



The Hon. Gabrielle Upton MP
Minister for the Environment
Minister for Local Government
Minister for Heritage

Cootamundra Gundagai
Regional Council
Document Received

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Initials.....



Mr Allen Dwyer
General Manager
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

By email: Allen.Dwyer@cgrc.nsw.gov.au

Dear Mr Dwyer

Thank you for your letter of 14 November 2017 to the Premier, the Hon. Gladys Berejiklian MP, in which you seek approval to enable Cootamundra-Gundagai Regional Council to apply to the Independent Pricing and Regulatory Tribunal (IPART) for a Special Rate Variation (SRV).

The Government's rate path protection commitment requires a new council to maintain the rates path that applied to its former council areas. This commitment is referred to within section 218CB of the *Local Government Act 1993* (Act), the accompanying determination and the Special Rate Variation Guidelines.

In particular, section 218CB and the supporting determination requires Cootamundra-Gundagai Regional Council, in levying rates for land, to maintain the rate path that last applied for the land by the relevant former council. This means that Council is required to maintain the rating trajectories of the former councils for a period of four years.

The former Gundagai Shire Council's SRV was approved under section 508(2) of the Act, enabling the former council to increase its general income by 12.89% for 2008-09, and for this increase to temporarily remain in the former Council's rates base for a period of ten years.

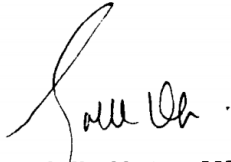
The rate path or rating trajectory for the ratepayers of the former Gundagai Shire Council is for the expiry of the 10 year SRV effective 1 July 2018. It is on this basis that Council is prevented from applying to IPART for a SRV during the rate path protection period.

It is open to Cootamundra-Gundagai Regional Council, subject to the outcome of community consultation, to apply to IPART to reinstate the temporary SRV, or implement a different SRV, following the expiry of the rate path protection period.

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 6107 ■ F: (02) 9339 5546 ■ E: www.nsw.gov.au/ministerupton

At my request, Mr Chris Allen from the Office of Local Government is available on (02) 4428 4100 or olg@olg.nsw.gov.au should you, or your constituent, have any further enquiries.

Yours sincerely



Gabrielle Upton MP
Minister for the Environment
Minister for Local Government
Minister for Heritage

18.12.17

7.2.1.4 REQUEST FOR DONATIONS

REPORTING OFFICER	Kate Monaghan – Director Corporate Services
ATTACHMENTS	Nil
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	The donations will be funded from the existing donations budget.
LEGISLATIVE IMPLICATIONS	In accordance with section 356 of the Local Government Act, Council can make donations to organisations that support Council objectives.
POLICY IMPLICATIONS	Nil

RECOMMENDATION

- 1. A donation of \$1,478.66 be made to the Gundagai Historic Bridges Inc. for the payment of Council rates.**
- 2. A donation of \$1,513.58 be made to the Gundagai Preschool Kindergarten Inc. for the payment of Council rates.**
- 3. A donation of \$200 be made to the Gundagai Division of the Australian Men's Shed Association.**
- 4. A donation of \$200 be made to the Stockinbingal Village Fair.**

Introduction

Council has received a number of funding requests from various community organisations.

The Gundagai Historic Bridges Inc. has written to Council, requesting a Council donation for the payment of their annual rates, for property located at Middleton Drive, Gundagai.

The Gundagai Preschool has written to Council, requesting a Council donation for the payment of their annual rates.

The Gundagai Division of the Australian Men's Shed Association (Gundagai Men's Shed) has written to Council, requesting a donation for the payment of Water and Sewer Rates.

The Stockinbingal Village Fair Committee has written to Council requesting sponsorship for the annual Fair.

Discussion

Council has a budget for community donations of \$15,867 for allocation to community projects and events that support Council's objectives and functions over the current financial year. Council has a role in supporting community events to foster and celebrate community spirit, and in supporting tourism and promotion activity.

The Gundagai Historic Bridges Inc. is a volunteer committee advocating for the preservation of historic bridges in the area, especially the heritage listed Prince Alfred Bridge. The Committee holds the lease agreement for the Gundagai Heritage Railway Station, a State Heritage listed timber station dating from 1886 that has now been restored in to a tourist attraction that draws thousands of visitors annually. Council has traditionally made a donation equivalent to the General Rates amount and the annual water access charge. The total amount levied for the current year was \$1,478.66.

The Gundagai Preschool is a community preschool that operates in Gundagai, and the land is owned by Council. The Council has traditionally made a donation equivalent to the annual rates to support the continuing operation of the preschool. The amount in the current year is \$1,513.58.

The Gundagai Men's Shed is a registered charity, and is therefore exempt from general Council rates. The focus of the organisation is on male health and wellbeing, and their funding is primarily derived from AMSA grants and local fundraising. The organisation has recently moved their workshop to a community owned location in Gundagai, at the Old Scout Hall. Part of their transition was the erection of additional workshop and equipment storage facilities for which they have achieved limited funding through grants and fundraising. They have requested a Council donation to assist with their present financial position, by waiving their current water and sewer rates, in the amount of \$125.40.

Water and sewer rates are service charges, and it is not recommended that these be waived. However, in recognition of the support that the organisation provides to the local community, Council could consider a one-off donation to provide general financial support, in the amount of \$200.

7.2.1.5 INVESTMENT REPORT

REPORTING OFFICER	Tim Swan, Finance Manager
ATTACHMENTS	Investment report for the month ended 31 December 2017
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 31st December 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 31 DECEMBER, 2017

The Responsible Accounting Officer, Tim Swan reports -
Details of Investments held by Council as at

31-Dec-17 are set out below

Date Invested	Interest Rate	Term Days	Investment Amount	Anticipated Interest	Date Matures	Held With	Investment Number
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	6
20 Dec 2017	2.62	272	\$3,000,000.00	\$58,573.15	18 Sep 2018	CBA	2
2 Jun 2009	0.70	BOS max	\$1,037,281.20		At Call	CBA	1
25 Nov 2010	0.70	BOS	\$776,592.68		At Call	NAB	86-767-2563
7 Mar 2011	0.70	BOS	\$25,043.86		At Call	CBA	19 - Stock School
			\$24,036.64		At Call	CBA	20 - HCMS
			\$36,981,182.73	\$626,683.86			
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	\$785.55		31 Aug 2021	C.S.C	Loan to C.C.A.C.C.
			\$37,110,105.39	\$631,111.91			

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

\$569,133.50

Interest on above investments to be received at maturity

\$626,683.86

Financial Institution Summary

	Amount Held	of Total
NAB	\$776,592.68	2.09%
CBA	\$5,586,361.70	15.05%
Newcastle Perm	\$1,520,827.40	4.10%
AMP Bank	\$4,243,868.95	11.44%
Bank of Qld	\$12,500,000.00	33.68%
ING	\$7,103,532.00	19.14%
BananaCoast CU	\$250,000.00	0.67%
ME Bank	\$5,000,000.00	13.47%
Cootamundra Shire Council	\$128,137.11	0.35%
Deferred Debtors	\$785.55	0.00%
	\$37,110,105.39	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

Tim Swan

Average interest 2.63

Check 2.63

BENCHMARK
(for term investments)

BBSW ave. 90-day
rate for Dec 1.17716 + 1%
2.77%

22.1.18

7.2.2 GOVERNANCE AND BUSINESS SYSTEMS

7.2.2.1 JOINT ORGANISATION

REPORTING OFFICER	Allen Dwyer, General Manager
ATTACHMENTS	Proposed JO Resolution for Councils Joint Organisation Nomination Form Correspondence on Joint Organisation Establishment
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	It is anticipated the cost of the new Joint Organisation will not alter greatly in relation to the current annual charges for association with REROC.
LEGISLATIVE IMPLICATIONS	Detail relationship to any relevant legislation and any legal implications
POLICY IMPLICATIONS	There are no policy implications associated with this report

RECOMMENDATION

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 the Cootamundra-Gundagai Regional Council resolves:

1. That Council inform the Minister for Local Government of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation in accordance with this resolution;
2. To approve the inclusion of the Council's area in the Joint Organisation's area;
3. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:

Bland Shire, Coolamon Shire Council, Cootamundra-Gundagai Regional Council, Greater Hume Shire, Junee Shire Council, Lockhart Shire Council, Snowy Valleys Council, Temora Shire Council and Wagga Wagga City Council.
4. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:
 - i) With a copy of this resolution including the date on which Council made this resolution, and
 - ii) Inform the Minister that this resolution has not been rescinded for the purpose of the Minister issuing a certificate under section 400P of the Act.

Introduction

As part of the NSW State Government's commitment to build stronger council's, Council received correspondence from the Hon John Barilaro, MP to inform Council of the NSW Parliament's passing the Local Government Amendment (Regional Joint Organisations) Bill, 2017. The new Bill took effect on 15th December, 2017.

Discussion

As a result of the new legislation Council is allowed to voluntarily join a new Joint Organisation (JO) to strengthen regional coordination for the purpose of improving the delivery of important infrastructure and services for its community through strategic planning, collaboration and shared leadership and advocacy. As such, the Office Local Government has encouraged Local Government Areas to:

- identify their planning region according to a map provided in the information pack;
- consult with councils to identify a preferred regional grouping, which must include a minimum of three councils;
- upon agreement of the composition of the regional grouping, ensure each member council endorses the proposal by a resolution of council; and
- submit the nomination to form a Joint Organisation by email to the Office Local Government with a 'Forming a Joint Organisation checklist' with the nomination by the closing date of 28th February, 2018.

Council must then inform the Minister in writing, after a period of twenty eight days, that Council's resolution was not rescinded.

Proposed JO resolution for councils



The council resolutions are a critical input in the process of getting Joint Organisation areas recommended to the Governor by the Minister. It is important these resolutions align for groups of councils that wish to form a Joint Organisation.

Once the resolutions have been made by councils the Minister must wait at least 28 days before recommending the Joint Organisation to the Governor.

The resolutions must be worded in a way that will allow for any changes in proposed membership that could potentially occur within the 28 days (e.g. a council rescinds the decision to join the Joint Organisation) without compromising the ability of the remaining councils to still form the Joint Organisation.

Below is a suggested Joint Organisation Resolution for councils. It is advisable any resolution is made following commencement of the legislation.

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (**Act**), the [NAME OF COUNCIL] (**Council**) resolves:

1. That the council inform the Minister for Local Government (**Minister**) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (**Joint Organisation**) in accordance with this resolution.
2. To approve the inclusion of the Council's area in the Joint Organisation's area.
3. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:
 - a) [INSERT A LIST OF ALL RELEVANT COUNCIL AREAS WITHIN THE RELEVANT STATE PLANNING REGIONS]
4. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:
 - a) with a copy of this resolution including the date on which Council made this resolution, and
 - b) inform the Minister that this resolution has not been rescinded,for the purpose of the Minister issuing a certificate under section 400P of the Act.

Joint Organisation nomination



Councils that are interested in becoming a member of a Joint Organisation have been invited to submit their nomination to the Minister for Local Government.

To nominate each council should:

- Write to the Minister for Local Government stating that they have resolved to be a member of a Joint Organisation
- Attach the council resolution in relation to joining a Joint Organisation
- Complete the *Forming a Joint Organisation - checklist* below

Forming a Joint Organisation - Checklist

Please complete the checklist below.

An optional text box is provided if you wish to provide further information to support the Joint Organisation nomination:

1. Please list each council that is nominating to be a member of the Joint Organisation.

2. Please confirm that your proposal aligns with, or 'nests' within one of the NSW planning regions.

☒ Yes ☐ No

3. Do you have a preferred name for the Joint Organisation for the Government's consideration?

4. Please confirm that the Joint Organisation membership proposed demonstrates a community of interest between councils.

☒ Yes ☐ No

5. If your proposal results in a small number of councils in your planning region not being included in a Joint Organisation, have you discussed options with them and what are the views of those councils?

☒ Yes ☐ No

1

Joint Organisation nomination



6. Please confirm that your nomination is based around a strong regional centre or centres.

☐ Yes ☐ No

7. Please confirm that the proposed Joint Organisation will be an appropriate size and have capacity to partner with the NSW Government, the Commonwealth Government and other organisations.

☐ Yes ☐ No

8. Please specify any non-financial support required to ensure your Joint Organisation proposal is implemented successfully.

Nominations should be submitted to jointorganisations@olq.nsw.gov.au and marked 'Nomination for Joint Organisation'. Councils are required to submit their nomination by **28 February 2018**.

The Joint Organisation Network will be finalised in March 2018. Joint Organisations will be proclaimed to enable commencement in July 2018.

Proposed JO resolution for councils



The council resolutions are a critical input in the process of getting Joint Organisation areas recommended to the Governor by the Minister. It is important these resolutions align for groups of councils that wish to form a Joint Organisation.

Once the resolutions have been made by councils the Minister must wait at least 28 days before recommending the Joint Organisation to the Governor.

The resolutions must be worded in a way that will allow for any changes in proposed membership that could potentially occur within the 28 days (e.g. a council rescinds the decision to join the Joint Organisation) without compromising the ability of the remaining councils to still form the Joint Organisation.

Below is a suggested Joint Organisation Resolution for councils. It is advisable any resolution is made following commencement of the legislation (to be advised by the Office of Local Government).

