

**Cootamundra-Gundagai
Regional Council**



PO Box 420
COOTAMUNDRA NSW 2590
Email: mail@gundagai.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

TABLED DOCUMENTS

ORDINARY COUNCIL MEETING

16 JANUARY 2017

INVESTMENT REPORT 31 December, 2016

The Responsible Accounting Officer , Rebecca Martin reports :-
Details of Investments held by Council as at

31-Dec-16 are set out below

Date Invested	Interest Rate	Term Days	Investment Amount	Anticipated Interest	Date Matures	Held With	Investment Number
5 Jul 2016	2.98	182	\$1,030,478.07	\$15,312.06	3 Jan 2017	NAB	22
12 Jul 2016	2.96	182	\$1,519,052.06	\$22,420.38	10 Jan 2017	NAB	17
14 Jul 2016	2.95	182	\$5,000,000.00	\$73,547.95	12 Jan 2017	NAB	16
14 Jul 2016	2.95	182	\$1,000,000.00	\$14,709.59	12 Jan 2017	NAB	21
14 Jul 2016	2.95	182	\$9,000,000.00	\$132,386.31	12 Jan 2017	NAB	23
18 Feb 2016	3.08	369	\$500,000.00	\$15,568.77	21 Feb 2017	ME Bank	5
16 Aug 2016	2.95	210	\$1,029,390.84	\$17,471.44	14 Mar 2017	AMP	8
13 Sep 2016	2.70	182	\$3,000,000.00	\$40,389.04	14 Mar 2017	NewPer	15
18 Aug 2016	2.95	215	\$2,000,000.00	\$34,753.42	21 Mar 2017	AMP	9
24 Aug 2016	2.95	216	\$500,000.00	\$8,728.77	28 Mar 2017	AMP	12
18 Oct 2016	2.70	182	\$1,030,414.28	\$13,872.48	18 Apr 2017	BQL	18
27 Sep 2016	2.70	211	\$1,059,908.09	\$16,339.15	26 Apr 2017	NAB	11
18 Oct 2016	2.74	210	\$535,578.44	\$8,443.06	16 May 2017	NAB	14
31 May 2016	3.00	364	\$800,000.00	\$23,934.25	30 May 2017	AMP	10
22 Nov 2016	2.80	364	\$911,962.14	\$25,464.99	21 Nov 2017	NAB	7
30 Nov 2016	2.78	272	\$3,000,000.00	\$62,150.15	29 Aug 2017	NAB	2
2 Jun 2009	0.70	BOS	\$825,509.41		At Call	CBA	1
25 Nov 2010	0.70	BOS	\$24,705.73		At Call	CBA	19 - Stock School
7 Mar 2011	0.70	BOS	\$24,658.82		At Call	CBA	20 - HCMS
			\$32,791,657.88	\$525,491.80			
Internal Loans				Annual Interest			
31 Dec 2009	3.69	365	\$73,752.04	\$1,360.73	30 Jun 2024	C.S.C	Aerodrome Refueller
1 Jul 2010	5.64	365	\$54,385.07	\$3,067.32	29 Jun 2022	C.S.C	Swimming Pool Design
			\$128,137.11	\$4,428.05			
Deferred debtors							
1 Sep 2011	Average Int	10 yrs	\$6,480.97		31 Aug 2021	C.S.C	Loan to C.C.A.C.C.
			\$32,926,275.96	\$529,919.85			
			Interest on Investments YTD (from 13-5-16)	\$307,833.81			
			Interest on above investments to be received at maturity	\$525,491.80			

Financial Institution Summary	Amount Held	of Total
NAB	\$23,056,978.80	70.03%
CBA	\$874,873.96	2.66%
Newcastle Perm	\$3,000,000.00	9.11%
AMP Bank	\$4,329,390.84	13.15%
Bank of Qld	\$1,030,414.28	3.13%
ME Bank	\$500,000.00	1.52%
Cootamundra Shire Council	\$128,137.11	0.39%
Deferred Debtors	\$6,480.97	0.02%

\$32,926,275.96 100%

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.

