

Cootamundra-Gundagai Regional Council



PO Box 420
COOTAMUNDRA NSW 2590
Email: mail@cgrc.nsw.gov.au

Cootamundra Area: Ph: 02 6940 2100
www.cootamundra.nsw.gov.au
Gundagai Area: Ph: 02 6944 0200
www.gundagai.nsw.gov.au

MINUTES

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS
GUNDAGAI

6.00PM, MONDAY 16 JANUARY 2017

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ORDINARY COUNCIL MEETING 16 JANUARY 2017

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OPEN FORUM

Council conducts open forum sessions at the commencement of each ordinary meeting. During Open Forum sessions, members of the public are invited to address council on any local government issue.

General questions posed during the Open Forum section may be answered by the Chairperson or may be answered later in writing in the minutes. General Council related questions will be uploaded to Council's website with other Frequently Asked Questions.

Commenced at 6pm.

1) Rod Chalmers – Council Infrastructure

Mr Chalmers asked whether the six solar street lights delivered to the Council Depot in August had been erected, and also when the Goldenfields water bubbler will be installed.

The Interim General Manager advised that the light posts have been received recently, and the work is scheduled in the next few weeks, and that the water bubbler foundation and piping has been completed and the bubbler will be installed in the next fortnight.

2) Ros Wight – Centenary of Gallipoli Rose Garden

Mrs Wight advised that one of the standard roses in the Rose Garden has fallen over in recent windy weather and requested staff order a wider style of clip to keep them in place.

Mrs Wight stated that she values the Open Forum communication as a mechanism to keep in touch with the IGM and the Administrator.

3) Dennis Palmer – The Future of Council

Mr Palmer noted that the next 7-8 months are an important period for Council to establish its operational systems and structures, and commented that responding to negative comments diverts Council resources away from those tasks. He spoke about the IAG and LRC Committees needing a higher profile within Council and that it was important that the members be optimistic about Council's future and aim for success.

4) Bill Smart – The Main Street Project, Tendering Processes

Mr Smart is the owner of Gundagai Construction Services, and he advised that his company was an unsuccessful tenderer in the Gundagai Main Street project. Mr Smart stated that the tiling work in the Main Street is sub-standard, and that Gundagai deserves better quality, better supervision and better tilers.

Mr Smart stated that in his opinion Gundagai is going backwards and that he is reluctant to invest in the town.

5) Ron Magnone - The Main Street Project, Street Furniture

Mr Magnone asked about progress with the installation of street furniture on the first block which was due to be done before Christmas.

The Interim Director Operations advised that the furniture had been delivered to Council's depot in the last week and should be installed over the next two weeks.

6) Todd Basham – Cootamundra AFL Hall

Mr Basham is the President of the Cootamundra Australian Football Club Inc. He spoke in regard to Item 4 of the Agenda, in support of a Council contribution toward the cost of the AFL Hall rebuild at Clarke Oval, Cootamundra.

Mr Basham advised that the Club had prepared a \$50,000 project plan for the demolition and replacement of the AFL Hall. The Club had been an unsuccessful applicant for Council funding through the Stronger Communities Fund, however had been successful in receiving funding from two other grant sources of \$20,000 in total. The Club has written to Council requesting that the DA fees and tipping fees for the building demolition be waived.

The Administrator advised that she would meet with Mr Basham to discuss other funding options.

7) John Morgan – Gundagai LEP and Land Zoning

Mr Morgan of Gundagai Real Estate spoke about a recent change in the way that Council interprets land zoning provisions when determining residential building entitlements for small rural land holdings, and asked for clarification.

The Interim Director Development and Community advised that Council has sought advice from the Department of Planning about how to apply the provisions of the Gundagai LEP, that allows consideration for residential building on existing rural land parcels of less than 40 ha, on a merit based assessment. He offered to meet with Mr Morgan to continue the conversation and answer the questions in detail.

8) Abb McAlister – Gundagai LEP and Land Zoning

Mr McAlister advised that he has spoken to Council's Town Planner about residential building entitlements on 5 acre blocks in rural zones, and spoke in favour of Council approving development using a common sense approach.

Mr McAlister asked that Council write to all landholders with holdings less than 100 acres to explain any changes in the way that Council approves development applications.

9) David Graham – Financial Statements, Adjungbilly Operations

Mr Graham requested information about a new 10 tonne limit on Shed Creek Bridge at Adjungbilly.