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the [NAME OF COUNCIL] (Council) resolves:

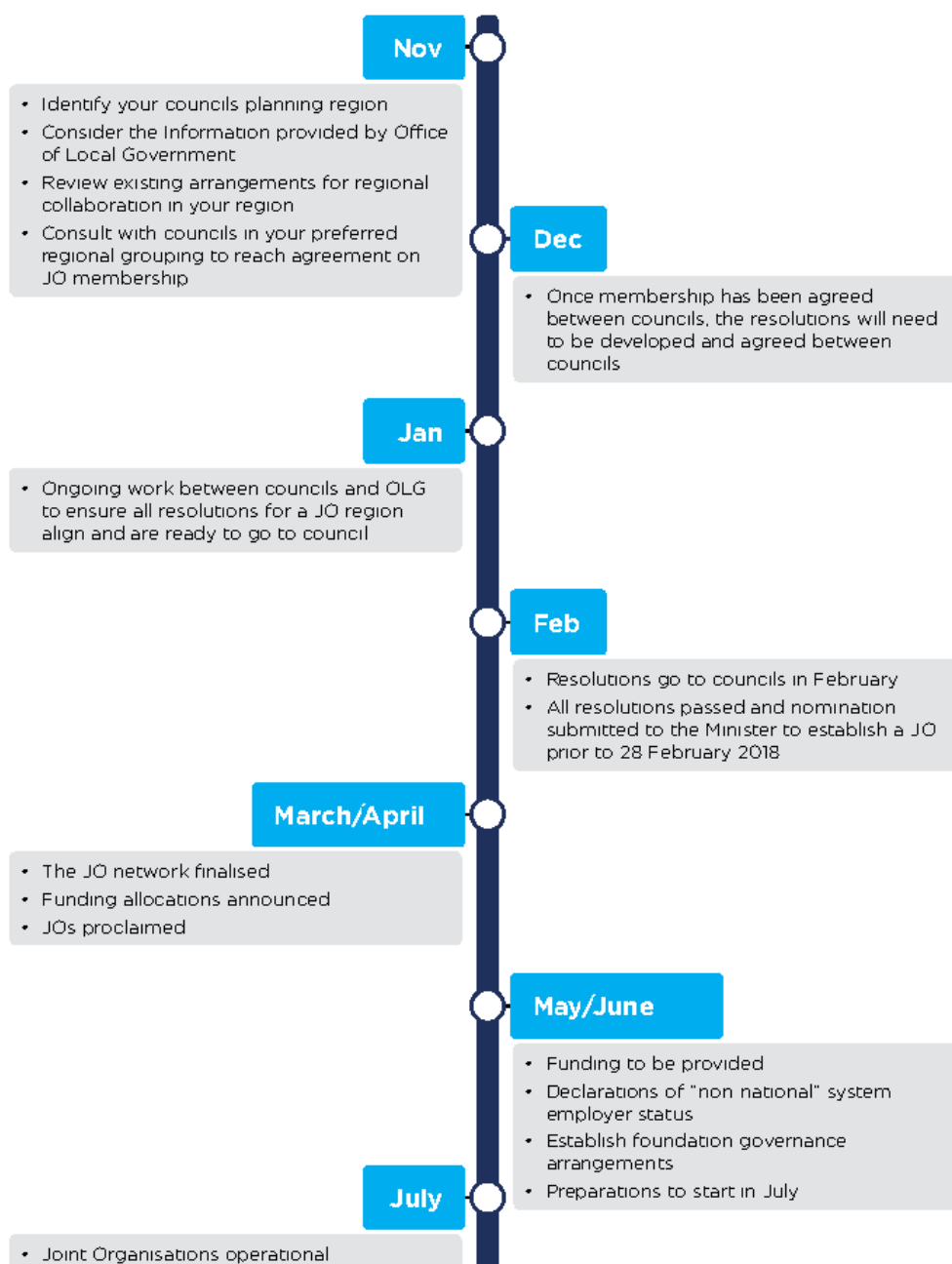
- 1. That the council inform the Minister for Local Government (**Minister**) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (**Joint Organisation**) in accordance with this resolution.*

- 2. To approve the inclusion of the Council's area in the Joint Organisation's area.*

- 3. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:*
 - a) [INSERT A LIST OF ALL RELEVANT COUNCIL AREAS WITHIN THE RELEVANT STATE PLANNING REGIONS]*

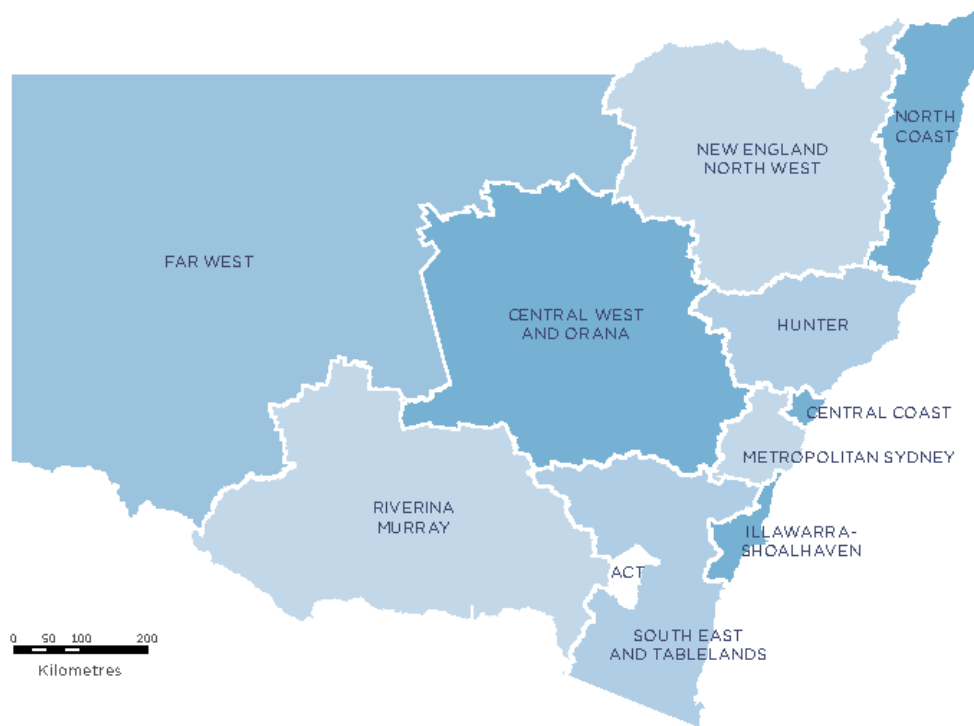
- 4. That before 28 February 2018, the General Manager provide the Minister with a copy of this resolution including the date on which Council made this resolution.*
- 5. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager inform the Minister that this resolution has not been rescinded.*

Joint Organisation formation and implementation timeline for councils



4

NSW planning regions



Distribution of councils in NSW planning regions



Central West and Orana

Bogan Shire Council	Lachlan Shire Council	Warren Shire Council	Narromine Shire Council
Parkes Shire Council	Forbes Shire Council	Weddin Shire Council	Coonamble Shire Council
Gilgandra Shire Council	Dubbo Regional Council	Cabonne Shire Council	Cowra Shire Council
Orange Shire Council	Blayney Shire Council	Warrumbungle Shire Council	Mid-Western Regional Council
Bathurst Regional Council	Lithgow City Council	Oberon Council	

Hunter

Upper Hunter Shire Council	Muswellbrook Shire Council	Singleton Shire Council	Mid-Coast Council
Dungog Shire Council	Maitland City Council	Cessnock City Council	Port Stephens Council
Newcastle City Council	Lake Macquarie City Council		

New England North West

Moree Plains Shire Council	Narrabri Shire Council	Gunnedah Shire Council	Liverpool Plains Shire Council
Gwydir Shire Council	Tamworth Regional Council	Inverell Shire Council	Uralla Shire Council
Tenterfield Shire Council	Glen Innes Severn Shire Council	Armidale Regional Council	Walcha Council

North Coast

Tweed Shire Council	Kyogle Council	Lismore City Council	Byron Shire Council
Ballina Shire Council	Richmond Valley Council	Clarence Valley Council	Coffs Harbour City Council
Bellingen Shire Council	Nambucca Shire Council	Kempsey Shire Council	Port Macquarie-Hastings Council

Riverina Murray

Hay Shire Council	Edward River Council	Murray River Council	Carrathool Shire Council
Griffith City Council	Murrumbidgee Council	Berrigan Shire Council	Bland Shire Council
Leeton Shire Council	Narrandera Shire Council	Federation Council	Temora Shire Council
Coolamon Shire Council	Junee Shire Council	Wagga Wagga City Council	Lockhart Shire Council
Greater Hume Shire Council	Albury City Council	Cootamundra-Gundagai Regional Council	Snowy Valleys Council

South East and Tablelands

Hilltops Council	Yass Valley Council	Upper Lachlan Shire Council	Goulburn Mulwaree Council
Queanbeyan-Palerang Regional Council	Snowy Monaro Regional Council	Wingecarribee Shire Council	Eurobodalla Shire Council
Bega Valley Shire Council			

Illawarra Shoalhaven

Shoalhaven City Council	Kiama Municipal Council	Shellharbour City Council	Wollongong City Council
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Joint Organisation Frequently Asked Questions



Q1: What is a Joint Organisation?

A: A Joint Organisation is a new entity under the Local Government Act comprising member councils in regional NSW to provide a stronger voice for the communities they represent.

Each Joint Organisation will comprise at least three member councils and align with one of the State's strategic growth planning regions. One of the member council's mayors will be elected chairperson and an Executive Officer may be appointed.

Q2: How will Joint Organisations benefit councils and communities in regional NSW?

A: Joint Organisations will transform the way that the NSW Government and local councils collaborate, plan, set priorities and deliver important projects on a regional scale. These new partnerships will benefit local communities across regional NSW by working across traditional council boundaries.

Q3: How do we know Joint Organisations will work?

A: The Joint Organisation model has been developed in close consultation with councils and the NSW Government has listened to regional councils to get the model right. This included a pilot program for five groups of councils to test a range of options, which involved the participation of 43 councils and delivered a range of initiatives and projects to those regions.

An independent evaluation of the pilot program found Joint Organisations bring benefits to regional communities in delivering on-the-ground projects and attracting more investment to regional communities.

Q4: Why should councils choose to form a Joint Organisation?

A: Joint Organisations will provide a forum for councils, agencies and others to come together and focus on their regional priorities – the things that matter for that region. Joint Organisations will help drive the delivery of important regional projects – the infrastructure and services that local communities need and deserve.

Joint Organisations will also provide councils with a more efficient way to deliver shared services for members and the region. Where member councils agree, they can choose to share a common approach to services such as information technology, water management services and community strategic planning. The NSW Government will provide \$3.3 million to support councils to establish Joint Organisations.

Q5: Can councils determine their own regional boundaries?

A: While the choice to join, and composition of a Joint Organisation is voluntary, the NSW Government will only support the creation of Joint Organisations within existing State planning regions and in regional NSW. Councils have told us that effective collaboration will only be realised when State and local government boundaries are aligned.

To aid this process the NSW Government has consulted the sector on boundary criteria which they can take into account when determining the membership of their Joint Organisation.

Joint Organisation boundaries should:

- align with, or 'nest' within one of the State's planning regions
- demonstrate a clear community of interest between member councils and regions
- not adversely impact on other councils or JOs, for example, leaving too few councils to form a JO
- be based around a strong regional centre or centres
- be of an appropriate size to partner with State, Commonwealth and other partners.
- Consistent with previous Government decisions, Joint Organisations will not be considered for metropolitan Sydney and the Central Coast at this time.

Q6: Are Far West Councils able to form a JO?

A: The Government will be writing to Far West councils to advise them of their opportunity to form or join a JO. This will include specific guidance applicable to Far West councils only.

Q7: What are the next steps for interested councils?

A: Councils are invited to nominate to form a Joint Organisation in their region. Councils are encouraged to open discussions with their neighbours as soon as possible.

The Office of Local Government is available to facilitate these discussions and provide support to councils through the nomination process. Specific requirements to form a Joint Organisation will be provided to councils shortly.

Each Joint Organisation will be created by a proclamation and the NSW Government will then ask the Commonwealth to endorse each Joint Organisation as a non-national system employer to ensure that any staff of a Joint Organisation, with the exception of the Executive Officer, are employed under the State local government award.

Q8: What support will be provided to councils and Joint Organisations once established?

A: The Office of Local Government will work with Joint Organisations to support their establishment and ensure they have the necessary systems and governance in place for the Joint Organisations to deliver results for regional communities.

The Office of Local Government and the Department of Premier and Cabinet will foster collaboration between Joint Organisations and State agencies to identify and act on opportunities to benefit regional communities.

Q9: Can councils choose not to participate?

A: Councils can choose not to become a member of a Joint Organisation. The Government strongly encourages all councils in regional NSW to consider the benefits and opportunities offered by Joint Organisations.

Councils that are members of Joint Organisations will be able to take advantage of investment opportunities that are delivered through the Joint Organisation.

Q10: What funding is available to Joint Organisations?

A: The Government will provide up to \$3.3 million in seed funding to Joint Organisations to support their establishment. The Government will identify opportunities for additional investment through Joint Organisations in regional economies.

Funding for each Joint Organisation will be based on the number of councils that choose to form a Joint Organisations, with maximum funding provided to regions where all councils in a region choose to be members of the new regional body.

All Joint Organisations, whether they were pilot regions or not, will be provided with seed funding.

Further details on funding arrangements will be provided to councils.

Q11: Will this funding be enough to help councils establish a JO?

A: The NSW Government is providing significant funding and support to help those councils that choose to establish a Joint Organisation. The pilot program demonstrated that groups of councils can achieve substantial benefits for their communities and significant cost savings by working together through a Joint Organisation.

Q12: How are Joint Organisations different to Regional Organisations of Councils?

A: The Joint Organisation model provides for greater certainty and continuity as well as recognising the unique differences in the many regions of NSW. While some ROCs have been effective, they have varied functions, membership, and governance structures which often makes collaboration more difficult.

Joint Organisation Resource List



Website

www.olg.nsw.gov.au

OLG key contacts

Chris Presland, Director of Reform Implementation	0413 274 882
Melissa Gibbs, Director Policy and Sector Development	0491 225 904
Office of Local Government, Development Team	02 4428 4100

Secure Stronger Councils Portal

A secure portal is available for councils to access information and share resources on Joint Organisations. To access the portal go to <https://portal.strongercouncils.nsw.gov.au>

You will need to login and register with your council email address.

OLG will use the portal to provide up to date information and share best practice between councils and Joint Organisations during the formation and implementation phase.

Department of Premier and Cabinet Regional contacts

Hunter 0418406733 02 49212603	Aaron Spadaro, Senior Coordination Officer
Northern NSW (Tamworth) 0477316 189 0267602671	Alison McGaffin, Director, Northern NSW
Northern NSW (Coffs Harbour) 0481 919 697 02 66598651	Andrew Hegedus, Director North Coast
Southern NSW (Wollongong) 0477 320 822 0242536301	Anthony Body, Director Southern Region
Southern NSW (Queanbeyan) 0427 454 375 02 92283296	Heidi Stratford, Director South East and Tablelands
Western NSW (Dubbo) 0400 364 960 02 68267801	Ashley Albury, Director, Western NSW
Western NSW (Wagga) 0417947976	Trudi McDonald, Director Riverina Murray



Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A576353
Your Reference:
Contact: Chris Presland
Phone: 02 4428 4100

Mr Allen Dwyer
General Manager
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Email: allen.dwyer@cgrc.nsw.gov.au

20 December 2017

Dear Mr Dwyer

Following on from recent correspondence regarding the establishment of a Joint Organisation (JO), I am writing to acknowledge the time and effort that councils and regional organisations of councils have taken over the past month to discuss the opportunities available.