Signed



Responsible Accounting Officer

Rebecca Martin

BENCHMARK
(for term investments)

BBSW ave. 90-day rate for DEC 1.7809 + 1%
2.78%

Average interest 2.88

Check 2.88

GUNDAGAI COUNCIL (GUNDAGAI AREA)
LIST OF COUNCIL FUNDS INVESTED AS AT 31 DECEMBER 2016

<u>Investee</u>	<u>Date Invested</u>	<u>Type</u>	<u>Yield \$</u>	<u>Yield %</u>	<u>Benchmark BBSW %</u>	<u>Term days</u>	<u>Due date</u>	<u>Amount \$</u>
NAB	Var	Cash Max.		Variable		<i>At Call Daily</i>		\$ 399,377.11
NAB	12.12.16	Term	\$ 4,624.79	2.65	1.77	91	13.03.17	\$ 700,000.00
NAB	07.12.16	Term	\$ 3,961.23	2.70	1.84	119	05.04.17	\$ 450,000.00
NAB	09.12.16	Term	\$20,269.32	2.71	2.00	273	08.09.17	\$ 1,000,000.00
NAB	15.06.16	Term	\$ 8,515.07	2.96	2.15	210	11.01.17	\$ 500,000.00
NAB	10.10.16	Term	\$11,660.27	2.80	1.96	304	10.08.17	\$ 500,000.00
NAB	30.11.16	Term	\$ 3,590.14	2.73	1.84	120	30.03.17	\$ 400,000.00
NAB	21.12.16	Term	\$ 4,425.62	2.67	1.85	121	21.04.17	\$ 500,000.00
NAB	05.10.16	Term	\$ 5,142.12	2.75	1.96	273	05.07.17	\$ 250,000.00
NAB	21.06.16	Term	\$ 9,900.68	2.95	2.14	245	21.02.17	\$ 500,000.00
NAB	07.12.16	Term	\$17,605.48	2.70	1.84	119	05.04.17	\$ 2,000,000.00
Bananacoast CU	18.08.16	Term	\$ 3,428.08	2.75	1.95	182	16.02.17	\$ 250,000.00
Bank of Sydney	18.10.16	Term	\$ 1,751.71	2.75	1.75	93	19.01.17	\$ 250,000.00
Bendigo Bank G'gai	22.07.16	Term	\$ 6,500.00	2.60	2.06	365	22.07.17	\$ 250,000.00
Bank of QLD	14.07.16	Term	\$ 3,677.40	2.95	2.11	182	12.01.17	\$ 250,000.00
ECU	23.06.16	Term	\$ 7,230.14	2.90	2.16	364	22.06.17	\$ 250,000.00
Railways CU	27.07.16	Term	\$ 7,050.00	2.82	2.06	365	27.07.17	\$ 250,000.00
MyState Bank Ltd	12.07.16	Term	\$ 5,348.63	2.85	2.11	274	12.04.17	\$ 250,000.00

\$ 8,949,377.11

SUMMARY OF INVESTMENTS

	<u>31.12.15</u>	<u>31.12.16</u>
Term Deposits	8,550,000	8,550,000
Call/CRI/Other	1,684,502	399,377
	<u>10,234,502</u>	<u>8,949,377</u>
Cash Manag.(NAB)	229,843	408,970
	<u>10,464,345</u>	<u>9,358,347</u>

CERTIFICATE OF INVESTMENTS:

In accordance with Regulation 212 of Local Government (General) Regulation 2005, I hereby certify the abovementioned investments have been made in accordance with the Local Government Act 1993, the Regulations and Council's Investment Policy.



Rebecca Martin
 Responsible Accounting Officer



RECORDS MANAGEMENT POLICY

PURPOSE

This policy has been prepared on the basis of adherence to the statutory requirements under the State Records Act 1998 and aims to preserve the Cootamundra-Gundagai Regional Council's (Council) corporate memory through sound recordkeeping practices and accurate capture of information to meet:

- Operational business needs,
- Legal, evidential and accountability requirements and,
- Community expectations.

This policy recognises that effective management and preservation of Council information is intrinsic to both the decision making process and productivity within Council.

As a public agency Council is bound by the requirements and regulations of the State Records Act 1998. These regulations set out specific practices which Council must comply with and be audited against.

