



**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

Business Paper

ORDINARY COUNCIL MEETING

STEPHEN WARD ROOMS, COOTAMUNDRA

6:00PM, TUESDAY 12th December, 2017

Cootamundra Office: Ph: 02 6940 2100

**Gundagai Office: Ph: 02 6944 0200
www.cgrc.nsw.gov.au**



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

NOTICE OF MEETING

An Ordinary Meeting of the Council will be held in the Stephen Ward Rooms, Cootamundra on:

Tuesday, 12th December, 2017 at 6:00pm

The agenda for the meeting is enclosed.

Allen Dwyer
General Manager

AGENDA

1. Open Forum
2. 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.

3. Apologies
4. Disclosures of Interest
5. Confirmation of the Minutes (circulated separately) of the Ordinary Meeting of Council held on 28th November, 2017

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RECOMMENDATION

The Mayoral Minutes be received and noted.

Thursday, 30th November, 2017

Cr Bowden represented Council at the Multicultural NSW Regional Settlement Forum held in Albury. At the Forum, The Minister for Multiculturalism, the Honourable Ray Williams MP, acknowledged the participation of Councillors from Albury, Wagga Wagga, Griffith, Leeton and Cootamundra.

Cr Bowden reported the Forum was both interesting and inspiring, with the emphasis on reinvigorating local and rural communities. Several case studies were also presented.

Thursday, 30th November, 2017

Cr Kelly represented Council on my behalf at the lodgement of the development application of the proposed Fire Control Centre to be built at Harden.

The NSW Rural Fire Service, along with their partner Councils, Hilltops and Cootamundra Gundagai Regional Council have identified the South West Slopes Zone for a significant infrastructure upgrade as the current facility no longer meets the needs of staff or volunteers. It is proposed that the new Fire Control Centre, along with the Regional Office, currently located in Young will be housed in a state of the art purpose built facility which is geographically in the centre of the South West Slopes Zone. The new site will be located adjacent to the Harden Racecourse.

Cr Kelly attended the project board meeting which was also attended by both staff and volunteer representatives of the Rural Fire Service, Hilltops Council and the NSW Public Works Advisory Department. The Public Works Department has been instrumental in the project management of this application and will continue to be involved through then tender process. The estimate for construction of the centre is \$6M with the RFS committed to engaging local contractors where possible. Subject to approval, construction is expected to commence mid 2018 with an expected completion date of between mid to late 2019.

Thursday, 30th November, 2017

I attended the official opening of the refurbished Gundagai Swimming Pool and Gym. The Hon Stuart Ayres, Minister for Sport and the Member for Cootamundra, Steph Cooke, were also present at the opening as funding for this project was provided through the State Government's Stronger Community Funds.

Thursday, 30th November, 2017

The General Manager, on my behalf, hosted The Hon Stuart Ayres, Minister for Sport and the Member for Cootamundra, Steph Cooke in meeting with representatives of Cootamundra Junior and Senior Cricket Clubs and Cootamundra Rugby Union Club in relation to their successful grant allocations for improvements to their respective facilities. For the cricket clubs this involves improved lighting and new cricket nets and canteen at Fisher Park. For the Rugby Club the funding will contribute towards the construction of a new amenities block at Country Club Oval.

4th – 6th December, 2017

The Deputy Mayor, Cr Palmer, Cr Bowden, Cr Sheahan, the General Manager and myself attended the Annual Local Government Conference in Sydney.

7th December, 2017

The Deputy Mayor, Cr Palmer, on my behalf attended a luncheon at the Bradman Museum recognising the dedicated contribution given by the volunteers on an annual basis. Cr Palmer offered his thanks to the volunteers and acknowledged the benefit not just to Council, but to the whole community which can be directly attributed to their ongoing commitment at the Museum.

8th December, 2017

The Deputy Mayor, Cr Palmer, on my behalf attended the annual TAFE presentation day and presented an award.

Recent Announcement for Applications for Round Two of the Building Better Regions Fund

Correspondence from the Hon. Michael McCormack, MP was received in relation to Round Two of the Building Better Regions Fund (BBRF). It also referred to the positive outcome of Round One applications in the Riverina area with many projects currently being undertaken due to the injection of funds from the BBRF.

The correspondence follows.

Michael McCormack MP
FEDERAL MEMBER FOR RIVERINA

Cootamundra Gundagai
Regional Council
Document Received

22 NOV 2017

File No.

Initials

Cr Abb McAlister
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

ALL
Dear Mayor

I write in relation to the Federal Government's recent announcement that applications have opened for the infrastructure stream of Round Two of the Building Better Regions Fund.

The Riverina and Central West benefited greatly from Round One infrastructure projects worth more than \$4.6 million announced in July.

The Building Better Regions Fund sees regional communities partner with the Liberals and Nationals' Government to deliver projects that provide economic and social benefits to regional and remote areas. Projects supported by the fund deliver badly needed infrastructure that enrich and strengthen country communities and also create real and lasting jobs.

I am really proud of the projects which received funding in Round One and I am looking forward to communities in the Riverina and Central West coming up with a large number of exciting projects to be considered for funding in the second round.

In an application, Council should demonstrate how its project would drive economic development, make its region a more attractive place to live and foster partnerships.

Please be aware that applications must be received by 19 December, 2017. The minimum grant amount is \$20,000 and the maximum grant amount is \$10 million. Projects must be a capital project involving the construction of new infrastructure or the upgrade or an extension of existing infrastructure.

For more information about the fund, or to submit an application, visit
<https://www.business.gov.au/assistance/building-better-regions-fund>.

More information is also available by telephoning my Wagga Wagga office on (02) 6921 4600.

Yours sincerely

Michael McCormack
Michael McCormack MP
Federal Member for Riverina
mm.kg.wga

16/11/2017



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THE NATIONALS for Regional Australia

Correspondence on Round One Stronger Country Communities Fund projects

The NSW Department Premier & Cabinet notified Cootamundra-Gundagai Regional Council of their success in Round One of the Stronger Country Communities Fund.

The correspondence follows.





Mr Allen Dwyer
General Manager
Cootamundra-Gundagai Council
81 Wallendoon Street
COOTAMUNDRA
NSW 2590

Dear Mr Dwyer,

Letter of Offer – Round One Stronger Country Communities Fund projects.

The NSW Department of Premier & Cabinet is pleased to provide Cootamundra-Gundagai Council notice of their successful projects in Round One of the Stronger Country Communities Fund.

The below projects have been successful:

Gundagai Playground & Fitness Centre	\$300,000
Establishment of Large Scale Teen Playground at Jubilee Park Cootamundra	\$499,900
Community Fitness Infrastructure for Community Groups	\$603,445
Establishment of Village Playgrounds and Fitness Infrastructure in Nangus, Stockinbingal & Wallendbeen	\$375,593

Council is required to maintain confidentiality of their successful projects until an announcement is made public by the NSW Government.

To accept a conditional funding offer, please return a copy of this letter with the signed 'Statement of Acceptance of Funding' to Louise Conibear, Business Development Manager, at louise.conibear@dpc.nsw.gov.au by **Friday 24 November 2017**.

If Council accept this offer, a draft Funding Deed will be provided. The terms of the Funding Deed must be agreed and signed by both parties or the offer will not become binding. The structure of the funding will be in the form of progress payments against mutually agreed performance milestones set out in the Funding Deed.

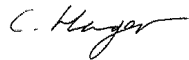
If the successful projects total less than Council's Round One allocation, then the balance of funding will be added to your allocation in Round Two (anticipated to open early 2018). If the successful projects total above Council's Round One allocation, the amount above the allocation will be subtracted from your allocation in Round Two.

52 Martin Place, Sydney NSW 2000 ■ GPO Box 5341, SYDNEY NSW 2001
Tel: (02) 9228 5555 ■ www.dpc.nsw.gov.au

Should you wish to discuss any aspect of this offer, please contact Louise Conibear,
Business Development Manager on 0428 764 432.

Thank you for your support of the Stronger Country Communities Fund. The Department
looks forward to working with you to deliver the successful projects for your community.

Yours sincerely



Chris Hanger
Executive Director
24 November 2017

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7 GENERAL MANAGER'S REPORT

7.1 DEVELOPMENT AND COMMUNITY SERVICES DIVISION

7.1.1 DEVELOPMENT AND BUILDING

7.1.1.1 DEVELOPMENT APPLICATIONS APPROVED NOVEMBER 2017

REPORTING OFFICER	Chris Imrie – Interim Director Development & Community
ATTACHMENTS	There are no attachments included for this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
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.

RECOMMENDATION:

The information on Development Applications Approved in November 2017 be noted.

The following development applications were approved by the Cootamundra Office in November 2017:

APP. NO.	PROPOSED BUILDING	STREET NAME
DA2017/59	Commercial Building	Murray Street
DA2017/83	Subdivision	Gundagai Road
DA2017/85	Fence	Hurley Street
DA2017/95	New Single Dwelling	Old Cootamundra Road
DA2017/98	Shearing Shed	Old Cootamundra Road
DA2017/99	Dwelling Additions	Campbell Street
DA2017/100	New Single Dwelling	Pinkstone Avenue
DA2017/101	Garage	Cowong Street
DA2017/102	Rural Outbuilding	Old Cootamundra Road
DA2017/103	Dwelling Additions	Cutler Avenue
DA2017/104	Garage	Ursula Street
DA2017/105	Dwelling Additions	Thompson Street
DA2017/106	Subdivision	West Jindalee Road
CDC2017/12	Pergola	Murray Street

VALUE OF WORK REPORTED TO THIS MEETING:

\$1,015,432.00

VALUE OF WORK REPORTED YEAR TO DATE : **\$4,678,330.00**

THIS TIME LAST YEAR COOTAMUNDRA:

VALUE OF WORK – NOV 2016 - \$ 1,166,953.00

VALUE OF WORK – YTD 2016 - \$ 3,473,458.00

The following development applications were approved by the Gundagai Office in November 2017:

APP. NO.	PROPOSED BUILDING	STREET NAME
CDC300/2017	Swimming Pool	Gocup Road
DA276/2017	Boundary Adjustment Subdivision	Sheridan Lane
DA285/2017	Commercial Building	Annie Pyers Drive
DA292/2017	Rural Farm Building	Crowes Road
DA296/2017	New Amenities to RFS Shed	Nangus Road
DA297/2017	Shed	Judy Street

VALUE OF WORK REPORTED TO THIS MEETING: **\$237,995.00**

VALUE OF WORK REPORTED YEAR TO DATE : **\$2,334,881.00**

THIS TIME LAST YEAR GUNDAGAI:

VALUE OF WORK – NOV 2016 - \$180,620.00

VALUE OF WORK – YTD 2016 - \$2,663,740.00

7.1.1.2 PROPOSED COOTAMUNDRA LOCAL ENVIRONMENTAL PLAN 2013 AMENDMENT 7

REPORTING OFFICER	Grace Foulds – Town Planner
ATTACHMENTS	Draft Planning Proposal – Amendment 7
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report
LEGISLATIVE IMPLICATIONS	Amendment to the Cootamundra Local Environmental Plan
POLICY IMPLICATIONS	There are no policy implications associated with this report

RECOMMENDATION

- 1. Cootamundra Local Environmental Plan 2013 Amendment 7 be endorsed by Council and sent to the Department of Planning and Environment for Gateway Determination.**
- 2. Council place Amendment 7 on exhibition upon receipt of delegated approval from the Department of Planning and Environment.**

Introduction

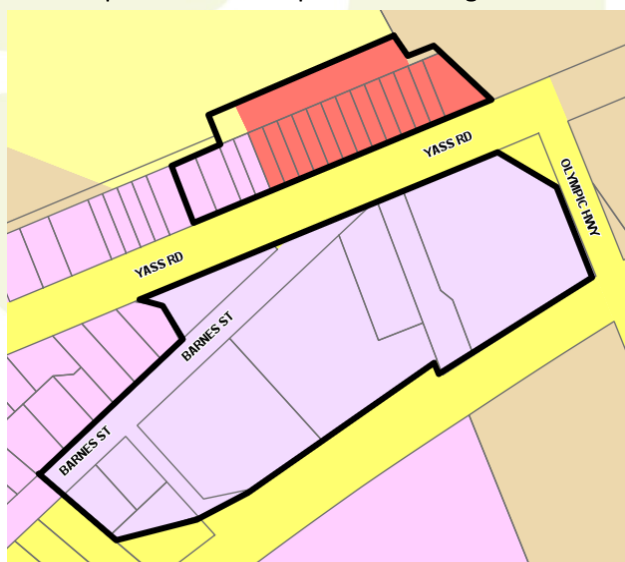
Amendment 7 to the Cootamundra Local Environmental Plan 2013 is proposed to introduce the B6 – Enterprise Corridor and subsequently rezone identified areas of Yass Road (Olympic Highway), Cootamundra as B6 – Enterprise Corridor.

Discussion

Council has a number of amendments listed to be actioned for both the Cootamundra and Gundagai Local Environmental Plans. The majority of these will be actioned in the New Year, however commercial pressures of a large employer have prompted Council staff to bring forward the proposed amendment to create an enterprise corridor precinct along Yass Road, Cootamundra.

The identified area is as per the figure to the right, which includes a number of vacant and disused sites. Existing viable businesses operating in this precinct include Landmark and Mowall Engineering, both of which are supported land uses under the proposed B6 – Enterprise Corridor zone.

Council staff identified this precinct as a possible enterprise precinct to facilitate commercial developments which were too bulky to be accommodated in the



Cootamundra central business district when examining employment and commercial land opportunities across Cootamundra. The area has also been identified as suffering a degree of urban decay. Additionally, enterprise corridors support light industrial development which have a significant commercial and/or office component. Other land uses proposed in this enterprise corridor include take away food and drink premises which may not be viable in the Cootamundra central business district, particularly if they include a drive through.

The complete planning proposal has been included as an attachment to this report.

Planning Proposal:

Cootamundra Local Environmental Plan 2013 (Amendment No. 7)

27 November 2017

Part 1 – Objectives or Intended Outcomes

The planning proposal seeks to amend the Cootamundra Local Environmental Plan 2013 (the LEP) to promote business development along a main road and to support the retail and social viability of the Cootamundra central business district by allowing for nonretail commercial development and associated employment to be located away from the central business district.

Part 2 – Explanations of Provisions

The proposed outcome will be achieved by including a new land use zone in the LEP being the B6 – Enterprise Corridor that will:

1. Allow for more flexible and market responsive development opportunities.
2. Mitigate traffic impacts on local and state roads by establishing an enterprise “precinct”.
3. Includes consideration of
 - Types of development not ordinary permissible on available sites around Cootamundra,
 - Encouraging redevelopment of a disused area,
 - Allowing for a range of employment options, and
 - Creating a vibrant precinct of urban renewal at the northern entry to Cootamundra.

The intended B6 – Enterprise Corridor land use table for the LEP can be found in Appendix A.

It is proposed that the B6 – Enterprise Corridor be applied to the area highlighted in figure 1 which encompasses existing IN2 – Light Industrial, R1 – General Residential, R3 – Medium Density Residential, SP1 – Special Activities and RU1 – Primary Production Zones. Appendix B details zoning map changes.

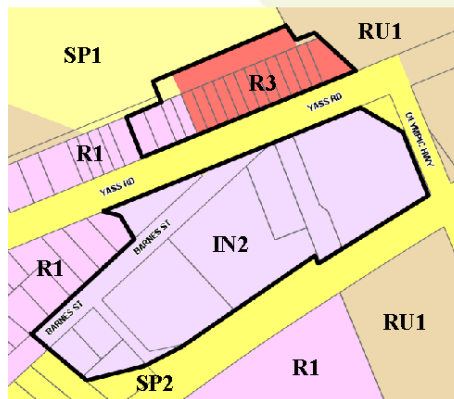


Figure 1

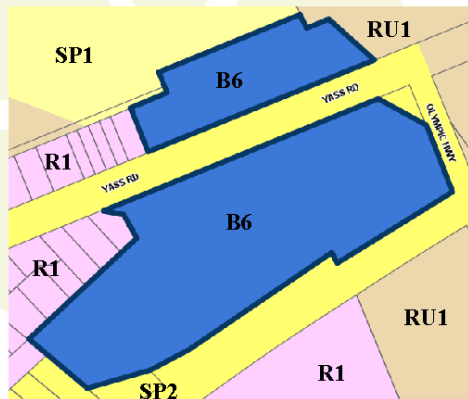
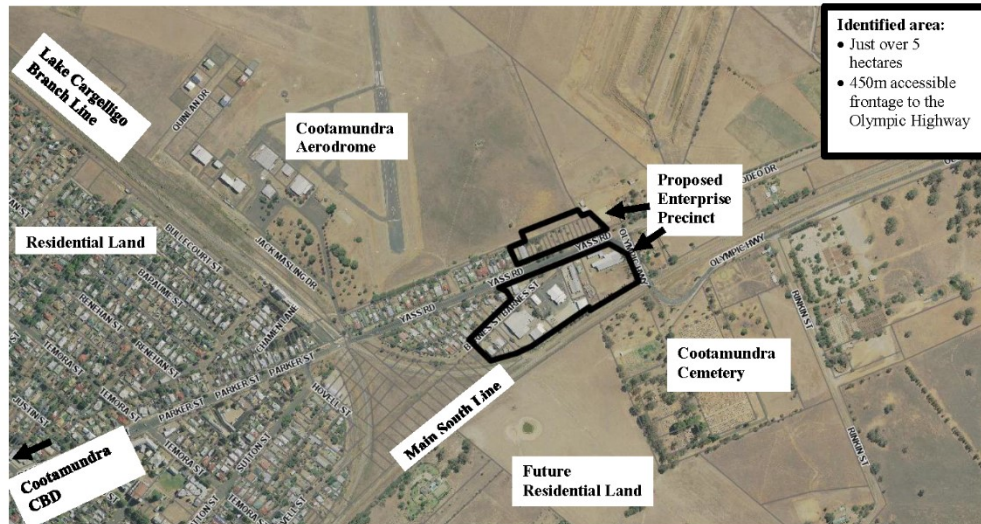


Figure 2

It is proposed that the area to be zoned B6 – Enterprise Corridor (figure 2) have no minimum lot size apply.



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Part 3 – Justification

Section A – Need for the Planning Proposal

Is the planning proposal the result of any strategic study or report?

The planning proposal results from observed land use trends and opportunity:

- Creating opportunities for land uses not currently available or economical in Cootamundra.
- Council initiative to diversify the local economy to provide a range of employment opportunities.
- Assist in the disposal of redundant operational Council land.
- Council has been approached by a developer who wish to undertake a variety of land uses on a single site including a liquid fuel depot, service station, take away food and drink premises and office premises – this mixture of land uses as a single development lends itself to the objectives of the B6 – Enterprise Corridor zone.

Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

While site specific and spot rezoning could be an option to allow for development not ordinarily permissible in the area defined in figure 1, such an ad hoc approach to development is not rational in the long term. Furthermore, such an approach would be dependent on a developer identifying their desire to develop in Cootamundra as opposed to having zoned land readily available to be taken advantage of by opportunistic developers.