I understand that there have been many conversations and regional meetings between councils and the Office of Local Government (OLG) to discuss the best way forward for councils in your region. This is a critical time when each council must consider the decision to join a JO.

I would like to reiterate that JOs are a key part of the Government's commitment to build stronger councils and improve service delivery and infrastructure across rural and regional NSW. The State Government will work closely with JOs to strengthen communities across the State.

I would like to advise that the *Local Government Amendment (Regional Joint Organisation) Act 2017* commenced on 15 December 2017. To ensure that your council is a part of the JO network, a council resolution is a critical part of the process of getting JO areas recommended to the Governor to enable proclamation.

It is important that these resolutions align for groups of councils that wish to form a JO and that councils provide the Minister for Local Government with a copy of this resolution by **28 February 2018**, a copy of which is again provided for ease of reference. This allows time to undertake the required processes in order to have JOs in operation by July 2018. This includes allocation of seed funding to help establish each JO under the NSW Government's \$3.3 million commitment.

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046



Should you have any further enquiries, please contact Chris Presland, Director Reform Implementation or Melissa Gibbs, Director Policy and Sector Development on 02 4428 4100 or onestopshop@olg.nsw.gov.au. Once again, I would like to thank you for your time and engagement during this process to date. The NSW Government looks forward to working with your council to find the best solutions for meeting the needs of your council and region into the future.

Yours sincerely



Penny Holloway
Acting Chief Executive
Office of Local Government

7.2.2.2 INTERNAL REPORTING POLICY

REPORTING OFFICER	Teresa Breslin, Governance Officer
ATTACHMENTS	Internal Reporting Policy
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 the Public Interest Disclosures Act 1994 (PID ACT).
POLICY IMPLICATIONS	The Complaints Handling Policy is to be developed and will be provided to a future Council meeting.

RECOMMENDATION

The draft Internal Reporting Policy be adopted.

Introduction

Councils are required to have a policy that provides for its procedures for receiving, assessing and dealing with public interest disclosures. The draft Internal Reporting Policy has been prepared in accordance with the *Public Interest Disclosures Act 1994* (PID ACT). This Policy has been updated to reflect changes to the staff reporting authorities.

Discussion

A Public Interest Disclosure is an internal report about serious wrongdoing including corrupt conduct, maladministration and serious and substantial waste of public money, about a public official or public authority.

Cootamundra-Gundagai Regional Council has a commitment to high standards of ethical and accountable conduct and confirms that it will not tolerate any form of wrongdoing. Staff who come forward and report wrongdoing are helping to promote integrity, accountability and good management within the Council.

Council is required by the PID Act to have regard to the NSW Ombudsman's guidelines and the model Internal Reporting Policy for local government. The recommended Internal Reporting Policy replicates most of the model policy, with some modifications for Council specific information.

Internal Reporting Policy

Approved by	Council resolution
Responsible Officer	Director of Corporate Services
Council Service Unit	Governance and Business Systems
Next Review Date	30/01/2022

Version Control

Ref	Date	Description	Council Resolution
1.0	6/12/2016	Adopted	06/12/2016
1.1	30/01/2018	Revision for Adoption	

Purpose

The purpose of this policy is to establish an internal reporting system for staff and councillors to report wrongdoing without fear of reprisal. All such matters will be properly investigated and reported upon.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (PID Act).

This policy is just one in the suite of Cootamundra-Gundagai Regional Council's complaint handling policies. Other relevant policies are:

- Complaint Handling Policy – under development
- Staff Grievance Resolution Policy
- Code of Conduct Policy

Legislative Framework

Public Interest Disclosures Act 1994 (PID Act)

Public Interest Disclosures Regulation 2011

Local Government Act 1993

NSW Ombudsman's Guidelines for Internal Reporting Policies

NSW Ombudsman's Model Internal Reporting Policy for Local Government

Definitions

Public Interest Disclosure

A report about wrongdoing that is:

- made by a public official
- based on an honest belief, on reasonable grounds, that the information shows or tends to show wrongdoing
- about corrupt conduct, maladministration, serious and substantial waste of public money, breaches of the GIPA Act, or local government pecuniary interest contravention.
- about a public official or public authority.

Review Period

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

Policy Statement

Council is committed to the aims and objectives of the Public Interest Disclosures Act 1994 (The PID Act).

Council recognises that Councillors and staff have an important role in ensuring a high ethical standard and enhancing administrative and management practices, and strongly supports disclosures which expose:

- Corrupt conduct
- Maladministration
- Serious and substantial waste of public money
- Breaches of the Government Information (Public Access) Act 2009
- Contraventions of local government pecuniary interest requirements.

Council is committed to:

- creating a climate of trust, where people are comfortable and confident about reporting wrongdoing
- encouraging individuals to come forward if they are aware of wrongdoing within the Council
- keeping the identity of the person disclosing wrongdoing confidential, where this is possible and appropriate
- protecting people who make disclosures from any adverse action
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keeping individuals who makes reports informed of the progress and the outcome
- encouraging the reporting of wrongdoing within the council, and respecting any decisions to disclose wrongdoing outside the council that is made in accordance with the provisions of the PID Act
- ensuring managers and supervisors at all levels in the council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing.

Who does this policy apply to?

This policy applies to:

- both Council staff and Councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees

- consultants
- individual contractors working for Council
- employees of contractors providing services to Council
- other people who perform council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.
- public officials of another council or public authority who report wrongdoing relating to Cootamundra-Gundagai Regional Council.

Roles and Responsibilities

1. Council Staff and Councillors

Staff and councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All council staff and councillors are obliged to:

- report all known or suspected wrongdoing and support those who have made reports of wrongdoing
- if requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation and maintaining confidentiality
- treat any staff member or person dealing with a report of wrongdoing with courtesy and respect
- respect the rights of any person the subject of reports.

Staff and councillors must not:

- make false or misleading reports of wrongdoing
- victimise or harass anyone who has made a report

Additionally, the behaviour of all council staff and councillors involved in the internal reporting process must adhere to the Council's Code of Conduct. A breach of the Code could result in disciplinary action.

2. Cootamundra-Gundagai Regional Council

Council has a responsibility to establish and maintain a working environment that encourages staff and councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical and appropriate, and taking steps to protect reporters from reprisal and manage workplace conflict.

Council will assess all reports of wrongdoing it receives from staff and councillors and deal with them appropriately. Once wrongdoing has been reported, Council takes 'ownership' of the matter and decides whether a report should be investigated, how it should be investigated and by whom. Council will deal with all reports of wrongdoing fairly and reasonably, and respect the rights of any person the subject of a report.

Council will report statistical information about public interest disclosures in its annual report as well as to the NSW Ombudsman every six months.

3. General Manager

The General Manager has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring that Council complies with the PID Act. The General Manager can receive reports from staff and councillors and has a responsibility to:

- assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with
- deal with reports made under the council's code of conduct in accordance with the council's adopted code of conduct procedures
- ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- make decisions following any investigation or appoint an appropriate decision-maker

- take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified
- refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC)
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

4. Director Corporate Services

The Director Corporate Services is Council's Disclosures Coordinator, and has a central role in Council's internal reporting system. The Disclosures Coordinator can receive and assess reports, and is the primary point of contact in Council for the reporter. The Disclosures Coordinator has a responsibility to:

- assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the General Manager)
- coordinate the management of complaints made under the Council's Code of Conduct
- coordinate Council's response to a report
- acknowledge reports and provide updates and feedback to the reporter
- assess whether it is possible and appropriate to keep the reporter's identity confidential
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report
- ensure Council complies with the PID Act
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

5. HR Officers

The HR Officers are Council's Disclosures Officers, and are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and councillors to make reports.

Disclosures officers have a responsibility to:

- document in writing any reports received verbally, and have the document signed and dated by the reporter
- make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary away from the workplace
- discuss with the reporter any concerns they may have about reprisal or workplace conflict
- carry out preliminary assessment and forward reports to the Disclosures Coordinator or General Manager for full assessment.

6. Mayor

The Mayor can receive reports from staff and councillors about the General Manager. Where the Mayor receives such reports, they have a responsibility to:

- assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with
- deal with reports made under the council's Code of Conduct
- refer reports to an investigating authority, where appropriate
- liaise with the Disclosures Coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- refer actual or suspected corrupt conduct to the ICAC
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

7. Supervisors and Managers

Supervisors and Managers play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Supervisors and Managers should be aware of the internal reporting policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do
- identify reports made to them in the course of their work which could be public interest disclosures, and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy
- implement local management strategies, in consultation with the Disclosures Coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report
- notify the Disclosures Coordinator or General Manager immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the General Manager, notify the Mayor or Administrator.

What should be reported?

You should report any suspected wrongdoing within Cootamundra-Gundagai Regional Council.

There are five categories of serious misconduct that will be dealt with in accordance with the PID Act and with this policy, these being corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention.

All other suspected wrongdoing within Council should also be reported, including any activities or incidents seen within the Council that are believed to be wrong. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if reports are not dealt with as public interest disclosures, Council recognises that such reports may raise important issues and will respond to all reports and make every attempt to protect the individual making the report.

1. Corrupt Conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a council official being influenced by a member of public to use their position in a way that is dishonest, biased or breaches public trust.

2. Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant an approval for reasons that are not related to the merits of their application.

3. Serious and substantial waste of public money

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in losing or wasting public money.

For example, this could include:

- not following a competitive tendering process for a large scale contract
- having bad or no processes in place for a system involving large amounts of public funds.

4. Breach of the GIPA Act

A breach of the Government Information (Public Access) Act 2009 (GIPA Act) is a failure to properly fulfil functions under that Act.

For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

5. Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to comply with requirements under the Local Government Act 1993 relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, disclose pecuniary interests at council and council committee meetings and leave the meeting while the matter is being discussed. 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.

For example, this could include:

- a senior council staff member recommending a family member for a council contract and not declaring the relationship
- a councillor participating in consideration of a DA for a property they or their family have an interest in.
- a councillor participating in consideration of a DA for a property they or their family have an interest in.

Assessment of reports

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure.

The Disclosures Coordinator is responsible for assessing reports, in consultation with the General Manager where appropriate. All reports will be assessed on the information available to the Disclosures Coordinator at the time. It is up to the Disclosures Coordinator to decide whether an investigation should be carried out and how that investigation should be carried out. In assessing a report the Disclosures Coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

When will a report be treated as a public interest disclosure?

Cootamundra-Gundagai Regional Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the PID Act. These requirements are:

- the report must be about one of the following five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention
- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing

- the report has to be made to either the General Manager or, for reports about the General Manager the Mayor or Administrator, a position nominated in this policy, an investigating authority or in limited circumstances to an MP or journalist.

Reports by staff are not public interest disclosures if they:

- mostly question the merits of government policy
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

Who can receive a report within Cootamundra-Gundagai Regional Council?

Staff are encouraged to report general wrongdoing to their supervisor. However the PID Act requires that, for a report to be a public interest disclosure, it must be made to certain public officials identified in this policy or any supporting procedures.

The following positions are the only people within Cootamundra-Gundagai Regional Council who are authorised to receive a public interest disclosure. Any supervisor who receives a report that they believe may be a public interest disclosure is obliged to assist the staff member to make the report to one of the positions listed below.

If your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

General Manager		Allen Dwyer
	Phone:	02 6940 2100
	Email:	Allen.Dwyer@cgrc.nsw.gov.au
Mayor		Abb McAlister
	Phone:	02 6940 2100
	Email:	Mail@cgrc.nsw.gov.au
Disclosures Coordinator		Kate Monaghan
	Phone:	02 6940 2100
	Mobile:	0458 141 034
	Email:	Kate.Monaghan@cgrc.nsw.gov.au
Disclosures Officers		Human Resources Manager
		Wayne Noakes
	Phone:	02 6940 2100
	Email:	Wayne.Noakes@cgrc.nsw.gov.au
		HR Advisor
		Greg Rowe
	Phone:	02 6940 2100
	Email:	Greg.Rowe@cgrc.nsw.gov.au

Who can receive a report outside of Cootamundra-Gundagai Regional Council?

Staff and councillors are encouraged to report wrongdoing within Council, but internal reporting is not your only option. You can also make a public interest disclosure to:

- An investigating authority.
- A Member of Parliament or a journalist, but only in the limited circumstances outlined below.

1. Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff and councillors can report wrongdoing to and the type of wrongdoing each authority can deal with. In certain circumstances it may be preferable to make a report of wrongdoing to an investigating authority, for example a report about either the General Manager or the Mayor or Administrator.

The relevant investigating authorities for Cootamundra-Gundagai Regional Council are:

- the Independent Commission Against Corruption (ICAC) - for reports about corrupt conduct
- the Ombudsman - for reports about maladministration
- the Information Commissioner - for disclosures about a breach of the GIPA Act
- the Office of Local Government - for disclosures about local councils.

You should contact the relevant investigating authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that the investigating authority may well discuss any such reports with Cootamundra-Gundagai Regional Council. We will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to staff or councillors who report wrongdoing to an investigating authority, if we are made aware that this has occurred.

2. Members of Parliament or journalists

To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy, including the Mayor or Administrator for reports about the General Manager
- an investigating authority.
- Also, Cootamundra-Gundagai Regional Council or the investigating authority that received your initial report must have either:
 - decided not to investigate the matter
 - decided to investigate the matter, but not completed the investigation within six months of the original report
 - investigated the matter but not recommended any action as a result
 - not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly - to be protected under the PID Act - if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

3. Other external reporting

If you report wrongdoing to a person or authority that is not listed above, or make a report to an MP or journalist without following the steps outlined above, you will not be protected under the PID Act. This may mean you will be

in breach of legal obligations or Council's Code of Conduct - by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside Cootamundra-Gundagai Regional Council, contact the Disclosures Coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

How to make a report

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. Cootamundra-Gundagai Regional Council's Internal Reporting Form is also available to staff and Councillors to use to make a report.

If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the person making the report to sign this record. The reporter should keep a copy of this record.

Can a report be anonymous?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Cootamundra-Gundagai Regional Council, it is best if you identify yourself. This allows Council to provide you with any necessary protection and support, as well as feedback about what action is to be taken or has been taken to deal with the issues raised in the report, or the outcome of any investigation.

It is important to realise that an anonymous disclosure may not prevent you from being identified by the subjects of the report or your colleagues. If we do not know who made the report, it is very difficult for us to prevent any reprisal should others identify you.

Feedback to staff who report wrongdoing

Staff and councillors who report wrongdoing will be told what is happening in response to their report.

1. Acknowledgement

When you make a report, Council will contact you to confirm that your report has been received and to advise:

- the timeframe within which you will receive further updates
- the name and contact details of the people who can tell you what is happening or handle any concerns you may have.
- After a decision is made about how your report will be dealt with, Council will send you an acknowledgment letter, providing:
- information about the action that will be taken in response to your report
- the likely timeframes for any investigation or other action
- information about the internal and external resources or services available that you can access for support.

Council will provide this information to you within ten working days from the date you make your report. We will also advise you if we decide to treat your report as a public interest disclosure and provide you with a copy of this policy at that time, as required by the PID Act.

Please note, if you make a report which meets the requirements of the PID Act but the report was made under a statutory or legal obligation or incidental to the performance of your day to day functions, you will not receive an acknowledgement letter or a copy of this policy.

2. Progress updates

While your report is being dealt with, such as by investigation or making other enquiries, you will be given:

- information about the progress of the investigation or other enquiries and reasons for any delay

- advice of any decision by the [name of council] not to proceed with the matter
- advice if your identity needs to be disclosed for the purposes of investigating the matter or making enquiries, and an opportunity to talk about this beforehand.

3. Feedback

- Once the matter has been finalised you will be given:
- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you are likely to be called as a witness in any further matters, such as disciplinary or criminal proceedings.

Maintaining confidentiality

Cootamundra-Gundagai Regional Council realises reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against them for reporting wrongdoing.

Where possible and appropriate Council will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. We will discuss with you whether it is possible to keep your identity confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from reprisal in consultation with you.

If you report wrongdoing, it is important that you only discuss your report with those responsible for dealing with it. This will include the Disclosures Coordinator and the General Manager, or in the case of a report about the General Manager, the Disclosures Coordinator and the Mayor or Administrator. The fewer people who know about your report, before and after you make it, the more likely it will be that we can protect you from any reprisal.

Any staff or councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

Managing the risk of reprisal and workplace conflict

When a staff member or councillor reports wrongdoing, Council will undertake a thorough risk assessment to identify the risk to you of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, Council may:

- relocate the reporter or the staff member who is the subject of the allegation within the current workplace
- transfer the reporter or the staff member who is the subject of the allegation to another position for which they are qualified
- grant the reporter or the staff member who is the subject of the allegation leave of absence during the investigation of the disclosure.

These courses of action are not punishment and will only be taken in consultation with the reporter.

Protection against reprisals

Cootamundra-Gundagai Regional Council will not tolerate any reprisal against staff or councillors who report wrongdoing or are believed to have reported wrongdoing.

The PID Act provides protection for staff and councillors who have made a public interest disclosure by imposing

penalties on anyone who takes detrimental action against another person substantially in reprisal for that person making a public interest disclosure. These penalties also apply to cases where a person takes detrimental action against another because they believe or suspect the other person has made or may have made a public interest disclosure, even if they did not.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also a breach of Council's Code of Conduct which may result in disciplinary action. In the case of councillors, such disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

It is important for staff and councillors to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where Council has reasonable grounds to take such action.

1. Responding to allegations of reprisal

If you believe that detrimental action has been or is being taken against you or someone else in reprisal for reporting wrongdoing, you should tell your supervisor, the Disclosures Coordinator or the General Manager immediately. In the case of an allegation of reprisal by the General Manager, you can alternatively report this to the Mayor or Administrator.

All supervisors must notify the Disclosures Coordinator or the General Manager if they suspect that reprisal against a staff member is occurring or has occurred, or if any such allegations are made to them. In the case of an allegation of reprisal by the General Manager, the Mayor or Administrator can alternatively be notified.

If Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, Council will:

- assess the allegation of reprisal to decide whether the report should be treated as a public interest disclosure and whether the matter warrants investigation or if other action should be taken to resolve the issue
- if the reprisal allegation warrants investigation, ensure this is conducted by a senior and experienced member of staff
- if it is established that reprisal is occurring against someone who has made a report, take all steps possible to stop that activity and protect the reporter
- take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a disclosure
- refer any breach of Part 8 of Council's Code of Conduct (reprisal action) by a councillor or the General Manager to the Office of Local Government.
- refer any evidence of an offence under section 20 of the PID Act to the ICAC or NSW Police Force.

If you allege reprisal, you will be kept informed of the progress and outcome of any investigation or other action taken in response to your allegation.

If you have reported wrongdoing and are experiencing reprisal which you believe is not being dealt with effectively, contact the Office of Local Government, the Ombudsman or the ICAC (depending on the type of wrongdoing you

reported). Contact details for these investigating authorities are included at the end of this policy.

2. Protection against legal action

If you make a public interest disclosure in accordance with the PID Act, you will not be subject to any liability, and no action, claim or demand can be taken against you for having made the public interest disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

Support for those reporting wrongdoing

Cootamundra-Gundagai Regional Council will make sure that staff who have reported wrongdoing, regardless of whether their report is treated as a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management or counselling services.

Council has established an Employee Assistance Program that provides staff with confidential counselling, coaching and support for workplace personal issues. Council's Employee Assistance Policy and Procedure contain the information and details about how to make an appointment with an Employee Assistance Counsellor.

Sanctions for making false or misleading statements

It is important all staff and councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. Council will not support staff or councillors who wilfully make false or misleading reports. Such conduct may also be a breach of the Code of Conduct resulting in disciplinary action. In the case of councillors, disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

The rights of persons the subject of a report

Council is committed to ensuring staff or councillors who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate.

If you are the subject of the report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- advised of the details of the allegation
- advised of your rights and obligations under the relevant related policies and procedures
- kept informed about the progress of any investigation
- given a reasonable opportunity to respond to any allegation made against you
- told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.

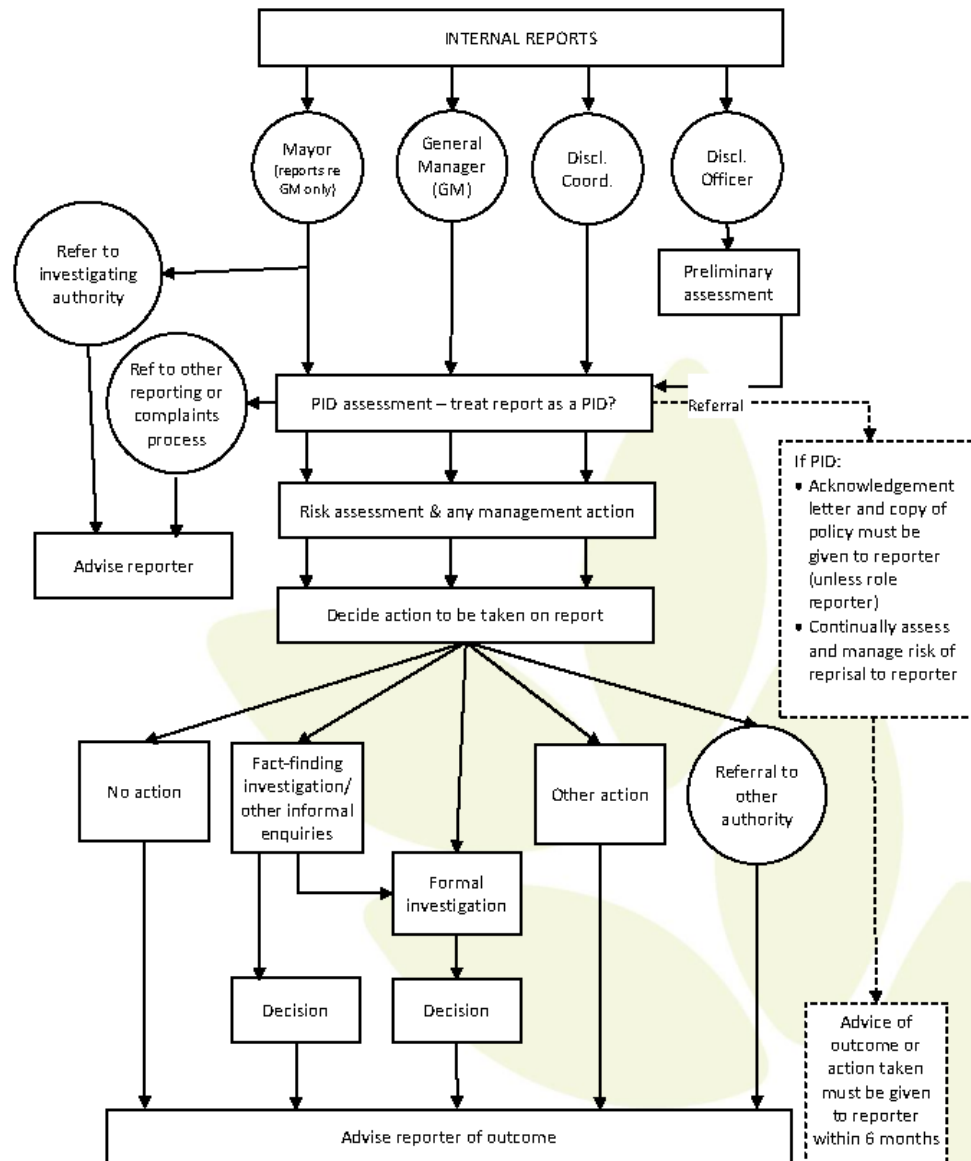
Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Cootamundra-Gundagai Regional Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

More information

A checklist of key procedural steps is provided in support of this policy.

More information around public interest disclosures is available on our intranet. Staff can also seek advice and guidance from the Disclosures Coordinator and the NSW Ombudsman's website at www.ombo.nsw.gov.au.

Flow Chart of internal reporting process



Resources

The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed below.

For disclosures about corrupt conduct:

Independent Commission Against Corruption (ICAC)

Phone: 02 8281 5999

Toll free: 1800 463 909

Tel. typewriter (TTY): 02 8281 5773

Facsimile: 02 9264 5364

Email: icac@icac.nsw.gov.au

Web: www.icac.nsw.gov.au

Address: Level 21, 133 Castlereagh Street, Sydney NSW 2000

For disclosures about maladministration:

NSW Ombudsman

Phone: 02 9286 1000

Toll free: 1800 451 524

Tel. typewriter (TTY): 02 9264 8050

Facsimile: 02 9283 2911

Email: nswombo@ombo.nsw.gov.au

Web: www.ombo.nsw.gov.au

Address: Level 24, 580 George Street, Sydney NSW 2000

For disclosures about breaches of the GIPA Act:

Information Commissioner

Toll free: 1800 472 679

Facsimile: 02 8114 3756

Email: ipcinfo@ipc.nsw.gov.au

Web: www.ipc.nsw.gov.au

Address: Level 11, 1 Castlereagh Street, Sydney NSW 2000

For disclosures about local councils:

Office of Local Government

Phone: 02 4428 4100

Tel. typewriter (TTY): 02 4428 4209

Facsimile: 02 4428 4199

Email: olg@olg.nsw.gov.au

Web: www.olg.nsw.gov.au

Address: 5 O'Keefe Avenue, Nowra, NSW 2541

7.3 OPERATIONS DIVISION

7.3.1 OPERATIONS

7.3.1.1 JANUARY OPERATIONS UPDATE

REPORTING OFFICER	Ray Graham, Director Operations
ATTACHMENTS	Nil
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 January Operations Update report be received and noted

Introduction

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

Discussion

Civil Works Section

Works crews are continuing with maintenance works around the shire over the next week. Shoulder grading is underway on Old Gundagai Road and heavy patching along Brungle Road will be trimmed in preparation for sealing. Pavement repairs are underway on Mount Street to repair failed sections of pavement. Cootamundra works crew have been cleaning up fallen timber following last week's storms.

Patching crews are also undertaking patching to the bitumen shire network as required. Work has recommenced on the Gundagai main street upgrade with continuation of the placement of pavers and pavement replacement.

The next stage of the Temora Street reconstruction has commenced being the section between Parker Street and Murray Street. The work involves the replacement of the existing kerb and gutter along the southern side. While these works are underway, Temora Street will be under traffic control with motorists expecting some short delays and minor traffic detours on Murray Street and Quinn Street. This project is being funded under the Roads to Recovery Program.

Work is also underway on replacing the old footpath in Parker Street adjacent to the Sacred Heart School.

Facilities Section

There were two major storm fronts that hit Cootamundra this week and as a result there is a very large amount of tree branches and trees down around Cootamundra. Staff have cleared the blocked roads, lanes and driveways and have been working on removing the debris from around the town.

Staff have line marked the 4 touch football fields at Nicholson Park and 2 fields at Fisher Park for the touch football carnival held on the weekend. Additional works for the event included pressure washing the Fisher Park Grandstand, filling in low points with top soil along with marking the water main at Nicholson Park.

The airport was mowed for the planes and gliders that are still using the Cootamundra airport. The repairs to the weigh bridge at the Cootamundra Waste Depot are programmed for January 23 to 24.

Stan Crowe Amenities building – internal sealing completed with Electrical fitout currently underway.

Mirrabooka – retaining wall complete, quotations underway for Library works.

Mens Shed, anticipate completion by End of January, retaining walls are completed with site cleanup underway.

Technical Services Section

The bridge builder for Morley's Creek footbridge has commenced fabrication of the bridge elements which will take 4 to 6 weeks. Installation is programmed to be undertaken in April.

The Contractor for Shed Creek Bridge is currently fabricating the elements for this bridge with works programmed to occur in March April of this year.

The design for the Roundabout at the corner of West and Sheridan St has commenced with contractor anticipating that this will take 4 to 6 weeks.

7.3.1.2 PLANT REPLACEMENT PROGRAM

REPORTING OFFICER	Ray Graham, Director Operations
ATTACHMENTS	Plant Replacement Program
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	The replacement program is incorporated into the current budget.
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 in the Plant Replacement Program report be received and noted

Introduction

A copy of the current Plant Replacement schedule is included for the information of Councillors. The plant replacement reserve as at 1st July, 2017 indicated a balance of \$2.47M. The reserve reflects the difference between the capital purchases and the net profit obtained each year from plant utilisation.

Discussion

Council operates a large public works plant fleet to fulfil its operational obligations in particular the need to undertake roadworks, operate an effective parks and garden operation and support the general day to day operations of Council. The replacement of plant is considered in conjunction with the Plant Replacement Reserve and the Replacement Programme.

Council operates a modest light motor vehicle fleet which is used for administration, inspections, and supervision of works.

A 5 year Program is developed for the replacement of plant to guide decision making and support the financial plan.

The attached schedule has been developed using industry adopted replacement schedules with the IPWEA Plant & Vehicle Management Manual being used as a base line. Individual items will be adjusted and replacement schedules will be monitored over the life of the program. This program will be reviewed as part of the budget development process for the 2018/19 financial year.

ASSET PLANNING									
Assets Plant No.	Make	Model	Asset Generic Description	17/18	18/19	19/20	20/21	21/22	
				\$ 1,575,500.00	\$ 1,149,500.00	\$ 1,617,000.00	\$ 911,000.00	\$ 1,026,000.00	
336	Caterpillar	D6H Dozer	Dozer	\$ -	\$ -	\$ -	\$ -	\$ -	-
293	Hitachi	ZX200LC-3 Excavator	Excavator (20 tonne)	\$ 145,000.00	\$ -	\$ -	\$ -	\$ -	-
335	Sumitomo	SH200-3 Excavator	Excavator (20 tonne)	\$ -	\$ -	\$ -	\$ -	\$ -	-
337	Komatsu	PC30MR_3	Excavator (3.5 tonne)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000.00
278	Caterpillar	12M Caterpillar Grader	Grader	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	-
321	Caterpillar	120M Caterpillar Grader AWD	Grader	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,000.00
220	Caterpillar	12M Caterpillar Grader	Grader	\$ -	\$ -	\$ -	\$ -	\$ -	-
231	Caterpillar	12H Caterpillar Grader	Grader	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	-
311	Caterpillar	Cat IT 12	Loader - Wheel	\$ -	\$ -	\$ -	\$ -	\$ -	-
326	Volvo	Volvo L110F Loader	Loader - Wheel	\$ -	\$ -	\$ -	\$ -	\$ -	-
333	Caterpillar	928G Loader	Loader - Wheel	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	-
338	Case	721E Loader	Loader - Wheel	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	-
402	LTS	Forklift	Forklift	\$ -	\$ -	\$ -	\$ -	\$ -	-
410		Garbage Tip - Forklift	Forklift	\$ -	\$ -	\$ -	\$ -	\$ -	-
42	Nissan	PH 0289A Forklift	Forklift	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000.00
342	American Lincoln sweeper		Sweeper - Car Park/Footpath	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	-
307	Case	590 SRS Backhoe	Loader - Backhoe Loader	\$ -	\$ -	\$ -	\$ -	\$ -	-
347	Volvo	BL71B Backhoe	Loader - Backhoe Loader	\$ -	\$ -	\$ 96,000.00	\$ -	\$ -	-
330	Volvo	BL7103A Backhoe	Loader - Backhoe Loader	\$ -	\$ -	\$ -	\$ 96,000.00	\$ -	-
760	2006 Locust skid steer loader and attachments		Skid Steer	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -	-
345	Pacific	RP16 Multityred Roller	Roller - Rubber-Tyred	\$ -	\$ -	\$ -	\$ -	\$ -	-
358	Pacific	MultiTyred Rollpac 20 tonne	Roller - Rubber-Tyred	\$ -	\$ -	\$ -	\$ -	\$ -	-
353	HAMM	HAMM 3414 Roller	Roller - Vibrating Drum	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000.00
386	HAMM	3414 VIO Smooth Drum Roller	Roller - Vibrating Drum	\$ -	\$ -	\$ -	\$ -	\$ -	-
387	HAMM	3414E HT Padfoot Roller	Roller - Vibrating Drum	\$ -	\$ -	\$ -	\$ -	\$ -	-
557	Ammann	1500 Smooth Drum Roller	Roller - Vibrating Drum	\$ -	\$ -	\$ -	\$ 120,000.00	\$ -	-
556	BOMAG	GBW 216-D4	Roller - Vibrating Drum	\$ -	\$ -	\$ 120,000.00	\$ -	\$ -	-
290	BOMAG	Bomag Trench Roller	Roller - Vibratory - small	\$ -	\$ -	\$ -	\$ -	\$ -	-
78	Hydro Power	Road Broom	Sweeper - Road	\$ -	\$ 29,500.00	\$ -	\$ -	\$ -	-
327	Iveco	Garbage Compactor	Truck - Garbage	\$ -	\$ -	\$ 340,000.00	\$ -	\$ -	-
1101	International	Garbage Compactor	Truck - Garbage	\$ -	\$ -	\$ -	\$ -	\$ -	-
101	International	Acco Garbage Compactor	Truck - Garbage	\$ 167,500.00	\$ -	\$ -	\$ -	\$ -	-
306	Mitsubishi	Fuso Canter	Truck - Light-duty (LR)	\$ -	\$ -	\$ -	\$ -	\$ -	-
336	Hino	300S11A Dual Cab	Truck - Light-duty (LR)	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	-
369	Hino	617 Medium 4 x 2 Cab Chassis	Truck - Light-duty (LR)	\$ -	\$ -	\$ -	\$ 45,000.00	\$ -	-

370 Hino	FD1124 Crew 4x2 Cab Chassis	Truck - Light-duty (LR)	\$	-	\$	-	\$	65,000.00	\$	-
16 Hino	917 Tipper	Truck - Light-duty (LR)	\$	-	\$	50,000.00	\$	-	\$	-
45 Hino	816 Tipper	Truck - Light-duty (LR)	\$	50,000.00	\$	-	\$	-	\$	-
97 Mitsubishi	Fuso Canter FE04A	Truck - Light-duty (LR)	\$	45,000.00	\$	-	\$	-	\$	-
98 Mitsubishi	Canter FE6404A	Truck - Light-duty (LR)	\$	-	\$	45,000.00	\$	-	\$	-
46 Mitsubishi	Fuso Canter FE04A	Truck - Light-duty (LR)	\$	-	\$	45,000.00	\$	-	\$	-
47 Mitsubishi	Fuso Canter	Truck - Light-duty (LR)	\$	-	\$	45,000.00	\$	-	\$	-
44 Hino	816 Tipper	Truck - Light-duty (LR)	\$	40,000.00	\$	-	\$	-	\$	-
39 Mitsubishi	Canter FE6404A	Truck - Light-duty (LR)	\$	-	\$	30,000.00	\$	-	\$	-
130 Isuzu	300 CrewCab	Truck - Light-duty (LR)	\$	-	\$	40,000.00	\$	-	\$	-
43 Mitsubishi	FE85PG	Truck - Light-duty (LR)	\$	-	\$	-	\$	-	\$	-
337 Hino	FG8J Bridge Truck	Truck - Medium-duty (MR)	\$	-	\$	-	\$	75,000.00	\$	-
365 Hino	XZU720R-QKFMTO3 617 Long Crew 300	Truck - Medium-duty (MR)	\$	-	\$	-	\$	-	\$	40,000.00
366 Hino	XZU710R-HKFMTO3 617 Medium	Truck - Medium-duty (MR)	\$	-	\$	-	\$	-	\$	35,000.00
17 Mitsubishi	FK5040 Water Tanker (11,000l)	Truck - Medium-duty (MR)	\$	-	\$	-	\$	-	\$	-
40 Mitsubishi	FK61FH Water Tanker	Truck - Medium-duty (MR)	\$	-	\$	-	\$	-	\$	-
19 Mitsubishi	FK6101E (HIAB)	Truck - Medium-duty (MR)	\$	-	\$	-	\$	80,000.00	\$	-
41 Hino	FS 2845	Truck - Medium-duty (MR)	\$	-	\$	-	\$	120,000.00	\$	-
343 Rosmech Scarab sweeper UD truck		Truck - Medium-duty (MR)	\$	-	\$	-	\$	-	\$	-
294 Isuzu	FVD 1000 Tar Spraying Truck	Truck - Heavy-duty (HR HC)	\$	-	\$	-	\$	-	\$	-
305 Hino	FM2632 Water Cart	Truck - Heavy-duty (HR HC)	\$	-	\$	140,000.00	\$	-	\$	-
313 Kenworth	T4045A Prime Mover	Truck - Heavy-duty (HR HC)	\$	-	\$	-	\$	-	\$	-
392 Hino	SS2848 Air 700 Series Tipper	Truck - Heavy-duty (HR HC)	\$	-	\$	-	\$	-	\$	-
48 Nissan	UD GW 470 - Prime Mover	Truck - Heavy-duty (HR HC)	\$	-	\$	-	\$	150,000.00	\$	-
49 Hino	2848 - Prime Mover	Truck - Heavy-duty (HR HC)	\$	-	\$	-	\$	-	\$	-
35 Mitsubishi	FV5101A	Truck - Heavy-duty (HR HC)	\$	-	\$	-	\$	-	\$	-
36 Mitsubishi	FV5101A	Truck - Heavy-duty (HR HC)	\$	-	\$	-	\$	-	\$	-
37 Isuzu	FVZ1400 - Jetpatcher	Truck - Heavy-duty (HR HC)	\$	-	\$	-	\$	-	\$	-
38 Rigid Bogy cab chassis(JET PATCHER)		Truck - Heavy-duty (HR HC)	\$	-	\$	-	\$	-	\$	-
405 Mack	Trident	Truck - Heavy-duty (HR HC)	\$	-	\$	-	\$	-	\$	-
359 John Deere	83354 Tractor	Tractor (PTO hrs)	\$	-	\$	215,000.00	\$	-	\$	-
367 John Deere	5083E Tractor	Tractor (PTO hrs)	\$	-	\$	-	\$	-	\$	45,000.00
371 John Deere	5080M Tractor	Tractor (PTO hrs)	\$	-	\$	-	\$	-	\$	37,000.00
455 New Holland	TD 80 Tractor	Tractor (PTO hrs)	\$	-	\$	-	\$	-	\$	-
456 New Holland	TD 80 Tractor	Tractor (PTO hrs)	\$	-	\$	-	\$	-	\$	-
445 Kubota	L20594A Tractor	Tractor (PTO hrs)	\$	-	\$	-	\$	-	\$	-
470 John Deere	Tractor Saleyards	Tractor (PTO hrs)	\$	-	\$	-	\$	-	\$	-
181 Lusty	Low Loader	Trailer - LowLoader	\$	-	\$	-	\$	-	\$	-
1015 Freightier Low Loader 1983	Loader 1983 - Lowloader 1983	Trailer - LowLoader	\$	-	\$	-	\$	-	\$	-
1022 Centurion tipping trailer 2003	trailer2003 - tippingtrailer 2003	Trailer - LowLoader	\$	-	\$	-	\$	90,000.00	\$	-
1030 Pig trailer 1999	1999 - Pigtrailer 1999	Trailer - Dog	\$	-	\$	-	\$	-	\$	-
1031 Hamelex semi tipper 1999	tipper1999 - semitipper 1999	Trailer - LowLoader	\$	-	\$	-	\$	90,000.00	\$	-
1041 GORSHI super dog trailer		Trailer - Dog	\$	-	\$	-	\$	-	\$	-
393 Chris's Body Builders	Hardox Superdog	Trailer - Dog	\$	-	\$	-	\$	90,000.00	\$	-
401 Tieman	Water Tanker	Trailer - Tanker	\$	-	\$	-	\$	-	\$	-
1016 Tieman effluent water tanker 1967		Trailer - Tanker	\$	85,000.00	\$	-	\$	-	\$	-

7.3.1.3 2017-18 WORKS PROGRAM

REPORTING OFFICER	Mark Ellis, Manager Civil Works
ATTACHMENTS	2017-18 Works Program
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	The works program is funded from various sources as noted in the report
LEGISLATIVE IMPLICATIONS	There are no legislative implications associated with this report.
POLICY IMPLICATIONS	There are no policy implications associated with this report.

RECOMMENDATION

The 2017-18 Works Program be received and noted

Introduction

This report provides a detailed update of the Operations Department's 2017-18 works program. A copy of the program is attached.

Discussion

This program is made up of projects funded from the Roads to Recovery Program (R2R), Fixing Country Roads (FCR), Roads and Maritime Services projects (RMS), Fixing Country Truck Wash Program (FCTW), Stronger Community Fund projects (SCF) and Council allocated funds.

Along with yearly works, several larger projects are noted in this program, notably the Adjungbilly Road upgrade which is currently at the design stage. Major works on this project are expected to commence in May/June this year with the overall deadline for the completion being January 2020.

Council has accepted a major project from the RMS to reconstruct the road pavement of the Burley Griffin Way through Stockinbingal. This will commence in February with drainage works and then pavement reconstruction following in March. Council will undertake this work under contract to the RMS.

Several projects have not been scheduled as yet due to confirmation of works. These being the civil works for the new Gundagai Sewer treatment works and the Truck wash at the Cootamundra Saleyards. Also the culvert and causeway upgrades which be identified when works are underway on gravel roads.

Work on the footpath renewal program being funded from the SCF has been noted as commencing in March. Footpaths in both Cootamundra and Gundagai have been included in this program.

The two bridge projects at Shed Creek and Morleys Creek are noted as March and April for construction. These dates are as provided by the contractors, with Council undertaking work on the abutments/ approaches.

Funding for other specific flood related projects has also been made available under the flood restoration funds following the 2016 flooding event. These projects are noted in the following table.

No specific dates have been included for the undertaking of the flood restoration works as these are being carried out in association with other work in those areas.

As part of the conditions with the Flood restoration funding all the works have to be undertaken outside normal council operating hours or by contractors. Council is endeavouring to do this work where possible by its own resources by the staff undertaking work in overtime. The time limit for these works to be completed in June, 2019.

FLOOD RESTORATION PROJECTS

	PROJECT
FLOOD	MR 243 Nangus Road from Sheridan Street
FLOOD	SR 54 Hoares Road, from Muttama Road
FLOOD	SR 49 Caulderwood Road, from Muttama Road
FLOOD	SR 40 Bundarbo Road, From Hopewood Road
FLOOD	SR 72 Long Tunnel Road from Reno Road
FLOOD	SR 47 Cooininee Road from Hume Highway
FLOOD	SR 21 Kangaroo Mt Road from Gobarralong Road
FLOOD	SR 60 Armours Road, from Muttama Road
FLOOD	SR 63 Atwoods Road from Armours Road
FLOOD	SR 58 Wambidgee Road from Armours Road
FLOOD	SR 57 Finlays Lane from Wambidgee Road
FLOOD	SR 3 Yabtree Road from Old Hume Highway
FLOOD	SR 43 Parsons Creek from Adjungbilly Road
FLOOD	SR 44 Crowes Road from Gobrralong Road
FLOOD	SR 55 Burra Road from West Street
FLOOD	SR 91 Mahers Road from Burra Road
FLOOD	SR 280 Adelong Road from Tumblong
FLOOD	SR 1 Old Hume highway from Hume Highway
FLOOD	SR 2 Deltroit Road from Old Hume Highway
FLOOD	SR 14 Brungle Road from Tumut Street
FLOOD	SR 26 Adjungbilly Road from Gobarralong Road
FLOOD	SR 27 Redhill Road from Adjungbilly Road
FLOOD	SR 30 Three ways Road from Nanangroe intersection
FLOOD	SR 45 Gobarralong Road from Hume Highway
FLOOD	SR 32 Nanangroe Road from Adjungbilly Road
FLOOD	SR 310 Back Nubba Road
FLOOD	SR 950 Beggan Beggan Road
FLOOD	SR 103 Berthong Road
FLOOD	SR 560 Brawlin Road
FLOOD	SR 321 Cullinga Road
FLOOD	SR 610 Dirnaseer Road
FLOOD	SR 600 Frampton Road
FLOOD	SR 280 Haines Lane
FLOOD	SR 270 Hines Lane
FLOOD	SR 105 Milvale Road
FLOOD	SR 5000 O' Brien St _Stockinbingal
FLOOD	SR 640 Old Cootamundra Road
FLOOD	SR 120 Old Wallendbeen Road
FLOOD	SR 500 Rosehill Road
FLOOD	SR 1020 Salt Clay Lane
FLOOD	SR Yeo Yeo Hampstead Road
FLOOD	SR 2180 Adams St
FLOOD	SR 580 Nash's' Lane
FLOOD	MR 235 Stockinbingal Road

7.3.1.4 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL'S COOTAMUNDRA WORKS DEPOT SITES – STATUS REPORT

REPORTING OFFICER	Paul Woods, Executive Director Project Management
ATTACHMENTS	nil
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	The financial implications associated with this report are currently unknown.
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 on the status of the CGRC Cootamundra Depot sites be received and noted.

Introduction

Cootamundra-Gundagai Regional Council's Works Unit operates out of two depots. The Cootamundra depot sites are located at 140 - Hovell Street Cootamundra and the Gundagai depot is located at 48 William Street, Gundagai.

At an Extraordinary meeting on 2 November 2015, prior to proclamation of the new CGRC Council, the former Cootamundra Shire Council considered a confidential report (copy of confidential report circulated to Councillors separately), and resolved to submit an expression of interest for the purchase of the Goldenfields Water County Council site in Cootamundra. It was envisaged that following consolidation of the existing Cootamundra Works Depots, and sale of a portion of it, the Goldenfields site would be utilised by the Works Unit, providing a more contemporary, functional, appropriate facility.

The former Goldenfields site is located at the corner of Bradman Street and Pinkerton Road Cootamundra, Lots 373 and 374, DP 753601. It has a land area of 8094 m2 and Zoned R1 General Residential with existing use rights as a Council Depot.

Council's Expression of Interest for the purchase of the property was subsequently accepted and at the meeting of the new Cootamundra-Gundagai Regional Council of 12 December 2016 (copy of confidential report circulated to Councillors separately), Council formally resolved to proceed with the purchase of the site for \$1m.

The funding of the purchase of the site was initially recommended to be sourced from an existing Depot Consolidation Reserve, in the amount of \$567,489, with the remaining \$432,511 to be funded from internal borrowing which were to be repaid following sale of part of the existing

depot. It was subsequently determined that borrowings were not required, with the total \$1m eventually funded through Council reserves.

In summary, CGRC currently owns the existing Works Depot sites, including the adjoining old Gas Works site in Hovell Street and the recently acquired former Goldenfields Works Depot site. To date no action has been taken to utilise the former Goldenfields site or the proposed consolidation and sale of a portion of that land.

Discussion

In view of the status of the matter and its importance for the provision of effective and efficient operational services into the future, the General Manager has established a representative team of key staff. This review team to be facilitated by the Executive Director Project Management, will be undertaking a thorough review of all aspects relating to this matter with a view to providing a business case for development of a best practice Works Depot in Cootamundra that will deliver the optimum outcome for the CGRC Works Unit, Council and community.

The review will include assessment of the existing depot sites, including the former Goldenfields site, and the feasibility of consolidation, relocation and potential disposal of any or part of these sites determined to be surplus to Council's requirements. Another key focus of the review team will be the operational requirements of all sections of Council's Works Unit and providing a progressive and effective Works Depot through appropriate design and configuration, with contemporary technology and work practices.

An inaugural meeting of the Cootamundra Works Depot Review Team was conducted on Tuesday 23 January 2018 with the representative team comprised of relevant Operational Managers, Supervisors and Team Leaders. At this meeting the requirements for Council's future works operations were identified, together with a range of issues and options that will be considered as part of the review process. All review team members were positive and enthusiastic regarding the task ahead and were committed to providing a strategy for the development of a consolidated, functional and productive Works Depot that will support the operations of the Cootamundra-Gundagai Works staff in the medium to long term.

It is anticipated that a progress report regarding the status of this matter will be submitted to Council in the near future.





7.3.2 FACILITIES

7.3.2.1 COOTAMUNDRA SWIMMING POOL OPERATIONS

REPORTING OFFICER	Greg Ewings
ATTACHMENTS	Cootamundra Indoor Swimming Pool Operations Plan. Cootamundra Swimming Pool Operations Plan.
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	\$1600.00 approximated Pool wage increase.
LEGISLATIVE IMPLICATIONS	There are no legislative implications associated with this report.
POLICY IMPLICATIONS	There are no policy implications associated with this report

RECOMMENDATION

Council extend the current January Cootamundra Swimming Pool operating hours through until 28th February, 2018.

Introduction

The Cootamundra swimming pool operations plans detail the functioning of the pool and section 7.4 details the operating hours of the pool. This report looks at the opening hours for the 2017/18 season facility.

Discussion

The operations plans of the Cootamundra pool facility are reviewed and updated each year and the hours of operation are assessed as part of the annual review.

The hours of operation for general public access in the current 2017/18 operations plan for the Cootamundra pool for both the indoor pool season and summer swimming seasons are listed as below.

Indoor Pool Hours

	Day	Opening hours
July 1st 2017 to 18th November 2017	Weekdays	6.30am – 8.30am 12.00pm – 2.00pm 4.30pm – 6.30pm
	Saturdays	11.00am – 2.00pm
	Sunday Public Holidays	11.00am – 2.00pm 11.00am – 2.00pm
March 7th 2018 to June 30th 2017	Weekdays	6.30am – 8.30am 12.00pm – 2.00pm 4.30pm – 6.30pm
	Saturdays	11.00am – 2.00pm
	Sunday Public Holidays	11.00am – 2.00pm 11.00am – 2.00pm

Summer Season Pool Hours

Month	Day	Opening hours
November 18th 2017 – March 11th 2018	Weekdays	6.30am - 8.30am 9.30am – 7.00pm
	Weekends	10.30am - 6.30pm
	Public Holidays	10.30am – 6.30pm

The hours of operation for the pools in this format was first set in 2015 following the completion of the indoor pool complex and were introduced to allow for the projected operating expenses and public usage.

These projections were used when planning and consideration for the building of the new indoor pool were undertaken by Council 2013 and 2014. The reasoning behind the hours at the time is that they would give sufficient time for public access as well as allowing for private hire of the facility and the running of aquatic programs such as Learn to Swim and Aquarobics while allowing for budget projections supplied to Council to initially approve the building of the Facility.

Since the completion of the Indoor Pool in May 2014 detailed patronage records have been kept And these records have been used to adjust the hours from those introduced in 2014 to those in place in the current operations plans.

Over the past months Council has received numerous calls for extended public access to the facility and at the December Council meeting it was resolved the following;

“The closing time for the Cootamundra be extended to 8pm throughout the month of January excluding public holidays.

The operating hours of the Cootamundra Swimming Pool be reviewed at the conclusion of January 2018 including the consideration of outcomes of the extended closing time.”

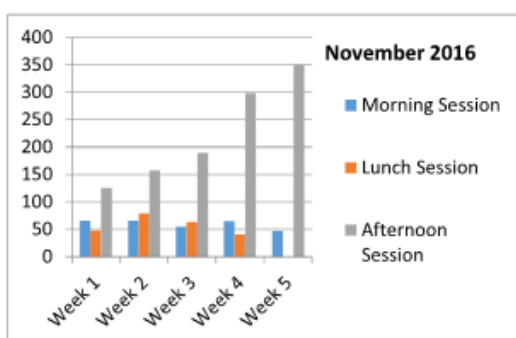
In accordance with the December resolution the closing time of the facility has been extended to 8pm and staff have been recording attendances throughout January to access attendance numbers and approximate times of use as detailed in the below table;

		Morning Session	Afternoon Session	Total	Season Passes	Usage of Indoor Pool	Last Person Left (Approx.)
1/01/2018	Monday	0	158	158	46	7	6.30 pm
2/01/2018	Tuesday	20	189	209	52	24	6.00 pm
3/01/2018	Wednesday	17	233	250	42	20	6.30 pm
4/01/2018	Thursday	22	199	221	50	27	6.25 pm
5/01/2018	Friday	18	197	215	34	24	7.15 pm
6/01/2018	Saturday	0	207	207	34	16	7.30 pm
7/01/2018	Sunday		0	0	18	22	5.30 pm
8/01/2018	Monday	21	191	212	38	20	6.45 pm
9/01/2018	Tuesday	22	94	116	27	14	6.45 pm
10/01/2018	Wednesday	17	173	190	50	23	6.20 pm
11/01/2018	Thursday	18	164	182	50	22	6.00 pm
12/01/2018	Friday	24	140	164	43	23	6.30 pm
13/01/2018	Saturday	0	59	59	14	10	6.00 pm
14/01/2018	Sunday		51	51	12	12	6.45 pm
15/01/2018	Monday	19	121	140	50	16	6.30 pm
16/01/2018	Tuesday	19	105	124	14	20	6.15 pm
17/01/2018	Wednesday	19	142	161	43	19	6.30 pm
18/01/2018	Thursday	13	172	185	46	15	6.00 pm
19/01/2018	Friday	20	161	181	56	17	7.30 pm
20/01/2018	Saturday	0	197	197	20	6	7.45 pm
21/01/2018	Sunday	0	198	198	25	5	

While the full review and consideration of the January attendance figures will be reported to Council as resolved below are the figures from the 2016/17 summer season and the current 2017/18 summer swimming season up until January 22nd 2018.,

November 2016

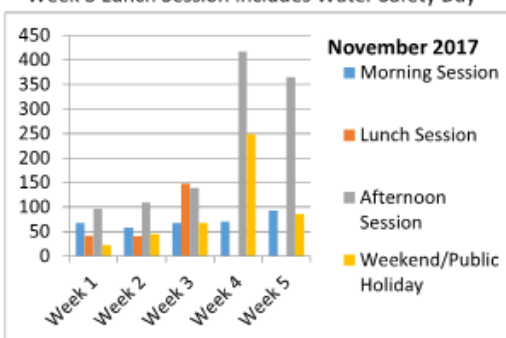
	Morning Session	Lunch Session	Afternoon Session	Total
Wk 1	66	48	126	240
Wk 2	66	79	157	280
Wk 3	55	63	189	307
Wk 4	65	41	298	404
Wk 5	47	0	350	397
	299	231	1120	1628



November 2017

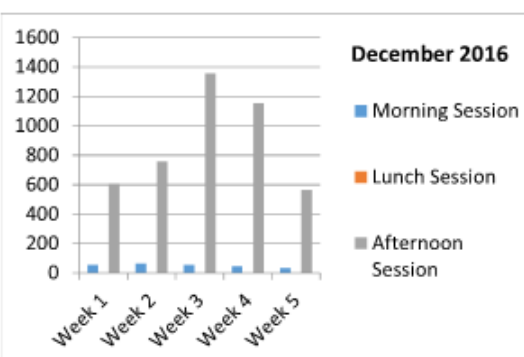
	Morning Session	Lunch Session	Afternoon Session	Weekend/ Public Holiday	Total
Wk 1	68	42	97	22	229
Wk 2	58	41	110	45	254
Wk 3	67	147	139	68	421
Wk 4	71	0	417	248	736
Wk 5	93	0	365	86	544
	357	230	1128	469	1640

* Week 3 Lunch Session includes Water Safety Day



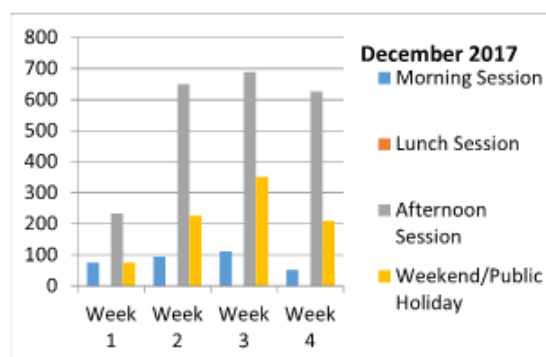
December 2016

	Morning Session	Lunch Session	Afternoon Session	Total
Wk 1	55	0	603	658
Wk 2	65	0	756	917
Wk 3	56	0	1359	1575
Wk 4	47	0	1154	1183
Wk 5	34	0	567	567
	257	0	4439	4900