SCOPE

This policy applies to all Council business, including electronic business. This policy applies to all levels of Council and to all Council employees. All records management systems and procedures are to be consistent with this policy, the Records Management Procedures, and the infoXpert Business Rules.

DEFINITIONS

A *record* is 'any information captured in a reproducible form which is capable of transmitting meaning from one user to another'.

Records are evidence of business activities and have meaning primarily in the context of those activities.

RESOLUTION NUMBER:	XX/XX/XX
RESOLUTION DATE:	XXXXXXXX
CATEGORY:	Governance and Business Systems
RELATED POLICIES:	N/A
RELATED PROCEDURES & FORMS:	Records Management Procedure

LEGISLATIVE FRAMEWORK

State Records Act 1998 – this Act requires public offices to ensure compliance with the Act and to:

- Make and keep full and accurate records,
- Institute a records management program in accordance with standards and codes of best practice for records management,
- Ensure the safe custody and proper preservation of records and,
- Maintain accessibility to electronic records.

Privacy and Personal Information Protection Act 1998 – this Act deals with how all NSW public sector agencies manage personal information. The Act includes information protection principles, established methods for enforcement of privacy, and establishes a mechanism for complaints if personal information has been mishandled. Personal information refers to any information that relates to an identifiable person.

Government Information (Public Access) Act 2009 – the purpose of freedom of information legislation is to allow citizens to access information in possession of government.

In NSW, this Act gives citizens the right to:

- Obtain access to information held as records by public bodies,
- Request amendments to records of a personal nature that are inaccurate and,
- Appeal against a decision not to grant access to information or to amend personal records.

REVIEW PERIOD

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

POLICY STATEMENT

Council will address the matter of records management in a systematic manner by:

- Implementing records practices that capture information from electronic sources and documents,
- Maintaining records that provide appropriate and adequate evidence of the conduct of Council's business and affairs,
- Ensuring records are maintained, complete, accurate and authentic so that they can have integrity and are accessible and useable,
- Maintaining permanent records in accordance with the State Records Act of 1998,
- Managing records in accordance with organisational needs and accountability requirements and,
- Enabling staff to effectively and efficiently maintain records through the implementation of appropriate records management systems.

Cootamundra Australian Football Club Inc.

PO Box 361, Cootamundra NSW 2590
Formed in 1960

President: Todd Basham
Mob: 0429 328794

Secretary: Lee Loiterton
Mob: 0447 424017

Treasurer: Shelly Johnson
Mob: 0428 423963

25/10/2016

The General Manager – Mr Ken Trethewey
Cootamundra –Gundagai Regional Council
81 Wallendoon Street
COOTAMUNDRA NSW 2590

Dear Ken

AFL FOOTBALL CLUB ROOMS/MULTI PURPOSE ROOMS AT CLARKE OVAL

Demolition Stage

We would like council to consider waiving Waste disposal fees at local tip for the demolition of our condemned club rooms.

As we propose to do most of the work from volunteers and it is a Council Asset we would like some assistance from Council

Note – We are putting in a DA shortly and building will be subject to grant funding

If you wish to discuss this in detail, please contact me on 0428328794.

Regards

Todd Basham
President
Cootamundra Aust Football Club Inc.

MAJOR SPONSORS

Family Hotel

SPONSORS

Southwest Fuel P/L

Central Air Services

Todd Basham
Electrical

Don Oliver Plumbing

R Knagge Building

Thompson Electrical

Pazzaz

Turners Furniture One

Cootamundra IGA

Cootamundra Holden

Cootamundra Herald

Cootamundra
Ex-servicemens Club

Coota Signs

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31 October 2016

The General Manager – Mr Ken Trethewey
Cootamundra Shire Council
81 Wallendoon Street
COOTAMUNDRA NSW 2590

DA 2016/108

Dear Ken

AFL FOOTBALL CLUB ROOMS/MULTI PURPOSE ROOMS AT CLARKE OVAL

As previously mentioned in correspondence to you, we are seeking grants/funding for the construction of new Club Rooms/Multipurpose rooms at Clarke Oval.

The Development Application Fee of \$2901.00 has been paid to Council, by our Club.