The Interim Director Operations advised that faults had been found in the bridge timbers and that staff would be assessing the repairs required and taking the necessary action to repair and reopen the bridge as soon as practicable.

Mr Graham asked how he could make enquiries in regard to the financial statements.

The Interim General Manager advised him to put his questions in writing so that they could be responded to in detail.

10) Pip McAlister – Council Jobs

Mrs McAlister asked why Council has been hiring so many new positions recently, and stated her concern that Council is not being efficient.

The Interim General Manager advised that the majority of positions being filled are existing vacant positions, or positions created by the internal reorganisation and movement of staff. He said that since the merger Council has experienced a slightly higher than normal turnover.

Mrs McAlister asked why Council has a high turnover.

The Interim General Manager advised that during the period of reform within the organisation, some people had taken the opportunity to retire, and some have had changes in family circumstances.

11) Michael Kingwill – Shed Creek Bridge at Adjungbilly

Mr Kingwill asked about the 10 tonne limit that has been put on the Shed Creek Bridge since Christmas and advised that even a Cat 1 Fire Tanker could not meet this limitation.

Mr Kingwill advised that Forestry had been increasing their use of Gundagai local roads for timber transport, and that Council needed to be represented on the Softwoods Working Group to ensure it had adequate funding share to maintain the affected roads.

Mr Kingwill advised that he was aware of overloaded trucks that continue to use the Shed Creek Bridge, despite the weight limit.

THESE ARE THE MINUTES OF THE ORDINARY MEETING OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL HELD ON 16 JANUARY 2017 IN THE GUNDAGAI COUNCIL CHAMBERS COMMENCING AT 6.35 PM.

PRESENT

Administrator Christine Ferguson

Also Present

Interim General Manager, Interim Director Development and Community, Interim Director Operations, Interim Director Corporate Services, Interim Director Assets.

APOLOGIES

Nil

ADOPTION OF MINUTES

That the Minutes to the Meeting of Council held on Monday 12 December 2016 be confirmed as a true and correct record of the meeting.

01/01/17 RESOLVED – Moved: Ferguson Seconded: Ferguson

That the Minutes to the Meeting of Council held on Monday 12 December 2016 be confirmed as a true and correct record of the meeting.

1) PRESENTATION OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 12 MAY 2016

Introduction

As a result of the Proclamation amalgamating Cootamundra Shire and Gundagai Shire Councils on 12 May 2016, both former Council's fiscal years ended on 12 May 2016.

Financial statements were produced for each former Council for the period 1 July 2015 to 12 May 2016. Council's general purpose financial statements and special purpose (water and sewerage) financial statements have been completed, audited and submitted to the Office of Local Government. The General Manager, under delegated authority, has issued the financial statements for release. A notice was placed in the Cootamundra Herald, Gundagai Independent, and on Council's websites.

The Financial Statements of the former Gundagai Shire Council and the former Cootamundra Shire Council, including the audit reports, form **SEPARATE TABLED DOCUMENTS A AND B**.

In accordance with the proclamation, Council appointed one of the two auditors of the former Councils to be responsible for both audits. Council appointed Mr John O'Malley of Intentus Chartered Accountants as its auditor, and engaged Mr John Mason, as the former auditor of Gundagai Shire Council, to work with Mr O'Malley to complete the audit for the former Gundagai Shire Council.

Mr O'Malley will attend the February Council meeting to present his audit reports and to answer questions.

Discussion

A summary of the Financial Statements for both former Councils is provided below:

Gundagai Shire Council

A summary of the Financial Statements is provided below:

	12/5/16	30/6/15
	\$'000	\$'000
Income Statement		
Total income from continuing operations	11,918	10,201
Total expenses from continuing operations	8,292	9,550
Operating result from continuing operations	3,626	651
Net operating result for the period	3,626	651
Net operating result before grants and contributions provided for capital purposes	1,593	(122)
Statement of Financial Position		
Total current assets	14,139	12,543
Total current liabilities	(3,141)	(2,713)
Total non-current assets	175,797	175,252
Total non-current liabilities	(2,723)	(3,017)
Total equity	184,072	182,065
Other financial information		
Unrestricted current ratio (times)	3.09x	3.11x
Operating performance ratio (%)	16.5%	-3.6%
Debt service cover ratio (times)	12.24x	55.23x
Rates and annual charges outstanding ratio (%)	24.2%	11.9%
Infrastructure renewals ratio (%)	104.6%	91.9%
Own source operating revenue ratio (%)	49.7%	61.0%
Cash expense cover ratio (months)	19.81 mths	15.3 mths

