. 3 Operators required** and 1 Labourer.
        i. Toro 16' Winged Mower – 800-900 hours of mowing from audit pa.
            1. Use on all ovals and better quality surrounds
        ii. Tractor with 12 foot' PTO mower – 800-900 hours mowing pa.
            1. Having a tractor will provide following advantages.
                a. Option of driving to both Wallendbeen and Stockinbingal
                b. Better for rougher areas such as Airport and some roadsides – that will damage the Toro wing mower.
        iii. Walker – 2 decks with Utility and trailer – Labour. 800-900 hours pa.
            1. Labourer to do brush cutting, litter patrol, back pack spraying, blowing.
            2. Walker will require two decks.
                a. 48 <u>inch pick up deck – only for selected high profile areas</u>;
                    i. Pool, Post Office, Library, roundabouts, Murray st toilets, Cenotaph
                    ii. Collecting grass clippings strips nutrients, generates waste and costs time/money.
                b. 52 inch side discharge should be used as the preferred deck.
    c. **Spray Operator – Quick Spray unit and Utility**, with 6m Boom.
        i. Audit indicates about 300 hrs per annum of both glyphosate and broad leaf application.
        ii. Suggest can also conduct Line Marking – About 30 events per annum.
        iii. Could assist with Asset Inspections
        iv. Suggest asset can be shared with Gundagai.

d. Toilet and asset Cleaning Utility

i. One person with necessary cleaning equipment and petrol high pressure sprayer for both toilet and other asset cleaning**.**

e. Tree Crew.

i. Truck, Chipper, Second truck with trailer EWP. 3 Staff – preferably 2 Arborist.

ii. Audit indicated about 50 hrs per annum of tree pruning in parks.

1. This is based on a 4 year cycle event for most parks.
2. This does not allow for tree removals or new plantings. This is required as a separate budget for Parks.

iii. Street Tree Survey and Management Plan provides details on the actual works required for Street Trees.

iv. The Parks Audit does not take into account budget for Street Trees.

2. Operational Logistics.

a. Stockinbingal and Wallendbeen.

i. Audit is showing that there is about $60,000- of maintenance in each village per annum.

ii. This is derived from the following – assuming that Council has to deliver the services.

1. Tractor with 12 foot mower will drive to villages to conduct mowing
    a. Alternatively the Toro wing mower can be floated.
2. Walker and labourer will go to site with utility to mow smaller areas.
3. Spray operator will go as necessary.
4. Toilet cleaning utility will go daily to both villages, and conduct other asset cleaning when scheduled.

iii. If some of the services can be contracted out for less cost then there is an obvious cost saving?

iv. Athletics Line Marking – indicated that there is a one off line mark for Stockinbingal which costs about $1500-. Given the Wallendbeen Oval is in better condition it would be far cheaper to have the school go to Wallendbeen.

b. Parker Street and CBD.

i. Costing is based on the Horticultural Team going to Parker Street, Post office, Albert Park, Library and other CBD sites early each morning and checking litter, empty fixed bins into wheelie bins and place out for Garbage Truck.

ii. This will allow the Horticultural team some ownership of the CBD.

iii. They then move on to other horticultural and irrigation duties for the day.

iv. If an apprentice is engaged to work with a qualified person then there is relief for sick and annual leave.

c. Turf Renovations. The following is provided as a cheaper option to renovations and over sowing – as costed in the Parkes Register.

i. Use Annual Rye grass as over sow – web search indicated about $140- per 20 Kgs.

ii. Use tractor to;

1. Spread seed over area.
2. Spread fertiliser over area.
3. Use hollow tine corer – and drag sheet of welded mesh behind corer to break up cores and level seed bed.

iii. Irrigate as required.

iv. Research indicated about $2900- per hectare for this operation at recommended rates of seed and fertiliser.

d. Obtain Tractor and PTO 12' Mower.

i. By obtaining a tractor the Parks team will have the following advantages

ii. A tractor is a far better option for mowing in the rougher places such as the Airport, and some of the road sides.