By creating a precinct and introducing the B6 – Enterprise Corridor Zone, Council is able to take a long term view of traffic management works which are needed to support such development. Development not ordinary viable as a standalone operation is able to flourish with complimentary land uses undertaken within proximity.

By establishing a dedicated area for businesses which would not ordinary be suitable in the central business district due to bulk and scale, Council ensures that there are adequate sites for the majority of land uses in Cootamundra and promotes diversification in the local economy.

An enterprise corridor in Cootamundra is only viable along the Olympic Highway, which due to residential development and heritage pressures, offers only the northern precinct of Yass Road (figure 1) as an appropriate area for a combination of mixed use, bulky goods and highway services.

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Section B – Relationship to Strategic Planning Framework

Is the planning proposal consistent with the objectives and actions contained within the applicable regional or sub-regional strategy?

The regional strategy for Cootamundra-Gundagai Regional Council is *The Riverina-Murray Regional Plan 2036*. This planning proposal directly supports a number of directions and priority actions identified in the Plan including:

Direction 4: Promote business activities in industrial and commercial areas

4.2. Promote specialised employment clusters and co-location of related employment generators in local plans.

By introducing the B6 – Enterprise Corridor zone into the LEP and using it to create an enterprise precinct, Council seeks to diversify local employment opportunities by creating a hub which can be easily accessed by the people of Cootamundra through vehicular or pedestrian means. This means that not having access to a vehicle is not a barrier for residents employed in this precinct as it is serviced by a pedestrian network and there is potential to create a dedicated cycleway. This is particularly important for removing barriers to people on low incomes and integrating those in poor socioeconomic situations into the workforce.

Creating an enterprise precinct will assist in encouraging existing businesses in this area to expand and new businesses to develop with complimentary competition driving more visits to this area.

4.4. Encourage the consolidation of isolated, unused or underused pockets of industrial zoned land to create new development opportunities over the long term.

The site is a mixture of disused industrial sites with poor vehicle access, existing businesses and undeveloped land. Historically the conversion of disused industrial land is costly and time consuming. In a town like Cootamundra, such costs make development unviable. By introducing a flexible zone such as the B6 – Enterprise Corridor, Council is increasing the commercial opportunities available to owners of these sites and while still allowing for existing uses and encouraging their expansion. The B6 – Enterprise Corridor would create new development opportunities and improve the amenity of the northern entry to Cootamundra.

4.5. Monitor the supply and demand of employment and industrial land in regional cities to inform the planning and coordination of utility infrastructure to support new development.

Council regularly receives feedback that industrial land and sites for bulky goods developments are scarce and almost non-existent from real estate agents and land developers. Heavy industrial sites are beginning to become available to the east of Cootamundra, but the need for light industrial sites in conjunction with bulky goods premises remains a deficit with restrictions on local roads areas currently zoned light industrial sites are difficult to access. Bulky goods premises, such as furniture shops and warehouse outlets tend to take up valuable space in the central business district and cannot expand. Furthermore, there are limited sites available or with adequate access for highway services

such as service stations and take away food and drink premises. By creating a precinct for such activity, Council is able to create an overall traffic movement plan and complete required upgrades to the sewer and water network to achieve this, where previously provision of infrastructure would have been solely the responsibility of the developer.

Direction 18: Enhance road and rail freight links

18.4. Identify, coordinate and prioritise the delivery of local and regional road projects that help support the regional freight network.

In rezoning this area, Council would create a transport movement plan which would plan necessary road works to service development on both sides of the Olympic Highway to ensure that the movement along the designated highway remains unrestricted.

18.5. Protect freight and transport corridors from the encroachment of incompatible land uses.

The creation of the B6 – Enterprise Corridor precinct would act as a norther barrier to further residential expansion of Cootamundra, ensuring that the function and movement along the Olympic Highway remains the same or better.

Direction 28: Deliver healthy built environments and improved urban design

28.4. Incorporate water sensitive urban design in new development.

The site has no formal stormwater network and the development of a precinct would increase the impervious area, thereby increasing the stormwater load. Because of this, when considering road upgrades Council will implement water sensitive urban design principles where practical. Additionally, a clause will be added to the Cootamundra Development Control Plan 2013 Chapter 3 – Business and Industrial Development which will require that water sensitive gardens be used as a minimum landscaping requirement and that landscaping be incorporated into internal site stormwater drainage to improve water quality prior to discharge into Council's network.

Is the planning proposal consistent with the local council's local strategy, or other local strategic plan?

The proposal is consistent with the Cootamundra Local Environmental Plan 2013, with the land currently designated for light industrial use, providing an opportunity for the reuse and expansion of an underused area along a major road. The land currently zoned for medium residential development is vacant and was proposed to be used in conjunction with the Cootamundra Aerodrome, however residential development connected to airport activities is now able to be located along Quinlan Drive and Jack Masling Drive, which provide better access to runway facilities.

The proposed land uses directly support the implementation of the *Cootamundra Land Use Strategy 2011 – Industrial*, by protecting the existing industrial areas and providing alternate sites for bulky goods premises which have been taking up commercial and heavy industrial land.

Is the planning proposal consistent with the applicable state environmental planning policies?

The proposal has been assessed as being consistent with all applicable State environmental Planning Policies in particular:

- SEPP 33 – Hazardous and Offensive Development;
- SEPP 55 - Contaminated Land;
- SEPP 64 – Advertising and Signage;
- SEPP (Exempt and Complying Development Codes) 2008;
- SEPP (Infrastructure) 2007; and
- SEPP (Rural Lands) 2008.

These SEPPs and others which are development relevant will be reassessed in accordance with any subsequent development application lodged with Council.

Is the planning proposal consistent with applicable Ministerial Directions (s117 directions)?

Relevant s117 directions that impact or are applicable to this planning proposal are listed below. The planning proposal is generally consistent with the relevant s117 directions.

Table 1: s117 Directions		
Direction Title	Direction Objectives	Consistency
1.1. Business and Industrial Zones	The objectives of this direction are to: <ul style="list-style-type: none"> - Encourage employment growth in suitable locations, - Protect employment land in business and industrial zones, and - Support the viability of identified centres. 	This direction applies to this proposal as it seeks to rezone an industrial zone and is consistent with the requirements of this direction as rezoning to B6 – Enterprise Corridor will retain the existing land uses and not diminish their function nor will a reduction in potential floor space occur.
1.5. Rural Lands	The objectives of this direction are to: <ul style="list-style-type: none"> - Protect the agricultural value of rural land, - Facilitate the orderly and economic development of rural lands for rural and related purposes. 	This direction is considered in this planning proposal as it seeks to rezone 130m ² of land zoned RU1 – Primary Production. This land is required to be included in this planning proposal as it is within a former laneway area which provided the depth required for development on the lots fronting Yass Road. Council would require a boundary realignment consistent with proposed zone boundaries before any future development takes place. The intention of this planning proposal is not inconsistent with direction 1.5. Rural Lands.
3.1. Residential Zones	The objectives of this direction are: <ul style="list-style-type: none"> - To encourage a variety and choice of housing types to provide for existing and future housing needs, - To make efficient use of existing infrastructure and services and ensure that new housing has appropriate access to infrastructure and 	This direction applies as this proposal seeks to rezone R3 – Medium Density Residential land to B6 – Enterprise Corridor land. The existing residential land is vacant and has never been developed. Inconsistency with this direction is justified in that the proposed B6 – Enterprise Corridor is consistent with the Riverina-Murray Regional Plan 2036 and is considered by Council to be of minor significance as the land has never been development nor serviced for residential development.

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	services, and <ul style="list-style-type: none"> - To minimise the impact of residential development on the environment and resource lands. 	
3.5. Development Near Licenced Aerodromes	The objectives of this direction are: <ul style="list-style-type: none"> - To ensure the effective and safe operation of aerodromes, and - To ensure that their operation is not compromised by development that constitutes an obstruction, hazard or potential hazard to aircraft flying in the vicinity, and - To ensure development for residential purposes or human occupation, if situated on land within the Australian Noise Exposure Forecast (ANEF) contours of between 20 and 25, incorporates appropriate mitigation measures so that the development is not adversely affected by aircraft noise. 	This direction applies as this planning proposal seeks to rezone SP1 – Special Activities which is associated with the Cootamundra Aerodrome. In accordance with requirements of this direction, should Gateway Approval be granted, Council will notify the Commonwealth Department of Infrastructure and Regional Development (Aviation Environment). A clause will be added to the Cootamundra Development Control Plan 2013 Chapter 3 – Business and Industrial Development which require that any commercial or industrial development must meet AS 2021 if it is within an ANEF zone which is above 30.
5.10. Implementation of Regional Plans	The objective of this direction is to give legal effect to the vision, land use strategy, goals, directions and actions contained in Regional Plans.	The Regional Plan applicable to this planning proposal is the Riverina-Murray Regional Plan 2036. As demonstrated above, this planning proposal speaks specifically to a number of strategic directions with that plan and is not inconsistent with other directions of the plan.
6.1 Approval and Referral Requirements	The objective of this direction is to ensure that LEP provisions encourage the efficient and appropriate assessment of development.	The planning proposal is consistent with this direction. The proposed enterprise corridor would be accessed in the majority by vehicles from the Olympic Highway, in accordance with the SEPP (Infrastructure) 2007, Council would refer any development application received for comment. Land adjoining the railway corridor would ordinarily be referred to the Australian Rail and Track Corporation for comment.

9

Section C - Environmental, Social and Economic Impact

Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

No critical habitat or threatened species, populations or ecological communities have been identified at the site of this planning proposal and it is expected that the impact of any development in line with this planning proposal will have a negligible impact on the flora and fauna of Cootamundra. The planning proposal is within an urban locality with a pronounced industrial and highway character and context.

Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

The planning proposal is within an urban locality with a pronounced industrial and highway character.

The proposed rezoning will result in an increase to the impervious to pervious ratio, which will increase storm water runoff. This will be managed by the creation of a precinct storm water plan which feeds into the existing Council storm water network. Water pollution will be mitigated with water sensitive urban design considered by Council in creation of traffic treatments and landscaping will be required by all new development. This will be implemented with additional clauses in the Cootamundra Development Control Plan 2013.

How has the planning proposal adequately addressed any social and economic effects?

The proposal will likely have a net positive impact and benefit to the economic and social aspects of the community of Cootamundra. Prospective developers will create employment and development opportunities which are consistent with the proposed zoning and work in partnership with proposed roadworks to be undertaken by Council.

Creating an enterprise precinct, will be an investment in future growth and will be an employment generator which will have substantial benefit to the social cohesion of Cootamundra. In recent times, the community has seen a downturn in investment and employment (Manildra Abattoirs ceased operations earlier this year, resulting in a loss of 200 jobs in the Cootamundra community), the development of an enterprise corridor with a number of key existing land owners and interested parties will improve the job security of locals in service, business and light industrial industries as well as demonstrating to investors outside of Cootamundra that Cootamundra is a well serviced and positive community which encourages and supports growth.

Section D - State and Commonwealth Interests

Is there adequate public infrastructure for the planning proposal?

There is adequate public infrastructure available to accommodate this planning proposal. The site will reutilise the existing service connections provided to the site or in the vicinity of the site.

27 November 2017

Preliminary discussions have been undertaken with the Roads and Maritime Authority regarding the proposed rezoning. Concerns about the sight distances of any new driveways were raised as an issue, with the possible banking of traffic waiting to turn onto sites a problem for the function of the Highway. Noting this advice, Council has decided to take a precinct approach and undertake works which will facilitate turning into sites along both sides of the road. Any works would be proposed and vetted by the Council's Traffic Committee of which the Roads and Maritime Authority is a part of.

No other consultation has been conducted with any other relevant State or Commonwealth Public Authorities, however Council has identified that Australian Rail and Track Authority will be consulted with as an adjoining land owner and the Commonwealth Department of Infrastructure and Regional Development (Aviation Environment) will be consulted with in accordance with the Section 117 Direction 3.5. The Department of Primary Industries may also require notification as 130m² of land zoned RU1 – Primary Production is proposed to be rezoned.

The Cootamundra Local Environment Plan 2013 will need to be amended to include the proposed rezoning in accordance with figure 3.



Following the approval by the Director of the Department of Planning and Environment, Council will place the planning proposal on public exhibition and undertake any community and agency consultation in accordance with conditions of a gateway determination.

Part 6 – Project Timeline

Stage	Timing
Planning Proposal Lodgement	December 2017
Assessment	December - January 2017
Gateway Determination	January 2017
Revision of Planning Proposal	January - February 2017
Public Exhibition	February - March 2017
Submission to Department and Parliamentary Council to Finalise LEP	March - April 2017
Anticipated date RPA will make the Plan	May 2017

Appendix A

Cootamundra LEP 2013

Zone B6 Enterprise Corridor

1 Objectives of zone

- To promote businesses along main roads and to encourage a mix of compatible uses.
- To provide a range of employment uses (including business, office, retail and light industrial uses).
- To maintain the economic strength of centres by limiting retailing activity.
- To maintain the operation and function of the Olympic Highway.
- To facilitate the development of large scale business premises that do not detract from the core commercial functions of the Cootamundra central business district.

2 Permitted without consent

Roads

3 Permitted with consent

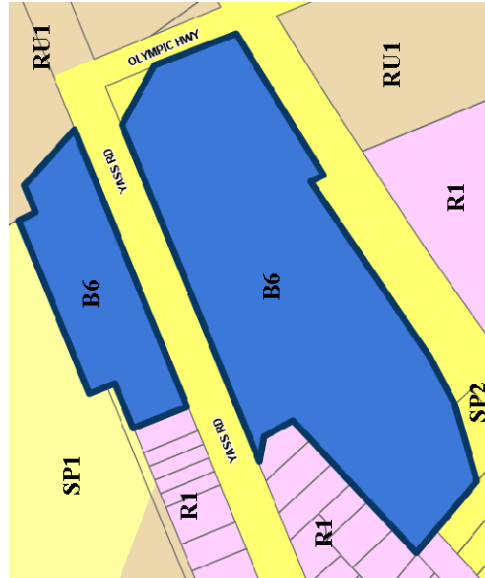
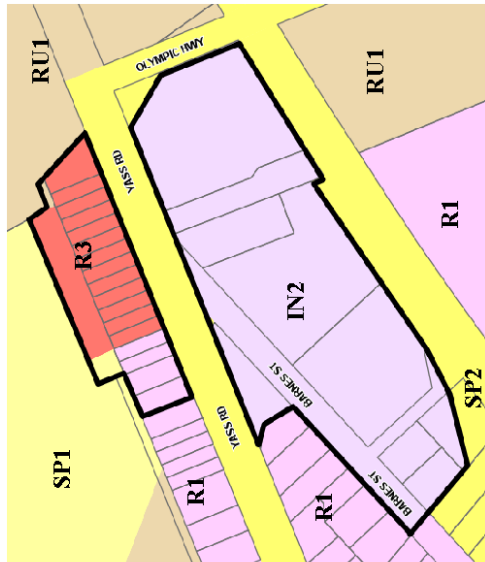
Aquaculture; Bulky goods premises; Business premises; Community facilities; Garden centres; Hardware and building supplies; Hotel or motel accommodation; Landscaping material supplies; Light industries; Liquid fuel depots; Neighbourhood shops; Passenger transport facilities; Plant nurseries; Service stations; Take away food and drink premises; Timber yards; Warehouse or distribution centres; Any other development not specified in item 2 or 4

4 Prohibited

Agriculture; Air transport facilities; Airstrips; Animal boarding or training establishments; Camping grounds; Caravan parks; Cemeteries; Correctional centres; Crematoria; Eco-tourist facilities; Electricity generating works; Exhibition homes; Exhibition villages; Extractive industries; Farm buildings; Forestry; Home occupations (sex services); Industrial training facilities; Industries; Marinas; Mooring pens; Open cut mining; Research stations; Residential accommodation; Restricted premises; Retail premises; Rural industries; Sewerage systems; Sex services premises; Storage premises; Tourist and visitor accommodation; Vehicle body repair workshops; Wharf or boating facilities

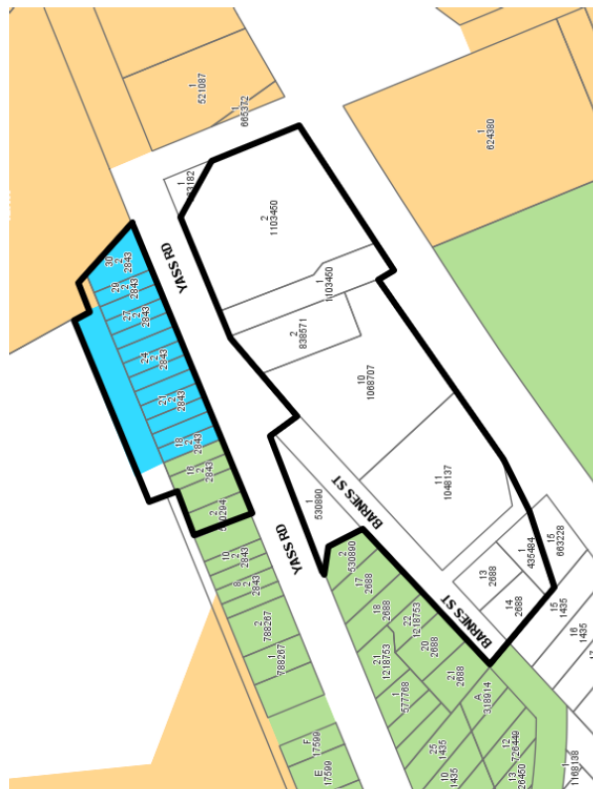
Appendix 2

Cootamundra LEP 2013 Map changes



The proposed rezoning will rezone the above identified IN2 – Light Industrial, R1 – General Residential, R3 – Medium Density Residential, SP1 – Special Activities and RU1 – Primary Production zone land to B6 – Enterprise Corridor zoned land.

27 November 2017



The above identified area is the current minimum lot size map which shows a mixture of minimum lot sizes:

- White = no minimum lot size
- Blue = 300m²
- Green = 400m²
- Beige = 200 ha

This proposal recommends that no minimum lot size apply to the identified area.

7.1.1.3 44-46 HIBERNIA STREET, STOCKINBINGAL – LOTS 1 & 2, DP 1096788

REPORTING OFFICER	Grace Foulds – Town Planner
ATTACHMENTS	There are no attachments for this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
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.

RECOMMENDATION

Option 4 detailed in the report be endorsed, being the lease of the Milvale School and Galvanised Shed in its current form and the construction of a double shop on the western side of the block.

Introduction

44-46 Hibernia Street Stockinbingal, is a Council owned site which has been leased and operated as Stockinbingal Antiques and associated tearooms/café since 2004. The lease holder has tendered their intention to vacate the site as of 31 January 2018, leaving Council with a number of options to consider for the future use of the site.

Discussion

Council received notice from the lease holder of the above property that they wished to end their lease which is due to expire 14 April 2020, with Council early – 31 January 2018. This property is comprised of two lots, which are the result of a Development Approval (DA06/026). DA06/026 was a boundary realignment which sought to excise the war memorial to be solely located on Lot 1. In April 2017 a new war memorial of Stockinbingal was unveiled in King George Park on Britannia Street and the memorial on Hibernia Street decommissioned – essentially the current lot configuration serves no purpose.