Cootamundra Shire Council

A summary of the Financial Statements is provided below:

	12/5/16	30/6/15
	\$'000	\$'000
Income Statement		
Total income from continuing operations	16,551	16,340
Total expenses from continuing operations	14,695	16,755
Operating result from continuing operations	1,856	(415)
Net operating result for the period	1,856	(415)
Net operating result before grants and contributions provided for capital purposes	993	(733)
Statement of Financial Position		
Total current assets	20,871	17,741
Total current liabilities	(4,603)	(3,398)
Total non-current assets	202,821	202,694
Total non-current liabilities	(994)	(1,158)
Total equity	218,095	215,879
Other financial information		
Unrestricted current ratio (times)	5.08x	6.23x
Operating performance ratio (%)	5.9%	-5.6%
Debt service cover ratio (times)	26.14x	18.91x
Rates and annual charges outstanding ratio (%)	12.8%	3.6%
Infrastructure renewals ratio (%)	110.3%	48.0%
Own source operating revenue ratio (%)	67.2%	72.9%
Cash expense cover ratio (months)	18.59 mths	14.6 mths

These are the Minutes of the Ordinary meeting of Cootamundra-Gundagai Regional Council
held on 16 January 2017

Both Councils had to account for some unique timing issues compared to a normal financial year, the main factors being:

1. Rates income accounted for in full, that is 100%;
2. Annual charges income accounted for on a pro-rata basis, that is 86.85%;
3. General Grants, including Financial Assistance Grant (FAG), were accounted for in full, that is, 100%.

As a result, this will also impact (negatively on) Cootamundra-Gundagai Regional Council's 2016/17 financial year results, mainly due to:

1. No rates income for the 1.5 months in 2015/16, so 12 months of rates income for a 13.5 month fiscal year;
2. A pro rata share of annual charges for 1.5 months in 2015/16;
3. FAG income for only 2016/17, so 12 months income, not 13.5 months.

A detailed review and analysis of the financial results is contained in the separate audit reports for each former Council, page 67 for Gundagai Shire Council Statements, and page 88 for Cootamundra Shire Council Statements.

RECOMMENDATION

That the audited General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules for the year ended 12 May 2016 be presented to the public.

02/01/17 RESOLVED – Moved: Ferguson Seconded: Ferguson

That the audited General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules for the year ended 12 May 2016 be presented to the public.

2) INVESTMENT REPORT

The purpose of this report is to provide Council with a list of Council funds invested as at 31 December 2016.

A summary of investments for the Cootamundra Area as at 31 December 2016 forms **TABLED DOCUMENT 1 JANUARY 2017 (Page 1)**.

A summary of investments for the Gundagai Area as at 31 December 2016 forms **TABLED DOCUMENT 2 JANUARY 2017 (Page 2)**.

RECOMMENDATION

That the Investment Reports as at 31 December 2016 be received and noted.

03/01/17 RESOLVED – Moved: Ferguson Seconded: Ferguson

That the Investment Reports as at 31 December 2016 be received and noted.

3) RECORDS MANAGEMENT POLICY

Introduction

Council's draft Records Management Policy has been written to provide for the effective management and preservation of Council information. The draft Records Management Policy has been prepared in accordance with the *State Records Act 1998* and forms **TABLED DOCUMENT 3 JANUARY 2017 (Pages 3-4)**.

Discussion

Council's records are a unique and vital asset necessary for daily functions and operations. They exist for a variety of administrative, functional, historical and legal reasons and provide documentation of Council's business transactions and retain the organisation's corporate memory.

Cootamundra-Gundagai Regional Council has a commitment to a consistent and systematic management of records, and submits the draft Records Management Policy for adoption.

RECOMMENDATION

That the draft Records Management Policy be adopted.

04/01/17 RESOLVED – Moved: Ferguson Seconded: Ferguson

That the draft Records Management Policy be adopted.