As this area of Clarke Oval is a Council asset, we hereby request that Council kindly reimburses the CAFC for the above fee of \$2901.

If you wish to discuss this in detail, please contact me on 0407-217766.

Regards



Todd Basham
President
Cootamundra Aust Football Club Inc.

MAJOR SPONSORS

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SPONSORS

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Cootamundra IGA

Cootamundra Holden

Cootamundra Herald

Cootamundra
Ex-servicemens Club

Coota Signs

TAX INVOICE/RECEIPT

ABN #:46211642339

Cootamundra-Gundagai Regional Council

81 Wallendoon Street

COOTAMUNDRA NSW 2590

Ph 02 6940 2100 Fax 02 6940 2127

Email: mail@cootamundra.nsw.gov.au

Website: http://www.cootamundra.nsw.gov.au

Date 28/10/2016 15:03

Receipt 00138747:0001 Terminal 1:23418

Todd Michael Basham

PO Box 437

COOTAMUNDRA NSW 2590

Details	Amount
CC_FEE_1 - Construct	440.00
010.2016.00000108.001 (GST 40.00)	
DA_FEE - Development	620.00
010.2016.00000108.001	
DA_LS_LEVY - DA Long	525.00
010.2016.00000108.001	
DA_PF_LEVY - DA Plan	96.00
010.2016.00000108.001	
INSPECT_1 - Inspecti	90.00
010.2016.00000108.001 (GST 8.18)	
OCC_CERT - Occupatio	100.00
010.2016.00000108.001 (GST 9.09)	
S68_MODIFY - Drainag	180.00
010.2016.00000108.001	
S68_SEWER - New Sewe	100.00
010.2016.00000108.001	
S94_FEE - Section 94	750.00
010.2016.00000108.001	
Invoice/Receipt Total:	2901.00
Total Non-Taxable:	2271.00
Total Taxable:	572.73
Total GST Payable:	57.27
Total Value	2901.00
Tendered	
Cheque	2901.00
Change	0.00

Thank you for your payment

9) CLARKE OVAL – AFL HALL

Introduction

Council has received two items of correspondence from the Cootamundra Australian Football Club Inc. requesting Council assistance in regards to the cost involved in the demolition and re-building of the AFL Hall structure. **TABLED DOCUMENT 15 DECEMBER 2016 (Pages 54-56).**

Discussion

The correspondence was received in late October 2016 and was held pending the outcome of the AFL Stronger Communities Grant Submission. The reason for holding was that the grant submission was for the hall demolition and replacement, and the grant terms clearly stated that all costs associated with the project would be accounted for in the application. In this case, if the Club's application was approved they would not be entitled to any Council assistance as requested.

The AFL Club have been informed that they were unsuccessful with their grant submission and as such have asked that their approach to Council for assistance now be considered.

The first correspondence dated 25/10/2016 would like Council to consider waving waste disposal fees at the local tip for the demolition of the hall section of the building.

The second correspondence dated 31/10/2016 would like Council reimburse the cost of the DA and CC fees for the approval to construct the new building. The club has paid the full DA and CC fee of \$2,901.00.

Considering that the club did not get the grant and that the building is a Council asset on Council controlled land, assistance to the club should be considered. Council has not included any allocation in its current budget for the replacement or demolition of the building and as such, if the building is to be demolished and replaced, in the short term it will be done by the club members.

While the DA fees for \$2,901.00 are known the tip fees for the demolished material are an unknown amount but are expected to be above \$2,000.00. It would be a sign of good will to the club to allow a donation from Council to pay a portion of the cost being half of the total of the DA fees and waste fees, limited to a maximum of \$2,500.00.

RECOMMENDATION

That Council donate an amount equivalent to half the cost of the DA fees and waste fees up to a maximum of \$2,500.00 to the Cootamundra Australian Football Club Inc.

10/12/16 RESOLVED – Moved: Ferguson Seconded: Ferguson

Item to be deferred for recommendation in January 2017.

Jugiong Writers' Festival
Linden
Jugiong NSW 2726

The Administrator and General Manger
Cootamundra Gundagai Regional Council
Via email

9 January 2017

Dear Christine and Ken

Jugiong will be hosting its second biennial **JUGIONG WRITERS FESTIVAL in 2017** to promote and encourage writing and reading in the country and in addition to showcase our village and surrounding district, and is held every two years similar to the successful Jugiong Art Exhibition.