In 2006 a valuation of the above property noted that the former Milvale School House is used as an antique shop and the galvanized shed as a tea room.

Community consultation as a part of the Villages Strategy revealed that there are limited opportunities for a start-up or sole trader to operate in Stockinbingal, with viable commercial floor space not available. Furthermore, the Draft Stockinbingal Village Strategy flags Stockinbingal as a potential growth area and is likely to be the third town of Cootamundra-Gundagai Regional Council in the long term; however for this to occur, investment in

employment and service orientated development needs to occur. Based on this, Council staff assess that there are five options for the above site:

1. Offer the lease of the site as is, for tender – currently leased at \$1,363.64 pa.

This option maintains the status quo, but allows for interested parties to enter an expression of interest for the site.

2. Perform a general facelift of the site and buildings and offer the lease for tender – rate to be determined.

This option is similar to option one, however would allow Council to undertake necessary repairs and maintenance which may positively influence the lease amount.

3. Redevelop the entire site for commercial purposes.

This option would involve engaging an architect/draftsman to design one or more buildings for the site. Council staff estimate that based on the standard 8 metre frontage and 12m depth of the typical shop at Stockinbingal, the site can support up to five individual shops and associated amenities.

4. Redevelop the site in stages by offering the lease of the Milvale School and Galvanised shed as is and constructing a double shop on the western side of the block as stage one.

This option seeks a similar end state as option 3, however would achieve this in stages; thereby allowing for existing revenue opportunities to be harnessed and to allow for a precautionary approach in investment.

5. Sell the site.

This option will allow for the site to enter the market for allowing for a potential developer to come in and redevelop the site or to hold the site.

**7.1.1.4 DA267/2017 – HIGHWAY SERVICE CENTRE AND ASSOCIATED
SUBDIVISION – 495 COOLAC ROAD, COOLAC**

REPORTING OFFICER	Chris Imrie – Interim Director Development & Community
ATTACHMENTS	N/A
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
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.

RECOMMENDATION

The report be received and noted.

Introduction

The proposed development is for a consolidation and boundary realignment subdivision and a highway service centre.

This development application was considered by Council at its meeting on 28th November, 2017 where it was resolved to defer the application for consideration to the December Council meeting following an independent legal review of the assessment report.

Following Council's resolution, Council staff have referred the application to our legal professionals who have initially highlighted a number of planning considerations relating to the Development Application that require additional investigation prior to determination.

Staff have contacted the applicant concerned and have requested additional information be provided to address some of these considerations.

Determination of the application can be undertaken once the additional information requested has been received and a further assessment has been undertaken by planning staff.

7.2 CORPORATE SERVICES DIVISON

7.2.1 FINANCIAL MANAGEMENT

7.2.1.1 RATES HARDSHIP POLICY AND REVIEW OF FUTURE RATING OPTIONS

REPORTING OFFICER	Kate Monaghan, Director Corporate Services
ATTACHMENTS	Draft Rates and Charges Financial Hardship Policy
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	The value of the income that would be lost to Council, if the existing SRV is not continued, is \$263,530 per annum, from 1 st July, 2018, and compounded annually by the rates peg.
LEGISLATIVE IMPLICATIONS	<p>The Local Government Act, 1993 provides the following allowances to offer financial relief to ratepayers:</p> <p>Section 582 - Council can provide assistance to Pensioners under this section. Council may waive or reduce payment of all or part of the rates and charges payable after rebates have been deducted.</p> <p>Section 564 - Council can enter into payment arrangements with ratepayers, who cannot meet their normal instalment payments and may write-off interest charges.</p> <p>Section 567 - Council can write off accrued interest on rates and charges if the ratepayer was unable to pay for reasons beyond their control.</p> <p>Section 601 - Council has the discretion to waive, reduce or defer payment of the whole or part of a rate increase following a revaluation of land.</p>
POLICY IMPLICATIONS	The Debt Collection Policy is currently in development and will be provided to a future Council meeting.

RECOMMENDATION

1. That notification be lodged with IPART of Council's intention to lodge a Special Variation application by the due date.
2. That the draft Rates and Annual Charges Hardship Policy be adopted.

Introduction

Council has resolved to undertake community consultation on the option to renew the existing special rate variation (SRV) that applies to the former Gundagai area ratepayers, and that expires on 30 June 2018.

An important consideration regarding the decision to apply for any SRV, is the impact on affected ratepayers, including the community's capacity and willingness to pay rates. There should also be a hardship policy in place to help reduce the impact on socio-economically disadvantaged ratepayers.

Discussion

Progress Report on Community Engagement

In order to submit an SRV application, Council is required to notify the Independent Pricing and Regulatory Tribunal (IPART) of their intention to apply, by Friday 15 December 2015. This report provides a summary of early consultation feedback. Consultation will continue in accordance with the consultation strategy, and Council will consider all feedback and make a final decision regarding the submission of an SRV application at its January 2018 Council meeting.

Council has provided opportunity for lodgement of online comments and submissions on the proposed SRV through electronic and hardcopy surveys. In the period from 29th November to 5th December 2017, 41 surveys have been completed, with the following results.

Question 1: When the former Gundagai Shire Council initially proposed the SRV, no objections were received. Are you in favour of continuing this SRV on a permanent basis?

Yes = 26 (63.41%)

No = 15 (36.59%)

Question 2: If the expiring SRV continues, the increase will only be equivalent to the rate peg amount (2.3% for 2018/19). Would you be prepared to pay this to ensure current service levels remain?

Yes = 23 (56.10%)

No = 17 (41.46%)

Not Sure = 1 (2.44%)

Question 3: How important is it to you that Council maintain existing service levels to the Gundagai community for infrastructure maintenance, renewal and upgrades and to ensure the financial sustainability of the Council?

Extremely Important = 27 (65.85%)

Somewhat Important = 7 (17.07%)

Not very important = 4 (9.76%)

Not at all important = 3 (7.32%)

Draft Rates and Charges Financial Hardship Policy

Staff have developed the draft Rates and Charges Financial Hardship Policy to provide a decision-making framework for the provision of financial assistance to those ratepayers who suffer genuine financial hardship.

The policy applies to all eligible ratepayers within the Cootamundra-Gundagai Regional local government area who are experiencing genuine financial difficulties in paying their rates and charges.

Rates and Charges Financial Hardship Policy

Approved by	Council resolution
Responsible Officer	Rates Officer
Council Service Unit	Finance
Next Review Date	December 2021

Version Control

Ref	Date	Description	Council Resolution
0.1	12 December 2017	Presented to Council	

Purpose

To provide financial assistance to ratepayers who are experiencing genuine financial hardship with the payment of Council's rates and charges.

To provide a decision making framework for the appropriate assessment of financial hardship applications.

Scope

This policy applies to eligible ratepayers within the Cootamundra-Gundagai Regional Council Local Government area who are experiencing genuine financial difficulties in paying their rates and charges.

Legislative Framework

Local Government Act 1993

Review Period

This document is to be reviewed every four years.

Policy Statement

Council recognises there are cases of genuine financial hardship requiring respect and compassion in special circumstances. This policy establishes guidelines for assessment of a hardship application applying the principles of fairness, integrity, confidentiality and compliance with statutory requirements. It applies to all applications for alternative payment arrangements or writing off rates, fees, annual charges and interest accrued on such debts.

The General Manager has the delegated authority to assess applications due to hardship and payment arrangement plans from any customer after receiving a written request and in cases of genuine hardship each case is to be referred to Council for consideration in accordance with Councils adopted policy.

To establish guidelines for the General Manager and staff when dealing with ratepayers, suffering genuine financial hardship, with the payment of their rates and charges.

To fulfill the statutory requirements of the Local Government Act, 1993 with respect to the ability to grant provision and give special consideration to ratepayers subject to financial hardship.

Determination of Eligibility

The criterion for financial hardship involves an inability of the ratepayer to pay their rates, rather than an unwillingness to do so. Hardship may result from any of, but is not limited to, the following:

- Loss of employment by ratepayer or family member.
- Family breakdown.
- Ongoing or long term illness of the ratepayer or family member.
- Death in the family.
- Loss of income due to natural disasters or drought.
- High rate levy increase due to revaluation.

To request consideration for a concession under the hardship policy, the ratepayer must submit in writing a signed and dated application stating the nature of the hardship and the estimated period over which the hardship will be experienced.

- Evidence confirming the ratepayer's hardship status must accompany the application in one of the following forms:
- Evidence in writing from a third party such as the ratepayer's bank manager or accountant;
- Copy of recent bank statements for all accounts.
- Evidence in writing from a recognised financial counsellor;
- Statutory declaration from a person familiar with the ratepayer's circumstances who is qualified to provide Council with a clear, unbiased assessment of the ratepayer's hardship status, such as a carer, power of attorney or a medical practitioner.

Council may request additional information to confirm the ratepayer's hardship status if deemed necessary and may also request the ratepayer attend an interview to assist Council in the understanding of the issues causing hardship.

Hardship Concession Provisions

Once the ratepayer has submitted the application, the Revenue Officer will make an assessment based on the merit of the individual case against the eligibility conditions within this policy, and will make a recommendation to Council regarding the actions they may take in relation to the particular hardship case. Available options are:

Defer outstanding amounts for a set period of time

Periodic Payment Arrangements

- Section 564 of the Local Government Act provides that Council may enter into a formal agreement with a ratepayer eligible for alternative periodical payments for due and payable rates and charges. A periodic payment agreement will be offered in accordance with Council's Debt Recovery Policy.

Interest will apply unless specifically stated otherwise on outstanding balances but allow ratepayers the required time to make payments without any legal action being undertaken by Council to recover rates and charges.

Charge interest rate of 0% on overdue amounts for a set period of time

Writing off accrued interest and costs

- Accrued interest on rates or charges payable by a person may be written off under Section 567 of the Local Government Act 1993, if:
- The person was unable to pay the rates or charges when they became due for reasons beyond the person's control,
- The person is unable to pay accrued interest for reasons beyond the person's control, or
- Payment of the accrued interest would cause the person hardship.

Extend pensioner concession to avoid hardship

- Section 577 of the Local Government Act, 1993 enables Council to make an order deeming certain persons who are jointly liable with an eligible pensioner(s) or solely liable, but who are not themselves eligible, to be eligible pensioners for the purpose of a mandatory reduction in rates and charges to avoid hardship.

Pensioner Abandonments

- Section 582 of the Local Government Act, 1993 enables Council to waive or reduce rates, charges and accrued interest due by any person prescribed by the regulations who is in receipt of a pension, benefit or allowance under the Social Security Act 1991. Thus, council may, in its absolute discretion, further reduce on a voluntary basis (with no subsidy from the state government) rates and charges otherwise payable by an eligible pensioner. Council may also agree to allow the remainder of pensioners' rates, after concessions have been deducted, to accrue against the future estate or sale of the land in appropriate cases.

General Revaluation of the Local Government Area

- Section 601 of the Local Government Act, 1993 provides that where any ratepayer who suffers substantial hardship as the consequence of the making and levying of a rate following a new valuation, may apply to Council for rate relief.
- Council will not consider hardship applications under this provision, as valuations are independently determined by the NSW Valuer General. Council will encourage ratepayers to make an appropriate application under the appeal provision of the NSW Valuation of Land Act 1916.

Any combination of the above.

Assessment Process

Each case will be considered individually and on its merits and will take into account, but will not be limited to:

The property for which the hardship application applies must be the principal place of residency of the applicant/s if categorised as "Residential" for rating purposes.

- The property for which the hardship application applies must be categorised as "Residential" or "Farmland" for rating purposes.
- The applicant must be the owner or part owner of the property and be liable for the payment of rates

on the property.

- The ratepayer's financial circumstances, including income and expenses from all sources.
- The amount of rates levied compared to the average rates levied of the rate category or sub-category.
- Repayment history, including any previous defaults or arrangements.

Council will consider hardship applications in closed meetings and personal information will remain confidential. The ratepayer will be informed of Council's decision in writing and if not satisfied with the outcome can request the Council to reconsider its decision.

If the ratepayer continues to experience hardship after the concession period approved by Council has expired, then a new application must be made by the ratepayer. In such circumstances evidence provided with the initial application may be used to confirm the ratepayer's hardship status, however Council may request additional information to confirm the ratepayer's current hardship status if deemed necessary.

Hardship Concession Termination

The concessions granted may be withdrawn for any of the following reasons:

- The ratepayer no longer owns the land.
- The ratepayer advises Council that the hardship no longer applies.
- The ratepayer defaults on a payment arrangement if a payment arrangement has been entered into,
- Council receives information that proves the hardship no longer exists.

Where property ownership changes on any assessment with a rate deferral agreement in place, all rates and charges must be fully paid at the point of this change. Hardship concessions are not transferable.

7.2.1.2 INVESTMENT REPORT

REPORTING OFFICER	Kate Monaghan, Director Corporate Services
ATTACHMENTS	Investment Report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Council investments comply with section 625 of the Local Government Act (NSW), 1993 and the Local Government (General) Regulation 2005, paragraph 212.
POLICY IMPLICATIONS	Funds are invested in accordance with Council's investment policy, which is due for review in August, 2018.

RECOMMENDATION

The Investment Report as at 30th November, 2017 be received and noted.

Introduction

This is a monthly report detailing Council's investments, provided in accordance with Clause 212 of the Local Government (General) Regulation, 2005.

Discussion

A list of Council's investments as at the reporting date is detailed in the attached report.



INVESTMENT REPORT 30 NOVEMBER, 2017

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

30-Nov-17 are set out below

Date Invested	Interest Rate	Term Days	Investment Amount	Anticipated Interest	Date Matures	Held With	Investment Number
29 Aug 2017	2.51	112	\$3,062,150.14	\$23,584.43	19 Dec 2017	NAB	2
21 Jul 2017	2.60	179	\$2,500,000.00	\$31,876.71	16 Jan 2018	ME	6
26 Apr 2017	2.75	272	\$600,000.00	\$12,295.89	23 Jan 2018	AMP	15
16 Feb 2017	2.65	364	\$250,000.00	\$6,606.85	15 Feb 2018	Bananacoast	5905045-10596700
21 Jul 2017	2.60	214	\$2,500,000.00	\$38,109.59	20 Feb 2018	ME	10
7 Mar 2017	2.71	364	\$1,500,000.00	\$40,538.63	6 Mar 2018	CBA	3
12 Sep 2017	2.55	182	\$1,061,217.20	\$13,493.45	13 Mar 2018	AMP	8
17 Oct 2017	2.60	182	\$2,066,947.12	\$26,796.70	17 Apr 2018	AMP	9
21 Jul 2017	2.60	270	\$2,500,000.00	\$48,082.19	17 Apr 2018	BOQ	13
19 Oct 2017	2.60	182	\$6,000,000.00	\$77,786.30	19 Apr 2018	BOQ	14
25 Jul 2017	2.60	301	\$7,103,532.00	\$152,307.51	22 May 2018	ING	16
23 Nov 2017	2.60	215	\$2,000,000.00	\$30,630.14	26 Jun 2018	BOQ	7
26 Sep 2017	2.60	273	\$515,704.63	\$10,028.69	26 Jun 2018	AMP	12
11 Jul 2017	2.70	364	\$1,520,827.40	\$40,949.84	10 Jul 2018	NewPer	17
23 Nov 2017	2.60	271	\$2,000,000.00	\$38,608.22	21 Aug 2018	BOQ	5
2 Jun 2009	0.70	BOS max	\$2,346,509.43		At Call	CBA	1
25 Nov 2010	0.70	BOS	\$925,824.23		At Call	NAB	86-767-2563
7 Mar 2011	0.70	BOS	\$25,020.21		At Call	CBA	19 - Stock School
			\$24,013.95		At Call	CBA	20 - HCMS
			\$38,501,746.31	\$591,695.13			
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	\$1,229.80		31 Aug 2021	C.S.C	Loan to C.C.A.C.C.
			\$38,631,113.22	\$596,123.18			

Interest on Investments YTD (from 01-07-17)

\$543,097.71

Interest on above investments to be received at maturity

\$591,695.13

Financial Institution Summary

	Amount Held	of Total
NAB	\$3,987,974.37	10.32%
CBA	\$3,895,543.59	10.08%
Newcastle Perm	\$1,520,827.40	3.94%
AMP Bank	\$4,243,868.95	10.99%
Bank of Qld	\$12,500,000.00	32.36%
ING	\$7,103,532.00	18.39%
Bananacoast CU	\$250,000.00	0.65%
ME Bank	\$5,000,000.00	12.94%
Cootamundra Shire Council	\$128,137.11	0.33%
Deferred Debtors	\$1,229.80	0.00%
	\$38,631,113.22	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

Kate Monaghan

Average interest 2.62

Check 2.62

BENCHMARK
(for term investments)

BBSW ave. 90-day
rate for NOV 1.7150 + 1%
2.72%

7.2.2 GOVERNANCE AND BUSINESS SYSTEMS

7.2.2.1 PECUNIARY INTEREST RETURNS

REPORTING OFFICER	Teresa Breslin, Governance Officer
ATTACHMENTS	There are no attachments with this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report
LEGISLATIVE IMPLICATIONS	In accordance with Section 449 Local Government Act, 1993
POLICY IMPLICATIONS	There are no policy implications associated with this report

RECOMMENDATION

The tabling of the Disclosure of Pecuniary Interest Returns for newly elected Councillors be noted.

Introduction

Section 449 of the Local Government Act requires Councillors, and designated staff who commence employment or staff who are determined to be a designated person through the course of the reporting year, to complete a form within three months of becoming a Councillor or designated person. The returns must be tabled at the next available Council meeting following the expiration of the due date.

Discussion

In accordance with Section 449 of the Local Government Act, 1993 Councillors who were elected at the September, 2017 elections are required to lodge a return within three months of the declaration of the poll. These returns have been received and will be tabled at the meeting. They will also be available for inspection at Council offices.

7.2.2.2 COMMITTEES AND WORKING GROUPS

REPORTING OFFICER	Kate Monaghan, Director of Corporate
ATTACHMENTS	Section 355 Committees Management Manual
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Section 355 is the section of the Local Government Act (1993) that allows Council to delegate some of its functions to a Committee of Council. Along with Section 377 Council uses this delegation to appoint community people to manage facilities or functions.
POLICY IMPLICATIONS	The Council's Delegations of Authority Register documents the delegations of authority granted to the Council Committees in accordance with each Committee's respective Charter.

RECOMMENDATION

- 1. That the Section 355 Committee members be reappointed in accordance with this report.**
- 2. That the Section 355 Committees Management Manual be endorsed.**
- 3. That other internal committees and working groups be reappointed in accordance with this report and that Councillor nominations be provided.**
- 4. That a Councillor Representative be appointed to the Cootamundra Showground Users**
- 5. Group.**

Introduction

There are a number of Committees appointed by Council, either as management committees of a Council facility, to organise specific events, or as advisory committees.

Discussion

Section 355 Committees Management Manual

Council recognises its responsibility to work with Section 355 Committees, to protect members rights to work in a healthy and safe environment, to be adequately covered by insurance and to provide sufficient training to undertake their roles.

The operation and responsibilities of Section 355 Committees of Council have been affected by numerous legislative changes in recent times. These changes, particularly in relation to work, health and safety and risk management have imposed significant increases in workload for both Council staff and Committee members.