4) DONATION REQUEST – AFL HALL DEMOLITION AND REPLACEMENT

Introduction

Council has received a request from the Cootamundra Australian Football Club Inc. requesting a contribution toward the cost of demolition and replacement of the AFL Hall structure located at Clarke Oval, Cootamundra. A copy of the request forms **TABLED DOCUMENT 4 JANUARY 2017 (Pages 5-7)**.

Council resolved to defer consideration of the request to the January meeting to allow time to consider the additional issues raised in the Open Forum session of the December Council meeting. The December Council meeting minutes for the item form **TABLED DOCUMENT 5 JANUARY 2017 (Pages 8-9)**.

Discussion

Council has a combined community donations budget from both the former Council areas, totalling \$14,325, to be allocated to community projects and events that support Council's objectives and functions over the current financial year. Council has a role in supporting sporting events through the provision of community infrastructure.

The AFL Hall is owned by Council and kept under the care and control of the Cootamundra Australia Football Club Inc., who have maintained the hall for club business.

The Club have requested a contribution for the amount of waste disposal fees associated with the demolition of the hall, and the cost of DA and Building Inspection fees. The DA and Building Inspection fees of \$2,901 have been paid by the Club, and the tip fees for the demolished material are expected to be greater than \$2,000.

The Club applied for funding through the Stronger Communities Fund, and was unsuccessful. Considering that the building is a Council asset on community land, a Council contribution should be considered. Staff have recommended a contribution of half the total DA, Building Inspection and Tip fees, limited to a maximum amount of \$2,500.

RECOMMENDATION

That Council donate an amount equivalent to half the cost of the DA fees, building inspection fees and waste fees up to a maximum of \$2,500 to the Cootamundra

Australian Football Club Inc. for the demolition and reconstruction of the AFL Hall at Clarke Oval.

05/01/17 RESOLVED – Moved: Ferguson Seconded: Ferguson

That Council donate an amount equivalent to half the cost of the DA fees, building inspection fees and waste fees up to a maximum of \$2,500 to the Cootamundra Australian Football Club Inc. for the demolition and reconstruction of the AFL Hall at Clarke Oval.

5) DONATION REQUEST – JUGIONG WRITERS FESTIVAL

Introduction

Council has received a request from the Jugiong Writers Festival Committee, for a cash donation as well as community transport to support the 2017 event. A copy of the request forms **TABLED DOCUMENT 6 JANUARY 2017 (Pages 10-13)**.

Discussion

Council has a combined community donations budget from both the former Council areas, totalling \$14,325, to be allocated to community projects and events that support Council's objectives and functions over the current financial year. Council has a role in supporting community and regional events to foster and celebrate community spirit, celebrate and promote local talent, and develop tourism opportunities.

The biennial event is wholly managed by dedicated volunteers who are representing the interests of the local and regional communities. The Festival is a regional attraction that showcases the local region and local talent. Council is aware of talented local writers who will participate in the Festival, including published authors on Council staff.

The festival is growing in popularity, and has further potential to draw tourists into the Cootamundra-Gundagai Region, and benefit local businesses. Council staff will consider how best to enhance the local tourism benefit through the provision of community transport between Cootamundra, Gundagai and Jugiong throughout the festival.

RECOMMENDATION

That Council donate \$500 to the Jugiong Writers Festival, and that staff investigate options for the provision of community transport between Cootamundra, Gundagai and Jugiong throughout the festival.