1. Toro Winged mowers are not constructed for rougher areas.
2. Do not purchase a higher quality finish PTO mower such as a Howard Stealth – it needs to be robust and able to cut longer grass.

iii. The tractor can be driven to villages if necessary.

iv. The tractor and a Toro Wing mower offers far better versatility.

v. The tractor can be used for other functions;

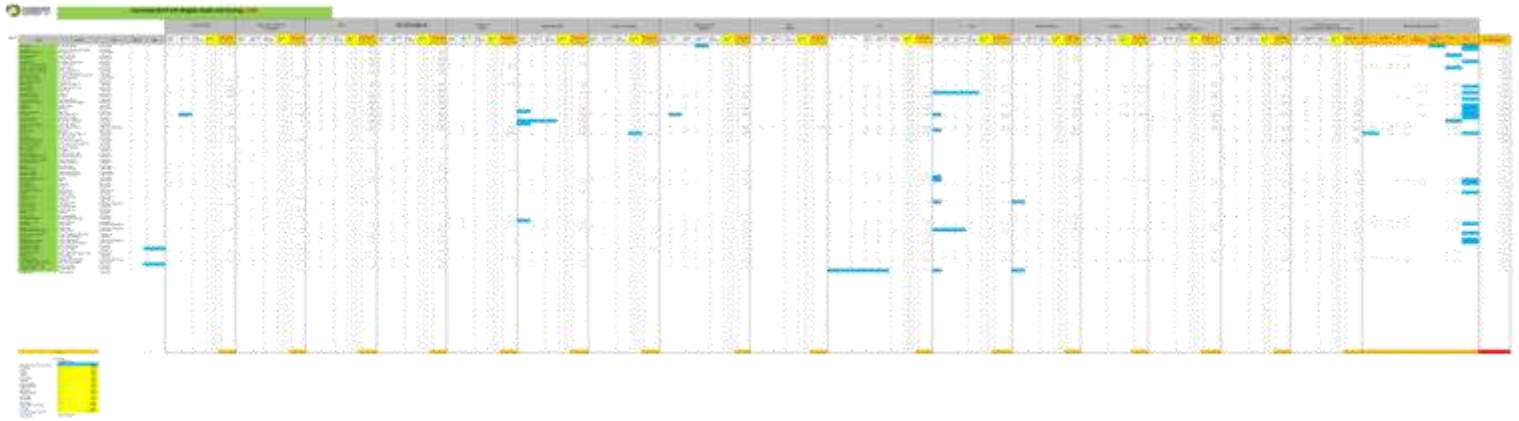
1. Loading soil and mulch etc.
2. Lifting larger trees onto trucks and into planting holes.
3. Lifting logs/heavy timber into tree truck.
4. Turf renovations.
5. Fertilising other large lawn areas or playing surfaces.
6. Slashing – although no slashing was identified.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

44 Hibernian
Adams St
Airport - Airfield
Airport Entrance
Airport terminal
Albert Park
Apex Park
Barnes st
Barnes st Park
Boundary Road
Bradman Oval
Cameron Square
Clark Oval
Congou Bus Stop
Coota West
Country Club Oval
Cowcumbla
Cutler open space
Dillon Ave Open Space
Dog Park - Off Lead
Fisher Park
Florence Park
Florence rd verge
Frampton Park - Rotary
Gordon Vesperman
Gundagai Rd - 50KPH
Gundagai Rd - 80 KPH
Hovell Footpath - south side
Jubilee Park
King George Park
Kingston Park
Library - Town Hall
Lloyd Conkey Avenue
Lloyd Conkey Park
Matilda
McGowan rd verge
McKay - Hovell Roundabout
McKay - Sutton roundabout
McKay Park Wallendbeen
Mitchell Park
Murray St Toilets
Muttama Creek 1
Muttama creek 2
Muttama Creek 3
Nicholson Park
Palmer Park

Blank Page
Grading Guide
Pick List
Mowing weeks guide

Parker Centre Strip
Parker Hurley roundabout
Parker St
Pinkerton Rd North - verge
Pinkerton Rd south - verge
Pioneer Park entrance
Pool Complex
Post Office
Railway Park - Coota
Railway Park - Stock
Sheahan
Showground
Skate Park
Southee Circle
Stadium and Tennis Club
Stockinbingal Rec & Pump track
Stockinbingal Street verges
Stratton Park
Victoria Prd Roadside
Wallendbeen Cenotaph
Wallendbeen Railway
Wallendbeen Recreation grd
Wallendbeen Streets
Wallendbeen Tennis
Wallendoon Street
Willis St road verge
Young Road roadside



9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

Nil