The attached manual has been prepared as a resource for section 355 committees. It outlines the responsibilities and duties of Council, Committees and Committee Members, and also provides general advice to Committees to support them in meeting the objectives that Council has delegated to them. Council staff will work with all appointed Section 355 Committees to provide training and information in accordance with these guidelines. The Manual, including associated forms and templates will continue to be improved and developed over time, and staff will distribute updates as they are developed.

Appointment of Section 355 Committees

Committees that are involved in the planning and management of council facilities or functions are appointed in accordance with section 355 of the Local Government Act. Members of section 355 committees have an active role in the provision / management of Council facilities, events and services.

The following section 355 committees are recommended for reappointment. In some cases, there may be alternate governance structures for these groups that would better suit their objectives, especially if committees have charters that would allow them to operate more independently of Council. It is recommended that staff work with these committees over the next six months to conduct this review.

The Bradman's Birthplace Management Committee has not met regularly for some time, and it is recommended that the committee not be reappointed. There are 27 volunteers currently working for the Museum, and these volunteers will continue their work under the management of Council, exactly as before.

Name	Members	Charter	Recommendation
Cootamundra Showground Users	<p>Manager Facilities and representatives of the user groups:</p> <p>Cootamundra Pony Club: Paul Clancy, Paul Edwards</p> <p>Cootamundra APH & I Association: Mauri Jackson, David Manwaring, Vern Armstrong</p> <p>Cootamundra Trotting Club: Keith Boxsell</p> <p>Cootamundra Kennel Club: Brian Childs, Dianne Russell</p> <p>Riding for the Disabled: Trish Taylor, Doreen O'Conner</p> <p>Cootamundra Antique Motor Club: Hugh McMinn, John Simpindorfer</p> <p>Engine Restoration Society: Rod Jones</p>	Undertake the care, control and management of the Cootamundra Showground.	<p>Continue as a section 355 committee.</p> <p>A review of the constitution adopted by this committee has identified that one Councillor representative is required.</p>
Wallendbeen Memorial Hall	<p>President: Al Baldry,</p> <p>Vice Presidents: Tom Allen & Phil McGeoch</p> <p>Sec/Treasurer: Marcia Thorburn</p> <p>Other Members: Greg Hines, Toby Bassingthwaite, Ken Thorburn, James Baldry, Michael Baldry, Michael Wilkinson and Natalie Wilkinson</p>	Undertake the care, control and management of the Wallendbeen Hall.	Review to be undertaken of hall committee charters.
Stockinbingal Hall	Alan Pether, Keith Turner, Kevin Roser, Pauline Turner, Pat Richardson, Rebekkah Jones	Undertake the care, control and management of the Stockinbingal Hall.	Review to be undertaken of hall committee charters.

Name	Members	Charter	Recommendation
Muttama Hall Management Committee	President: Sarah Piffero Vice President: Sarah Last Secretary: Anna Ingold Treasurer: Elizabeth McGregor Other Member: Amanda Hoy	Undertake the care, control and management of the Muttama Hall.	New committee to be established in order to ensure that committee members have adequate insurance cover. Review to be undertaken of hall committee charters.
Cootamundra Beach Volleyball Festival	Chairperson: Janine Cross Secretary: Julisia Cross Treasurer: Denise Mahon Other Members: Doug Phillips, Simon Sutherland, Steven Cross, Amber Beath, John Stephens, Gemma Sutherland and Rachel Marion	Undertake the organisation and operation of the annual Cootamundra Beach Volleyball Festival and all associated events.	Review to be undertaken of committee structure.
Cootamundra Heritage Centre Management Committee	Chairperson: Geoff Larsen, Vice Chairperson: Craig Stewart, Secretary/Treasurer: Betti Punnett, Other members: Janis Miller, Pat Caskie, Yvonne Forsyth and Arthur Ward, Michele Pigram and Arthur Ward	Undertake the care, control and management of the Cootamundra Heritage Centre.	Continue as a section 355 committee.
Cootamundra Concert Band	Paul Braybrooks and Alison Paterson	Undertake the management and operation of the Cootamundra Concert Band.	Review to be undertaken of committee structure.

Name	Members	Charter	Recommendation
Muttama Creek Regeneration Group	Pat Caskie, Di Pearton, Win Main, Betti Punnett, Norma Clarke, Linley Chaplin, Graeme Johnson, Greg Ewings and Steve Mills	Undertake the care, control and management of the Muttama Creek regeneration works.	Continue as a section 355 committee.
Cootamundra Creative Arts and Cultural Centre	Chairperson: Simon Bragg, Vice Chairperson: Leigh Scott, Secretary: Rosemary Fowler-Sullilvan, Treasurer: Maree Twomey, Other Members: Elise Magrath, Isabel Scott, Annabel Marley, Lindsey Baber, Julie Cowell, Michael VanBaast, Leigh Bowden, Ben Gheller, Tamara Taylor, Rae Webber and Director Corporate Services	Undertake the care, control and management of the Cootamundra Creative Arts and Cultural Centre. Undertake fundraising activities on behalf of Council, as Trustee of the Cootamundra Arts Trust, for the purpose of: 1. attracting and encouraging donations, gifts (by will or otherwise) endowments, trust distributions and other forms of financial assistance to or for the benefit of the Trust; and 2. sponsoring, organising and undertaking fund raising activities and arranging for the issue of appeals to the public for donations to the Trust.	Continue as a section 355 committee.

Internal Committees and Working Groups

Both the former Cootamundra Shire Council and the former Gundagai Shire Council used a committee structure to allocate tasks to both councillors and staff. A review has been undertaken to provide a recommendation on the committee structure that will best serve Cootamundra-Gundagai Regional Council. This report provides draft recommendations.

Name	Members	Recommendation
Consultative Committee	<p>Indoor and outdoor staff: Luke Izzard, Madlin Snell, Penny Howse, Cindy Smith, Heather Dowell, Katrina Smith, Steven Lowe, Michael Tanks, Darren Thompson, Jerry Sheahan, Peter Pollack and Ian Casnave</p> <p>LGEA Representatives: Ray Graham & Mark Ellis</p> <p>USU Representatives: Glen McAtear & Peter Smith</p> <p>Depa Representatives: Luke Izzard</p> <p>Management Representatives: Kate Monaghan & Phil McMurray</p> <p>Ex-officio members: Wayne Noakes, Katrina Smith, Stephanie Reid</p> <p><i>Under the provisions of the Local Government (State) Award 2014, the Staff Consultative (Award Restructuring) Committee membership is determined by the staff and must be 'agreed' by Council. However, there is no provision for Council to not agree and Councillor representation is prohibited.</i></p>	Legislated requirement to continue
Cootamundra Saleyards Committee	<p>2 Councillors, Director of Operations, Saleyards Manager</p> <p>Agents Representative: Steve Tolmie, Andrew Adams</p> <p>Growers Representative: David Tozer</p>	Recommend be replaced with Strategic Saleyards Advisory Committee for whole of Council
Gundagai Saleyards Advisory Committee	<p>1 Councillor, Asset Management Engineer and a Gundagai Associated Agent Representatives</p>	Recommend be replaced with Strategic Saleyards Advisory Committee for whole of Council
Local Area Traffic Committee	<p>Delegate: Councillor Sheahan,</p> <p>Cootamundra Police: Traffic Sergeant</p> <p>Representing the Member for Cootamundra: Peter McPhail</p>	Legislated requirement to continue

	and an RMS Representative, Director of Assets and Road Safety Officer	
Cootamundra Sporting Groups Advisory Committee	2 Councillors, Manager of Facilities and Services, Executive Assistant of Engineering Services, Recreation Officer and all nominated Sporting Group representatives	Recommend be replaced with Sporting Groups Advisory Committee for the whole Council area
Work Health & Safety (WH&S) Committee	<p>Ian Casnave, Simon Hanlon, Anthony Bell, Stuart Moorby, Andrew Brock, Marianne McInerney</p> <p>Management: Ray Graham or (Stand in) Mark Ellis</p> <p>Union Representative: Glen McAtear & Peter Smith</p> <p>Safety Officers: Madlin Snell & Steve Woodland</p>	Legislated requirement to continue
(Gundagai) Main Street Committee	3 Councillors, General Manager, Director Assets, Asset Management Engineer, and selected community Representatives	Not required as has been replaced by Main Street Community Liaison Group
Mirrabooka Advisory Committee	Neighbourhood Centre Manager; Library Manager and Community Service Officer and Asset Management Engineer	Not required, building maintenance is managed by Council. Key contact is Manager of Facilities.
Noxious Weeds Advisory Committee	2 Councillors, Noxious Weeds Officer, Director Operations	Recommend to continue as strategic and advocacy group
Development Committee	3 Councillors, General Manager, Asset Management Engineer and Director Operations	Recommend be replaced with Planning and Development Committee
Tourism Action Committee	<p>Manager Social and Community and selected community representatives.</p> <p><i>Note this was formally a section 355 committee of the former Gundagai Shire Council</i></p>	<p>Recommend be continued and have two working groups for Gundagai and Cootamundra</p> <p>Recommend a review of the governance structure, and a further report be provided to Council.</p>
Gundagai Floodplain Risk Management Committee	Two Councillors, Director Operations, Local S.E.S. Controller, Mr R. Tout, State Agency Representatives & two Community Representatives	<p>Legislated requirement to continue</p> <p>Recommend removal of "Gundagai" in title</p>
Main Street Community	General Manager, Director Assets, Project Engineer, and selected Community	Required while construction in progress.

Liaison Group	Representatives	
Yarri Sculpture Fundraising Committee	1 Councillor, Manager Social and Community, Executive Assistant, and Community Representatives	Discontinue. Sculpture is complete
Gundagai Historical Museum Committee	2 Councillors	Recommend a review of the governance structure, and a further report be provided to Council.
General Managers Performance Review Committee	All Councillors	Re-establish and meet in accordance with performance review schedule.
Planning and Development Committee	<p>All Councillors</p> <p>Planning & Development staff and other staff as required (engineers)</p> <p>Applicants or specific industry or interest groups invited as required.</p> <p>Meet monthly with delegations to make decisions with a quorum of 5 councillors (represent more than 50% of all councillors)</p>	Recommend be established.
Tourism and Business Promotion Committee	<p>2 Councillors (possible 1 each to represent villages from both former councils)</p> <p>Professional Staff member and others as required.</p> <p>Industry representative Organisations (GREG, CDC, TAC's Etc.)</p> <p>Single representative from each village</p> <p>Meet quarterly, or as required.</p> <p>Coordinate tourism and economic development and promotion throughout the LGA.</p> <p>Coordinate village activities, improvements, maintenance and implementation of village strategy projects and strategic land use planning</p>	Recommend be established



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

Draft Section 355 Committees Management Manual



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Version Control

Ref	Date issued	Date effective	Council Resolution	Description
0.1	13 Dec 2017	13 Dec 2017		draft submitted to Council for endorsement

Forward

The intention of this Manual is to formalise responsibilities and procedures applicable to Section 355 Committees and Volunteers at Cootamundra-Gundagai Regional Council.

The Council cannot perform all the tasks necessary to provide a high standard of services and facilities for the community and volunteers provide invaluable resources to both supplement and complement Council's service to the community. Council has a responsibility to protect the Health and Safety of these volunteers, but also has legislative obligations to oversight the operation of volunteer Committees, especially in regard to financial recording and reporting, and complying with taxation rulings.

This Manual provides comprehensive guidelines on the management responsibilities, functions and operation of a Section 355 Committee and clarifies Council's role in this partnership. Upon formal approval of a Section 355 Committee by Council, its members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Council and Committee members are aware of the responsibilities and adequately covered by insurance.

Council is conscious of the fact that members of the community volunteer to undertake forms of service or activity for no reward or recompense, and do not expect to be burdened with procedures and paperwork. This manual has been produced in an attempt to simplify and standardise mandatory procedures and forms that have to be followed or completed in compliance with legislation.

I trust that each of us, Council employee and volunteer, will comply with the procedures and processes contained in this Section 355 Committees and Volunteers Management Manual, to ensure that the vital service provided by our volunteers continues to be an enjoyable experience and benefit to the community of the Cootamundra-Gundagai region.

Allen Dwyer
General Manager

Introduction

Cootamundra-Gundagai Regional Council recognises the important part volunteers and community groups play in providing and managing Council facilities and services.

There are a number of Section 355 Committees that are constituted under the powers provided by the Local Government Act, and this document is provided for the guidance of these Committees.

Upon formal approval of a Section 355 Management Committee by Council, its members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Committee members are aware of their responsibilities and are adequately covered by insurance.

Cootamundra-Gundagai Regional Council provides advice and direction on matters associated with these Committees and members can seek Council's assistance in this crucial role at any time. Committees can have different responsibilities and for this reason some clauses of these Guidelines will not necessarily apply or be relevant to each Committee.

This manual has been prepared to:

- Provide a comprehensive guide on the management responsibilities, functions and operations of community facilities;
- Provide good practices and operational procedures for the Committee; and
- Clarify Council's and the Committee members' role in this partnership.

Committee members have a right:

- To work in a healthy and safe environment;
- To be adequately covered by insurance.
- To be provided with sufficient training to undertake their role.

Manual Updates and Support for Committee Processes

This manual is provided as a resource to assist section 355 committees with their operations. It includes forms and templates that have been

developed to assist with the running of successful committees. This information will continue to be updated, and additional forms and templates added from time to time.

All forms and templates will be provided in hardcopy and electronic format, in word and excel.

Committees are invited to ask questions and to provide feedback that can be used to update this manual. Council staff will arrange for each update to be redistributed to all current committees, and this will also assist with the sharing of information and ideas.

As committees review and update their processes over time, Council staff will be available to provide advice and support, and to assist with the sharing of tools and templates.

Council Contacts

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Functions and Delegations

What is a Section 355 Committee?

Under section 355 and 377 of the Local Government Act 1993, Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community people to manage

facilities or functions through a section 355 committee.

Section 355 allows Council to exercise a function of Council by a committee of the Council; and

Section 377 allows Council to delegate functions of Council.

Why Does Council Have Section 355 Committees?

The Committees provide a mechanism by which interested persons can have an active role in the provision/management of Council facilities or services. This provides a twofold benefit by giving protection to the Committee operating under the banner of Council, and by providing Council with assistance in the carrying out of its functions.

As the Committees are acting on behalf of Council, it is important they uphold the principles of equity, accessibility and inclusivity - providing for the whole community. Research shows that community involvement in managing community facilities provides better outcomes for locals whilst engaging and including local people, both new and existing residents, and providing an opportunity to participate in local community life.

How are Section 355 Committees Established?

Council has the discretion to appoint community members to section 355 committees. Each committee has a charter that describes the specific objectives that Council has delegated to it. Any amendments to the charter must be approved by a resolution of Council.

In legal terms, section 355 committees act on behalf of Council and Council is responsible for everything that section 355 committees do whilst acting in accordance with their committee charters. If committee's act outside of their charters, then members may be liable for those actions.

What Section 355 Committees has

Cootamundra-Gundagai Regional Council Established?

A current list of section 355 committees and their charters is listed in Appendix 1.

Responsibility and Conduct

Responsibility

The Section 355 Committee will be responsible for activities as determined when the Committee is established. This responsibility will be conveyed to the Committee and is listed in Appendix 1.

Limitation of Powers

The Committee may not make decisions concerning the following:

- i. Fixing of charges or fees (the Committee may submit recommendations for approval by Council in relation to the fixing of charges and fees for use of the facility under its control).
- ii. Borrowing of any monies without the express written consent of Council on each such occasion.
- iii. The sale, lease, sub-lease or surrender of any land and or other property vested in its care under the provisions of the Local Government Act 1993.
- iv. The acceptance of tenders which are required to be called by Council. (The Committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council).
- v. The payment or making of any gift (other than a token gift), to its members. This includes the payment of allowances or travelling expenses incurred whilst attending Committee meetings. The definition of a 'token gift' is in accordance with Council's Code of Conduct.
- vi. The payment of any monies outside the scope of the Committees function.
- vii. The carrying out of any works on or to the facility including alterations,

- reconstructions or construction without the prior consent of Council (Does not include minor maintenance works).
- viii. Unreasonably withholding consent for the letting of the facility to any organisation which agrees to comply with and adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.
 - ix. Vote monies for expenditure on the works, services or operations of Council.

The exercise by the Committee of its power and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any Rules and Regulations made by the Council, in relation to the facility/function under its management and control.

If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

Code of Conduct

Cootamundra-Gundagai Regional Council has a Code of Conduct (based on the Office of Local Government's Model Code), that is applicable to elected Councillors, employed staff and Committee members. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

As Section 355 Committees are operating as part of Council, it is important for Committees to be aware of, and abide by, this Code of Conduct.

Council's Section 355 Committees have the responsibility to ensure the following:

- Access is available to the entire community and is not denied because of ethnicity, gender, disability or religion.
- Priority of use should be given to non-profit making community groups and organisations.
- That the facility not be aligned with, or

advocate or advertise for or on behalf of, any political party or person/s.

When appointed as a community member on a Committee you will receive a copy of Council's Code of Conduct and agree, when carrying out your duties as a Committee member, to comply with the Code of Conduct. Note the failure to comply with the Code of Conduct could result in your removal from the Committee. A "Volunteer Registration Form" is required to be completed by appointed Committee Members.

Accountability

The Committees need to be aware that accountability to Council, user groups and the general community is required. To facilitate this accountability, the Committees are required to:

- Hold an Annual General Meeting (AGM) to elect office bearers with the AGM to be widely advertised. Advertisements placed in Council's newsletter meet this requirement.
- Provide reports, minutes and annual financial statements to Council.
- Ensure that all committee members are provided with copies of minutes and agendas, and given notice of meeting details.

A template for advertising the Annual General Meeting is provided in Appendix 3.

Appointment and Membership

Appointment and Term of Membership

Council aims to appoint Committees that are representative of the local community or interest groups for the function and tasks which the Committee manages.

To hold office and be responsible for the management of a Council facility, all Committee members must be appointed by Council.

New Committee members must also be

appointed by Council, before being able to vote and take part in meetings of the Committee.

Council may dissolve a Section 355 Committee at any time.

The term of office for Section 355 Committees will be the same term as the current Council, with the addition of an extra three months after the General Election of Councillors, unless as a sunset Committee, i.e. with a finite time specified.

All nominations for Section 355 Committees are formally submitted in writing to Council for appointment on the *Application for Community Membership* form.

shall number not be less than four and not more than twelve members as appointed by Council, including office bearers, unless otherwise decided by Council. Council reserves the right to appoint one of its members to each Committee.

Whilst no particular qualifications are necessary, a commitment to the activities of the Committee, and a willingness to be actively involved in Committee issues, is essential.