December 2017

	Morning Session	Lunch Session	Afternoon Session	Weekend/ Public Holiday	Total
Wk 1	76	0	234	75	385
Wk 2	94	0	650	226	970
Wk 3	111	0	689	351	1151
Wk 4	51	0	627	209	887
	332	0	2200	861	3393

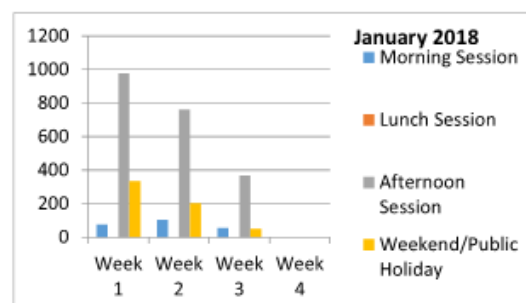
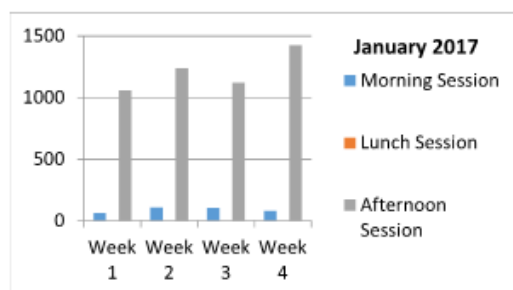


January 2017

	Morning Session	Lunch Session	Afternoon Session	Total
Wk 1	65	0	1056	1118
Wk 2	109	0	1238	1571
Wk 3	107	0	1121	1204
Wk 4	83	0	1425	1508
	364	0	4840	5401

Up to 17 January 2018

	Morning Session	Lunch Session	Afternoon Session	Weekend/ Public Holiday	Total
Wk 1	77	0	976	334	1387
Wk 2	102	0	762	205	1069
Wk 3	57	0	368	51	476
Wk 4					0
	236	0	2106	590	2932



To assist in reviewing the overall Cootamundra pool operation Council engaged Royal Life Saving New South Wales to conduct a Facility Safety Audit on the Pool in November 2017. While the audit was concentrated on the operation of the indoor pool, consideration for the operation of the whole facility was investigated although this was limited as the outdoor pools were not open to the public at the time.

The final report and recommendations is expected to be received in mid-February, 2018 and the outcomes will be reported Council once finalised.

In light of the above information and noting that traditionally January and February have recorded the highest patronage numbers the extension of the 8pm closing time currently in place for January 2018 through until February 28th 2018 would allow a more thorough comparison to be established on the attendance trends. This information along with the that contained in the final Royal Life Saving New South Wales Facility Safety Audit could then be reported to Council and used in the preparation of the 2018/2019 Swimming Pool Operation plans.

Indoor Swimming Pool Operations Plan 2017/2018 Season

Adopted date



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Document Control

Version number	Date	Date effective	Council resolution	Description
1.0	13/10/14	1/7/14	09/10/14	2014-15 Season Operations Plan adopted by Council
1.1	13/10/14	1/7/14	09/10/15	2015-16 Season Operations Plan adopted by Council
1.2	13/10/14	1/7/14	09/10/15	2016-17 Season Operations Plan adopted by Council

This Plan forms part of Council's Policy Register, and the Policy Register is updated to reflect any changes adopted by Council.

1. Introduction

This Operations Plan provides the instructions necessary for Council staff to administer the routine functions of its swimming pool facilities.

The aim of this Operations Plan is to provide facilities which promote a healthy lifestyle and social interaction for the residents and visitors of the Shire.

The Cootamundra Shire Council Indoor Heated Swimming Pool Operations Plan takes into consideration all aspects of the operation and use of the heated pool complex and facilities and the roles and responsibilities of its patrons and staff.

1.1 Commencement

The Operations Plan commenced as of July 2016, and will receive annual reviews by Council and will remain in force until further notice.

1.2 Application

This Operations Plan only applies to the 25metre indoor heated swimming pool within the Bourke Street Pool complex operated and maintained by Council between the months of July 2016 to November 2016 and March 2017 through to June 2017.

This Operations Plan does not apply to other outdoor pools within this complex please refer to the document "Cootamundra Shire Council Outdoor Swimming Pool Operations Plan"

This Operations Plan does not affect the operation of any Act or Regulation relating to the appropriate management of public swimming pools.

Practice Note 15 (produced by the NSW Department of Local Government) will provide guidance on any standard not specifically discussed in this Operations Plan.

1.3 Definitions

In this Operations Plan:

- i. "mass evacuation plan" means a plan designed to ensure the safe egress of large organised groups from the swimming pool grounds
- ii. "Recreation Officer" is a pool attendant who is also responsible for daily maintenance and general operations at a swimming pool and is employed by Cootamundra Shire Council.
- iii. "Recreation Assistant" is a pool attendant employed by Cootamundra Shire Council to assist the Recreation Officer and who is responsible for lifeguard duties and minor maintenance.
- iv. "WH&S" means work health and safety
- v. "Code of conduct" is a standard of behaviour required on swimming pool grounds and is a condition of entry all patrons must adhere to signage displaying the conditions of entry are provided at a pool which communicates to the public the standard of behaviour required on swimming pool grounds, as detailed in Section 11 of this document.

2. POOL FACILITIES

Council aims to provide the following pool related facilities:

- i. A 25m heated swimming pool
- ii. Pool deck showers
- iii. Ramped access into pool
- iv. Separate male, female and disabled toilets and change areas

3. ADMINISTRATION OF SWIMMING POOLS

3.1 Records

- i. Staff will ensure all records for the operation of this swimming pool is legible and kept for the minimum period of time as per Council's record keeping policy.

3.2 Usage Records to be maintained at the Pool

- i. a daily diary in which all incidents and events will be recorded.
- ii. an incident/accident log book.
- iii. a weekly booking calendar.
- iv. a daily log of attendance by the public.
- v. a daily inspection checklist. (as per Manual Sheets)
- vi. suspension and eviction forms.
- vii. swimming pool user agreements.
- viii. water analysis records.
- ix. Material Safety Data Sheets (MSDS) for all chemicals used to sanitize swimming water.

4. WORK HEALTH & SAFETY

4.1 General Compliance

- i. Contractors will be required to submit qualifications and insurance details to Council and either comply with Council WH&S policies and procedures or have their own policies and procedures that are as thorough as Council procedures and policies. This will be clarified at the time of engagement.
- ii. All incidents are to be reported in accordance with Council WH&S procedure.
- iii. All accidents are to be investigated and reported in accordance with Council WH&S procedure.
- iv. All other organisations operating at the pool (see Section 5) that are covered by the NSW WH&S Act will have WH&S policies to a standard that meets the minimum required by the Act.

5. CLUBS, SCHOOLS, ORGANISATIONS

5.1 General

A swimming club, school or organisation wishing to utilise a swimming pool must (in addition to other more specific requirements explained in this document):

- i. have a current workers compensation policy if they employ any staff.
- ii. possess a public liability insurance policy (minimum value AUD\$20,000,000.00)

- iii. provide a completed Swimming Pool User Agreement with Council for approval prior to commencement of program
- iv. ensure that the number of clients can be safely accommodated in the pool space provided by Council to conduct their intended activities
- v. provide all equipment associated with their activity. This includes kickboards, seats & stands for small children, balls, nets, etc and these items must be designed and approved for their intended purpose and be in good working order and abides by the Code of Conduct.
- vi. comply with all pool rules including strict adherence to the Code of Conduct and Prohibitions for Swimming Pools.
- vii. Ensure that commercial activities and private swimming lessons are not undertaken at the pool complex without prior approval from Council.

5.2 Coaches

- i. Swimming coaches and instructors will only be provided access if they hold a current AUSTSWIM Teacher of Swimming and Water Safety Certification, a current CPR Certificate and a NSW Working with Children Check.
- ii. Parents or Guardians must escort children under 10 years old to and from Coaches/Instructors.

5.3 Schools

- i. It is the responsibility of the school to perform the custodial role of students. It is not the responsibility of Council pool employees.
- ii. A school must ensure it provides adequate supervision to school students attending the venue. Should school children be left without a teacher the children will be immediately required to vacate the water and the school will be contacted to arrange their collection. The Principal of the school or NSW Department of Education will be advised in writing of the event.
- iii. School children under the age of 10 are not permitted to enter the pool facility unless their supervising teachers are present.
- iv. Underwater breath holding competitions (races) may not be held by schools, nor permitted during free time by supervising teachers due to the risk of Hypoxic Blackout (Teachers wishing more information on this matter should refer to the Royal Life Saving Society Australia Fact Sheet – Hypoxic Blackout No.23 available at www.royallifesaving.com.au)
- v. It is compulsory for Schools to participate in any Mass Evacuation Plan implemented by Council pool employees. This includes teachers taking specific roles in ensuring the pool premise is evacuated quickly and efficiently.
- vi. All schools must complete and submit a Swimming Pool User Agreement prior to the first use of the pool each season or entry will be refused.

6 RESTRICTIONS ON STAFF & OPERATIONS

- i. Whilst on duty during pool operating hours any Council pool employees will not be permitted to volunteer to facilitate (supervise) the running of a community event at the pool.
- ii. A Council pool employee is allowed to volunteer or participate in a community event at a pool where other staff members of Council have been rostered to provide supervision and operate pool plant and equipment.
- iii. Only trained and qualified Council staff will be permitted to operate swimming pool facilities and provide supervision of those Council facilities at the Council pool.

7 OPERATING HOURS

7.1 General

The following is standard for the indoor 25 meter swimming pool.

- i. The indoor swimming pool season commences in early March and closes in late November each year.
- ii. The pool may be used for NSW Department Sport and Recreation learn to swim programs or other Council approved programs or events.
- iii. The Council may approve the pool to be closed or have advertised operating hours varied to the general public for the holding of special events. Such events if approved will have a minimum of 2 weeks notice and closure or variation of times will be advertised at the pool, Council's website and local paper.
- iv. The pool will be closed on Christmas Day. The pool will also be closed until midday on ANZAC Day. On the Cootamundra Council staff Picnic Day the pool will be opened for the morning session only and closed for the rest of the day.
- v. Council organised Swimming programs and Aquarobics classes may operate outside advertised general admission hours.
- vi. The Council pool employee has the discretion to change pool operating hours in cases of extreme heat or when the weather or pool is unsafe and requires closure. Notification to a senior Council staff member of any such change to operating hours will be documented.
- vii. The Council pool employee has the discretion to extend pool operating hours by extending the opening period to a maximum 30 minutes beyond advertised closing times if patronage is deemed sufficient (minimum of 12 in the pool)
- viii. The Council pool employee has the discretion to decrease pool operating hours by closing the facility early by a maximum 30 minutes before advertised closing times if at the time there is no patrons at the facility.
- ix. Facility will be opened early to facilitate school swimming carnivals (but not regular school sport or PE classes) when booked in accordance with Section 9.

7.2 Specific Conditions on Hours

The Facility hours are planned and budgeted to be open for public swimming for 6 hours each weekday and up to a maximum of 3 hours on weekends and public holidays.

While there is some flexibility given to staff regarding closing times as listed below the general admission opening hours are to average 6 hours on weekdays and a maximum of 3 hours on weekend and public holidays as budgeted.

The facility may not open or may close early due to:

- i. Safety reasons e.g. Power failure or interruption, lightning is imminent or forecast or a contamination event exists etc.
- ii. A Council Pool employee has the authority to close the facility following notification to a senior Council staff member of any such closure of the facility which will be documented.
- iii. A Council Pool employee has the authority to extend the operating hours of the facility beyond the official closing time of the pool as stated in 7.1 v and vi above.

Cootamundra Swimming Pool Operating HoursSeason Commencement Date: 1st July 2017

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	11.00am – 2.00pm
	Sunday Public Holidays	11.00am – 2.00pm 11.00am – 2.00pm
March 7 th 2018 to June 30 th 20177	Weekdays	6.30am – 8.30am 12.00pm – 2.00pm 4.30pm – 6.30pm
	Saturdays	11.00am – 2.00pm
	Sunday Public Holidays	11.00am – 2.00pm 11.00am – 2.00pm

8 FEES**8.1 Evidence of Age**

- i. Evidence of age can be requested as a condition of entry to the pool facility (for the purpose of determining which fee to charge or to confirm they are a responsible adult for the purpose of attending minors).
- ii. Acceptable evidence of age will be a current "Proof of Age Card", Drivers Licence, or Australian Passport.
- iii. A person who cannot provide evidence will be charged the Adult entry fee or advised they cannot enter the facility as a supervisor of persons under the age of 10 (as appropriate).

8.2 Fees

- i. Fees will be charged for facility entry and facility services in accordance with Council's current Fees and Charges.
- ii. All spectators are required to pay entry fees
- iii. Pensioners and Carers – relates to holders of an Australian Government Centrelink issued age pension card, disability pension cards, Commonwealth Seniors Health card and noted Carers card. Those patrons holding a noted Carers Card will only be admitted with a discount if they are accompanying the person they are caring for.
- iv. Pass outs are not available, therefore if any patron leaves the facility and returns they will be charged another entry fee

9 BOOKINGS

9.1 General

- i. The indoor 25 meter swimming pool is available for hire at the fee set by Council for use outside of general admission operating hours listed in 7.3 or when not being used for Council organised programs
- ii. All bookings for the indoor swimming pool outside normal operating hours must be made with a minimum of 24 hours notice by email or in writing.
- iii. The General Manager, Director of Engineering or Manager Facilities & Services upon receiving a request or application for use in accordance to point 2 may consider and approve applications for events outside the official operating hours of the pool.
- iv. Council will assess each booking and where a conflict arises, Council may need to cancel a booking in accordance with Section 9.2.
- v. Schools are to book all swimming programs one month in advance

9.2 Cancellation of Bookings

- i. Council has the right to cancel or change bookings at any time.
- ii. Where a booking is cancelled, Council staff will endeavour to provide an acceptable alternative, when such an alternative can be accommodated.
- iii. When there is conflict between bookings, Council will attempt to negotiate an outcome that suits all.