Schedule of this exciting event includes

Friday 10th March Small Schools Day

Saturday 18th March Authors Talks

Sunday 19th March In the Park - Poetry reading, Aboriginal story telling & dancing, mime and drama, artesian stalls and music

The people who will attend this exciting and innovative weekend will be not only from our local area and neighbouring towns, but also from our regional centres, Canberra, Wagga and Young. Also people from Sydney have expressed an interest in attending to hear our guest speaker Stan Grant.

The 2015 Festival was a resounding success, with hundreds of visitors attending a fun filled weekend. The theme for the 2017 Festival is 'Writing Country', bringing together readers and writers who write about the country and/or reside in a rural setting, highlighting the beautiful surrounds of the Festival site.

We are delighted that wonderful writers will be in attendance, with Di Morrissey, Stan Grant and Bill Gammage together with rural journalist Pip Courtney, sure to be popular highlights.

The committee is made up of local authors and others with a passion to promote village and region, and encourage the development of writing and reading within this area, all of whom donate their time and talents voluntarily. As such we invite to partner with the **JUGIONG WRITERS FESTIVAL** in its efforts to showcase our attractive, active and creative village and local area.

Sponsorship is an important part of the Festival, and we can offer a range of opportunities to promote the Shire Council, such as offering stalls at the markets, flyers, programme and poster promotion, together with free tickets to events and being associated with an ever growing and popular Festival in the region. For our highest tier of sponsorship (\$1,000 and above), your logo will also be professionally printed on all JWF information and advertising. Please see attached form.

As accommodation is at a premium in the village, we anticipate visitors will seek accommodation in Gundagai and Cootamundra as in 2015, and it was mentioned by a past attendee that a bus running between the towns would be beneficial. If the Shire in addition could also see its way clear to helping on that front, it would be greatly appreciated.

Please feel free to contact us for any further information, and will be in touch shortly to confirm your involvement in this year's exciting Festival.

Yours sincerely

Joy Coggan and Freda Nicholls
Joint Chairpersons
Jugiong Writers Festival

P: 02 69454272

M: 0427 578 790

E: jugiongwritersfestival@gmail.com

Committee Members:

- Freda Marnie Nicholls
- Gillian Ingall
- Vivien Thomson AFSM
- Jenny Glazebrook
- Jackie Honner
- Sally Keatinge
- Cathie Bragg
- Pip Fitzpatrick
- Maureen Morse
- Marianne Wallis

TAX INVOICE (on completion of this form)

Jugiong Writers Festival

- Please print clearly as information provided will be located on promotional material
- Please email jugiongwritersfestival@gmail.com or post this form to Jugiong Writers Festival, Linden, Jugiong NSW 2726

Organisation Name	
Display Name if different from above	
Contact Name	
Telephone/s	
Email	
Postal Address	

Please indicate which package you would like to be part of

\$200 – 2 tickets to events	YES/NO
\$500 – 4 tickets to events and promotional stall	YES/NO
\$1,000 – 6 tickets, stall and logo on advertising and programme	YES/NO
OTHER \$ _____	YES/NO \$ _____

NOTE: Final payment **10th February** in order to benefit from all publicity



A unique
Writers' Festival celebrating
reading, writing and really good fun in the picturesque
village of Jugiong

<p>Cheque Payable to: Jugiong Advancement Group</p> <p>\$_____ including GST</p> <p>Note: Please post cheque and tax invoice to BJ Coggan, Jugiong Advancement Group, Linden, Jugiong NSW 2726</p>	<p>Direct Deposit Account Name: Jugiong Advancement Group BSB: 062526 Account: No. 10090016 Reference JWF and your business name</p> <p>\$_____ including GST</p> <p>Important Email remittance/bank receipt and tax invoice to jugiongwritersfestival@gmail.com</p>
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A sincere thank you from the Jugiong Writers Festival team for supporting our event

Draft Organisation Structure – Cootamundra-Gundagai Regional Council - 2017