Committees work best when the workload is shared amongst committee members and there is evident goodwill and cooperation amongst members. Some characteristics of and suggestions for what works well are below:

Committee Membership

The membership of Section 355 Committees

Characteristics	Suggestions
A good strong committee	Schedule meetings to suit all
Working well together	Share a big picture vision for the facility/event
Boundless goodwill	Develop the facility/event and extend its use/popularity
Engaged and enthusiastic	Share the load. Don't leave it to one or two people
Large amounts of positive energy	Explore new activities and new ways to engage the community
Cooperation and teamwork	Strive to make the committee known and visible
Communication	Identify common goals, structure meetings, encourage regular attendance and produce good minutes

Dissolution of Committee

The Council by resolution can dissolve a Committee at any time:-

- To carry out the control of the facility itself.
- If the Committee is not complying with the roles and responsibilities of the Committee.

Committees are formally appointed by the Councillors in office, therefore, three months after the General Election of Councillors, all Community Committee members will cease to hold office.

In the event of membership dropping to less than 4 persons, in this respect Council may:

- Assist the Committee to re-establish its

numbers;

- Dissolve the Committee and take over the responsibilities, consideration will need to be given to the long term viability of the facility or function.

Upon the Committee being dissolved, assets and funds of the Committee shall, after payment of expenses and liability, be handed over to Council.

All Committee members are eligible for re-appointment. Committees can either resubmit the nominations in writing to the newly elected Council; or may hold a meeting to select the proposed Committee and then forward the nominations to Council for approval.

(This action does not rule out Committees

holding an Annual General Meeting).

Vacation of Office

The office of any member, or office bearer of the Committee will become vacant in the following circumstances.

- upon the death of the member; or
- if the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or make an assignment of his or her remuneration for their benefit; or
- if the member becomes a mentally incapacitated person; or
- if the member resigns membership by notice in writing to the Committee; or
- if the member is absent for more than three consecutive meetings without leave of the Committee; or
- if the member ceases to be a member of the organisation which he/she represents, (representatives of organisations will be given preference) unless the Committee otherwise resolves; or
- while serving a sentence (whether or not by way of periodic detention) for a felony or any other offence, except a sentence imposed for a failure to pay a fine.
- Council passes a resolution to remove the member from the Committee; or
- if the member fails to comply with Council's Code of Conduct.

Procedure for Obtaining New Membership

When a position on a Committee becomes vacant or the Committee determines it requires further members, the Committee may request Council to advertise for a further member(s), to assist the Committee in a particular position.

Unless a Committee member is urgently required it would be usual practice to advertise the vacancy.

Advertisements for Committee members can be placed at the direction of the Committee or Council.

Determination of the appointment of new members will be in accordance with the

Appointment and Term of Membership clause.

Representation on Committee

Committee membership should reflect the community organisations, which use the facility, and must be open to representatives of user groups and interested community members.

Equal representation of each user group is recommended. Council will determine disputes over representation.

Committee Positions

Section 355 Committees consist of office bearers (also known as the Executive) and other Committee members. The Committee elects at its first meeting, and thereafter at each Annual General Meeting, office bearers and Committee members. Particulars of all appointments, e.g., Committee position, name, address, contact number and the user group represented (if any), must be notified in writing to Council as soon as possible after the appointment is made.

Section 355 Committee members need to have a certain degree of commitment to their role as Committee members. One of the advantages of community Committees is that the workload can be shared between the different Committee members. The roles listed below are only some of the Committee's work. Other tasks include scheduling maintenance jobs, marketing and promotion, and engaging with the local community. It is important each member understands this role and what the community expects.

Office Bearers/Executive

Office bearers do not have greater decision-making powers than other Committee members, other than the chairperson who has a casting vote in the event of a tied vote. Whilst office bearers usually have defined roles, each Committee member plays an important part in the functioning of the Committee.

It is preferred that office bearers have access to a computer, have basic computer skills and be able to use email as a major form of

communication.

At a minimum the Committee must have:

Chairperson/President

The Chairperson is usually the spokesperson for the Committee and therefore needs to be certain that the Committee is running smoothly and achieving its aims and objectives. (Refer Appendix 2)

Secretary

(One person may fill the joint position of Secretary/Treasurer)

The Secretary is often the key contact point for the Committee, that is, for correspondence, phone messages, etc. and is required to record the 'minutes' for each meeting. (Refer Appendix 2).

Treasurer

The Treasurer is responsible for looking after the Committee's financial business records and is required to present a report of all receipts, payments and other transactions to each Committee meeting. (Refer appendix 2).

Election of Office Bearers and AGM

An Annual General Meeting (AGM) is to be held each year. At the AGM, Office Bearers of the Committee stand down and their positions are declared vacant. A Returning Officer, appointed at the meeting, takes the chair and calls for nominations for the positions of office bearers (also known as the Executive) and Committee members.

Procedures for Election

Nominations can be accepted in two ways:

- in writing, duly seconded, and signed by nominee, prior to the AGM; or
- verbally from the floor to the Returning Officer.

If two or more persons are nominated for a single position a vote must be taken. Persons nominated for election are entitled to vote for themselves. If a tied ballot occurs, the name of each candidate is written on a separate, identical piece of paper, and drawn 'from the

hat' by the Returning Officer (or an impartial observer). The first name drawn is elected to the Office.

A list of duly elected office bearers / executive and Committee members must be recorded together with the names of nominators and seconders. Minutes of the AGM with the list of duly elected Office Bearers and Committee members must be sent to Council for approval within 5 working days.

Templates have been distributed for the Annual General Meeting Agenda and Minutes.

Conduct of Meetings

Meeting Procedures

Meetings are to be conducted to standard guidelines (based on the Council's Code of Meeting Practice), which are detailed in the following section and include:

- that a quorum be present
- that appropriate notice is given
- that business on the agenda is properly conducted
- that correspondence and minutes are recorded.

Quorum

This refers to the minimum number of members who must be in attendance to transact business.

Council regulations state:

- A quorum is reached when more than one half of the members are present. For a Committee with an even number of voting members, half that number plus one must be present. For a Committee with an odd number of voting members, a majority must be present,
- If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson/President; or those present can hold an informal meeting to discuss matters. However, any decisions taken by the Committee are not recognised until a meeting has ratified

them, where a quorum is present.

Agenda

The Agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting. A copy of the Agenda is distributed to all the Committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to the Agenda at the opening of the meeting as the Chairperson calls for discussion on the Agenda.

Each item of business to be discussed at the meeting needs to be put on the Agenda. Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business arising from previous minutes'. If any items on the Agenda are not discussed due to limitations of time, they are carried over to the next meeting Agenda.

See the Committee Meeting Agenda Template.

Conduct of Business

Each item of business is discussed in the order in which it appears on the Agenda. Allow adequate time for discussion on important issues. Ensure all relevant information on the matter under discussion is available at the meeting.

Tabling of Correspondence

A list of correspondence received (Inwards) is presented at the Committee meeting by the Secretary. This action is to inform members of any new issues that may have arisen and to report on letters received in response to matters raised at previous meetings. A list of correspondence sent out (Outwards) is provided to inform the members of any action taken on their behalf. All correspondence will be suitably filed together for future reference.

Minutes of Meetings

Minutes of Meeting Minutes of the meeting must be recorded and a motion/recommendation put forward by the Committee members. The motion/recommendation after being voted on by the Committee should be recorded as "carried" or "lost".

This document is to be an accurate recording on what happened at the meeting.

The Minutes of each meeting must be sent to Council within 14 days after the meeting and confirmed at the Committee's next meeting. On receipt of the Minutes by Council they will be reviewed and the Committee may be contacted if required. Council will not act on Minutes recommendation/motions alone, a request for information/action etc. by Council must also be put in writing from the Committee.

The Committee is required to be aware of the importance of minutes because of their legal status and their liabilities to subpoena in court cases. A Copy of the minutes should be included in a Minutes Book as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record.

Records of Council Committees should be kept for at least 7 years.

Voting

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways.

Vote verbally

The chairperson asks people to say 'for' or 'against' and then decides which group is the largest.

Vote by show of hands

The chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against.

Vote by secret ballot

Members vote on paper and put into general pool, the secretary and a member not standing for any position, count the votes. (Requests by members for secret ballot cannot be denied.)

For all motions, the Committee needs to have an agreement concerning the way a vote will be decided, e.g. for the vote to be carried, you will need a simple majority (more than half);

Conflicts of Interest

(also refer Code of Conduct – Section 3.3)

A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favour of your public duty.

Any conflict of interests must be managed to uphold the probity of decision making.

When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.

Private interests can be of two types: pecuniary or non-pecuniary.

Pecuniary Interests

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter.

Committee members must disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter.

Non-Pecuniary Interests

Non-pecuniary interests are private or personal interests that a person has that do not amount to a pecuniary interest. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a

financial nature.

A person's political views do not constitute a private interest.

Managing non-pecuniary conflict of interests

Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.

If a disclosure is made at a Committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes.

How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.

As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:

- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
- b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

If you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official

- b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue (in the same manner as with a Pecuniary Interest)

If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.

A Committee must ensure that –

- a) Particulars of any disclosure made are recorded in the minutes of the meeting and in a book kept for the purpose; and
- b) That book is available for inspection by any person within reasonable hours.

Legal and Administrative Issues

Legal Status of Section 355 Committees

From a legal perspective it is important for Committees of Council to be aware that they are in fact acting on Council's behalf. Legally, the Committee is 'Council' and any actions which the Committee undertakes is Council's responsibility.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not the situation as Council delegated its authority to the Committee to act on Council's behalf and the Council can withdraw this delegation, if it deemed it to be necessary.

The Committee is also a legal entity and the delegated authority of Council was made to a particular Committee by name or title. The Committee cannot change this name without advising the Council of the intention to adopt a new name, nor can a Committee merge with another party without prior notice and input from Council. Unauthorised actions by Committees could lead to insurance coverage

being withdrawn or cancelled.

Correspondence

Outgoing correspondence from the Committee is effectively outgoing correspondence on behalf of Council. Hence stringent conditions are required to ensure appropriate use of Council's name and logo.

The letterhead design must indicate that the function is a Committee of Cootamundra-Gundagai Regional Council, and Council's ABN should be included on the document.

Records of Committee

Records of Council Committees should be kept for at least 7 years. Copies of all correspondence must be kept in an organised filing system.

Sub Committees

The Committee may appoint working groups to report back to the Committee. These 'sub Committees' have no legal standing and must recommend back to the Committee for ratification. The activities of the sub Committees must be related to the delegated function(s) of the parent Section 355 Committee, and details of the persons and activities involved must be included in correspondence supplied to Council.

Members of sub Committees must be duly appointed members of the Community Committee and will be covered in accordance with the Public Liability and Accident Insurance policies.

Clerical Support

It is not the normal practice of Council to provide clerical support to Community Committees. A Committee may however apply for support and Council will make a determination on whether assistance will be forthcoming.

In general terms, clerical support will only be offered if a Council employee is a member of the Committee and the assistance is an extension of the employees duties.

If support is offered, the level of assistance will be subject to negotiation between the Committee and Council and strict duties

established. Council supports the principle that a Committee should be self-reliant and provide its own office bearers.

Financial Management

Financial Issues

Section 355 Committees are given authority to operate by Council and are subject to the same rules and regulations. These rules are set out in the Local Government Act, Local Government Regulations and Accounting Standards and must be adhered to.

Section 355 Committees are, as the name suggests, established to benefit the community and are made up of members of the community. Funds raised, received or spent are subject to public scrutiny, just the same as Council. The concept of public accountability involves a responsibility to ensure that Committee funds are used in the manner for which they were intended and that a clear and full disclosure of the Committee's financial activities is available.

Control

The General Manager has the authority to direct Committees to process their financial records through the Council's financial system if he/she is of the opinion that this is a most appropriate method of recording those financial transactions.

Accounting

Council requires the following conditions to be met by all Section 355 Committees:

- a) A Bank Account must be opened at any branch of a recognised financial institution within the Cootamundra-Gundagai Region Local government area. Such account will be in the name of the Committee.
- b) All monies received by the Committee must be banked within 24 hours of receipt or as soon as practicable.
- c) The Committee is authorised to draw on its account for such sums as it may require in the performance of delegated function but under no circumstances will the

account be overdrawn.

- d) Information on income and expenditure must be kept either electronically (preferable) or hard copy. An excel spreadsheet or suitable accounting software should be used. If the accounts must be kept manually, a suitable cashbook, receipt book, bank deposit book will be maintained and kept up to date. Refer to the Treasurer's role and responsibilities in Appendix 2, and Financial Management Forms and Templates.
- e) Receipting: Preferably, payments are accepted via direct deposit into the Committee's bank account. Where cash or cheque are received, receipts, in the name of the Committee, will be issued for charges and other monies received and duplicates of receipts will be retained for audit.
- f) Purchasing: Payment should be made by EFT (electronic funds transfer) or, only when necessary, can be made by cheque. In every case evidence of the need for the payment is to be documented. A tax Invoice is required to be obtained and attached to payment records. A credit card receipt is not a Tax Invoice. Ensure receipts say 'Tax Invoice' and clearly show any GST charged.
- g) The Committee may authorise its Chairperson, treasurer and one other person to sign on its behalf on the basis that two signatures are required for each payment.
- h) All records and books will be made available for inspection whenever required by any inspector of local government accounts, Council's auditor or an authorised officer of Council.
- i) It is recommended the financial report summarising the income and expenditure and including a bank reconciliation be reported (where available), to each ordinary meeting of the Committee.
- j) An annual report of the financial affairs must be provided to Council. This report should include the Cashbook and bank reconciliations. All supporting documentation including bank statements, the deposit book and receipt books, and copies of all tax invoices that support

payments made. This information should be submitted to Council by the third week of July each year.

- k) The Committee will be entitled to spend all monies raised in the management of the facilities under their control. These monies can only be expended strictly in accordance with conditions prescribed in these guidelines, by the Council, and their delegations, and only upon the facility/function of the Council for which the Committee has been constituted.

Purchasing

Under the Local Government Act, Council can assist Committees by purchasing goods to be used in association with the delegated function of the Committee. The benefit to the Committee is to utilise the purchasing power of Council to reduce costs. Where purchases are made that involve a significant amount of GST, Council can make the full payment of the Tax Invoice and the Committee reimburses the Council the invoiced amount less the GST, as Council can claim back the GST Input Credit.

Out of Pocket Expenses

A Committee member cannot incur out of pocket expenses without prior approval by the Committee. This approval and a monetary limit is required to be recorded in the meeting minutes. Tax Invoices for these out of pocket expenses e.g. fuel, stationery, telephone, are required to be presented to the Treasurer before reimbursement is made.

Goods and Services Tax

There is no requirement for a Section 355 Committee to obtain an ABN or to register for the GST.

As previously explained Section 355 Committees are part of Cootamundra-Gundagai Regional Council. Therefore, it is Council's responsibility to ensure that GST on income derived by the Committees, and input tax credits on acquisitions made by the Committees, are properly recorded and included in the Council's Business Activity Statement.

The Committee is undertaking activities under the banner of Council, with Council having

delegated the appropriate authority under Section 355 and 377 of the Local Government Act 1993.

Council as an entity is required by law to have an Australian Business Number (ABN) and be registered for GST. This requirement means that this also applies to the finances relating to the Committees as they are carrying on a function on behalf of Council. In this regard it is requested that Committees:

- a) Utilise the Australian Business Number of Cootamundra-Gundagai Regional Council being 46 211 642 339, showing this number on receipts and invoices issued.
- b) Apply GST to fees and charges for use of the facility where appropriate in accordance with Council's adopted fees and charges.
- c) Provide Council with a summary of revenue and expenditure at the end of each quarter during the financial year and the amount of GST collected on revenue and the amount of GST that can be claimed as input tax credits on expenditure.
- d) At the end of each quarter during the financial year if the GST amount collected on revenue exceeds GST input tax credits on expenditure then remit the difference to Council.
- e) At the end of each quarter during the financial year, if the GST amount collected on revenue is less than GST input tax credits on expenditure then Council will reimburse the Committee the difference.
- f) Council will then include the quarterly summary from the Committee in its Business Activity Statements lodged with the Australian Taxation Office.
- g) Financial records that relate to the GST calculations are to be kept for at least 7 years.
- h) Should Cootamundra-Gundagai Regional Council be audited by the Australian Taxation Office, financial records will be requested.

Risk Management and Insurance

Commitment to Risk Management

Cootamundra-Gundagai Regional Council is committed to implementing a systematic Risk Management approach in order to control all areas of risk within the organisation.

Generic sources of risk include: business risks associated with achieving legislative compliance, Work Health and Safety risks due to the nature of the varied work environments, risks arising from natural events, technology and technical issues, management activities and controls, as well as commercial and legal relationships between Cootamundra-Gundagai Regional Council and our clients, customers and service providers.

The following guidelines outline risk management methodologies for identifying, assessing and controlling risk in the workplace in order to minimise loss.

The main objectives of the risk management policy are to:

- Maintain the highest possible integrity for services provided by Cootamundra-Gundagai Regional Council;
- Safeguard Cootamundra-Gundagai Regional Council assets including employees, financial and property;
- Create an environment where all Cootamundra-Gundagai Regional Council employees, including volunteers, will assume responsibility for managing risk;
- Achieve and maintain legislative compliance
- Ensure resources and operational capabilities are identified and responsibility allocated for managing risk
- Ensure Cootamundra-Gundagai Regional Council can appropriately deal with risk
- Demonstrate transparent and responsible risk management processes which align with accepted best practice.

Risk Management Approach

"Risk Management is as much about identifying opportunities as avoiding or mitigating losses". (AS/NZS 4360:2004)

Cootamundra-Gundagai Regional Council has recognised that the management of risk is an essential element of good management and impacts on every facet of Council activity.

Risk Management can be defined as the culture and process of the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, assessing, treating, monitoring and communicating risks that will direct organisations towards the effective maximisation of potential opportunities and the minimisation of adverse effects.

Council has developed a Risk Management System which is based on Australian Standard "AS/NZS 4360:2004 Risk Management" as the main source of guidance for the development, implementation, consultation and review of the Risk Management System. The System is comprised of two separate Programs, the Risk Management Program and the Work Health & Safety Program.

Risk: the chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

Hazard: a source of potential harm or a situation with a potential to cause loss.

Consequence: the outcome of an event expressed qualitatively (in words) or quantitatively (in numerical values), being a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event (incident).

Likelihood: used as a qualitative description of probability or frequency.

Risk Assessment: the overall process of risk analysis and risk evaluation.

Risk Management the systematic application of management policies,

Process: procedures and practices to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

Risk Management Elements

The main elements of the risk management process are as follows:

Establish the context. To establish the strategic, organisational and risk management context in which the rest of the process will take place. Identify the internal and external stakeholders; understand the organisations goals, objectives, powers and abilities. Identify the scope of the activity or event and the cost benefits of the extent of the risk management process to be undertaken.

Identify Risks

Identify what, why and how things can arise as the basis for further analysis.

Analyse Risks

Determine any existing controls and analyse the risks in the terms of consequence and likelihood considering these controls. Consequence and likelihood can be combined to provide an estimated level of risk.

Evaluate Risk

Compare the estimated level of risk against pre-set criteria. If risk is acceptably low it may be acceptable it may not require treatment.

Treat Risks

Accept and monitor low level risks. Develop control measures for all other risks, including cost considerations.

Monitor & Review

Monitor the effectiveness of the implemented controls and change as required.

Communicate

Communicate and consult with internal and external stakeholders at all stages of the risk management process.