10 MANAGING TARDINESS

- i. Where a swimming club, sporting club, school, organisation or individual does not vacate the pool or pool grounds by the required time, the General Manager, Director of Engineering or Manager Facilities & Services may issue a tardiness notice in writing. Future bookings may be cancelled.
- ii. Neither refunds nor compensation will be paid where bookings have been cancelled due to tardiness.
- iii. The pool hours related to the facility opening and closing times e.g.: 6.00am – 9.00am means facility locks up at 9am so all patrons should have vacated the facility by 9.00am

11 CODE OF CONDUCT

As a condition of entry all patrons must adhere to the following Code of Conduct at all times whilst in attendance at the Cootamundra Swimming Pool Complex.

11.1 Code of Conduct - Conditions of Entry

- i. follow all directions given by Council pool employees and not abuse them in any way
- ii. pay any fee for pool entry and pool services in accordance with Council's Fees and Charges.
- iii. comply with Section 12 - Activities Requiring Approval - All Pool areas
- iv. not swear
- v. wear appropriate swimming attire
- vi. not run inside the complex
- vii. not "bomb" (jump on) other patrons
- viii. not obstruct the entry/exit points to a pool (including sitting on pool steps or ramp)
- ix. not interfere with any pool safety equipment

- x. not enter pump rooms or chemical storage areas
- xi. not enter the Pool Managers office (except for the receipt of first aid or instruction)
- xii. not enter the Kiosk
- xiii. adhere to the general Code of Conduct for swimming pools
- xiv. ensure children under the age of 10 are accompanied by a responsible adult of 18 years of age or over.
- xv. if requested provide evidence of age
- xvi. wear appropriate unsoiled bathing costumes at all times
- xvii. be unsoiled before entering a pool
- xviii. not urinate or defecate anywhere other than in a public toilet
- xix. not attempt to enter the swimming pool facility whilst intoxicated or under the influence of illegal drugs, nor bring or consume alcohol or illegal drugs within the pool grounds
- xx. not smoke within the pool facility (in accordance with NSW no Smoking rules)
- xxi. not take photographs or make video (or electronic) recordings in the change rooms or pool facility. This ruling is as a consequence of the Privacy and Personal Information Act. This ruling is in force unless there is written and express permission granted by parents in the context of swimming carnivals.
- xxii. not sit on, dive over or otherwise interfere with lane ropes.
- xxiii. not damage, deface, interfere with or alter swimming pool infrastructure
- xxiv. not obstruct any authorised person/employee of Council or contractor in performing their required duties
- xxv. not enter the water if they have sores, open cuts or contagious infections/afflictions.

12 ACTIVITIES REQUIRING APPROVAL - ALL POOL AREAS

A person must not do any of the following within swimming pool facility without either a written exemption from Council or verbal approval from the Council pool staff on duty. Permission will not be unreasonably withheld. Offenders will be prosecuted under relevant State or Federal Law

- i. engage in trade or commerce nor distribute any circulars, advertisements, paper drawing or photographic material
- ii. bring or use inflatable devices such as air mattresses, domestic pool toys, or balls onto the grounds but excluding flotation devices or kickboards specifically designed as learn to swim aids
- iii. play or conduct any unapproved sport or contest
- iv. camp or reside on the land
- v. bring or leave any rubbish onto swimming pool grounds,
- vi. kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced, plant any tree, shrub, herbage or other plant without prior consent.

13 YOUNG CHILDREN

Excluding change rooms, all children must wear either:

- i. a clean (unsoiled) bathing costume or
- ii. a water proof nappy at all times when in the pool grounds
- iii. Children who require accompaniment or assistance need to use the Family change rooms

14 ABANDONED CHILDREN

Where a child (under the age of 10) is identified as abandoned at the pool (i.e. without the required supervision), a Council pool employee will firstly ensure the physical safety of the child

(remove from the water) and then attempt to contact the parent(s) / legal guardian (via phone if a number is provided). Any child abandonment incident is to be recorded in the pool diary.

Children under 10 years old being dropped off for swimming lessons etc. must be escorted to the instructor and picked up from the instructor. This will be a condition of operation for the instructor.

If a parent is unable to be contacted by phone or refuses to collect the child or does not arrive within 30 minutes to collect the child the Council Pool employee will contact either the NSW Police Service or Department of Family and Community Services (FACS) to arrange the transfer of the child into their custody.

The 24 hour contact number for FACS is 13 21 11.

15 AUTHORITY

15.1 The Council pool employee on duty may:

- i. For an instance of non-compliance with the Code of Conduct conditions of entry (11.1) request a person to leave the swimming pool facility at any time
- ii. For an instance of non-compliance with the Code of Conduct conditions of entry (11.1) implement a Suspension Order for temporary or permanent restriction of access into the swimming pool facility.(Sample attached)
- iii. For an instance of non-compliance with the Code of Conduct conditions of entry (11.1) implement a Warning Notice for temporary or permanent restriction of access into the swimming pool facility.(Sample attached)
- iv. contact the Police Youth Liaison Officer (6942 0099) or local school if a student appears to be a truant from school and unaccompanied by an adult at the pool.

A ban at any one pool applies to all pools operated within the pool complex regardless of swimming season.

If a ban is applied upon a person who is supervising others, those being supervised must also leave the pool.

Any poorly behaved person may be banned from the facility.

15.2 Refusal to comply

A patron refusing to comply with the directions of a Council pool employee will be automatically banned from entering the Cootamundra Shire swimming pool grounds for the remainder of the current pool season or as dated on the suspension or non-compliance order.

Council pool employees are to contact the NSW Police to arrange the forced removal of an offender if deemed necessary.

15.3 Appeals

A person who wishes to appeal the imposition of a ban is entitled to write to Council for a review and state their reasons why the imposition of a ban is unfair.

A review will be conducted within 28 days of receipt of correspondence and the appellant notified of the outcome of the review in writing.

16 ACCESS FOR PEOPLE LIVING WITH A DISABILITY

16.1 Assistance

Staff will provide all reasonable assistance to enable access to the facility, by those living with a disability, to facilitate the enjoyment of the swimming pool facilities by all patrons.

17 EMERGENCIES

- i. The contact number for emergencies is 000. (0000 if calling from facility phone)
- ii. The secondary contact number is either Council's Engineering Services during operating hours on 02 6940 2100 or Council's after hours Emergency on Call phone 0428 288 478.

18 EVACUATION PLANS

- i. Facility evacuation plans are located at the entrance, Manager's Office and rear of the pool deck and are updated annually by Council's Risk HSE Officer.

19 EQUIPMENT and SERVICES

Chemical monitoring and injection equipment (pumps) for Council pools will be inspected by Council pool employees on a regular basis and faults and any repairs are to be reported to the Manager Facilities and Services.

Council pool employees will undertake daily inspection of service metres and log all readings accurately in the pool operations log system and report results to the Manager Facilities and Services.

20 ASBESTOS

- i. In the event of a fire the pool grounds are to be closed until clearance is obtained from a suitably qualified person that the area is safe.
- ii. For any other event which results in asbestos building products being disturbed, the Council pool employee is to cordon off the area (minimum of 8m), advise their manager and (if qualified) follow the procedures for the collection and disposal of asbestos (as per the Work Cover publication Your Guide to Working with Asbestos).

21 ACCESS TO COUNCIL RESOURCES

The phone and computer internet services located within the swimming pool grounds is for the use of Council staff only to conduct Council business.

22 DISPLAY OF THE CODE OF CONDUCT

The Code of Conduct will be displayed in a prominent place at the Pool.



P.O. Box 420
Cootamundra NSW 2590
Ph: 02 6940 2100

COOTAMUNDRA GUNDAGAI REGIONAL COUNCIL
SUSPENSION ORDER

Date: _____

This Order advises you that _____
(person)

of _____ has been
(address)

suspended from the Cootamundra Swimming Pool until _____
(date)

Reason for Suspension:

For the above person to be re-admitted after that date, the authority of the parent / or legal guardian is required.

Signed: _____ Date: _____
(Pool Superintendent)

i hereby authorise _____ to be re-admitted to the
Cootamundra Swimming Pool after _____.

Signed: _____ Date: _____
(Parent/Guardian)

Note:

1. Any appeal to this suspension has to be made to the Manager of Facilities and Services for variation.
2. The Pool Superintendent has no authority to revoke this suspension.



COOTAMUNDRA GUNDAGAI REGIONAL COUNCIL
EVICTON REPORT

To: Manager Facilities and Services

Date: _____ Time: _____

Person Evicted: Name: _____ Phone: _____

Address: _____

Reason for Eviction: _____

Police Called: Yes ☐ No ☐ Time of Arrival: _____

Police who attended: Name: _____ Ph: _____

Name: _____ Ph: _____

Employee who evicted person:

Name: _____ Position: _____

Signature: _____

Noted _____ Manager _____ of _____ Facilities _____ and _____ Services

Signature: _____ Date: _____



COOTAMUNDRA SWIMMING POOL

WARNING NOTICE

Date:

This notice is issued to

Of

This warning is issued by a Cootamundra-Gundagai Regional Council staff member due to an incident that occurred at the Cootamundra Pool on

(Date)

(day)

(time)

Reason for Warning

**You spoke to staff using expletives, behaved aggressively and inappropriately towards staff when requested to comply with signage and staff direction.
You also refused to supply staff with your name.**

Signed: _____ Date: _____
(Pool Supervisor)

This facility has a zero tolerance policy. Please treat the staff and fellow users of this facility with courtesy and respect.



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

8.1 SPORTING FACILITIES FEES AND CHARGES – ESTABLISHMENT OF WORKING PARTY

The following Notice of Motion signed by Councillor Gil Kelly was submitted on 22nd January, 2018.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 30th January, 2018:

1. *“Council establish a working party to investigate and report on the various fees and charges for the use of Council owned sporting facilities with a view to maximising usage.*
2. *All recognised sporting organisations be invited to nominate a representative to participate in discussions with Council delegates on the working party which will include Cr Sheahan and Cr Kelly, in view of their membership on the Cootamundra Sporting Groups Advisory Committee”*

Note from Councillor

I am, probably like all Councillors, keen to ensure the sporting facilities of the whole Council area are available for the use of all citizens regardless of their personal resources.

In general terms all sporting and community facilities are subsidised through taxpayers and ratepayer’s funds, however, it is imperative that by pursuing a user pays policy, Council does not prevent those disadvantaged from participating in sporting activities.

8.2 WATER SUPPLY TO ANZAC PARK, STAN CROWE AND OWEN VINCENT OVALS

The following Notice of Motion signed by Councillor Abb McAlister was submitted on 22nd January, 2018.

I, Cr Abb McAlister (Mayor), hereby give notice of my intention to move the following motion at the Council meeting of 30th January, 2018

“The provision of a permanent water supply to Anzac Park, Stan Crowe and Owen Vincent Ovals be investigated and a report be prepared and submitted to Council.”

Note from Councillor

The three parks have existing underground infrastructure and are presently connected to the effluent water supply from the sewage treatment plant which the Golf Club has priority access over.

While there is enough effluent water to service Anzac Park, at certain times Stan Crowe and Owen Vincent Ovals are unable to access the effluent water supply. A possible option is to pump directly from the river which is only approximately 350 metres away.

8.3 PROPOSED PURCHASE OF LAND FOR AUSTRALIAN ROAD TRANSPORT HERITAGE CENTRE

I, Cr Abb McAlister (Mayor), hereby give notice of my intention to move the following motion at the Council meeting of 30th January, 2018

“Council undertake investigations for the purchase of land on the corner of Middle and Ferry Streets for the purpose of the establishment of an Australian Road Transport Heritage Centre.

8.4 INACTION OF MORLEYS CREEK BRIDGE REPLACEMENT

I, Cr Dennis Palmer (Deputy Mayor), hereby give notice of my intention to move the following motion at the Council meeting of 30th January, 2018

“Council explain its inaction in relation to the failure to commence the installation of the replacement bridge on Morleys Creek and general cleanup of the area.”

8.5 INACTION AT COOTAMUNDRA SALEYARDS AND TRUCKWASH

I, Cr Dennis Palmer (Deputy Mayor), hereby give notice of my intention to move the following motion at the Council meeting of 30th January, 2018

“Council explain its inaction in relation to the commencement of work at the Cootamundra Saleyards and truck wash when grant funding was received some time ago.”

9 QUESTIONS WITH NOTICE

RECOMMENDATION

The questions with notice from Councillors and responses from officers be noted.

The following questions have been received from Councillors with the responses from Council officers provided respectively:

Councillor Nicholson

1. Have the final costings and planning for the roundabout at the intersection of West and Sheridan Streets, Gundagai been completed?

Officers Response

The Design consultants are currently working on this project. It is anticipated that the designs will be completed by first week in March. Indicative costs will be presented at this stage. When the final design is chosen a detailed cost estimate will be undertaken

2. Is the installation of speed humps in Sheridan Street and on roads adjacent to schools in the region feasible? Are there any restrictions or conditions regarding the installation of speed humps on RMS owned roads as opposed to those owned by Council?

Officers Response

Council is the authorised authority for local roads under the Roads Act to restrict or prohibit passage along a road of persons, vehicles or animals. There is a need to ensure that structure on a road is unlikely to be a hazard. Guidelines, Australian and State Standards are available and must be followed for the design and installation of traffic calming devices. Determination of the most appropriate measures in traffic calming is project specific in most cases.

3. Will consideration be given to making the division of Sheridan Street a permanent fixture?

Officers Response

This matter will be referred to the Traffic Committee for consideration

4. What is the reason for Tumut Street being closed with barricades preventing access? Is there a time frame for this closure?

Officers Response

John Holland Rail identified some structural deficiencies in the section of the rail overpass at Tumut Street, the requested for public safety that this section of road be closed. They will then need to work with Office of Environment and Heritage to develop a rectification strategy.

5. Will budget allocations be included in the 2018/19 Operational Plan for the provision of Christmas decorations in the Cootamundra and Gundagai main streets?

Officers Response

A budget allocation will be included for consideration in the draft Operational Plan.

6. Could consideration be given to develop an album presenting a chronological collation of photographs (taken by Tim Morris) of the Gundagai main street upgrade?

Officers Response

Options to create an album will be considered.

Councillor McAlister (Mayor)

Council send a supporting letter with the Tumut Brungle Land Council application for Posthumous Bravery Medals for Yarri and Jacky Jacky for their deeds in saving many lives in the 1852 floods of Gundagai Township.