06/01/17 RESOLVED – Moved: Ferguson Seconded: Ferguson

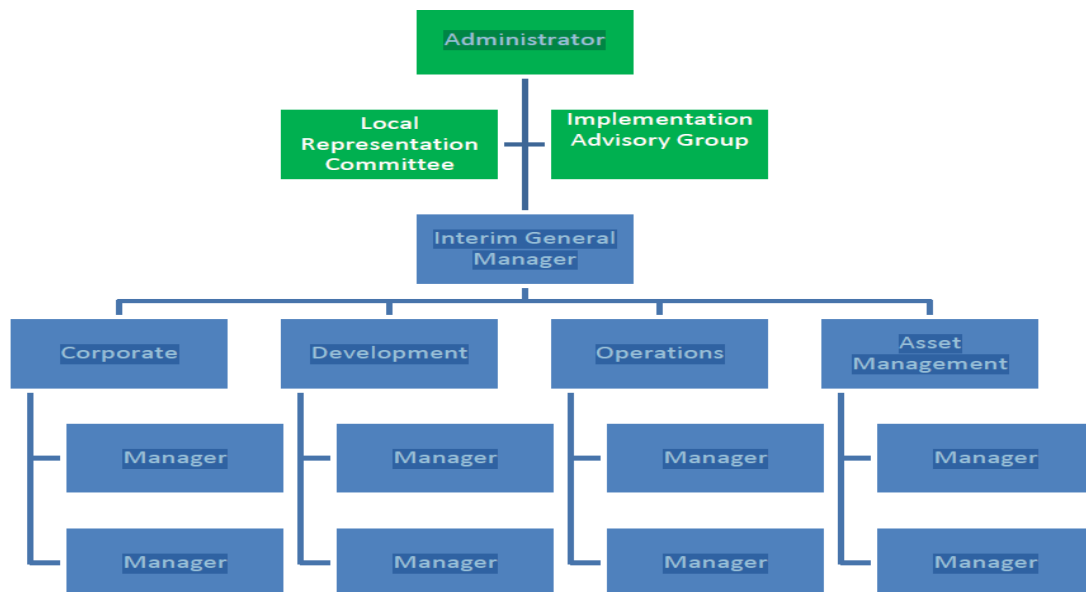
That Council donate \$500 to the Jugiong Writers Festival, and that staff investigate options for the provision of community transport between Cootamundra, Gundagai and Jugiong throughout the festival.

6) ORGANISATIONAL STRUCTURE

Introduction

Following the merger of Cootamundra and Gundagai Shires on 12 May 2016 Council adopted an Interim Organisational Structure at its second extraordinary meeting on 23 May 2016.

This interim structure was based on a four directorate structure of Corporate, Development, Operations and Asset Management functional areas. The Interim Organisational Structure / Executive Team was shown diagrammatically as follows.



Discussion

Since the adoption of the interim organisational structure and interim appointments to each director's and manager's role being made, staff have continued to refine the structure to reflect the functional activities and groupings of staff best suited to providing a balanced and efficient set of services to the community.

The structure has been tested through various iterations and has been discussed with all affected staff through regular monthly meetings of the staff Consultative Committee, weekly MANEX and the monthly combined Executive meeting. During this process the structure has also been regularly discussed and agreed with the relevant unions.

The draft final structure now includes one General Manager, four Directors and six Managers as the basic executive team. This compares to the previous two councils two general Managers, four directors and seven managers.

The draft final structure forms **TABLED DOCUMENT 7 JANUARY 2017 (Page 14)** and reflects the relative staffing numbers in each functional area, dividing the workload up as evenly as possible amongst the Executive whilst taking account of the variations and complexities involved in each role.

Council is now at a point where the final structure needs to be adopted to allow the process of converting appointments from interim appointments to permanent appointments to commence. Under the provisions of the *Local Government Act 1993* and the Local Government (State) Award 2014, this will be a competitive process amongst existing staff who have either held substantially the same position previously or who are deemed to be suitably qualified for the role.

It is hoped to have all Directors and Managers positions finalised by the end of March to allow Council to enter the planning stages for 2017/18 financial year and the September 2017 election with the structure and executive staffing fully settled.

The only change envisaged to the structure following the September 2017 election would be the removal of the Administrator, IAG and LRC committees and replacement with an elected body.

RECOMMENDATION

That Council adopt the Organisational Structure as presented in TABLED DOCUMENT 7 JANUARY 2017 (Page 14).

07/01/17 RESOLVED – Moved: Ferguson Seconded: Ferguson

That Council adopt the Organisational Structure as presented in TABLED DOCUMENT 7 JANUARY 2017 (Page 14).

SPECIAL PROJECTS

7) 2017 COOTAMUNDRA BEACH VOLLEY BALL COMPETITION

Introduction

Information was recently received regarding the 2017 Cootamundra Beach Volleyball Competition to be held on 18-19 February 2017.

Discussion

As this event calls for road closures and other approvals, the Special Event Management Plan for this event has been discussed by the Traffic Advisory Committee.

As usual this event involves the closure of Murray Street between Wallendoon and Bourke Streets for set up on the 17th until Monday 20th. Traffic management usually goes off without any major issues. Woolworth's truck are allowed to access the Woollies loading ramp and Cootamundra Holden still have access to their premises.

Following email correspondence between the committee members, the committee members have given their approval for the event to proceed, with the following conditions:

1. The event organiser complies with any conditions set by Council and NSW Police
2. All Traffic Control Plans and traffic measures are applied in accordance with the 'Traffic Control at Worksites Manual'
3. All traffic controllers must have appropriate traffic control tickets, and
4. The event organiser advise the business house affected by the street closure prior to the event.

This event comes under Council's insurance as the organising committee is a section 355 Committee of the Council.

With this event being on local town streets, there is no impact on any RMS controlled roads, so no approval is required from RMS.

At the time of writing, formal NSW Police approval was being sought.

A separate event for a bike time trial called the 'Coota Olympic Hotel Challenge' to be held on Sunday 19th February has also been received, and is currently being assessed.

RECOMMENDATION

That the 2017 Beach Volleyball completion for the 18th and 19th February proceed with the following conditions:

- 1. The event organiser complies with any conditions set by Council and NSW Police,**
- 2. All Traffic Control Plans and traffic measures are applied in accordance with the 'Traffic Control at Worksites Manual'**
- 3. All traffic controllers must have appropriate traffic control tickets, and**
- 4. The event organiser advise the business house affected by the street closure prior to the event.**

08/01/17 RESOLVED – Moved: Ferguson Seconded: Ferguson

That the 2017 Beach Volleyball completion for the 18th and 19th February proceed with the following conditions:

- 1. The event organiser complies with any conditions set by Council and NSW Police,**
- 2. All Traffic Control Plans and traffic measures are applied in accordance with the 'Traffic Control at Worksites Manual'**
- 3. All traffic controllers must have appropriate traffic control tickets, and**
- 4. The event organiser advise the business house affected by the street closure prior to the event.**

8) 2017 STOCKINGBINGAL FAIR CYCLE RACE

Introduction

Information was recently received regarding the 2017 Stockinbingal Fair Cycle Race to be held on 19 March 2107.

Discussion

With this event being held on Council roads (i.e. Old Cootamundra Road and Dudauman Road), the Special Event Management Plan was put to the Traffic Advisory Committee for consideration.

This event is an annual event run in association with the Stockinbingal Fair. The route commences at Troy Street Stockinbingal, along Dudauman Road, then out and back along Old Cootamundra Road to return along Dudauman Road and finishing at Troy Street.

Following email correspondence between the committee members, the committee members have given their approval for the event to proceed, with the following conditions:

1. All Traffic Control Plans and traffic measures are applied in accordance with the 'Traffic Control at Worksites Manual'
2. All traffic controllers must have appropriate traffic control tickets,
3. That the start finish line will have to be monitored for approaching traffic at the start and finish of the race. A second traffic controller maybe required to stop vehicles which have turned off the highway and driving into the oncoming cyclists ie. ensuring a 'sterile' start/finish, and
4. The event adheres to any conditions as set by the NSW Police,

At the time of writing, formal NSW Police approval was being sought.

RECOMMENDATION

That the 2017 Stockinbingal Fair Cycle race be approved with the following conditions:

- 1. All Traffic Control Plans and traffic measures are applied in accordance with the 'Traffic Control at Worksites Manual'**
- 2. All traffic controllers must have appropriate traffic control tickets,**
- 3. That the start finish line will have to be monitored for approaching traffic at the start and finish of the race. A second traffic controller maybe required to stop**

vehicles which have turned off the highway and driving into the oncoming cyclists i.e. ensuring a 'sterile' start/finish, and

4. The event adheres to any conditions as set by the NSW Police.

09/01/17 RESOLVED – Moved: Ferguson Seconded: Ferguson

That the 2017 Stockinbingal Fair Cycle race be approved with the following conditions:

1. All Traffic Control Plans and traffic measures are applied in accordance with the 'Traffic Control at Worksites Manual'
2. All traffic controllers must have appropriate traffic control tickets,
3. That the start finish line will have to be monitored for approaching traffic at the start and finish of the race. A second traffic controller maybe required to stop vehicles which have turned off the highway and driving into the oncoming cyclists i.e. ensuring a 'sterile' start/finish, and
4. The event adheres to any conditions as set by the NSW Police.

There being no further business the meeting closed at 6.40pm.

These Minutes were confirmed by resolution of Council at the Council Meeting held on Monday 13 February 2017 and endorsed by:

ADMINISTRATOR

INTERIM GENERAL MANAGER