The Risk Management Process should be applied to all aspects of Event Management. It is a repetitive process that can contribute to the continued improvement of event management. Each process cycle can produce improvements that further strengthen the risk management levels, and produce higher skill levels in those involved in safe event management.

Each step of the risk management process must be documented to provide an audit trail and may also be used to assist in the provision

of a defence in case of litigation.

Risk Assessment Process

A risk assessment is a proactive risk management tool to try to prevent injuries, near hits, property damage and other business losses.

The steps involved in the Risk Assessment process are detailed below:

1. Identify the hazards or risks of the work, activities or tasks involved in the event:
 - Consider the tasks or activities you are to perform and their situations.
 - Identify the hazards that are, or may be involved.
 - Identify those persons who may be exposed to the hazards, including those particularly at risk.
2. Assess the risks of potential injury or loss from the hazards.
 - Decide on the "Likelihood" that loss, damage or injury could occur as a result of the hazard or risk. Refer to the list beneath the 'Likelihood'.
 - Look at the consequences that would result if this loss, damage or injury did occur. Refer to the list beneath the 'Consequences'.
 - Multiply the 'Likelihood' and 'Consequence' together to find out what risk level the hazard or risk poses, represented by a letter as detailed under Legend. (E.g. 'Rare' and 'Minor' result in a 'L' for low risk)
 - To find the meaning of the letter, refer to the 'Legend'. (E = Extreme, H = High, T = Tolerable, L = Low).
3. Control the risk by using measures to eliminate or reduce risk further in line with the basic principles of the hierarchy of control measures.
 - Decide what 'Control Options' can be implemented to control the hazards or risk, considering both short term (temporary) and long term (permanent) controls.
4. Implement the risk control measures.
5. Set a date to monitor and review the measures to see if they are adequately controlling the risk.
6. Record the whole process.

The significant findings of the Risk Assessment and what measures are to be taken to control the risks must be recorded. The hazards identified the control measures to be implemented, the names of those responsible for implementing the control measures and reviewing the effectiveness of the measures should be included on the Risk Assessment.

Once the Risk Assessment has been recorded for each hazard or risk they are to be kept with all the other records relating to the organising and running of the particular event.

Insurance

Property Insurance

All Council facilities are covered for risks such as fire, theft and malicious damage. Committees should be aware of the excess applicable to these policies.

Public Liability

Council's Public Liability Policy covers appointed Committee members when performing activities within the scope of the Committee's delegation. This insurance does not preclude the Committee from having to exercise due diligence and all Council policies and procedures.

This Policy also covers Council and the Committee against claims made by members of the public for personal injury or injury to personal property arising from a negligent act or omission of Council and/or the Committee.

Committee members are also covered under the Councillor and Officer Liability Insurance, should a casual hirer take legal action directly against a Committee member. This is subject to appropriate conduct, ie criminal, fraudulent, dishonest or malicious act or omission committed by a Committee member will negate insurance cover.

Personal Injury

Committee members are covered if injured whilst undertaking duties relating to their role in the Committee. The Volunteer Attendance Register must be completed by each volunteer for every meeting and activity they are involved in. The Volunteer Tool & Protective Equipment Register must also be completed

when activities requiring the use of tools and personal protective equipment are used. (Refer to Appendix 10 and 11 for samples).

Motor Vehicle

In the event that a Committee member uses a Council vehicle, the motor vehicle policy of Council will provide cover.

Contractors insurance

Council's insurance does not provide any cover for Contractors. Where members of the Committee have authority to appoint Contractors, the types of insurances that should be held by Contractors (available to be sighted by Council if required) include Workers Compensation, Public Liability and where a vehicle is being used on Council property, Third Party Motor insurance.

Casual and Regular Hirers' Insurance Liability

A Casual and Regular Hirers' Policy (\$20 million) exists in order to cover persons using Council facilities on a non-permanent and not-for-profit basis. E.g. Weddings, birthday celebrations or the like are covered under Council's Casual Hirer's insurance Policy.

For a Casual or Regular Hirer the claims excess is \$1,000 for each and every claim, payable by the casual or regular hirer.

A record by the Committee of the history of bookings is essential for a claim to be made.

Note: Fundraising for an individual, a charity or community organisation or group will be covered under Council's Casual Hirer's Policy if the hirer:

- a) Is not a sporting group, club, association, corporation or incorporated body;
- b) Is not a sole trader or registered business;
- c) Is not making a personal financial gain from the activity;
- d) Is not a commercial activity;
- e) Is not a large (eg the halls capacity) evening event where alcohol will be sold or BYO.
- f) Provides the Committee a signed statement from the hirer and beneficiary that identifies the hirer and the intended beneficiary will be receiving all proceeds

from the activity.

- g) Acknowledges that they are responsible for the claims excess, being \$1,000 or \$2,000, as applicable, for each and every claim under the policy arising from their event within Council premises.

Other Hirers' Insurance Liability

Persons or groups, not defined in Casual and Regular Hirers above must have and provide the Committee with proof of their Public Liability insurance policy in the sum of not less than \$20 million if they fit into one of the following categories:

- a) Creates an income or profit from the activity e.g. yoga, art, Pilates classes charging a fee for service, workshops by charging door entry, participation fee, prepaid fee.
- b) Makes a personal financial gain from the activity.
- c) Is a sole trader or registered business.
- d) Corporation or Incorporated bodies.
- e) Sporting body, club or associations of any kind.

It is the Committee's responsibility to ensure that users of the facility that meet any of the above categories have adequate Public Liability insurance.

If there are situations not identified above where a hirer of the facility does not have its own Public Liability Insurance and there is uncertainty as to whether the hirer meets the "Casual or Regular Hirer" or "Other Hirer Guidelines" it may be referred to Council to check with its insurers.

Definitions – as per Statewide Mutual Liability Scheme – Casual and Regular Hirers' Liability Scheme Wording.

Casual Hirer Person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year.

Regular Hirer Person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-

profit making purposes, more frequently than once per calendar month or 12 times per calendar year.

Personal Injury

1. Bodily injury, death, sickness, disease, disability, shock, fright, mental anguish and mental injury;
2. False arrest, false imprisonment, wrongful eviction, wrongful detention, malicious prosecution and humiliation;
3. Assault and battery not committed by or at the direction of the Casual or Regular hirer unless committed for the purpose of preventing or eliminating danger to person or property.

Work, Health and Safety

Work Health and Safety Legislation

Today's social, legal and industrial climate demands from all workers extremely high standards of Work Health and Safety. Cootamundra-Gundagai Regional Council's policy is based, to a large extent, on the obligations and duties imposed on the Council by the body of statutory law relating to Work Health and Safety, in particular the Work Health & Safety Act 2011 and the Work Health & Safety Regulation 2011.

Volunteers are the same as paid staff when they are performing any of the functions delegated to them by Council.

The aim of the Act is to protect the health, safety and welfare of people at work. It lays down the general requirements for health, safety and welfare, which must be met in all places of work in New South Wales.

Section 3 of the Work Health and Safety Act 2011 states:

"The objects of this Act are as follows:

- a) to secure and promote the health, safety and welfare of people at work,
- b) to protect people at a place of work against risks to health or safety arising out

- c) of the activities of persons at work,
- d) to promote a safe and healthy work environment for people at work that protects them from injury and illness and that is adapted to their physiological and psychological needs,
- e) to provide for consultation and co-operation between employers and employees in achieving the objects of this Act,
- f) to ensure that risks to Health and Safety at a place of work are identified, assessed and eliminated or controlled,
- g) to develop and promote community awareness of Work Health and Safety issues,
- h) to provide a legislative framework that allows for progressively higher standards of Work Health and Safety to take account of changes in technology and work practices,
- i) to protect people (whether or not at a place of work) against risks to Health and Safety arising from the use of plant that affects public safety."

The WHS Act 2011 imposes duties on all persons who may affect the Health and Safety of others by their actions or lack of action. The Council, as the employer, must ensure the health, safety and welfare of each Council worker and others who may be affected by the way the Council conducts its' business and work activities. This includes contractors, volunteers, committee members, visitors, ratepayers, sales representatives and passing pedestrians and motorists.

The Council, as an employer has a duty under s8 to:

- ensure that any premises controlled by the Council where employees work (and the means of access and exit from the premises) are safe and without risks to health,
- ensure that any plant or substance provided for use by the employees at work is safe and without risks to health when properly used,
- ensure that systems of work and the working environment of the employees are safe and without risks to health,
- provide such information, instruction,

training and supervision as may be necessary to ensure the employees' Health and Safety at work,

- provide adequate facilities for the welfare of the employees at work.
- ensure that people (other than Council employees) are not exposed to risks to their Health and Safety arising from the conduct of Council activities at Council workplaces.

The Council has a duty under s13 to consult with Council workers (including volunteer and paid employees) to enable the workers to contribute to the making of decisions affecting their health, safety and welfare at work. The establishment of the Work Health & Safety Committee, the election of Work Health and Safety Representatives and the distribution of the Minutes of the regular WHS Committee Meetings, and other WHS information, helps the Council meet its legislative duty.

Council workers, under s20 and s21, MUST:

- a) take reasonable care for the Health and Safety of people who are at Council workplaces and who may be affected by the Council worker's acts or omissions at work.
- b) co-operate with the Council or other person so far as is necessary to enable compliance with any requirement under the Act or Regulations that is imposed in the interests of health, safety and welfare on Council or any other person.
- c) a person must not, intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare under Work health, safety legislation.

Under s25 a person must not, without a reasonable excuse, deliberately create a risk (or the appearance of a risk) to the health or safety of people at a place of work with the intention of causing a disruption of work at that place.

The WHS Regulation contains provisions relating to the following matters:

- a) the identification of hazards by the Council, and the elimination or control of risks at Council workplaces,
- b) the establishment of, and support for,

WHS Committees and WHS

Representatives in connection with Council's duty to consult with workers on matters affecting health, safety and welfare,

- c) the duties of a controller of premises used as workplaces to identify hazards and eliminate or control risks at those premises,
- d) particular risk control measures for hazards relating to lighting, noise, atmosphere, electricity, confined space and manual handling,
- e) the design, manufacture and registration of plant, which includes amusement devices, used by people at work,
- f) the use of plant at work,
- g) the manufacture, supply and use of hazardous substances at work,
- h) the regulation of hazardous processes at work, covering welding, spray painting, abrasive blasting, working with lead,
- i) the regulation of construction work, covering excavation work, demolition, or working with asbestos,
- j) work which requires a Certificate of Competency, such as Plant operation, scaffolding or rigging, explosive tool operation,
- k) regulations covering demolition work or removal of asbestos,
- l) notification of accidents and some other matters.

The WHS Regulation refers to various Australian Standards and other Standards or Codes for the purpose of prescribing provisions applicable to health, safety and welfare throughout the Regulation. Advisory Standards for Health and Safety should be followed, unless other appropriate ways of managing the risk are employed.

WHS Duty

Anyone who has a Work Health and Safety duty under the Act must fulfil that duty or be guilty of a breach of the Act and can face prosecution, and possibly face fines of up to \$50,000 for individuals (workers) or \$250,000 for a body corporate (Council).

Capacity to Perform Tasks

Safely

Cootamundra-Gundagai Regional Council must satisfy itself that volunteers, either as individuals or in an organised group, actually have the capacity to perform the delegated functions in a safe manner. Council must ensure that the hazard identification and risk assessments process is performed and recorded prior to any tasks being performed. The Risk Assessment process is detailed Risk Management and Insurance Section.

Management Plan

For some major tasks to be undertaken by volunteers a Management Plan may be necessary. The Management Plan should include the following:

- a description of the tasks involved;
- a statement of responsibilities for safety;
- what arrangements are in place for managing safety, including contact officers at Council;
- hazard identification, risk assessment and control measures processes;
- safe work method statements required;
- details of any induction that may be required;
- details of pre-start and on-going site inspections;
- incident reporting and first aid procedures;
- environmental management procedures;
- debrief & performance review.

Failure to comply with the Management Plan or Health & Safety requirements may result in the individual volunteer or a group of volunteers being excluded from the current activity in order that the activity is conducted in as safe a manner as possible.

Independent Organised Groups

Independent organised groups of volunteers, for example Clean Up Australia, Lions etc, are not exempt from complying with WHS legislative requirements. Where Council or a

group of Council volunteers undertake an activity in conjunction with an organised group, that group may be required to demonstrate their ability to undertake the task or activity safely by furnishing a WHS Management Plan or other form of WHS Management documentation.

Management of the Facility

Purpose

Hiring a facility is central to the purpose of certain Committees. Making such facilities readily accessible to the community, whilst at the same time, raising funds for its maintenance and future improvements are some of the main objectives of such Committees.

Conditions of Hire

It is essential that hirers sign a Hire Agreement which shows that they abide by the Conditions of Hire set out by the Committee and in accordance with Council policies. It is a good idea for the committee bookings officer or another committee member to ensure each hirer understands their obligations when hiring the facility, going over the conditions with the hirer if required.

Inclusion

As mentioned previously, Section 355 Committees are acting on behalf of Council, and it is important to uphold the principles of equity, accessibility and inclusivity, providing for the whole community.

Consideration of disability and inclusion is now managed by new legislation, the Disability Inclusion Act 2014. The Act requires all government departments and certain public authorities, including councils in NSW, to have a Disability Inclusion Action Plan.

The Plan will focus on four key areas:

1. Attitudes and behaviours
2. Liveable communities
3. Employment, and

4. Systems and processes

There is a greater emphasis on consultation at all stages of planning, implementation, monitoring and direction on how to conduct inclusive consultation. There is new public monitoring and reporting requirements through Local Government Annual Reports. Council have adopted a Disability Inclusion Action Plan.

For Section 355 Management Committees, this means that inclusion needs to be considered in all areas of planning and operation of the hall or facility. Critical areas that this needs to be considered include access to the hall and facilities (including toilets and kitchen), making written and web materials available to sight and hearing impaired people and supporting access to sporting and recreation opportunities.

Below is an excerpt from the NSW Disability Inclusion Action Plan Guidelines that provides further background.

The Case for Inclusion

Personal choice and control is only possible when communities are inclusive for all people with disability (and their families and carers), including those with physical, intellectual, cognitive, sensory disabilities and those with mental health conditions. Real diversity cannot be realised unless people with disability are provided with the opportunities inherent in truly inclusive communities. Local Government plays a key role in both protecting the rights of people with disability and in promoting the value of diversity and inclusion across the community.

There is an underlying social responsibility for Local Government to work to remove barriers to people with disability fully participating in society. There are also sound economic reasons to increase inclusiveness such as reduced reliance by people with disability on others or on specialist services.

Fees and Charges

The schedule of fees and charges is set by Council, taking into consideration the recommendations of the Committee and the operating requirements of the facility.

Only Council has the power under the Local Government Act to set fees and charges. Committees are to review their fees annually and make recommendations to the Council. The Committee will be contacted by Council each year prior to the adoption of the Budget with regard to the fees applicable for the following financial year. The time line for reviewing Fees and Charges and notifying Council is generally as follows:

November Committee is contacted to review fees and charges for the following financial year

End January Committee recommendations are due to Council

February- March Fees and Charges are considered by Council

May Fees and Charges are publicly exhibited for 28 days

June Final Fees and Charges are adopted by Council, ready for start of new financial year

Figures submitted should show the GST (Goods and Services Tax) inclusive amount. Once the Council has adopted the fees and charges, a list will be supplied to each Committee.

The Committee is not able to provide subsidies or waive hire fees. Requests concerning fee reduction must be referred to Council.

The Committee may use the facility free of charge if fundraising for the facility. Note this is not applicable to a third party hirer even if they are fundraising for the facility. The Fees and Charges may be set with a "Commercial Rate" and/or a "Community Rate".

Bonds

As a safeguard against possible damage, the Committee can hold a bond for the facility or equipment, or to cover the need for additional cleaning, where appropriate.

Hirers should be advised that this will be refunded if conditions of hire are adhered to. Abnormal costs associated with the hire of the facility will be deducted from the bond including GST. This may include extra removal of garbage, extra cleaning etc.

Keys and Security

Committees are encouraged to manage keys and access to the facility in an efficient manner. This may include installing a key safe for key collection and returns. If a key safe is used, the combination should be changed regularly for security purposes. Committees are encouraged to include key bonds/ deposits for regular users that hold keys in their fees and charges.

A complete change of locks may be required if there are too many outstanding or lost keys distributed throughout the community. The Committee should manage keys with the utmost security in mind. Key deposits or bonds collected may help fund a change of locks from time to time.

First Aid Kit

Council is a Person Conducting a Business or Undertaking (PCBU) and as such has a duty to provide First Aid equipment, facilities and trained personnel. The level of provision should be determined after considering relevant matters listed below:

- The nature of the work being carried out at the workplace
- The nature of the hazards at the workplace
- The size and location of the workplace
- The number and composition of the workers and other persons at the workplace

Committees will be responsible for keeping the First Aid Kit stocked and doing regular checks on the Kit.

Event Management

Safe & Successful

It is essential that everyone involved in the organisation of an event, no matter how big or small, understand the need to eliminate or reduce and control the foreseeable risks involved in conducting an event. Event organisers and participants have to recognise that having Public Liability insurance cover does not absolve their obligations to provide a

safe and secure event, activities, services and facilities. Everyone attending your event is entitled to enjoy all the benefits of attendance without risk to their health, safety and welfare.

Cootamundra-Gundagai Regional Council commits to the provision of safe community facilities such as parks and reserves, halls and playgrounds for the use to the residents of Cootamundra-Gundagai Regional Council hire and the public in general.

The Council is also responsible for the provision of safe and serviceable public thoroughfares, which from time to time are also used as venues for public events, such as the Christmas Carnival and Anzac Day remembrance ceremonies.

Section 355 Committees, as they are acting on behalf of Council, are also responsible for the provision of safe facilities, activities and services, even though they are acting in a voluntary capacity. Section 355 Committees are performing a function of Council when carrying out the functions delegated to them by Council, and thus are covered by the Public Liability cover obtained by Council; however that coverage also has inherent responsibilities for risk minimisation and compliance with Work Health & Safety legislative requirements.

Duty of Care

Event organisers have to be aware that they have a "Duty of Care" to patrons of the event, and others in the vicinity, to ensure that all reasonable care has been taken to avoid acts or omissions that may adversely affect their health, safety and welfare.

For event organisers, Duty of Care requires all reasonable actions to be taken to prevent any foreseeable risk of injury, loss or harm to people directly affected by or involved in the event. This includes staff, volunteers, performers, patrons and members of the public in surrounding areas.

Some of the main areas of risk to be identified and assessed are:

Administration: the working conditions and management of staff & volunteers must minimise the risks to their health, safety &

welfare and consequent possible loss of profit for the event organisers.

Marketing and PR: ensure that all advertising material portrays the content & activities of the upcoming event accurately, to avoid any patron disappointment and adverse comment or actions.

Health & Safety: ensure things such as food sanitation, responsible service of alcohol, safe access and egress to the venue, traffic management plans, risks involved in activities to be performed or undertaken.

Crowd management and security: ensure that the venue can safely & comfortably accommodate the expected number of patrons. Access to adequate clean & tidy amenities and provision for access control of emergency vehicles if relevant.

Transport: ensure that transport arrangements to and from the event are controlled, public-parking arrangements are properly organised and if necessary, access for delivery or official vehicles is planned and controlled.

Event Risk Assessment

A Risk Assessment of all the foreseeable hazards must be performed and documented during the planning phase of any event to be conducted by a Section 355 Committee. The Risk Assessment process is described above and a *Risk Assessment Form* forms part of the toolkit provided to all committees.

Maintenance of Facilities

Repairs and Minor Maintenance

Each Committee has the responsibility for ensuring that the facility under its control is maintained in a state of reasonable repair and does not present hazards to its users. This may entail regular maintenance (eg. cleaning, replacement of consumables – paper towelling, etc., mowing and watering) and periodic maintenance (eg repairing, replacement of worn or broken items).

Council staff will inspect the facilities from time to time but the Committee is expected to keep Council informed on any substantial repair or upgrading work required on the facility under their control.

Repair work not able to be repaired by the Committee's own finances must be referred to Council and will only be delivered depending on the availability of funds and the urgency of the works.

Works considered necessary or desirable but beyond the means or over the delegation of the Committee should be referred to Council in writing so that early consideration might be given to their inclusion in a Works Program or the annual Budget.

The Committee must ensure that suppliers of goods and services, including cleaning and minor maintenance works, are carried out by professional contractors who, as a minimum, must:

- Provide a copy of the public liability insurance and workers compensation Policy (if not a sole trader) (\$20 million cover) to the Committee;
- Show compliance with WH&S standards and regulations.
- Comply with the Building Code of Australia and relevant Australian Standards.
- Have an ABN.

Note that different maintenance tasks may require professional licences/ accreditation such as working at heights, operating machinery (including chainsaw), working in confined spaces, etc. If you are unsure, please check with Council with regards to Work, Health and Safety requirements.

Tasks which possibly do not require professional licensing or accreditation include:

- cleaning
- mowing
- gardening

Most other tasks will probably require some form of accreditation or licence. Please note that all contractors require the correct public liability insurance and an ABN, in accordance with these guidelines in the Risk Management and Insurance section. If a contractor does not

hold an ABN, for example a Sole Trader, an Australian Taxation Office form "Statement by a Supplier" is to be completed and held with Council.

Appendixes

Appendix 1 - Section 355 Committees and Charters as at 12 December 2017

Committee	Charter
Cootamundra Beach Volleyball Festival Section 355 Committee	Undertake the organisation and operation of the annual Cootamundra Beach Volleyball Festival and all associated events.
Cootamundra Concert Band Section 355 Committee	Undertake the management and operation of the Cootamundra Concert Band.
Cootamundra Showground Users Section 355 Committee	Undertake the care, control and management of the Cootamundra Showground.
Cootamundra Creative Arts and Cultural Centre Section 355 Committee	<p>Undertake the care, control and management of the Cootamundra Creative Arts and Cultural Centre.</p> <p>Undertake fundraising activities on behalf of Council, as Trustee of the Cootamundra Arts Trust, for the purpose of:</p> <ol style="list-style-type: none"> 1. attracting and encouraging donations, gifts (by will or otherwise) endowments, trust distributions and other forms of financial assistance to or for the benefit of the Trust; and 2. sponsoring, organising and undertaking fund raising activities and arranging for the issue of appeals to the public for donations to the Trust.
Cootamundra Heritage Centre Section 355 Committee	Undertake the care, control and management of the Cootamundra Heritage Centre.
Muttama Creek Regeneration Group Section 355 Committee	Undertake the care, control and management of the Muttama Creek regeneration works.
Muttama Hall Section 355 Committee	Undertake the care, control and management of the Muttama Hall.
Stockinbingal Hall Section 355 Committee	Undertake the care, control and management of the Stockinbingal Hall.
Wallendbeen Hall Section 355 Committee	Undertake the care, control and management of the Wallendbeen Hall.

Appendix 2 – Committee Members Roles and Responsibilities

Chairperson

The Chairperson generally has the following specific duties, which make up the major part of their responsibility;

(i) Before a meeting:

- prepares the agenda (in consultation with the Secretary or members, or can delegate this role to the Secretary), setting out the items of business to be considered.
- ensures meeting is properly convened in accordance with the organisation's rules ie. proper notice of a meeting is given and a quorum is present.

(ii) During the meeting

- chairs meetings, opens meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion, to take the chair at a meeting he/she attends
- keeps individuals and the meeting focused on the topics being discussed and encourages members to participate, ensuring adequate opportunity is given to members who wish to speak
- ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates to someone to do this)
- makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting
- acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders i.e. method of conducting meetings, and ensures statutory regulations and organisation's rules are observed
- closes meeting after business at hand has been properly concluded.

The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council, particularly in regards to Government funding, the facility budget, Council and community involvement and requirements.

The Chairperson is responsible for providing assistance to members of the Committee and ensuring that they fulfil their respective roles. The Chairperson is the 'spokesperson' for the organisation and is the one to communicate with government departments and other relevant bodies.

The Chairperson may vote on a motion considered by the meeting and in the event of a tied vote, the Chairperson may exercise a second or casting vote.

Vice Chairperson

If appointed the Vice Chairperson's role shadows that of the Chairperson. The Vice Chairperson should be able to stand in for the Chairperson at short notice.

Secretary

The Committee's secretary usually carries a great deal of responsibility and often has more knowledge than anyone else on what is happening.

(i) Before a meeting

- draws up the agenda, (in consultation with the Chairperson)
- makes copies of the agenda if required

(ii) During the meeting

- takes minutes
- reads minutes of previous meeting if necessary
- provides a list of correspondence in order and summarises the important points
- records the motions and/or decisions of the meeting including, mover and seconder.

(iii) After the meeting

- types the minutes and distributes to Committee members as soon as possible
- ensures that accurate minutes are kept
- writes the letters as decided (this can be a shared role with another Committee member).
- keep a record of action items and how they are progressing to report back to the Committee at each meeting. Where possible, action items from a meeting should be distributed fairly amongst Committee members.

(iv) Outside of meetings

- keep a register of correspondence that has come in and gone out, and file copies of letters written
- in between meetings inform other Committee members of correspondence requiring urgent attention.

Treasurer

Accounting Records

The Treasurer is responsible for establishing an effective financial system for the Committee to maintain the following:

- Income and expenditure recorded in an excel spreadsheet or suitable cashbook
- Expenditure documentation
- Income documentation
- Monthly bank account reconciliations and providing necessary paperwork to Council for reimbursements
- Quarterly GST Reporting and Annual Reporting to Council (only if not using Council's bank account)
- Keeping records.

Income and Expenditure recording (the Cashbook)

The Income and Expenditure Record is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

Update the records on a regular basis so it does not become a big job. Bank fees, interest, etc should be recorded in the month they appear on the bank statement. This will ensure the reconciling of the records to the bank statement at the end of each month.

Expenditure/ Payments documentation

A Tax Invoice is required to make a payment to a supplier for goods or services. A Tax Invoice shows the supplier's ABN and whether GST is charged or not. These should be kept in payment order and noted with the internet banking receipt number (or cheque number) and date of payment for easy reference and to prevent double payment.

Where a Tax Invoice is not supplied a "Statement by a supplier" (on an approved ATO Form) must be supplied with the account for payment. Note the 'Statement by supplier' will only be required once per year for each supplier that does not have an ABN.

Payments to suppliers should be made by electronic funds transfer where possible (internet banking).

Income/ Receipts documentation

Hirers and users of the facility should be encouraged to pay by direct deposit into the Committee's bank account.

A receipt must be issued for every payment received and monies should be banked regularly. Internet receipts are acceptable, or if you receive a cheque as payment, a manual receipt will be needed. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

Monthly bank account reconciliations

The Treasurer should reconcile the Committee's bank account at the end of every month.

To reconcile, check off the amounts received and payments made in the income and expenditure record against the bank statement figures. From this, you can compile a list of outstanding income/ payments. If the bank statement and records don't agree, find the discrepancy.

Up-to-date financial report should be provided at each Committee meeting held.

Quarterly GST Reporting to Council and providing Council with Annual Financial Statements

If the Committee is not operating through Council's bank account, the Treasurer will need to undertake a quarterly reconciliation and submit to Council:

1. A profit and loss statement
2. A balance sheet
3. Completed Business Activity Statement (BAS)
4. At the end of the financial year, a profit and loss and balance sheet for the entire financial year will need to be submitted

Keeping records

Committees are required to keep complete and accurate records. The following guidelines and procedures have been prepared to give members of Committees a greater understanding of the tasks they have undertaken. Steps required to keep complete and accurate records:

- i) Open and maintain a bank account in the Committee's name.
- ii) Make as many payments as you can electronically (internet banking). Avoid paying cash.
- iii) Bank receipts promptly into the bank account.
- iv) Record details in the electronic income and expenditure record. Keep the record updated regularly – at least monthly.
- v) Reconcile the bank account regularly –monthly or each time a bank statement is received and at the end of the financial year.
- vi) Retain supporting documentation or evidence of payments.

The Income Tax Assessment Act requires records to be retained for seven years. It is important to retain invoices and other supporting documentation.

Manual account records

In the event that the Committee does not utilise electronic account records, the following requirements apply to manual records, books and forms in hard copy.

To keep accurate accounts records, Committees need to maintain the following books and forms:

- A. Cheque Book
- B. Expenditure documentation
- C. Receipt/ Income documentation
- D. Cash Book
- E. Bank Deposit Book
- F. Monthly Bank Account Reconciliations
- G. Reporting of financials to each meeting

A. Cheque Book

The cheque book should normally be held by the Treasurer and must only be drawn upon with the joint signatures of two of the executive. Payments on behalf of the Committee made by cheque will be crossed and marked "Not Negotiable".

Payments will have some form of supporting documentation.

Payments will be authorised by the Committee.
Payments must be entered in the Cash Book under the appropriate cost heading.

B. Expenditure/ Payments Documentation

A Tax Invoice is required to make a payment to a supplier for goods or services. These should be kept in payment order and noted with the cheque number and date of payment for easy reference and to prevent double payment.

Where a Tax Invoice is not supplied a "Statement by a supplier" (on an approved ATO Form) must be supplied with the account for payment. Note the 'Statement by supplier' will only be required once per year for each supplier that does not have an ABN.

C. Receipts/ Income Documentation

Receipt books must bear the Committee's name (a stamp will do), have a fixed duplicate copy and be numbered. A receipt book can be supplied by Council. A receipt must be issued for every payment received and monies should be banked regularly. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

Keep a record of receipt books detailing the number and location (ie. in use or not). Record receipt number in the Committee's Cash Book under the appropriate income heading and on the Deposit form retained by you. Never give change for a cheque payment.

Avoid altering amounts on receipts. If it is necessary to alter a receipt, cross through the incorrect entry and insert the correct amount. Always initial alterations. It is more acceptable to cancel a receipt and retain both the original and duplicate in the book than to alter a receipt. Amounts must show whether it is "GST inclusive" or not.

D. Cash Book

The Cash Book is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

A twelve (12) or eighteen (18) column cash book gives most Committees enough room for details or an electronic accounting may be used. It is essential to have receipts and payment on separate pages or in some cases, separate section of the cash book. Across the page the columns are headed to allow the date, receipt or cheque number, cost or income allocation and totals. Have appropriate and sufficient cost or income headings for frequent transactions, try not to have too many items under sundries or miscellaneous – it makes things difficult when preparing end of year figures.

Update the Cash Book on a regular basis so it does not become a big job. The totals down the page should always equal the totals across the page – do this each time you rule off a page. Check that the totals carried forward onto the next page are correct.

Bank fees, interest, etc. wherever possible should be written in the Cash Book in the month they were raised or when bank statements are received. This assists with reconciling the cash book to the Bank statements.

Show payments made either by cheque or direct credit, during the month in the cash book whether they have been presented or not. Show income received during the month whether banked or not.

E. Bank Deposit Book

Your bank supplies the bank deposit book and it is where the income is recorded for deposit into the Committee's account.

F. Monthly Bank Account Reconciliations

Check off the amounts received and cheques written out in the cash book against the bank statement figures. From this, you can compile a list of outstanding deposits or unpresented cheques and it also verifies that an incorrect figure does not appear in either record.

G. Reporting of Financials to each meeting

The Treasurer should submit to each committee meeting:

1. A list of income/receipts taken for the month
2. A list of expenses for the month (see templates)

Bookings Officer

Each Committee will have a contact person who is responsible for the bookings of the facility. It is anticipated that the person's name, telephone number and the appropriate contact email address is well publicised for the benefit of the community.

To make a booking, a person or group contacts the booking officer and books the facility for a particular day and time.

The booking officer will advise the hirer of the:-

- Fees to be charged;
- Bonds and deposits required;
- Public Liability insurance requirements;
- Conditions of Hire.

Enter the relevant information immediately into the Bookings Record. This is preferably an online or electronic diary, but could be a hard copy diary which more than one person on the Committee should have access to.

The booking should clearly show:

- i) Date when preliminary booking was taken
- ii) Name, address, telephone number and email address of the hirer
- iii) Type of function
- iv) Times of Hire
- v) Hire charge and Bond (if required)
- vi) Public Liability requirement
- vii) Receipt details; reference or receipt number, amount paid and date of payments as they are received
- viii) Caretaker's comments on the condition of the facility and equipment after the function
- ix) Payment details, amount and date of issue when the Bond is refunded
- x) Amount forfeited and reasons why, if applicable.

The Bookings Officer is to advise potential hirers that fees are subject to change and that this usually occurs from 1 July when Council adopts the Fees and Charges for the financial year. Fees charged are to be those applicable for the time the function actually takes place and not when the venue is booked (eg if a booking is made in March for an event in August – if the fees increase in July, the new increased fee is to be charged. This information should be provided on the Conditions of Hire form).

The Bookings Officer should meet hirers and brief them on the hall's use and conditions of hire, and then follow up with inspections after use regularly.

The Bookings Officer is to ensure moneys are forwarded to the Treasurer for banking if not paid by an electronic funds transfer (EFT).

The Bookings Officer would be required to liaise regularly with the Treasurer to ensure fees are paid.

Committee Members

The Committee members role is important and ensures the democratic process is followed. Members responsibilities are:

- a. Attend most Committee meetings.
- b. Participate in meetings – this involves:
 - being on time;
 - sticking to the agenda;
 - contributing to the discussion where appropriate;
 - being objective, listening to others' views;
 - volunteering to do some of the necessary tasks required.
- c. Support the office bearers in carrying out their roles, for example assisting with maintenance arrangements, the coordination of volunteers.
- d. Assist in organising the Annual General Meeting.
- e. Attend and participate in fundraising days that may be held.
- f. Ensure members of the Committee are accountable for their actions in relation to the activities of the Committee.

Appendix 3 – Annual General Meeting Advertisement Template

<p style="text-align: center;">Annual General Meeting [Name of Section 355 Committee]</p> <p>You are cordially invited to attend.....</p> <p>The Annual General Meeting to review the year and nominate the Executive positions to the [Name of Committee] Section 355 Management Committee for the term of one (1) year is to be held at the [Location] on [day and date] at [time].</p> <p><i>It is a good idea to invite all the facility users at a minimum, perhaps even some general public from the local area, to the Annual General Meeting.</i></p> <p>[or are you having a function/ open day/ facility tour/ guest speaker at or before the meeting? Add any further details].</p> <p>Please RSVP for catering purposes to the contact person below.</p> <p>Enquiries: [Contact phone/ email]</p>

Appendix 4 – Guidelines for Preparation of Minutes

1. Keep them short, clear and concise, and consistent.
2. Set them out – not too cramped, use headings, and underlining so the subjects, decisions and actions to be taken (and by whom) stand out and are easy to read. Use the Agenda as a basis for the format of minutes.
3. Don't try to record every statement made at the meeting. The minutes are a record of the decisions made – each decision or resolution must be accurately recorded.
4. A copy of the minutes without error or additions (unless initialled and signed by the Secretary and Chairperson, after adoption at the meeting) should be pasted into the specially supplied Minutes Book as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record.
5. You can record the names of the mover and seconders of each motion or amendment. Record the numbers for and against if specifically requested by those present.
6. List correspondence, business arising and items for general business by number. Organise all your papers in this order and try and see that the agenda follows this order. Shuffling reams of paper, lost items and trying to take minutes while finding the next item is a hassle. Decisions can also be noted on the business papers and then transferred to the minutes later.
7. If minute taking is a shared or revolving duty, allow each person to perfect their skills by taking minutes for at least 3-4 consecutive meetings.
8. Draft minutes can be viewed with the chairperson, or if done by the minutes secretary, with the secretary. Two heads are better than one to remember events.
9. Remember, minutes should communicate and assist evaluation. They ensure accountability and are a permanent record of the group's activities.
10. Send them out as soon as possible after the meeting, so that follow-up action is more easily taken.
11. Include a record of the place, date and time of the next meeting.



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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Gundagai Office:

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Phone: 02 6944 0200
Fax: 02 6940 2127



7.2.2.3 APPOINTMENT OF DELEGATES

REPORTING OFFICER	Kate Monaghan, Director Corporate Services
ATTACHMENTS	There are no attachments with this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
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.

RECOMMENDATION

Councillor representatives be nominated to the external committees as indicated in this report.

Introduction

Council maintains links with a range of community based and other organisations via representation on various committees. Such representation is usually by appointment of staff or elected members as Council delegates.

Discussion

Both the former Cootamundra Shire Council and the former Gundagai Shire Council appointed delegates to other organisations for the benefit of Council. The following organisations had Council delegates appointed at a Council meeting on 23 May 2016.

Staff have identified some organisations that may not require a Councillor delegate, for Council consideration.

Organisation	Council Delegates	Recommendation
Cootamundra Development Corporation	2 Councillors	
Goldenfields Water County Council	Councillor Palmer	
Riverina Eastern Regional Organisation of Councils (REROC)	Mayor McAlister, Deputy Mayor Palmer and General Manager	
Riverina Regional Library	Councillor Bowden and Director Development and Community	
Riverina Regional Tourism	1 Councillor	

South East Weight of Loads Group	Manager Civil Works	
South West Regional Waste Management Group	1 Councillor, General Manager, Manager Facilities	
South West Slopes Zone Bush Fire Management Committee	Councillor Kelly and General Manager	
South West Slopes Zone Service Level Agreement Liaison Committee	Councillor Kelly and General Manager	
Gundagai Regional Enhancement Group (GREG)	Treasurer: Penny Nicholson, 1 Councillor	Recommend does not require Councillor delegate
Gundagai Youth Council	1 Councillor, Library Manager and Community Service Manager and Neighbourhood Centre Manager	
Murray Darling Association	1 Councillor and Director of Assets as observer	
RMS Consultative Committee	1 Councillor and Director of Operations	
Riverina Highlands Rural Fire Service Liaison Committee	Director Corporate Services	Discontinued
Softwoods Working Group	1 Councillor and Director of Assets	
Gold Trails Inc.	1 Councillor and Manager of Social and Community	Recommend does not require Councillor delegate
Friends of Old Gundagai Gaol Incorporated	2 Councillors	Recommend Council delegate not required - key contact for gaol maintenance at Council is Manager Facilities

7.2.2.4 ANNUAL REPORT

REPORTING OFFICER	Teresa Breslin, Governance Officer
ATTACHMENTS	2017 Annual Report (as a separate document.)
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	The submission of the Annual Report meets Council's legislative requirements under the Local Government Act (1993) and Local Government (General) Regulation (2005).
POLICY IMPLICATIONS	There are no policy implications associated with this report.

RECOMMENDATION

The 2017 Annual Report be adopted and submitted to the Minister for Local Government.

Introduction

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

Under Section 428 of the Local Government Act (1993) Council is required to submit its Annual Report to the Office of Local Government, with the adopted financial statements.

Discussion

The submission of the Annual Report meets Council's legislative requirements under the Local Government Act (1993) and Local Government (General) Regulation (2005).

The Annual Report includes information that is prescribed by the Regulation. These requirements have been included in the Regulation because the Government believes that it is important for community members to know about it; to help their understanding of how their council has been performing both as a service provider and a community leader. The Annual Report also includes the audited Financial Statements, showing key income and expenditure areas for the past financial year.

7.3 OPERATIONS DIVISION

7.3.1 OPERATIONS

7.3.1.1 DECEMBER OPERATIONS UPDATE

REPORTING OFFICER	Ray Graham, Director Operations
ATTACHMENTS	There are no attachments with this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
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.

RECOMMENDATION

The December Operations report be received and noted.

Introduction

This report provides a detailed update of the Operations Department's current works program for the month of December.

Discussion

Civil Works Section

Cowcumbra Street/Gundagai Road Intersection:

Road pavement works are now well underway on the above intersection and will continue into next week. The current work involves stabilising the sub base pavement in preparation for the placement of the upper pavement layer. Pending suitable weather conditions, sealing of the whole project is expected during the week commencing the 11th December if not a backup date the following week has been arranged. This work is being partially funded by the NSW Government under the Restart NSW funding and Council from the Roads to Recovery Program. Heavy patching works on Gobarralong and Adjungbilly Roads will recommence. Work will concentrate on preparing the existing patches for sealing in the coming week. These works are a combination of flood restoration works and general pavement repairs.

General road patching and other routine maintenance continues to be completed as required on the state highways and shire road network.

Cootamundra Sewer mains relining

Interflow continue to progress along with the relining of sewer mains in Cootamundra. Currently one crew is undertaking excavation and repairs to the existing mains and the other crew undertaking the relining works. This work is expected to carry on until mid-December.

Facilities Section

Parks & Gardens

- All the new town entrance, parks and other signs have been installed and the old signs removed.
- The town hall garden bed has had new soil installed, new plants, new irrigation installed and fresh mulch.
- Irrigation repairs were carried out at Fisher Park.
- The airport was mowed along the grass runways and around all the cones and lights.
- The Fisher Park grandstand was pressure washed for the Christmas fair.
- The raised garden beds in the Cootamundra CBD were planted out with new plants
- Albert Park was prepared for the Peace Park opening.
- New e-waste signs were installed at the Gundagai waste depot

Gundagai Library Project

Work has commenced on the new outdoor area and retaining wall at the Gundagai Library. The project was initiated in 2014 to expand the library's usable space after finding that visitors to the library had more than doubled since moving into the new premises in 2006 and has risen steadily over the ensuing years.

The open plan library whilst suitable for the needs of most library users was lacking in purpose built areas for the wider community, mainly youth and other groups such as book clubs and social groups. There were members of the community, particularly youth, who were relying heavily on the library as a place to meet with other youth and use the Wi-Fi and other facilities.

Public Library Infrastructure funding was successfully applied for to allow the project to proceed. The extension increases the library floor space from 120sq to 210sq giving people and groups' room to enjoy more library programs and presentations. The outdoor area will offer comfortable seating for up to 28 people in an inspiring and culturally inclusive environment. The area will be covered to provide an all-weather outdoor sheltered area that has the ability to be utilised outside of normal library operating times. There will be device charging stations, access to the library Wi-Fi, security lighting and CCTV installed.

The new space will be located adjacent to and behind the Mirrabooka centre, and will encompass a curving deck that can be used for presentations, readings, music and other performances.

Technical Services Section

Threeways Bridge – quotations have been received with the successful company being notified with commencement to occur in the new year to be confirmed.

Morleys Creek Bridge – quotations are currently being sought from prefabricated pedestrian bridge suppliers. Quotations close Friday, 8th December, 2017.

The new Street Sweeper has been delivered with staff undergoing training in its operations this week. This unit will be utilised in both Gundagai and Cootamundra to ensure the streets are cleaned and presented to a high standard.

The new Footpath Sweeper has been ordered with delivery anticipated prior to Christmas. The unit will be utilised in both Gundagai and Cootamundra in particular the CBD footpaths.

General

Works Crews will be on leave from 18 December through to 8 January 2018, a skeleton crew will be maintained to respond to emergencies and minor works.

7.3.1.2 FLOOD PLAIN MANAGEMENT COMMITTEE MINUTES

REPORTING OFFICER	Ray Graham, Director Operations
ATTACHMENTS	Minutes of meeting held 5/12/17
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	The Floodplain Risk Management plan and associated Flood Study are funded through Office of Environment and Heritage
LEGISLATIVE IMPLICATIONS	There are no legislative implications associated with this report
POLICY IMPLICATIONS	There are no Policy implications associated with this report

RECOMMENDATION

- 1. The revised Gundagai Flood Study 2017 be adopted.**
- 2. A Draft Floodplain Risk Management Study and Plan be developed.**

Introduction

Attached are the minutes of the Flood Plain Management Committee held on 5th December, 2017 which include consideration of the Draft Gundagai Flood Study.

Discussion

The NSW State Government's Flood Prone Land Policy provides a framework to ensure the sustainable use of floodplain environments.

The Policy provides for support through the following stages:

- Flood Study
- Floodplain Risk Management
- Floodplain Risk Management Plan
- Implementation

The Flood study considered at the meeting is the first stage of the Floodplain Risk Management Program for the township of Gundagai.

Minutes Floodplain Management Committee

Date: 5 December 2017

Time: 2:00pm

Attendance : Ray Graham (CGRC), Brad Field (Fire and Rescue NSW), David Crooks (SES), Adam Walker (NSW Ambulance), Steve Manwarring (OEH), Erin Askew (WMAwater), Kieran Smith (WMAwater), Catherine Goonan (WMAwater)

Apologies: Abb McAlister (CGRC)

Draft Gundagai Flood Study Revision

The township of Gundagai (population approx 1,900) is located on the Murrumbidgee River approximately 380 km south west of Sydney (Figure A1). The township has a history of flooding from the Murrumbidgee River and from its tributaries including Jones and Morley's Creeks.

Gundagai has experienced numerous large flood events since it was founded in the early 1800's. It is the site of Australia's worst natural disaster which occurred in 1852 with a large Murrumbidgee River flood that led to the death of 89 people. It was this flood that led to the relocation of Gundagai from the floodplain to its current location. Other major historical floods occurred in 1891, 1900, 1925, 1950 and 1974 which greatly impacted the town. More recently, major flooding along the Murrumbidgee River in December 2010 and March 2012 highlighted a need for Council to update their floodplain risk management planning and for the SES to revise their Local Flood Planning for Gundagai in particular. In addition, Council recognises the need for flood planning area mapping to support their LGA wide principal LEP.

Prompted by these most recent flooding events in 2010 and 2012 Gundagai Shire Council obtained funding to complete the Gundagai Flood Scoping Study and the Gundagai Flood Study. In July 2013 & April 2014, the consultant WMAwater completed the Gundagai Flood Scoping Study and the Gundagai Flood Study, respectively. In accordance with the Floodplain Development Manual, the preparation of a Floodplain Risk Management Study and draft Plan for the study areas shown on Figure A2 is the next key stage in the floodplain risk management process.

The 2014 Gundagai Flood Study determined that the design 1% AEP peak levels are 0.9 - 1.0m higher at Gundagai than those developed during the previous flood study from 1980. Council has requested that as a first step the Floodplain Risk Management study revisit the development of the design flood heights and possible causes for the significant difference in the 1% AEP design flood height, in particular. This investigation will then lead into the development of an appropriate Flood Planning Level (FPL) and Flood Planning Area (FPA) for use in Gundagai.

The previous Gundagai Flood Study identified 22 residential and 22 commercial flooded over floor level in the 1% AEP event in Gundagai. The areas containing these properties are to be examined in detail in the FRM Study and mitigation options developed to alleviate this flooding, if possible.

As such WMAwater were engaged by Council after a competitive process to undertake the development of the Floodplain Risk Management Plan.

WMA water have undertaken an updated Flood Study with the key objectives being to define the flood behaviour at Gundagai due to both Murrumbidgee River and Jones Creek flooding.

To investigate the changes in the modelling WMAwater have carried out the following work:

- Revisiting the calibration against historic flood events for the models
- Comparison of historical and updated bathymetric survey data
- Comparison of aerial photographs of contemporary vegetation compared to 1970'2 vegetation
- Investigations into changes to roads, bridges and other infrastructure that have occurred in the period in between the 1974 and 2012 floods.

The outcomes of the study have indicated the following

- A review of the 1% AEP flood has indicated a drop in flow volume from the flow calculated in the 1980 model. This equates to a drop from 6400m³/s to 6100 m³/s
- This flow reduction equates to a reduction in the 1% AEP flood height of 0.5m
- The increase in height from the 1980 study can be attributed to
 - Construction of Sheahan Bridge
 - Blockage of floodplain runners
 - Development of Anzac Park
 - Increased vegetation density
 - Changes to Murrumbidgee River bathymetry; and
 - Changes in general floodplain roughness

Using this information it is not anticipated that any further reductions in the flood height models are achievable.

The information and results obtained from this study will provide a firm basis for the development of a Floodplain Risk Management Study and Plan.

The aim of the Floodplain Risk Management Plan is to enable Council to manage the risk of flooding in the Murrumbidgee floodplain within the township of Gundagai by doing the following:

1. Reduce the flood hazard and risk to people and property in the existing community and to ensure future development is controlled in a manner consistent with the flood hazard and risk (taking into account the potential impacts of climate change).
2. Reduce private and public losses due to flooding.
3. Protect and where possible enhance the river and floodplain environment.
4. Be consistent with the objectives of relevant State policies, in particular, the Government's Flood Prone Land and State Rivers and Estuaries Policies and satisfy the objectives and requirements of the Environmental Planning and Assessment Act, 1979.
5. Ensure that the draft floodplain risk management plan is fully integrated with Council's existing corporate, business and strategic plans, existing and proposed planning proposals, meets Council's obligations under the Local Government Act, 1993 and has the support of the local community.
6. Ensure actions arising out of the draft plan are sustainable in social, environmental, ecological and economic terms.
7. Ensure that the draft floodplain risk management plan is fully integrated with the local emergency management plan (flood plan) and other relevant catchment management plans.
8. Establish a program for implementation and suggest a mechanism for the funding of the plan and should include priorities, staging, funding, responsibilities, constraints, and monitoring.

When Council adopts the Flood Plain Study, WMAwater as part of their engagement will then move on with the development of the Floodplain Risk Management Study with the following outcomes for the next stage:

- Prepare draft Floodplain Risk Management Study & Plan
- Present the draft Floodplain Risk Management Study & Plan to FRM Committee meeting
- Public and agency consultation of the draft Floodplain Risk Management Study & Plan.
- Exhibition of Draft Floodplain Risk Management Study & Plan reports.

After the exhibition stage the project will then progress along the following steps

- WMAwater will assess submissions and prepare Final Floodplain Risk Management Study & Plan for Council.
- Present Final report to FRM Committee meeting.
- Adoption of final Floodplain Risk Management Study & Plan by Council.
- Handover of all study material.

The way forward from here is that Council has the options to either adopt Flood Study Report as presented or undertake a further public exhibition stage for the report before adopting. Council has previously consulted with the community as part of the development of the 2014 Flood Study. This flood study report has not changed significantly other than the design flood heights with a significant reduction over those heights and that the original Public Exhibition of the flood study did not result in many submissions with the majority of concerns being raised by the then Gundagai Shire Councillors.

When the report is adopted the next step which is the development of the Floodplain Risk Management Study and the associated plan.

Recommendation:

That Council adopt the Revised Gundagai Flood Study 2017 and progress to the development of a draft Floodplain Risk Management Study and Plan

7.3.2 FACILITIES

7.3.2.1 COOTAMUNDRA SWIMMING POOL OPERATING HOURS

REPORTING OFFICER	Greg Ewings, Manager Facilities
ATTACHMENTS	There are no attachments with this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
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.

RECOMMENDATION

- 1. The Report on the operating hours of the Cootamundra Swimming Pool be received and noted.**
- 2. A further report be prepared and submitted to the January, 2018 Ordinary Council Meeting on the outcomes of the Royal Life Saving Society's Aquatic Facility Safety Assessment of Cootamundra Swimming Pool.**

Introduction

Following numerous request from the public for the increased public access to the Cootamundra swimming pool facilities and the possibility of the facility being operated without staff supervision a review of the existing swimming pool operating hours have been reviewed.

Pool hours of operation

Swimming Pool Operation Plans for each of Council's pool facilities are prepared annually. The plans detail the functioning of the pools and section 7.4 of the plans detail the operating hours of the pool. This report looks at the operating hours for the current 2017/18 season for the Cootamundra Indoor and Outdoor pools and possible variations to the hours to provide the public with additional access to the pool.

The Cootamundra Indoor Pool opening hours for the 2017/18 season are:

Month	Day	Opening hours
July 1 st 2017 to 18 th November 2017	Weekdays	6:30am – 8:30am 12:00pm – 2:00pm 4:30pm – 6:30pm
	Saturdays Sunday Public Holidays	11:00am – 2:00pm 11:00am – 2:00pm 11:00am – 2:00pm
March 7 th 2018 to June 30 th 2018	Weekdays	6:30am – 8:30am 12:00pm – 2:00pm 4:30pm – 6:30pm
	Saturdays Sunday Public Holidays	11:00am – 2:00pm 11:00am – 2:00pm 11:00am – 2:00pm

The above hours provide the public with 36 hours of public swimming access per week (excluding weeks with public holidays). This includes 6 public swimming hours each weekday and 3 public swimming hours on Saturdays and Sundays. There also 3 public swimming hours on public holidays.

The public attendance recorded for the indoor pool 2017/18 season from 1st July to 18th November, 2017 was 4534.

The proposed hours of operation for 2017/18 season are similar to the hours in previous seasons and were determined after reviewing the pool attendance figures and consulting with casual pool users, pool user groups and staff.

The Cootamundra Pool Summer opening hours for the 2017/18 season are:

Month	Day	Opening hours
November 18 th 2017 – March 11 th 2018	Weekdays	6:30am - 8:30am 9:30am – 7:00pm
	Weekends	10:30am – 6:30pm
	Public Holidays	10:30am – 6:30pm

The above hours provide the public with 67.5 hours of public swimming access with 13.5 public swimming hours each weekday and 8 public swimming hours on Saturday's, Sunday's and public holidays.

Since the completion of the indoor pool in May, 2014 the summer swimming hours has operated from mid to late November to mid-March each year. This summer period is by far the most popular with the patronage figures increasing significantly from the indoor pool attendance figures. A total of 1280 public attendances were recorded in the two week period from the opening of the outdoor pools on 19th November to 2nd December this year.

The pool operations plan section 7.1 vii and section 7.2, allows the pool supervisor the discretion to operate flexible pool opening hours under certain conditions in consultation with a senior member of staff. These sections effectively allow the extension of the current hours if approved by senior staff but obviously any extension of hours will result in additional wages and operating cost to the pool budget.

The request for the facility to operate in a similar way to public pools in adjacent areas that allow for unmanned or non-supervised access has been investigated. The Temora indoor pool is one which has been discussed as it has operated with unsupervised access between set hours, currently 5am to 10 pm, since its completion in 2014.

The Temora pool was used to ascertain what would be required for the Cootamundra indoor pool to operate in a similar way. It was found that a large number of issues would need to be addressed at the Cootamundra facility to enable the equivalent level of operation as the Temora Pool.

In essence it was noted that the Temora Pool was constructed to allow for the unsupervised operation and the Cootamundra indoor pool was constructed to have supervised operation. This effectively means that modifications to the building's security, electrical system, safety procedures and signage would need to comply.

To assist with the review of the current hours and operation of the pool, Royal Life Saving Society were engaged to undertake an Aquatic Facility Safety Assessment for the facility. This assessment was completed on the 9th November, 2017 and the draft assessment report was recently received and staff are reviewing the content to provide requested information to Royal Life Saving to facilitate finalisation of the assessment.

It is anticipated that the finalisation of the assessment will be completed by mid-December and a full report on its content and recommendations, including details of the modifications that would be required to permit unsupervised use of the facility, will be presented to the Ordinary Council Meeting in January, 2018.

8 MOTIONS OF WHICH NOTICE HAVE BEEN GIVEN (NOTICES OF MOTIONS)

8.1 ABORIGINAL CONSULTATIVE COMMITTEE.

The following Notice of Motion signed by Councillor Leigh Bowden was submitted on 1st December, 2017.

I, Leigh Bowden, hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 12 December, 2017:

That Cootamundra-Gundagai Regional Council, in consultation and negotiation with the local Aboriginal communities, establish an Aboriginal Consultative Committee.

Note from Councillor

This motion is in response to Point 3 (a) "Lack of Community Consultation" and Point 3 (b) "Aboriginal Cultural Heritage" of the Objection Submission to DA267/2017 Highway Service Centre and Associated Subdivision – 495 Coolac Road, Coolac lodged on 14 September 2017 by Ms Fiona Levett.

Both Aboriginal Community Consultation and, if required, an Aboriginal Heritage Impact Permit are legal requirements which should be undertaken by the developer before a project commences. (Office of Environment and Heritage, Section 86 of the National Parks and Wildlife Act (1974)). In the case of development applications an Aboriginal Consultative Committee could provide advice to Council (staff and councillors) and to developers.

Furthermore, Local Government NSW encourages the establishment of Aboriginal Consultative Committees (ACCs) and acknowledges their importance for direct consultation with and participation of the Aboriginal community. ACCs enable the Aboriginal community to genuinely participate in the community and be consulted on decisions which affect their lives. (LGNSW Interim Policy Statement Community and Planning Services)

The Office of Local Government states that the Community Strategic Plan must be based on social justice principles, that is, access, equity, participation and rights. An Aboriginal Consultative Committee would provide a mechanism for the Aboriginal community to work with Council in the implementation of those principles.

9 LATE REPORT

10 CLOSED COUNCIL

10.1 CLOSED COUNCIL REPORT

Council's Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

RECOMMENDATION

- (a) Item 10.2, 10.3 and 10.4 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.**
- (b) That in accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to item 10.2, 10.3 and 10.4 be withheld from the press and public.**

10.2 SALE OF LAND IN YASS ROAD COOTAMUNDRA

10.3 OPTIONS FOR OLD MITRE 10 SITE

10.4 AUSTRALIA DAY AWARDS

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 Council is conducting (or proposes to conduct) business.

Public Interest

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

10.5 RESUMPTION OF OPEN COUNCIL MEETING

10.6 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS