



**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

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Business Paper

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 27TH MARCH, 2018

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

NOTICE OF MEETING

An Ordinary Meeting of Council will be held in the Council Chambers, Gundagai on:

Tuesday, 27th March, 2018 at 6:00pm.

The agenda for the meeting is enclosed.

Allen Dwyer
General Manager

AGENDA

1. Open Forum
2. Acknowledgement of Country

Council acknowledges the Wiradjuri people, the Traditional Custodians of the Land at which the meeting is held and pays its respects to Elders, both past and present, of the Wiradjuri Nation and extends that respect to other Aboriginal people who are present.

3. Apologies
4. Disclosures of Interest
5. Confirmation of the Minutes (circulated separately) of the Ordinary Meeting of Council held on 27th February, 2018

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6 MAYORAL MINUTES

RECOMMENDATION

The Mayoral Minutes be received and noted.

So as to keep Councillors and the community aware of my engagements on behalf of Council I intend to provide regular updates through my Mayoral Minutes. These Minutes will also include copies of relevant correspondence received by me.

27th February

Councillors Bowden, Graham, Nicholson, Palmer, Sheahan and Stewart and I met with representatives of the Office Local Government and Department Planning in relation to Council procedures.

28th February

I attended the Cootamundra Scouts Group and presented their plaque for the grant which they received through the Stronger Communities Fund.

2nd March

The Member for Cootamundra, Steph Cooke and I met with representatives from the Australian Truck Heritage Group in relation to the Stronger Communities Grant.

2nd March

The Director of Assets, Phil McMurray, Councillors Kelly and Sheahan and I attended a working group meeting in relation to the current fees and charges.

6th March

Councillors Bowden, Kelly, Sheahan, Stewart, Palmer and I met with Cootamundra Swim Club to discuss pool matters.

14th March

I attended the Australian Local Government Women's Association (ALGWA) welcoming dinner at the Gundagai Railway Station.

16th March

I attended the opening of the ALGWA conference at the Gundagai Services Club. Councillors Bowden and Nicholson spoke at the conference. A report from Councillors Bowden and Nicholson follows.

16th March

The Member for Cootamundra, Steph Cooke and I presented the Gundagai Rodeo Associations plaque for the Stronger Communities Fund grant they received.

17th March

I attended a dinner for the ALGWA conference at the Gundagai District Services Club. I would like to extend my congratulations to the Manager Social and Community, Miriam Crane and her team for their involvement in the event.

18th March

I attended the Stockinbingal Fair.

22nd March

I attend village meetings at Adjungbilly and Coolac.

23rd March

I attended village meetings at Muttama and Tumblong.

Report on ALGWA Conference, Gundagai

15 – 17 March 2018

Crs Penny Nicholson and Leigh Bowden

Our first ALGWA Conference was very informative and worthwhile. We heard from both the National and State ALGWA Presidents, the USU, Local Government Super, local and interstate professional and motivational speakers.

What we learnt about was the value and nature of networking; the importance of implementing the Code of Conduct - other councils, staff and councillors, spoke about incidents of sexual misconduct and antagonism and conflict amongst councillors and poor behaviour in the chamber (NB CGRC doesn't have any of these problems) and the Duty of Care needed for councillors because of harassment and abuse from the public and the organisations available for support.

As new councillors, we experienced support and learning opportunities from long term women councillors and mayors and from the United Services Union.

The Conference was significant for Gundagai as host of the event and to show off the town, the shops, the attractions and the people. (Nancy Lawton interrupted one of the speakers on Saturday morning to thank the women for coming to Gundagai. Her contribution was much appreciated).

There was a very positive response to Leigh's presentation. 'Feminism, Social Justice, A Tree Change and Local Government: A Reflection', which will be put on ALGWA NSW website.

Most importantly we had the opportunity during the conference to get to know each other outside of formal settings. It is important for us to always remember that, whilst all of us will not always agree and our thoughts and opinions will differ, we must respect each other's rights and move on.

7 GENERAL MANAGER'S REPORT

7.1 DEVELOPMENT AND COMMUNITY SERVICES DIVISION

7.1.1 DEVELOPMENT AND BUILDING

7.1.1.1 DEVELOPMENT APPLICATIONS APPROVED FEBRUARY 2018

REPORTING OFFICER	Chris Imrie – Interim Director Development & Community
ATTACHMENTS	There are no attachments included in this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.

RECOMMENDATION

The information on Development Applications Approved in February, 2018 be noted.

The following development applications were approved by the Cootamundra Office in February, 2018:

APP. NO.	PROPOSED BUILDING	STREET NAME
DA2017/110	Community Infrastructure Building	Hurley Street
DA2018/001	5 Seniors Living Self-Care Units	Short Street
DA2018/003	New Garage	Salt Clay Road
DA2018/004	Dwelling Additions	Kilrush Road
DA2018/005	Rural Subdivision	Yammatree Road
DA2018/010	Commercial Change of Use	Parker Street
DA2018/011	Verandah Addition	Mary Angove Crescent
DA2018/012	New Garage	Cutler Avenue
DA2018/013	New Carport	Donaldson Street
DA2018/016	Addition to Industrial Shed	Fuller Drive
DA2018/017	New Garage	Matilda Avenue
CDC2018/003	New In ground Pool	Netherleigh Lane
CDC2018/004	Internal Alterations to Church	Morris Street

VALUE OF WORK REPORTED TO THIS MEETING: **\$1,480,035.00**

VALUE OF WORK REPORTED YEAR TO DATE: **\$6,925,201.00**

THIS TIME LAST YEAR COOTAMUNDRA:

VALUE OF WORK – FEB 2017 - \$ 516,520.00

VALUE OF WORK – YTD 2017 - \$ 5,457,355. 00

The following development applications were approved by the Gundagai Office in February, 2018:

APP. NO.	PROPOSED BUILDING	STREET NAME
DA314/2018	2 x Storage Containers	Nangus Road
DA315/2018	New Manufactured Home	Hume Highway
DA318/2018	New Garage	Lewins Lane
DA321/2018	New Garage	Gilmore Place
DA322/2018	New Storage Shed	Jack Moses Ave
CDC317/2018	Internal Dwelling Alterations	West Street

VALUE OF WORK REPORTED TO THIS MEETING: **\$642,400.00**

VALUE OF WORK REPORTED YEAR TO DATE: **\$4,424,261.00**

THIS TIME LAST YEAR GUNDAGAI:

VALUE OF WORK – FEB 2017 - \$542,000 .00

VALUE OF WORK – YTD 2017 - \$14,474,975.00

7.1.1.2 EXHIBITION OF DRAFT SECTION 7.12 FIXED DEVELOPMENT CONSENT LEVY CONTRIBUTIONS PLAN 2018

REPORTING OFFICER	Grace Foulds – Town Planner
ATTACHMENTS	Draft 'Section 7.12 Fixed Development Consent Levy Contributions Plan 2018'
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	Allocation of Section 7.12 funds
LEGISLATIVE IMPLICATIONS	Requirement of the Environmental Planning & Assessment Act 1979
POLICY IMPLICATIONS	There are no Policy implications associated with this report

RECOMMENDATION

The Draft 'Section 7.12 Fixed Development Consent Levy Contributions Plan 2018' be placed on public exhibition for a period of no less than 28 days.

Introduction

Former Cootamundra and Gundagai Shire both have adopted Section 94A Development Contributions Plans. It is proposed that these plans be repealed and a single plan adopted which covers the entire Local Government Area.

Discussion

The *Gundagai Shire Council S.94A Development Contributions Plan 2006* and *Cootamundra Contributions Plan for Other Developments* are proposed to be repealed in favour of a single contributions plan to be known as the 'Section 7.12 Fixed Development Consent Levy Contributions Plan 2018'.

The *Gundagai Shire Council S.94A Development Contributions Plan 2006* is a ten year plan, which has been implemented since adoption in 2006. Today, there are no outstanding projects to be completed under this plan. In order to continue levying contributions under Section 7.12 of the Environmental Planning and Assessment Act, 1979 (formerly known as Section 94A) Council must have a 7.12 contributions plan as funds collected under this section can only be allocated in accordance with an adopted plan.

Rather than create a new plan which services only Gundagai Town, it is recommended that a new plan be created which services not only the towns but the villages also. Additionally, combining funds collected under Section 7.12 from former Cootamundra and Gundagai Shires means that projects will be completed at a faster rate as there is a greater base in which to collect funds from.

Repealing the *Cootamundra Contributions Plan for Other Developments* leaves only recoupment of funds towards the Cootamundra Swimming Pool upgrade as an incomplete item as other uncompleted works are no longer necessary/going to occur due to the merger. The Cootamundra Swimming Pool recoupment is listed as item 1 in the proposed Draft 'Section 7.12 Fixed Development Consent Levy Contributions Plan 2018'.

Cootamundra-Gundagai Regional Council

Section 7.12 Fixed Development Consent Levy Contributions Plan 2018

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In brief:

Cootamundra-Gundagai Regional Council collects a standardised levy on development. Unlike contributions collected under a Section 7.11 Plan, there is no requirement for nexus to be established between the development section 7.12 is levied against and object of the expenditure of that levy. Cootamundra-Gundagai Regional Council expends money levied under section 7.12 on value add projects which have whole of community benefit such as regional parks, recreation facilities, village centres and transport network expansion and improvement. Projects are prioritised and funded as money becomes available, meaning that there are always projects being funded by section 7.12 in Cootamundra-Gundagai Local Government Area.

Part 1

Administration & Operation

1.1. Name of Plan:

This Plan is called *Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018*.

1.2. Commencement

This Plan commences 1 July 2018 and rescinds the previous Section 7.12 (94A) Contributions Plans of former Gundagai and Cootamundra Shires (the *Gundagai Shire Council Section 94 Development Generating Heavy Vehicle Usage of Local Roads* remains in force).

1.3. Purpose of Plan

- To authorise the Council to impose, as a condition of development consent, a requirement that the applicant pay to the Council a levy determined in accordance with 1.9. of this Plan;
- To require a certifying authority to impose, as a condition of issuing a complying development certificate, a requirement that the applicant pay to Council a levy determined in accordance with this Plan; and
- To govern the application of money paid to the Council under a condition by this Plan.

1.4. Section 7.12 of the Environmental Planning and Assessment Act 1979

(1) A consent authority may impose, as a condition of development consent, a requirement that the applicant pay a levy of the percentage, authorised by a contributions plan, of the proposed cost of carrying out the development.

(2) A consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11, should such a plan exist.

(2A) A consent authority cannot impose a condition under this section in relation to development on land within a special contributions area without the approval of:

- (a) the Minister, or
- (b) a development corporation designated by the Minister to give approvals under this subsection.

(3) Money required to be paid by a condition imposed under this section is to be applied towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation). The application of the money is subject to any relevant provisions of the contributions plan.

(4) A condition imposed under this section is not invalid by reason only that there is no connection between the development the subject of the development consent and the object of expenditure of any money required to be paid by the condition.

(5) The regulations may make provision for or with respect to levies under this section, including:

- (a) the means by which the proposed cost of carrying out development is to be estimated or determined, and
- (b) the maximum percentage of a levy

1.5. Land to which this Plan Applies

This Plan applies to all land within the Cootamundra-Gundagai Regional Council Local Government Area.

1.6. Development to which this Plan Applies

This Plan applies to development on land to which this Plan applies that requires development consent or a complying development certificate under the Act except:

- Development, other than the subdivision of land, where a condition under 7.11 of the Act has been imposed under a previous development consent relating to the subdivision of the land on which the development is proposed to be carried out and the purpose for which that condition was imposed is a purpose towards which a levy under this Plan may be applied; or
- Development involving alterations and additions to, or the rebuilding of, a building used for residential purposes or a building that is used for a purpose that is ancillary or incidental to such a purpose, unless the development involves an enlargement, expansion or intensification of the use of the building or the land on which the building is, or is proposed to be, situated.

1.7. Definitions

ABS – meaning the Australian Bureau of Statistics.

Act – meaning the *Environmental Planning & Assessment Act 1979*.

Council – meaning Cootamundra-Gundagai Regional Council.

Development Contribution – meaning a development contribution required to be paid by a condition of development consent imposed pursuant to part 7, division 7.1, subdivision 3 of the Act.

Minister – meaning the minister administering the Act.

Public Facility – meaning a public amenity or public service.

Regulation – means the *Environmental Planning and Assessment Regulation 2000*.

1.8. Relationship to Other Contributions Plans

Contributions levied under this Plan are applied to land which has not previously been levied under a Section 7.11 Plan.

The adoption of this Plan by Cootamundra-Gundagai Regional Council rescinds *Gundagai Shire Council S.94A Development Contributions Plan 2006* and *Cootamundra Contributions Plan for Other Development*.

1.9. Payment of Levy as a Condition of Consent

Subject to any change to the Act or direction by the Minister, this Plan authorises Cootamundra-Gundagai Regional Council or the consent authority to levy development in accordance with the parameters of this plan through condition of consent according to the below rates:

Proposed Cost of the Development	Maximum Percentage of the Levy
Up to \$100,000	Nil
\$100,001-\$200,000	0.5 Percent
\$200,001 +	1 Percent

1.10. Determination of the Proposed Cost of Development

In accordance with Clause 25J of the Regulation:

(1) The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a section 7.12 levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:

- (a) if the development involves the erection of a building, or the carrying out of engineering or construction work-the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,
- (b) if the development involves a change of use of land-the costs of or incidental to doing anything necessary to enable the use of the land to be changed,
- (c) if the development involves the subdivision of land-the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.

(3) For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates.

(3) The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development:

- (a) The cost of the land on which the development is to be carried out,
- (b) The costs of any repairs to any building or works on the land that are to be retained in connection with the development,
- (c) The costs associated with marketing or financing the development (including interest on any loans),
- (d) The costs associated with legal work carried out or to be carried out in connection with the development,
- (e) Project management costs associated with the development,
- (f) The cost of building insurance in respect of the development,
- (g) The costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land),
- (h) The costs of commercial stock inventory,
- (i) Any taxes, levies or charges (other than GST) paid or payable in connection with the development by or under any law,

- (j) The costs of enabling access by disabled persons in respect of the development,
- (k) The costs of energy and water efficiency measures associated with the development,
- (l) The cost of any development that is provided as affordable housing,
- (m) The costs of any development that is the adaptive reuse of a heritage item.

1.11. Indexation of Contribution

In accordance with Clause 25J of the Regulation:

- (4) The proposed cost of carrying out development may be adjusted before payment, in accordance with a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan (such as a Consumer Price Index) between the date the proposed cost was determined by the consent authority and the date the levy is required to be paid.

The formulae governing indexation of the proposed cost of carrying out development is:

$$IDC = ODC \times \frac{CP2}{CP1}$$

IDC= the indexed development cost

ODC= the original development cost determined by the Council

CP2= is the Consumer Price Index, All Groups Sydney, as published by the ABS in respect of the quarter ending immediately prior to the date of payment.

CP1= is the Consumer Price Index, All Groups Sydney, as published by the ABS in respect of the quarter ending immediately prior to the date of the consent.

1.12. Cost Estimate Report

A development application or an application for a complying development certificate is to be accompanied by a report, prepared at the applicant's cost in accordance with this clause, setting out an estimate of the proposed cost of carrying out the development for the purposes of clause 25J of the Regulation.

The following report is required:

- Where the estimate of the proposed cost of carrying out the development is greater than \$100,000, a cost estimate report in the form of Schedule 2.

1.13. Who may Provide a Report in Accordance with Clause 1.12. of this Plan?

For the purpose of clause 25J(2) of the Regulation, a person who, in the opinion of the Council either generally or in a particular case, is suitably qualified to provide an estimate of the proposed cost of carrying out development may do so for the purposes of the report referred to in Clause 1.11. Council encourages the use of a Quantity Surveyor or industry recognised building cost indicators in the preparation of estimates for the purpose of clause 25J(2) of the Regulation. Building cost indicators are to be recognised by the Australian Institute of Building and include, but is not limited to, Reed Construction Data Publications.

The Council may, at the applicant's cost, engage a person to review a report submitted by the applicant in accordance with clause 12.

1.14. Application of Funds Collected

Money paid to Council under a condition authorised by this Plan is to be applied by the Council towards meeting the cost of one or more of the public facilities that will be or have been provided within the area as listed in schedule 1. The locations of those facilities are shown on the map included in schedule 1.

1.15. Project Priorities

Subject to section 7.3 of the Act and clause 14 of this Plan, the projects listed in Schedule 1 are to be provided in accordance with the staging set out in that Schedule.

1.16. Pooling of Funds

This Plan authorises money paid in accordance with the condition of development consent imposed under this Plan, to be pooled in accordance with section 7.3 of the Act in respect of development within Council's area and applied progressively towards the various purposes for which such conditions were imposed.

1.17. Obligation of Certifying Authorities

Pursuant to clause 146 of the Regulation, a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it is satisfied of compliance with any condition requiring the payment of a levy before work is carried out in accordance with the consent.

The certifying authority must cause the applicant's receipt for payment of the levy to be provided to Cootamundra-Gundagai Regional Council at the same time as the other documents required to be provided under clause 142(2) of the Regulation.

1.18. When is the Contribution Payable?

The contribution, or levy, is required to be paid as per the specifications of the condition which required the contribution be payable. If no time is specified, the levy must be paid prior to the first certificate issued in respect of the development under Part 4 of the Act.

1.19. Deferred or Periodic Payments.

Like other NSW Local Governments, Cootamundra-Gundagai Regional Council does not allow for deferred, periodic or discounted payments of any contribution authorised under this Plan.

1.20. Alternatives to Paying the Levy.

Council can accept offers of Works in Kind or Material Public Benefit in lieu of monetary contribution required as a condition of consent.

Part 2

Expected Development & Facilities Demand

As the a large agricultural community on a number of major logistical routes, Cootamundra-Gundagai Local Government area has a broad spectrum of development occurring from intensive agriculture to cafes. As the Plan authorises Council to collect a levy against all development involving intensification¹ most development will be expected to pay Council a contribution under this Plan in accordance with the rates established in clause 1.9.

Money levied, will then be put towards the provision, intensification or augmentation of community facilities. These facilities are listed as Projects in Schedule 1 of this Plan. With a continued projected growth rate of approximately 0.26% per year² and historic development rates³, annual revenue from this Plan in accordance with the rates established in clause 1.9. is expected to be \$100,000.

As such this Plan is expected to have a life of ten years from adoption.

Projects funded under this Plan are seen as value adding to the already high amenity and liveability of Cootamundra-Gundagai Regional Council; contributing to the goal of Cootamundra-Gundagai being a destination area for lifestyle, tourism and innovation.

¹ Aside from development which has already paid a contribution under a previous development contributions plan, there are exempt developments upon which this levy is not applied as outlined in clause 1.10. of this Plan.

² ABS data 2011-2016.

³ Based on annual average revenue of previous contributions plans.

Schedule 1

Works Schedule

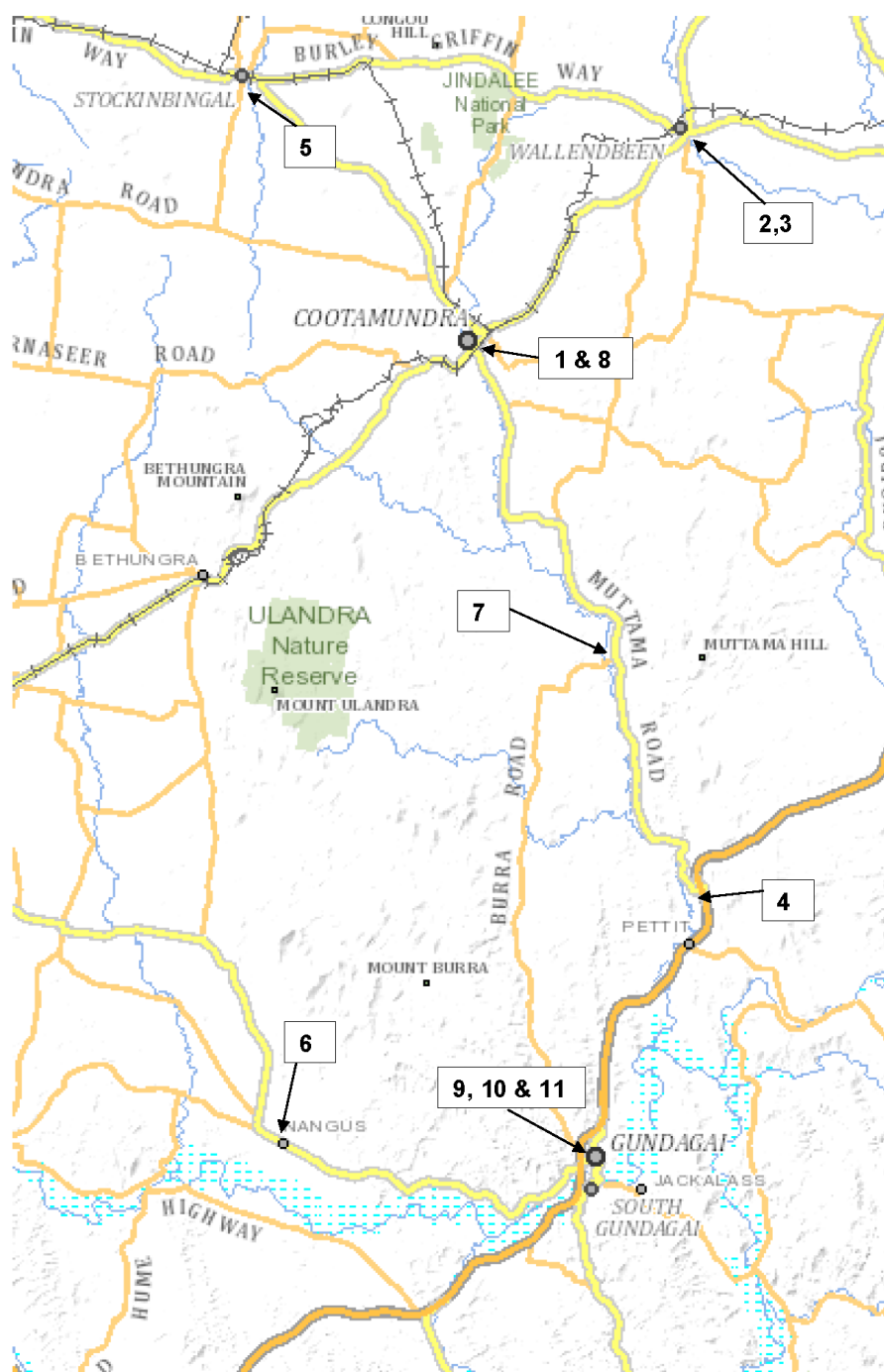
A. Completed works for which contributions will be recouped:

Map Reference	Description	Estimated Cost	S94A Contribution	Delivery
1	Cootamundra Pool	\$1,140,000	\$300,000	\$50,000 p.a.
Total		\$1,140,000	\$300,000	

B. New works to be funded:

Map Reference	Description	Estimated Cost	S94A Contribution	Delivery
2	Wallendbeen Silo Art	\$70,000	\$70,000	2019/20
3	Wallendbeen Village Centre & Rest Area Connection	\$150,000	\$100,000	2019-2021
4	Coolac Art Trail	\$50,000	\$50,000	2020/21
5	Seating & Landscaping at King George V Park (Stockinbingal)	\$10,000	\$10,000	2023/24
6	Nangus Art Installation (eastern side)	\$10,000	\$10,000	2025/26
7	Muttama Community Notice & History Boards	\$2,000	\$2,000	2026/27
8	Boundary Road Subdivision Playground	\$250,000	\$150,000	2022/23
9	Yarri Park Toilets Upgrade	\$120,000	\$120,000	2024/25
10	Old Gundagai Town Site	\$200,000	\$200,000	2021-2028
11	Cycleway Implementation (Gundagai)	\$80,000	\$80,000	2020-2028
Total		\$942,000	\$792,000	

Work Item Locations:



Coolac



Muttama



Nangus



Cootamundra



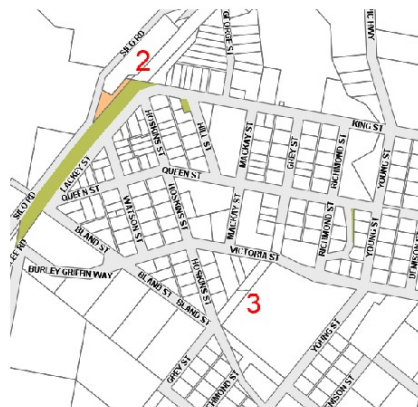
Stockinbingal



Gundagai



Wallendbeen



Schedule 2

Detailed Works Description

Completed Works – Recoupment:

1 Cootamundra Municipal Olympic Swimming Pool Upgrade

The Cootamundra Pool was upgraded with new change rooms, kiosk and office. An enclosed heated pool was added which offers the ability to operate as a year round pool.

New Works:

2 Wallendbeen Silo Art

The grain silos at Wallendbeen are an impressive feature of the Wallendbeen landscape, their size and location is testament to the fact that this village is the best dryland wheat growing area in NSW and that the village was a major grain handling point. Wallendbeen also has a proud military history. The Villages Strategy 2018 identified the Wallendbeen silos as an opportunity to enhance through a black and white/sepia mural to bring people into the King Street precinct, to celebrate military history, but also to draw attention to the silos.

3 Wallendbeen Village Centre & Rest Area Connection

Connection between the Wallendbeen Village and the rest area alongside the Olympic Highway is hindered by Burley Griffin Way and limits visitors to the rest area from venturing into the village and from villagers to walk or cycle to collect their mail (in vicinity of the rest area). A 1km shared path from King Street along Hoskins Street and then via Barry Grace Oval to the rest area will improve mobility and adds to accessibility to new fitness facilities in Barry Grace Oval.

4 Coolac Art Trail

An art trail along Coolac Road and/or railway corridor is listed as a project following community consultation for the Coolac Village Strategy. Coolac has a strong connection to the arts, being the birthplace of the Bald Archies and the Coolac Festival of Fun lends itself to an interactive, art trail experience. It is expected that the art trail will be an ongoing project with various sculptures, murals, models, etc added to the trail over the years. Major pieces will be funded where possible. This piece, for delivery in 2020/21 would be considered a major piece.

5 Seating & Landscaping at King George V Park (Stockinbingal)

Usage of King George V Park has increased since the installation of the Stockinbingal War Memorial in 2017 and subsequent playground expansion funded through Stronger Country Communities Round One 2017/18. However, the introduction of the War Memorial has led to dead space in the park between the memorial and the playground. Because of this and to increase usability of the park, it was suggested in the Stockinbingal Village Strategy that landscaping and seating would increase the usability of the park and create a delineation area between the memorial and the playground.

6 Nangus Art Installation (eastern end of Kimo Street)

Clear entry and exit points to Nangus village were raised during consultation for the Nangus Village Strategy. Additionally having points of interest, or reasons for people to stop were seen as desirable. Working with limited space in the road reserve, it has been proposed that two installations be placed at Nangus. One on the eastern end of Kimo Street and one of

the western end just before the creek crossing. It is expected that the art works will be thematically linked to Nangus and the agricultural history of the area.

7 Muttama Community Notice & History Boards

As noted in the Rural Community Strategy, Muttama was once a thriving town of over 1,300 due to the gold rush and mining activities undertaken at Muttama Reef. While Muttama is a rural community these days, the history of the area is something most visitors would be unaware of. Additionally, the Muttama community felt that they required a community noticeboard. This project is the combination of both of these needs, with a dedicated board graphically and textually telling Muttama's history and a weather proof board to display local news. It is proposed that these boards be placed to the front of Muttama Hall.

8 Boundary Road Subdivision Playground

Strategic planning of undeveloped residential land in Cootamundra has highlighted that the proposed subdivision along Boundary Road will require recreational open space. This affords the opportunity to create a larger park which will be collocated with neighbourhood shops and other community facilities.

9 Yarri Park Toilets Upgrade

Yarri Park is a popular local park in Gundagai. To improve usability and increase the longevity of people's stay, it is proposed that the toilets be upgraded to cater for males, females, disabled and have changing facilities.

10 Old Gundagai Town Site

The Old Gundagai Town Site is largely disused and bypassed by most tourists who come to view and interact with the historic trestle bridges of Gundagai. To improve usage of the site and increase visitor numbers, activation of the Old Gundagai Town Site which was largely destroyed by the floods in 1852 and 1853 is proposed through pathways and signage.

11 Cycleway Implementation

Gundagai Town has a cycleway plan which has been implemented continuously over the past 10 years, this project would be the continuing implementation of that plan to promote recreational activity, increase mobility and encourage people to walk and cycle around the town.

7.1.1.3 ADOPTION OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL'S VILLAGES STRATEGY

REPORTING OFFICER	Grace Foulds – Town Planner
ATTACHMENTS	There are no attachments associated in this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	Works schedule included as a part of the strategy to be funded over the next 30 years
LEGISLATIVE IMPLICATIONS	Requirement of the Environmental Planning & Assessment Act, 1979
POLICY IMPLICATIONS	There are no Policy implications associated with this report

RECOMMENDATION

- 1. The Villages Strategy be adopted.**
- 2. The Villages Strategy be put forward for endorsement by the Hon. Anthony Roberts Minister of Planning, Housing and Special Minister of State.**

Introduction

Over the past twelve months, Council staff and the community have been collaborating on a Villages Strategy to help inform changes to the existing and future Local Environmental Plans.

This process has concluded with the strategy (broken down per village) having been on exhibition for a number of months.

Discussion

In March, 2017, background research and analysis was commenced for the formulation of a Villages Strategy which would help inform the new Cootamundra-Gundagai Local Environmental Plan, any minor changes to the existing Cootamundra or Gundagai Local Environmental Plans.

In May-June 2017, community engagement was undertaken, with 103 people attending drop in sessions, 74 primary school students engaged in village planning workshops and 92 written submissions received. This was an extraordinary result for a land use strategy and demonstrated the passion and proactive nature of the villages of Cootamundra-Gundagai Regional Council.

In order to harness and encourage this community enthusiasm it was decided that each village would be drafted separately to fully gauge community reaction to proposed opportunities and identified constraints. This proved successful, with a further eleven submission received over the entire exhibition period of five individual documents.

For the most part, submissions received during exhibition were supportive of the strategy and while there were some issues raised which were not covered in the strategy and realistically could not be covered in a land use strategy, the majority of submissions have led to revision of strategy. This is most notable with the inclusion of a discussion related to a possible rail trail from Gundagai to Coolac and the revision of proposed minimum lot sizes at Coolac due to the commitment to potable water being supplied to the village.

The Villages Strategy can already claim some success with a number of costed works listed receiving funding under Stronger Country Communities Round 1, being listed in the proposed Draft 'Section 7.12 Fixed Development Consent Levy Contributions Plan 2018' and some other projects being recommended for funding under Stronger Country Community Round 2.

Additionally, the value of the Villages Strategy to Council's asset planning for the future cannot be underestimated with this generational plan recommending a number of large infrastructure works such as potable water to Nangus and Coolac and a sewer for Stockinbingal. The general goodwill and connections made between council staff and the people of the villages is hopefully the start of a new era of collaborative planning and communication between the villages and the towns of Cootamundra-Gundagai Regional Council.

7.1.1.4 CONTRACT WITH SERVICES NSW FOR THE “EASY TO DO BUSINESS” PROGRAM

REPORTING OFFICER	Luke Izzard – Building Surveyor
ATTACHMENTS	“Easy to do Business” Council Flyer
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	<p>There is no cost to Council for participation in this program. Support material, training and advice is provided by Service NSW free of charge.</p> <p>Implementation of the program should lead to reduced processing times and costs relating to applications submitted to Council.</p>
LEGISLATIVE IMPLICATIONS	Council would still undertake all assessments as per appropriate legislation.
POLICY IMPLICATIONS	There are no Policy implications associated with this report

RECOMMENDATION

- 1. Authority be delegated to the General Manager to enter into a contract with Service NSW for the Easy to do Business initiative; and**
- 2. Authority be delegated to the Mayor and General Manager to execute any necessary documents under the Common Seal of Council.**

Introduction

Council officers met with Service NSW’s Council Engagement Manager, Mr Nick Rodwell on the 6th March, 2018 to discuss the “Easy to do Business” program. This program is specifically for future owner/operators of opening café’s, restaurant’s or small bar and is tailored to help them start their business.

The purpose of this report is to provide background information and seek support to enter into a contract with Service NSW for the Easy to do Business program.

Discussion

This program provides the opportunity for participating councils to implement programs that support small business, share resources and information with other participating councils and promote this to the local business community.

Small Business Commissioner and Services NSW have developed the “Easy to do Business” program. This free program provides a number of benefits for Councils:

- Increased productivity with ‘decision ready’ applications and reduced transaction costs
- Effective tools to help boost our local economy, enabling more jobs in the region and assisting Council to deliver on its Economic Development & Tourism Strategic Plan.

“Previously, cafes, small bars and restaurants would have to deal with up to 13 agencies, 75 regulations, up to 30 phone numbers and complete 48 forms, taking as long as 18 months to navigate. This program has seen this reduced to one digital application and one phone number, reducing the opening time for businesses to 90 days.”

The initiative will provide a customer who wishes to set up cafés, restaurants or small bar, with a single point of contact within Service NSW who will help them navigate all the required approvals to operate the business, for example registering the business, obtaining an ABN and required Council approval.

Those looking to start up a café, restaurant or small bar can benefit from Council being involved in Easy to do Business by receiving:

- A unique digital profile that can help fast track the approval process across local, state and federal government;
- Step by step guidance through the application process;
- The support of a dedicated Business Concierge who can answer questions, liaise with council, and review applications to ensure they are ‘decision ready’; and
- Information in relation to the upfront time, fees and effort involved.

The intention of the program is to build awareness of specialist advice services available, ensure Council staff can direct enquiries to these and provide applicants with the skills to be better informed and researched prior to lodging any applications.

Service NSW presented to Hunter Councils on 6th of March, 2017 outlining the benefits of the program and seeking councils support to become members of the program. The program is focused on the café, small bar and restaurant sector at present, however the intention is to expand to other designated subsectors of the business economy in the future.

For Council, the process is to endorse the recommendations and then inform Service NSW that this has occurred. Following this, the Easy to do Business Council/Agency Lead personnel will make a presentation to key Council staff to provide them with the information and skills for “Operational Readiness”. Once Council staff are prepared, there will be an official launch and announcement of the program.

CONCLUSION

The overall participation in the Easy to do Business program is important and will support the creation of new businesses within the Cootamundra Gundagai Regional Council.

Opening and running a café, restaurant or small bar just got easier



**Service
NSW**

Easy to do Business



We're working with the Office of the NSW Small Business Commissioner to make it easier to do business.

Previously, cafes, small bars and restaurants would have to deal with up to 13 agencies, 75 regulations, up to 30 phone numbers and complete 48 forms, taking as long as 18 months to navigate. Our program has seen this reduced to one digital application and one phone number, reducing the opening time for businesses to 90 days or less.

We are creating a brand new way for businesses to interact with government through one online portal. Businesses in your community will receive step-by-step guidance and support across local, state and federal government requirements, whether they wish to open, grow or finalise their business.

Benefits for Councils include:

- Increased productivity with 'decision ready' applications and reduced transaction costs
- Effective tools to help boost your local economy, enabling more jobs in your region – and assisting Council to deliver on its strategic plan

You can also become a member of the Office of the NSW Small Business Commissioner Small Business Friendly Council initiative that supports Councils with information and resources, access to a networking group and free conferences to help build small business friendly capability.

With new sectors such as housing and construction being added in the near future, we are working hard to make it easier to do business in NSW.

For more information visit service.nsw.gov.au/business

service.nsw.gov.au • 13 77 88



**Small
Business
Commissioner**

2200010/1/17 A

7.1.2 REGULATORY SERVICES

7.1.2.1 ANIMAL IMPOUNDING STATISTICS FOR COOTAMUNDRA AND GUNDAGAI

REPORTING OFFICER	Glen McAtear, Senior Regulatory Officer
ATTACHMENTS	There are no attachments associated with this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report
POLICY IMPLICATIONS	There are no Policy implications associated with this report

RECOMMENDATION

The statistics regarding the impounding of dogs at Cootamundra and Gundagai for the month of March, 2018 be received and noted.

Discussion

In total 20 dogs were impounded in Cootamundra and Gundagai during March. Of those 20 animals:

- 1 was euthanased;
- 13 were rehomed;
- 3 were returned to their home;
- 2 were impounded and returned home once they were registered in accordance with the Companion animals Act, 1998 and Companion Animals Regulation, 2008 ; and
- 1 remains in the pound with efforts being undertaken to rehome.

7.1.3 SOCIAL AND COMMUNITY

7.1.3.1 QUARTERLY REPORT FOR COOTAMUNDRA AND GUNDAGAI LIBRARIES

REPORTING OFFICER	Penny Howse – Library Manager
ATTACHMENTS	Report for Cootamundra and Gundagai Libraries for the months of January through to March, 2018
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

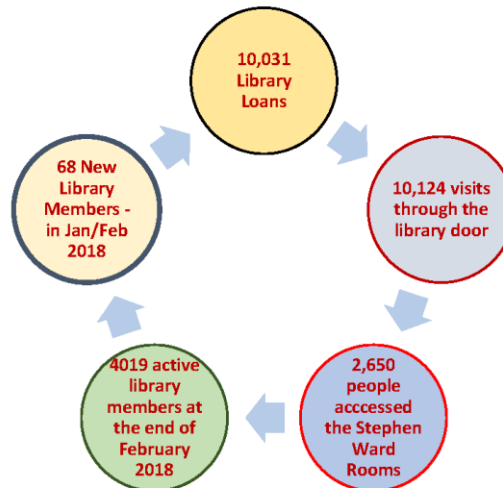
The January – March, 2018 Quarterly Report for Cootamundra and Gundagai Libraries be received and noted.

Discussion

Information in relation to and a variety of activities held in the libraries during this time is included in the attached report.

Report for Cootamundra/Gundagai Libraries – Jan, Feb, March 2018

January and February were very busy months at the Cootamundra and Gundagai Libraries



Holiday and Children's' Programs:

During January, library staff take a break from Storytime and Baby Bounce. However, a wide range of activities for primary aged children are provided during the school holidays:

- Cootamundra baker Sara Booth facilitated a cupcake icing workshop which proved very popular, with 25 children in attendance.
- "Dane the Great" brought his magic shows and workshops to both library branches. Over 100 children and adults enjoyed

his magic shows, and 30 magic enthusiasts participated in a workshop to learn the secrets of magic tricks and routines.

- Amy Heap from Riverina Regional Library's Outreach staff presented a very practical 3D printing workshop for adults in January. The participants had the opportunity to both create and print their 3D designs. Cootamundra Library enjoyed the loan of the 3D printer for the duration of the school holidays for all patrons to utilise under staff supervision.
- Cootamundra and Gundagai libraries participated in the Summer Reading club, an initiative of the State Library of Queensland in partnership with Australian Library and Information Association (ALIA) and other state and public libraries. 110 children received sample bags, with many other children borrowing during the holidays on a regular basis.

Cultural events:

- During February, the Cootamundra Library hosted a NSW State Library Exhibition - 'Australian Inspiration'. The exhibition explored how the koala and waratah were first depicted in Australian art over 200 years ago, and how they have evolved to become our national icons.
- On Friday March 23, Cootamundra Library will hold the first of a new series of fortnightly music events, *Playing @ The Pond*. These free lunchtime concerts will be held at the fishpond outside the Library (or in the Stephen Ward Rooms during winter). They will both provide a showcase for local musical talent and provide a new and novel form of promotion for the library, aiming to attract a new demographic of library patrons.

Community education:

- Cootamundra secured funding from the NSW State Library to run the Tech Savvy Seniors program in 2018, which is designed to increase digital literacy in the older population. As part of this initiative, 11 seniors completed an "iPad for beginners" course during February, taught by Kerry Byrne.
- A total of \$3,000 in grant funding has been made available to both libraries through the Australian government's 'Be Connected' network. Funding will be spent on supporting older Australians to improve digital literacy and cybersafety. Gundagai will be purchasing iPads to assist people with online access and for device training. Both libraries are offering 'Be Connected' one-on-one sessions, helping members of the community to connect more effectively online using their smartphone, laptop, tablet or other device.

Book Clubs:

- Riverina Regional Library Book Clubs continue to be a highly successful community initiative at both branches. The clubs help readers to both engage with a wide selection of books and meet with others to discuss each month's book, often over tea and cake or wine and cheese. There are a total of 13 book clubs between both libraries. Each group pays \$400 a year to RRL to access their book club services, and clubs are supported by branch staff in accessing each month's book kits.

Operations:

- In February 2017, the Gundagai Library commenced a trial of extended opening hours; specifically, opening on Tuesday afternoon and Saturday mornings. Analysis of this 12 month trial, which concluded in February 2018, indicates an excellent response to opening on Tuesday afternoons, when the library was previously closed. A consistent request from customers was extension of the hours to include Tuesday mornings. Saturday morning patronage has remained steady, although below the attendance levels of Tuesdays. The recommendation is to open the Gundagai Library for a full day (9am-5pm) on Tuesdays, and discontinue opening on Saturdays. This would give the library a full Monday to Friday week which it seems patrons would be most likely to benefit from.

7.2 CORPORATE SERVICES DIVISON

7.2.1 FINANCIAL MANAGEMENT

7.2.1.1 PROPOSED USE OF COUNCIL PROPERTY – GUNDAGAI SALEYARDS KIOSK

REPORTING OFFICER	Kate Monaghan, Director Corporate Services
ATTACHMENTS	Saleyards building condition report, including photos
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	Recommendation to allocate \$5,000 for repairs, with the amount to be allocated from the Gundagai Saleyards Reserve.
LEGISLATIVE IMPLICATIONS	The Gundagai Saleyards is classed as 'Operational Land,' and there are no restrictions placed on the leasing of Operational Land by the Local Government Act 1993. Lease documentation will be prepared in accordance with the Conveyancing Act 1919 and the Real Property Act 1900.
POLICY IMPLICATIONS	There are no Policy implications associated with this

RECOMMENDATION

The Gundagai Saleyards Kiosk be leased to the Gundagai Light Horse Brigade for club house and meeting room use under the following general terms:

- 1. Council is to be responsible for building insurance, rates and charges, and water consumption up to a nominal amount.**
- 2. Gundagai Light Horse Brigade is to be responsible for electricity connection and costs.**
- 3. In lieu of a monetary contribution for rent, the Gundagai Light Horse Brigade will provide general site maintenance, including landscaping and painting.**
- 4. A budget of \$5,000 be allocated for repairs to the kiosk building and toilets, and for these funds to be allocated from the Gundagai Saleyards Reserve.**

Introduction

The Gundagai Light Horse Brigade is seeking Council's consent to make use of the Gundagai Saleyard kiosk building for use as a club house and meeting venue.

Discussion

The kiosk is currently disused, and the Brigade have consulted with the saleyards agents who have no objection to this proposal.

Council staff have completed a building inspection report, detailing the building condition and identifying basic maintenance and repairs which should be undertaken by Council, at an estimated cost of \$5,000.



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

Ref: 20180319-AB-090000

Date: 19th March, 2018

GUNDAGAI SALEYARDS-CANTEEN & TOILETS

Condition Report Canteen Building:

- Canteen Building (Pic 1)
- Power Currently disconnected & needs re-attachment to building (Pic 2 Power)
- Minor holes in exterior of building around entry door (Bonded Asbestos) (Pic 3 Sheet Damage)
- External Corner moulds damaged & require replacement (Bonded Asbestos) (Pic 4 Cnr Moulding)
- Building in need of repaint looks tired & weathered
- Timber Fascia boards to be replaced & painted
- Guttering to be checked
- Internal of building in good condition, also in need of painting. Minor water damage R/H side of entry doorway
- Timber floors good condition
- Kitchen-tired looking but very usable
- Fridge, Oven & microwave. Check to make sure safe

Building is of timber construction with bonded asbestos wall sheeting and moulding.

Considering age of building, all in good order. Minor repairs required to tidy up asbestos issues and new coat of paint to seal building. Prior to painting or having power re-connected I would replace barge boards & install flashing to seal ends of building from weather.

TOILET BLOCK ASSOCIATED TO CANTEEN

The toilet block is of Concrete block construction with iron roof. The fixtures within the building are in average state in the ladies but in good condition in the men's. Toilet doors are badly weathered & need replacing.

General repairs to the site to have it operational again. Quote received back in 2016/17 to carry out repairs as listed.

Recommend works be undertaken. Council to carry out painting works on external of building & Light Horse to do internal.



AR Bluet Award Winners:
1953, 1992 & 2014

Cootamundra Office:
81 Wallendoon Street, Cootamundra NSW 2590
Phone: 02 6940 2100 Fax: 02 6940 2127

Gundagai Office:
255 Sheridan Street, Gundagai NSW 2722
Phone: 02 6944 0200 Fax: 02 6940 2127



7.2.1.2 INVESTMENT REPORT

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

RECOMMENDATION

The Investment Report as at 28th February, 2018 be received and noted.

Introduction

The purpose of this report is to provide Council with a list of Council's funds invested as at 28th February, 2018

Discussion

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



REPORT - CASH & INVESTMENTS

Year of Report 30/06/2018
Month of report 28-Feb

Institution	Credit Rating	Investment Type	Date Lodged	Maturity Date	Interest Rate	Value
Commonwealth Bank Account		Bank Account				\$3,042,966.78
		Bank Account				\$1,297,257.20
Commonwealth Bank	AA-	Term Deposit	7/03/2017	6/03/2018	2.71	\$1,500,000.00
AMP Bank	A1/A	Term Deposit	12/09/2017	13/03/2018	2.55	\$1,061,217.20
Bank of Queensland	A2/B8B+	Term Deposit	21/07/2017	17/04/2018	2.6	\$2,500,000.00
AMP Bank	A1/A	Term Deposit	17/10/2017	17/04/2018	2.6	\$2,066,947.12
Bank of Queensland	A2/B8B+	Term Deposit	19/10/2017	19/04/2018	2.6	\$6,000,000.00
ING Bank	A1/A	Term Deposit	25/07/2017	22/05/2018	2.6	\$7,103,532.00
AMP Bank	A1/A	Term Deposit	26/09/2017	26/06/2018	2.6	\$515,704.63
Bank of Queensland	A2/B8B+	Term Deposit	23/11/2017	26/06/2018	2.6	\$2,000,000.00
Newcastle Permanent	A2/B8B	Term Deposit	11/07/2017	10/07/2018	2.7	\$1,520,827.40
Members Equity Bank	A2/B8B	Term Deposit	16/01/2018	17/07/2018	2.62	\$2,531,876.71
Bank of Queensland	A2/B8B+	Term Deposit	23/11/2017	21/08/2018	2.6	\$2,000,000.00
Commonwealth Bank	AA-	Term Deposit	20/12/2017	18/09/2018	2.62	\$3,000,000.00
AMP Bank	A1/A	Term Deposit	27/02/2018	27/11/2018	2.65	\$1,300,000.00
Total Cash & Investments						\$37,440,329.04
Source of Investments						Total Invested
General Fund Operations	\$6,958.50	Interest for month			\$9,231.44	\$4,917,177.04
Developer Contributions						
Water Fund	\$7,004.29				\$9,292.19	\$4,949,536.00
Sewer Fund	\$7,004.44				\$9,292.38	\$4,949,639.00
Domestic Waste Mgmt Fund	\$2,346.25				\$3,112.64	\$1,657,963.00
Other externally restricted	\$5,818.73				\$7,719.38	\$4,111,767.00
Internally restricted funds	\$23,851.13				\$31,641.93	\$16,854,247.00
TOTAL						\$37,440,329.04

This report is produced in accordance with section 625 of the Local Government Act 1993 and all investments have been made in accordance with Act & the Regulations.

Responsible Accounting Officer  Signature
Tim Swan Name

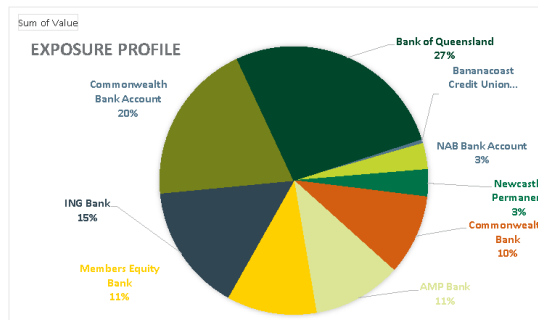
Exposure Profile

Purpose

Council policy states that no more than 50% of money will be invested in a single institution to reduce exposure to banking collapse. The graph shows the % of money invested in at any individual bank

Result

Bank of Queensland is the bank with the highest exposure at 37%, but it is below the 50%. Therefore the exposure risk is satisfactory



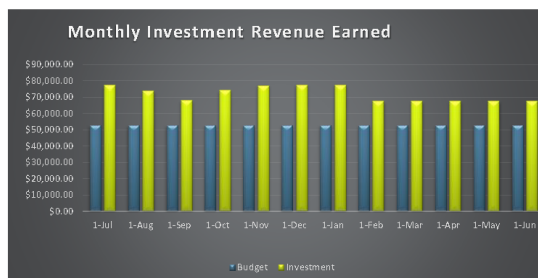
Interest Earnings

Purpose

This graph compares earnings to budget results

Result

CGRC has met and exceeded the 2018 interest earning budget.



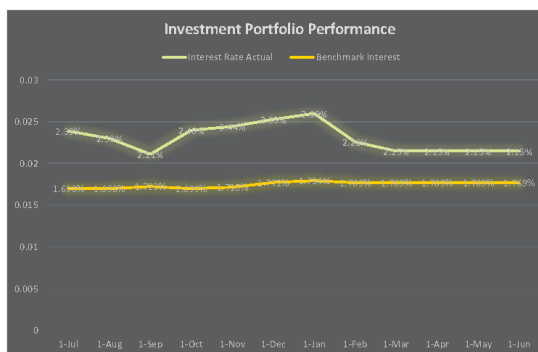
Investment Portfolio Performance

Purpose

This graph compares performance against the benchmark rate.

Result

CGRC is performing better than the benchmark.



7.2.2 GOVERNANCE AND BUSINESS SYSTEMS

7.2.2.1 DRAFT AGENCY INFORMATION GUIDE

REPORTING OFFICER	Teresa Breslin, Governance Officer
ATTACHMENTS	Draft Agency Information Guide
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 legislative requirements under the Government Information (Public Access) Act 2009
POLICY IMPLICATIONS	This guide is supported by the Access to Information Policy

RECOMMENDATION

The Agency Information Guide attached to the report be endorsed.

Introduction

The object of the GIPA Act is to open government information to the public by the proactive public release of government information by agencies, giving members of the public an enforceable right to access government information and only restricting government information when there is an overriding public interest against disclosure.

The *Government Information (Public Access) Act, 2009* (GIPA Act) states that all agencies (other than a Minister) must have an agency information guide (AIG), and must be made available free of charge on the agency's website.

Discussion

Section 20 of the GIPA Act states:

(1) An agency (other than a Minister) must have a guide (its "agency information guide") that:

- (a) describes the structure and functions of the agency, and*
- (b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and*
- (c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and*

(d) identifies the various kinds of government information held by the agency, and

(e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and

(f) specifies the manner in which the agency makes (or will make) government information publicly available, and

(g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

(2) An agency must make government information publicly available as provided by its agency information guide.



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

DRAFT **Agency Information Guide 2018**

27 March 2018



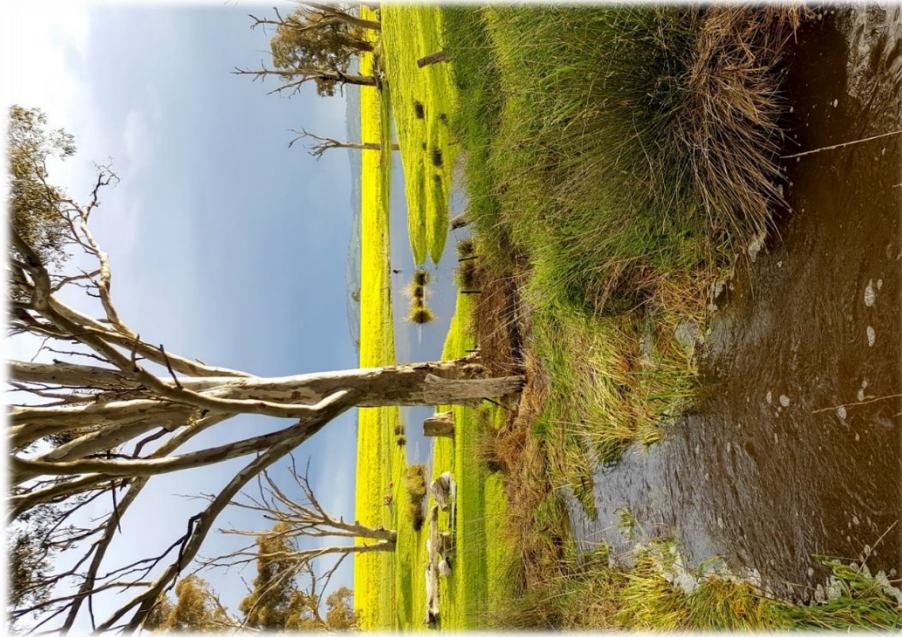
PART 1 - INTRODUCTION

This Information Guide has been prepared in accordance with section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act) and is reviewed annually.

The purpose of Council's Information Guide is to provide members of the community, Council staff and the public with information concerning:

- The structure and functions of Council
- The way in which the functions of Council affect members of the public
- The avenues available to the public to participate in policy development and the exercise of Council's functions; and
- The type of information available from Council and how this information is made available.

The Information Guide is available at www.cgrc.nsw.gov.au



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Version Control

Ref	Date	Description	Council Resolution
0.1	01/03/2018	Forwarded to the Information Commissioner	N/A
0.2	27/03/2018	Presented to Council	TBA

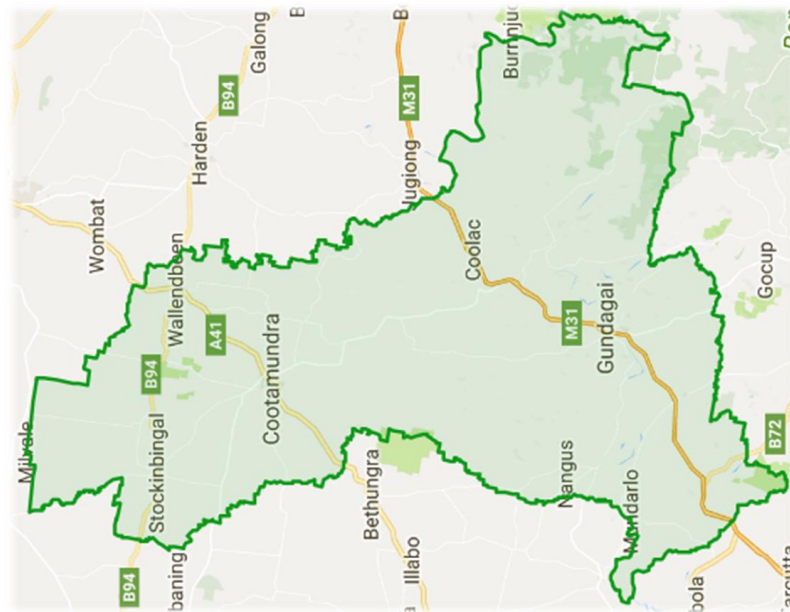
PART 2 - STRUCTURE AND FUNCTION OF COUNCIL

Cootamundra-Gundagai Regional Council at a glance

Cootamundra-Gundagai Regional Council was formed by Proclamation of the NSW Government on 12 May 2016 and incorporates the former Cootamundra Shire Council and Gundagai Shire Council local government areas.

Cootamundra-Gundagai Regional Council provides services and support to a community of approximately 11,500 people, including residents of Cootamundra and Gundagai, as well as the villages of Adjungbilly, Coolac, Muttama, Nangus, Stockinbingal, Tumblong and Wallendbeen.

The figure to the right shows the Cootamundra-Gundagai Regional Council boundary area.



How is Cootamundra-Gundagai Regional Council Managed?

The Elected Council

The Cootamundra-Gundagai Region Council is made up of 9 Councillors, including the Mayor and Deputy Mayor. These Councillors are elected by residents and ratepayers, every four years, to represent the community and provide leadership and guidance. The Councillors then elect the Mayor and Deputy Mayor, amongst them.

The Administration

The General Manager, leads the administrative arm of Council. The General Manager is responsible for the efficient and effective operation of the Council's organisation and for ensuring that the decisions of the Council are implemented.

The General Manager is responsible for:

- the operation of the Council's organisation,
- for implementing decisions of the Council,
- the day-to-day management of the Council,
- the exercise of any functions delegated by the Council,

- the appointment of staff,
- the direction and dismissal of staff,
- and the implementation of Council's Equal Employment Opportunity Management Plan.

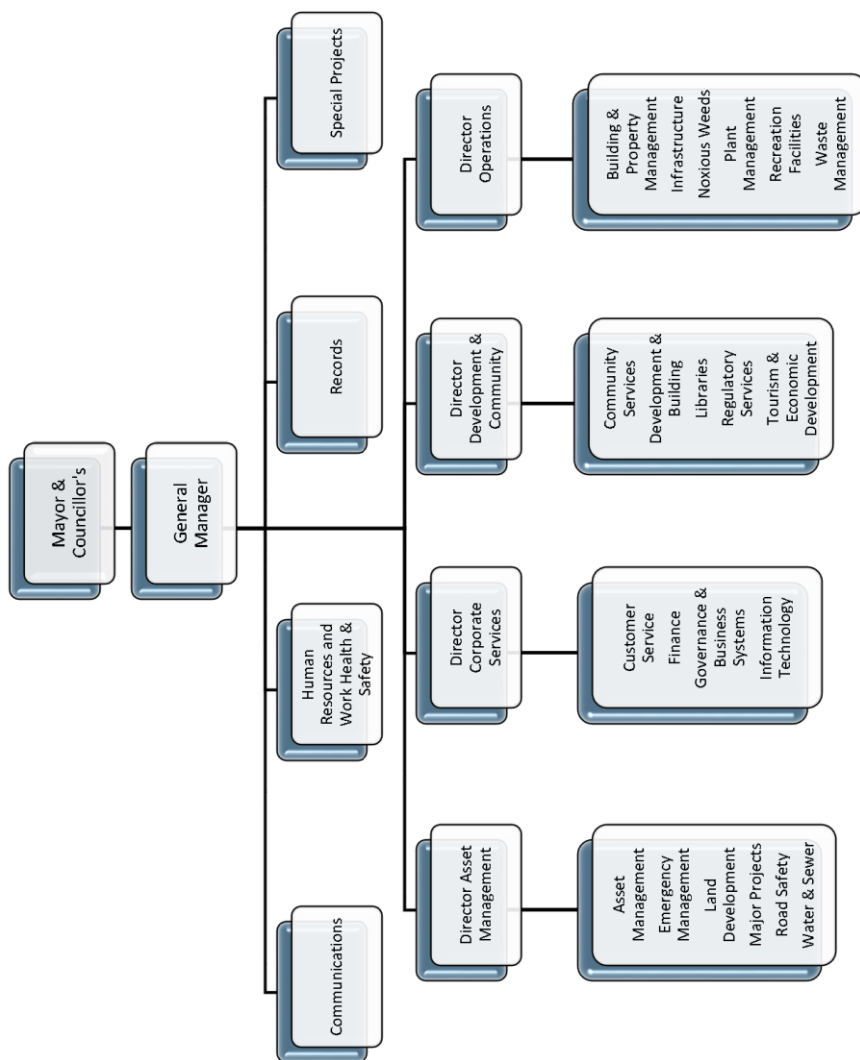
To assist the General Manager in the exercise of these functions, senior staff are appointed. Council's senior staff are as follows:

- Director of Asset Management
- Director of Corporate Services
- Director of Development & Community Services
- Director of Operations

The senior staff are supported by individual staff members each responsible for their own area of expertise.

The next page shows Cootamundra-Gundagai Regional Council's organisational structure.

Cootamundra-Gundagai Regional Council Organisational Structure



Under the Local Government Act 1993, Council's functions can be grouped into the following categories:

Service Functions	Including: <ul style="list-style-type: none"> • Provision of community health, recreation, education & information services • Environmental protection • Waste removal & disposal • Land & property, industry & tourism development & assistance • Civil Infrastructure Planning • Civil Infrastructure Maintenance & Construction
Regulatory Functions	Including: <ul style="list-style-type: none"> • Approvals • Orders • Building Certificates
Ancillary Functions	Including: <ul style="list-style-type: none"> • Resumption of land • Powers of entry and inspection
Revenue Functions	Including: <ul style="list-style-type: none"> • Rates • Charges • Fees • Borrowings • Investments
Admin Functions	Including: <ul style="list-style-type: none"> • Employment of staff • Management plans • Financial reporting • Annual report
Enforcement Functions	Including: <ul style="list-style-type: none"> • Proceedings for breaches of the Local Government Act & Regulations and other Acts & Regulations. • Prosecution of offences • Recovery of rates and charges.

As well as the Local Government Act 1993, Council has powers under a number of other Acts, including but not limited to:

Community Land Development Act 1989	Privacy & Personal Information Protection Act 1998
Companion Animals Act 1998	Protection of the Environment Operations Act 1997
Contaminated Land Management Act 1997	Public Health Act 2010
Conveyancing Act 1919	Recreation Vehicles Act 1983
Environmental Planning and Assessment Act 1979	Roads Act 1993
Fluoridation of Public Water Supplies Act 1957	State Emergency & Rescue Management Act 1989
Food Act 2003	State Emergency Service Act 1989
Government Information (Public Access) Act 2009	Strata Schemes Development Act 2015
Heritage Act 1977	Strata Schemes Management Act 2015
Impounding Act 1993	Swimming Pools Act 1992
Library Act 1939	Unclaimed Money Act 1995
Biosecurity Act 2015	

What does Council do?

Council provides a range of services and support to the community, including:

- Strategic land and town planning
- Waste management and recycling
- Pet registration and control
- Pest and weed management
- Building and development supervision
- Local road and streetscape maintenance
- Emergency and disaster planning
- Food and public health services
- Economic development
- Servicing of libraries, community centres, sporting facilities
- Maintenance of parks, pools and sporting fields
- Tourism services and many more.

Vision Statement

A vibrant region attracting people, investment and business through innovation, diversity and community spirit.

The vision for the future is built around four key directions:

- **A vibrant and supportive community: all members of our community are valued and connected**
- **A prosperous and resilient economy: we are innovative and 'open for business'**
- **Sustainable natural and built environments: we connect with the places and spaces around us**
- **Good governance: an actively engaged community and strong leadership team**

PART 3 - HOW COUNCIL'S FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

The Cootamundra-Gundagai Regional Council is a governing body, therefore every decision it makes affects members of the public. The Council plans for the future and manages the infrastructural comfort and financial stability of current and future generations of residents.

Council has certain functions imposed on it by the Local Government Act 1993 and also undertakes other discretionary functions. These functions and how they affect the public are summarised as follows:

Service Functions

Service functions affect the public as Council provides services and facilities to the public. These include the provision of libraries and child care services, halls and community centres, recreation facilities, sports fields, parks, local infrastructure, tree maintenance and the removal of waste.

Regulatory Functions

Regulatory functions place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and do not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.

Ancillary Functions

Ancillary functions affect only some members of the public. These functions include, for example, the resumption of land, or the power

for Council to enter onto a landowner's land. In these circumstances, only the owner of the property would be affected.

Revenue Functions

Revenue functions affect the public directly as revenue from rates and other charges paid by the public is used to fund services and facilities provided to benefit the community.

Administrative Functions

Administrative functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

Enforcement Functions

Enforcement functions only affect those members of the public who are in breach of certain legislation. This includes matters such as the nonpayment of rates and charges, unregistered dogs, parking offences and other regulatory offences.

PART 4 - PUBLIC PARTICIPATION IN LOCAL GOVERNMENT

There are two ways in which the public may participate in the policy development and the general activities of the Council. These are through representation and personal participation.

Representation

The community elect representatives to their local council to make decisions on their behalf. The public have the opportunity to participate every 4 years when elections are held. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote. Voting is compulsory.

Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, may pursue the matter on the resident's behalf, therefore allowing members of the public the opportunity to influence the development of policy. Members of the public are encouraged to discuss local community concerns with their elected representatives. To get in touch with an elected Councillor please email mail@cgrc.nsw.gov.au.

Personal Participation

Council recognises the importance of providing opportunities for the community to make their voice heard. Council values community input in the engagement process, which enables Council to make decisions based on the views of residents, ratepayers, business owners and community groups.

A number of avenues are available for members of the public to directly contribute to Council's decision making process, including:

Council and Committee Meetings

Members of the public are invited to attend Council meetings and address Council on any matters on the agenda to assist with the decision making process and any other Council related matters. Council also has a number of advisory committee meetings which discuss policy and strategic matters and make recommendations for Council's consideration.

A full list of Council meeting dates and locations as well as information about Council's Advisory Committees is available on Council's website. Business papers and minutes of the meetings are published on Council's website and are also available at Council offices.

Public exhibition of proposed policies, plans and projects

Council consults with its residents in relation to policy and other matters throughout the year. Policies that have an impact on the public and other matters of importance to the community are exhibited for public comment prior to Council decisions. Refer to Council's website for information in relation to matters that are currently on public exhibition.

Submissions to Council on specific matters

Through the provisions of certain Acts or Regulations, members of the public have the opportunity to influence Council's decisions by making submissions, comments or objections to proposals. For example, the contents of Council's Community Strategic Plan, Delivery Program and Operational Plan and the consideration of development applications are advertised and public comment is invited prior to Council's decision on the matter.

Other opportunities

Council is committed to consulting with the community about important projects and initiatives and has a Community Engagement function to gather and analyse information relating to community needs and concerns.

Community consultation will take place

- Where community input can enhance decision making
- To help identify community needs
- In response to community expressions of interest

Community engagement may also take place on

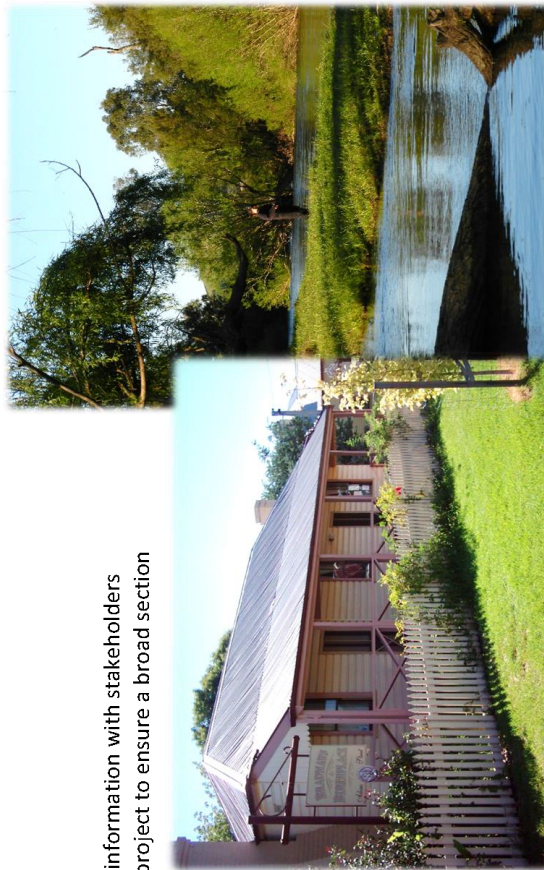
- The allocating of funding to various projects whether that be for new or current
 - Services or to improve or create new infrastructure
 - The planning and creation of new services and infrastructure
 - The provision of existing services
- When Council resolves to consult the community
 - When required by law
 - The creation of major events
 - Major planning and development projects
 - Key topics and issues affecting the Cootamundra-Gundagai Regional Council community i.e. environmental Health, safety, transport etc.

Methods of Communication

There are many different methods to engage and share information with stakeholders and Council may utilise multiple techniques on a single project to ensure a broad section of the community has been consulted.

These may include:

- Council's website – www.cgrc.nsw.gov.au
- Media releases and statements
- Fortnightly community newsletters
- Print, telephone and online surveys
- Meetings, seminars and forums
- Advertising in the local media
- Letters
- Facebook



PART 5 - ACCESS TO INFORMATION

Information available

The Government Information (Public Access) Act 2009 (GIPA Act) provides the public with a general right of access to information held by Council as long as it does not infringe privacy or other laws or there aren't public interest considerations against disclosure.

The following information is prescribed Open Access information in accordance with the GIPA Act and is available on Council's website:

- This information guide
- Documents (if any) tabled in Parliament on behalf of Council (will be available on Council's website if and when any information is tabled in parliament on behalf of Council)
- [Council's Policy documents](#)
- Council's Disclosure Log of Access Applications
- Council's Register of Government Contracts
- [A record of open access information](#) that is not made available to the public on the basis of an overriding public interest against disclosure.

Council holds a range of information in various formats that relate to a number of different issues concerning the Cootamundra-Gundagai Regional Council Local Government Area. This information may be available on Council's website, via an Informal Access to Information request or a [Formal Access to Information application](#). All requests for access to information held by Council will be determined in accordance with the requirements of the GIPA Act.

In addition, pursuant to Schedule 1 of the Government Information (Public Access) Regulation 2009, all of Council's 'Open Access' information is required to be available via Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website). Where this is the case, the information will be available for inspection at Council offices. Any current (and the immediately preceding version of) documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges, in accordance with [Council's Fees and Charges](#).

Open Access information includes:

Information about Council

- The model code of conduct prescribed under section 440(1) of the Local Government Act 1993 (LGA)
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual report
- Annual financial reports
- Auditor's report
- Management plan
- EEO Management Plan
- Policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- Annual reports of bodies excising functions delegated by the local authority
- Any codes referred to in the LGA
- Returns of the interests of Councillors, designated persons and delegates
- Agendas and business papers for any meeting of Council or its committee's of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public)
- Minutes of any meeting of the Council or its committees, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting
- Departmental representative reports presented at a meeting of the Council in accordance with section 433 of the LGA
- Land Register
- Register of Investments
- Register of Delegations
- Register of Voting on Planning Matters

Plans and Policies

- Local policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plan and Contribution Plans

Information about development applications

- Development applications and any associated documents received in relation to a proposed development including:
 - Home Warranty Insurance documents
 - Construction Certificates
 - Occupation Certificates
 - Structural Certification documents
 - Town Planner Reports
- Submissions received on development applications
- Heritage Consultant reports
- Tree Inspection Consultant reports
- Land Contamination Consultant Reports
- Records of decisions on development applications (including decisions made on appeal)
- Records describing the general nature of the documents that Council decides to exclude from public view including internal specifications and configurations and commercially sensitive information

Approvals, orders and other documents

- Applications for approvals under part 7 of the LGA
- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the authority of any other Act
- Records of building certificates under the Environment Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by the local authority
- Compulsory acquisition notices
- Leases and licences for use of public land classified as community land

How to access information held by Council

Under the GIPA Act there is an underlying rationale to encourage greater accessibility to government information for members of the public. A large amount of the information Council holds is made available on the Council's website. Information that is not published on Council's website may be requested via informal release or via a formal access application in line with sections 7 to 9 of the GIPA Act. There are four ways to obtain access to information held by Council:

Mandatory Proactive Release (open access)

- Under legislation Council must release certain information unless there is an overriding public interest against doing so.
- Council's website is the central reference point where members of the public can search for this information.
- This type of information includes Council policies, meeting agendas and minutes, media releases, annual reports, register of government contracts and disclosures log of access applications.

Authorised Proactive Release

- Council proactively releases information with a commitment to providing as much information as possible for free on Council's website, or in another appropriate manner and by the amount specified in [Council's Fees and Charges](#).

Informal Access Applications

- Information that is not available by mandatory or authorised proactive release may be provided through informal release, subject to any reasonable conditions that Council may wish to impose, including deleting matter that would otherwise result in there being an overriding public interest against disclosure.
- Applications for informal release can be made in writing to the Access to Information Officer at mail@cgrc.nsw.gov.au or PO Box 420, Cootamundra NSW 2590.
- There is no fee required for an informal access application, however photocopying fees may apply as specified in [Council's Fees and Charges](#).
- Informal requests will be processed in a timely manner and as soon as practical. Turnaround times will also depend on the volume of information sought and whether documents need to be retrieved from archives.

Formal Access Applications

- A formal access application may be required where the information requested is not available by proactive or authorised release or informal access, and the information sought:
 - Is of a sensitive nature that requires careful consideration of the public interest test;
 - Contains confidential information;

- Contains personal information of third parties who must be consulted;
- Contains business information of third parties who must be consulted; or
- Would involve a significant diversion of Council resources
- Formal access applications must be made in writing by completing a [Formal Access Application form](#) which is available on Council's website.
- Processing charges as outlined in Division 5 of the GIPA Act apply to formal access applications, and additional processing costs, such as photocopying costs, may apply as outlined in [Council's Fees and Charges](#).
- Formal access applications will be acknowledged and determined within the statutory periods prescribed by section 57 of the GIPA Act, which includes making a determination and notifying the applicant of the decision within 20 working days, unless the applicant agrees to extend the time. Council may also extend the time by up to 15 working days when consultation with a third party is required or if Council needs to retrieve records from archives.

Copyright Restrictions

Information held by Council is subject to the Copyright Act 1968. The Copyright Act does not permit materials covered by copyright (e.g. DA architect plans or specialist reports) to be copied or published unless the owner of the copyright has given consent. Council will make available documents to inspect, but without the written consent of the copyright owner, Council cannot provide copies of copyright materials.

The Public Interest Test

Providing access to government information is restricted only when there is an overriding public interest against disclosure. Schedule 1 of the GIPA Act lists the conclusive considerations against disclosure. In addition, section 14 of the GIPA Act lists the discretionary considerations against disclosure.

Review of Decisions

Where an applicant is refused access to information under a formal application pursuant to the GIPA Act, Council will provide details of the reasons for refusal in writing. If the applicant is dissatisfied with Council's determination of their application they may seek to have the decision reviewed either by:

- Internal review - this is a review by a Council officer more senior than the original decision maker. Applicants have 20 working days from receiving notice of a decision to ask for a review, and a \$40 fee is payable by the applicant.
- External Review by the Information Commissioner - the applicant has eight weeks from receiving notice of a decision to ask for a review.
- External Review by NSW Civil Administration Tribunal – the applicant has eight weeks from receiving notice of a decision from Council to ask for a review, or four weeks after the completion of a review by the Information Commissioner.

Third Party Consultation

In accordance with section 54 of the GIPA Act, Council must consult where the information requested concerns:

- Personal information
- Business interests
- Research that has been carried out; or
- The affairs of another state or the Commonwealth government

Consultation must take place if the information is such that the person may have reasonable concerns about disclosure and those concerns are relevant to the public interest test.



PART 6 - CONTACT DETAILS

Public Officer

The Director of Corporate Services is Council's Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning Council's affairs and has the responsibility of assisting people gain access to the public documents of Council.

Access to Information Officer

The Governance officer is Council's Access to Information Officer. Amongst other duties, Council's Access to Information Officer is responsible for determining formal applications for access to documents. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Members of the public seeking amendment to their personal information recorded by Council should make written application to the Public Officer in the first instance.

Contact:

Public Officer or Access to Information Officer
Email: mail@cgrc.nsw.gov.au **Phone:** (02) 6940 2100
Address: Cootamundra-Gundagai Regional Council,
 PO Box 420, Cootamundra NSW 2590

Information Commissioner

If you require any other advice or assistance about access to information, you may contact the Information Commissioner at the Information and Privacy Commission by telephone on 1800 472 679 (freecall), email at ipcinfo@ipc.nsw.gov.au or by post at GPO Box 7011, Sydney NSW 2001.





COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

Cootamundra Office:
81 Wallendoon Street, Cootamundra NSW 2590
Phone: 02 6940 2100
Fax: 02 6940 2127

Gundagai Office:
255 Sheridan Street, Gundagai NSW 2722
Phone: 02 6944 0200
Fax: 02 6940 2127



7.2.2.2 DRAFT ACCESS TO INFORMATION POLICY

REPORTING OFFICER	Teresa Breslin, Governance Officer
ATTACHMENTS	Access to Information 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 legislative requirements under the <i>Government Information (Public Access) Act 2009</i>
POLICY IMPLICATIONS	This policy is to be supported by the Agency Information Guide

RECOMMENDATION

The Draft Access to Information Policy attached to the report be adopted.

Introduction

In accordance with the requirements of the *Government Information (Public Access) Act, 2009 (GIPA Act)*, Council is required to disclose or release information, unless there is an overriding public interest against doing so.

As part of Council's governance framework, it is considered good practice to incorporate an Access to Information Policy that is supported by the Agency Information Guide.

Discussion

The adoption of an Access to Information Policy demonstrates Council's commitment to operating in an open and transparent manner.

The Access to Information Policy outlines the principles regarding public access to information, and provides the framework for processing requests for such access in accordance with the provisions of the *Government Information (Public Access) Act, 2009 (GIPA Act)*.

DRAFT Access to Information Policy

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Teresa Breslin, Governance Officer
Council Service Unit	Governance and Business Systems
Next Review Date	10-02-2022

Version Control

Ref	Date	Description	Council Resolution
0.1	27-03-2018	Presented to Council	TBA

Purpose

The purpose of this policy is to demonstrate Council's commitment to public access to information, in accordance with the provisions of the *Government Information (Public Access) Act 2009 (GIPA Act)* and *Government Information (Public Access) Regulation 2009*, and to outline the mechanisms that facilitate the processing of requests for such access.

Scope

This policy applies to members of the public, Council staff and Councillors.

Related CGRC Policies and Guidelines

This policy should be read in conjunction with;

- Council's Agency Information Guide
- Privacy Management Plan
- [Code of Conduct](#)
- [Council's Adopted Fees and Charges](#)

Definitions

Term	Meaning
<i>GIPA Act</i>	Government Information (Public Access) Act 2009.
<i>LGA</i>	Local Government Act 1993.
<i>PIIPA</i>	Privacy and Personal Information Protection Act 1998.
<i>HRIPA</i>	Health Records and Information Privacy Act 2002.
<i>Council</i>	Cootamundra-Gundagai Regional Council.
<i>Government Information</i>	Information contained in a record held by Council.
<i>Record</i>	Any document or other source of information compiled, recorded or stored in written form or by electronic process or in any other manner or by any other means.
<i>Formal Access Application</i>	A valid application for access to government information under Part 4 of the GIPA Act. A formal access application must be accompanied by a \$30 fee along with meeting other requirements.
<i>Open Access Information</i>	Records containing government information which is publicly available. Part 3 of the GIPA Act prescribes what constitutes open access information. Schedule 1 of the GIPA Regulation contains additional open access information of Councils.
<i>Disclosure Log</i>	A list of documents released following a decision about a valid access application for application under the Act, which is published on Council's website.
<i>Contracts Register</i>	A register of government contracts that records information about each government contract to which Council is a party that has a value of \$150,000 or more.
<i>Agency Information Guide</i>	A document that sets out the type of information that Council makes publicly available and routinely publishes on its website.
<i>Personal Information</i>	Information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion (definition from PIIPA).

Legislative Framework

Government Information (Public Access) Act 2009

Government Information (Public Access) Regulation 2009

Local Government Act 1993

Local Government Regulation 2005

Privacy and Personal Information Protection Act 1998

Privacy Code of Practice (Local Government

Health Records and Information Privacy Act 2002

Environmental Planning and Assessment Act, 1979

Copyright Act 1879

State Records Act 1998

Companion Animals Act 1998

Review Period

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

Policy Statement

1. General Principles

- a) Any member of the public has a legal right to make an application to Council for access to information that it holds.
- b) There is a general presumption in favour of the disclosure of government information unless there is an overriding public interest against disclosure.
- c) A person's right to access government information in NSW is regulated under the GIPA Act and Regulations, and also other legislation, such as the PPIPA and HRIPA.
- d) Council will assess all requests for access to information in a timely manner and in accordance with relevant legislation.
- e) Council will apply fair and reasonable charges for access to information in accordance with relevant legislation and Council's Schedule of Fees and Charges.
- f) Council is committed to the following principles in facilitating public access to information:
 - i) Openness and transparency
 - ii) Consideration of the 'public interest' in the assessment of all requests
 - iii) Proactive disclosure and dissemination of information
 - iv) Respect for the privacy of individuals

2. Accessing Government Information

There are four ways to obtain access to information held by Council:

2.1 Mandatory Proactive Release (open access)

- a) Under the law Council must release certain information unless there is an overriding public interest against doing so.
- b) Council's website is the central reference point where members of the public can search for this information.
- c) This type of information includes Council policies, meeting agendas and minutes, media releases, annual reports, register of government contracts and disclosures log of access applications.

2.2 Authorised proactive release

- a) Council proactively releases information with a commitment to providing as much information as possible for free on Council's website, or in another appropriate manner and by the amount specified in Council's current [Adopted Fees and Charges](#).

2.3 Informal Access Applications

- a) Information that is not available by mandatory or authorised proactive release may be provided through informal release, subject to any reasonable conditions that Council may wish to impose, including deleting matter that would otherwise result in there being an overriding public interest against disclosure.
- b) Applications for informal release can be made in writing to Cootamundra-Gundagai Regional Council, PO Box 420 Cootamundra NSW 2590 or email mail@cgrc.nsw.gov.au.

- c) There is no fee required for an informal access application, but photocopying fees may apply as specified in Council's current [Adopted Fees and Charges](#).
- d) Informal requests will be processed in a timely manner and as soon as practical. Turnaround times will also depend on the volume of information sought and whether documents need to be retrieved from hard copy files.

2.4 Formal Access Applications

- a) A formal access application may be required where the information requested is not available by proactive or authorised release or informal access, and the information sought:
 - i) Is of a sensitive nature that requires careful consideration of the public interest test;
 - ii) Contains confidential information;
 - iii) Contains personal information of third parties who must be consulted;
 - iv) Contains business information of third parties who must be consulted; or
 - v) Would involve a significant diversion of Council resources
- b) Formal access applications must be made in writing by completing a [Formal Access Application Form](#) which is available on Council's website.
- c) Processing charges as outlined in Division 5 of the GIPA Act apply to formal access applications, and additional processing costs, such as photocopying costs, may apply as outlined in Council's Current [Adopted Fees and Charges](#).
- d) Formal access applications will be acknowledged and determined within the statutory periods prescribed by section 57 of the GIPA Act, which includes making a determination and notifying the applicant of the decision within 20 working days, unless the applicant agrees to extend the time. Council may also extend the time by up to 15 working days when consultation with a third party is required or if Council needs to retrieve records from archives.

3 Copyright Restrictions

- 3.1 Information held by Council is subject to the Copyright Act 1968. The Copyright Act does not permit materials covered by copyright (e.g. DA architect plans or specialist reports) to be copied or published unless the owner of the copyright has given consent. Council will make available documents to inspect, but without the written consent of the copyrightowner, Council cannot provide copies of copyright materials.

4 Public Interest Test

- 4.1 Providing access to government information is restricted only when there is an overriding public interest against disclosure. Schedule 1 of the GIPA Act lists the conclusive considerations against disclosure. In addition, section 14 of the GIPA Act lists the discretionary considerations against disclosure.

5 Review of Decisions

- 5.1 Where an applicant is refused access to information by way of a formal application under the GIPA Act, Council will provide details of the reasons for refusal in writing. If the applicant is dissatisfied with Council's determination of their application they may seek to have the decision reviewed either by:
 - a) Internal review - this is a review by a Council officer more senior than the original decision maker. Applicants have 20 working days from receiving notice of a decision to ask for a review, and a \$40 fee is payable by the applicant.
 - b) External Review by the Information Commissioner - the applicant has eight weeks from receiving notice of a decision to ask for a review.
 - c) External Review by NSW Civil Administration Tribunal – the applicant has eight weeks from receiving notice of a decision from Council to ask for a review, or four weeks after the completion of a review by the Information Commissioner.

6 Councillor Access to information

6.1 Council's Code of Conduct outlines Councillors' right to access information.

6.2 The Code of Conduct states that Councillors must be provided with information sufficient to enable them to carry out their civic office functions.

6.3 Further, the Code states that Councillors who have a personal (as distinct from civic) interest in a document of Council have the same rights as any other person, and such requests for access to information by Councillors should be made in accordance with this Policy.

Responsibilities

Position	Responsibility
<i>Director of Corporate Services</i>	<ul style="list-style-type: none">• Duties of the Public Officer, which includes assisting people to gain access to public documents held by Council (s343 LGA).
<i>Manager Governance and Business Systems</i>	<ul style="list-style-type: none">• Undertaking any necessary internal reviews.• Implementation, application and review of the Access to Information policy.
<i>Governance Officer</i>	<ul style="list-style-type: none">• Processing and making decisions about formal information access applications.• Providing assistance to applicants with invalid applications.• Maintaining Council's disclosure log of access applications.• Assisting with the routine publication of open access information.• Maintaining and updating Council's Agency Information Guide• Completing necessary GIPA reporting functions / obligations.• Processing and making decisions / responding to informal requests for information.• Advising applicants when an application should be applied for formally.
<i>Customer Service Staff</i>	<ul style="list-style-type: none">• Receiving incoming informal and formal applications.• Sending all incoming informal and formal applications received at the customer service counter to Records for registration and allocation.• Answering any enquiries regarding submitting of information applications.• Assisting applicants with locating open access information on Council's website.• Releasing information held by Council through mandatory or authorised proactive release.
<i>Records Staff</i>	<ul style="list-style-type: none">• Registering incoming informal and formal applications and allocating to the Governance officer for processing / response.
<i>All staff</i>	<ul style="list-style-type: none">• Referring any informal or formal GIPA requests to the Records department for registration and allocation to the Governance officer for response.• Searching for and providing requested information to Governance Officer in response to an informal or formal request for information, in a timely manner.

7.2.2.3 DRAFT POLICY CONTROL (GOVERNANCE) POLICY

REPORTING OFFICER	Teresa Breslin, Governance Officer
ATTACHMENTS	Draft Policy Control (Governance) 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 Local Government Act, 1993
POLICY IMPLICATIONS	There are no policy implications associated with this report

RECOMMENDATION

The Draft Policy Control (Governance) Policy attached to the report be adopted.

Introduction

A recent review of Council policies has prompted the need for a set of rules associated with policy creation and adoption.

The purpose of the Policy Control (Governance) Policy is to outline Council's protocols for adopting and managing Council policies.

Discussion

The Office of Local Government standards state that an effective and robust governance framework is essential to the successful performance of a council. This policy will assist Council to comply with these appropriate standards of internal governance.

DRAFT Policy Control (Governance) Policy

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Teresa Breslin, Governance Officer
Council Service Unit	Governance and Business Systems
Next Review Date	10-02-2022

Version Control

Ref	Date	Description	Council Resolution
0.1	27-03-2018	Presented to Council	TBA

Purpose

The purpose of the policy is to outline Council's protocols for adopting and managing Council policies.

Scope

This policy applies to all Council staff.

Legislative Framework

Local Government Act 1993.

Related CGRC Procedure

Policy Creation Procedure

Review Period

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

Policy Statement

Cootamundra-Gundagai Regional Council will address the matter of policy governance in a systematic manner by;

1. Setting policy that is consistent with legislation mandated by NSW and Federal (Australian) Government Acts of Parliament.
2. Considering the policy recommendations of Local Government NSW in formulating all its policies.
3. Being responsible for generating all policies used in managing the activities and business of Council.
4. Ensuring only policies that have been adopted by Council Resolution or approved by the General Manager are implemented. As a 'general rule' Council Resolution is required for the adoption of all policies except for HR policies relating to 'Staff only'.
5. Ensuring all policies address and support the actions and procedures that must be carried out by Councillors and Council officers in serving the public and fulfilling their statutory obligations.
6. Ensuring all policies that have a substantial array of procedural requirements, have a separate document titled 'procedure' supporting the policy. However, in cases where these procedural requirements are brief, consideration should be given to including them in the policy rather than a separate procedural document.
7. Ensuring all policies are presented in the template format outlined in the 'Policy Creation Procedure'.
8. Ensuring that all policies are kept up-to-date, by re-adopting policies as required or by the review dates set by Council or legislation.
9. Ensuring that all policies are updated, as required, to reflect any minor formatting, branding, or staff title or contact changes (not relating to major content or functionality of the policy changes). These changes are able to be made without the need for re-approval or adoption.
10. Ensuring all policies are publicly available on Council's website, excluding policies that are directly relate to Staff only, or internal administrative procedures.
11. Enabling all officers to be aware of Council policies, especially those that direct and support their day-to-day duties.

7.2.2.4 COMMUNITY STRATEGIC PLAN

REPORTING OFFICER	Susan Pardy, Manager Governance and Business Systems
ATTACHMENTS	"Our place, Our future" 2018-28 Community Strategic Plan v1.3
RELEVANCE TO COMMUNITY STRATEGIC PLAN	Recommended endorsement of Community Strategic Plan
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Section 402 Local Government Act, 1993
POLICY IMPLICATIONS	There are no policy implications associated with this report.

RECOMMENDATION

The draft *"Our place, Our future"* Cootamundra-Gundagai Regional Council Community Strategic Plan 2018-28 be adopted.

Introduction

Following the draft *"Our place, Our future"* Cootamundra-Gundagai Regional Council Community Strategic Plan 2018-28 being placed on public exhibition for the period 28 February 2018 – 27 March 2018, the draft Plan may now be adopted.

Discussion

The Local Government Act, 1993 requires Council to work with the community to review the Community Strategic Plan and other documents within the Integrated Planning and Reporting Framework after the commencement of each elected Council term. Under the proclamation of the new Council on 12th May, 2016, the Cootamundra-Gundagai Regional Council must review its Community Strategic Plan by 1st July, 2018.

The draft Community Strategic Plan has been developed through a process of intensive community engagement. The plan is based on the principles of equity, access, participation and rights, and addresses the civic leadership, social, environmental and economic issues in an integrated manner. The draft Community Strategic Plan is a call to action which reflects the aspirations and visions for the future of the Cootamundra-Gundagai Regional Council local government area.

The draft *"Our place, Our future"* Cootamundra-Gundagai Regional Council Community Strategic Plan 2018-28 was placed on public submission on 28 February 2018, with the communication

methods and options for lodging a submission outlined in the *Community Engagement Strategy (Draft Community Strategic Plan)* presented to the Ordinary Council Meeting on 27 February 2018.

During the submission period, Council received two submissions, summarised as below:

1. Submission received from a resident of Sydney, noting the identification of business opportunities in our region. The correspondent offered assistance to young people in the area who may wish to initiate new businesses.

Council's response: This submission does not provide feedback on the draft Plan, and therefore should not be considered in Council's decision to endorse the Plan. The submission has been passed to Council's relevant officer for contact regarding economic development opportunities.

2. Submission received from a resident of Cootamundra, making two comments:
 - a. There are no Key Performance Indicators or measures of success;
 - b. The Vision Statement has a focus on external parties, but does not include those already part of the Cootamundra-Gundagai Regional Council area.

Council response:

- a. The achievement of the Outcomes identified in the Community Strategic Plan are the markers of success in the achievement of the Objectives. The Community Strategic Plan is the over-arching document within the Integrated Planning and Reporting framework, informing all other strategic documents and the determination of targets. It is anticipated that in conjunction with further community consultation, future development of the Operational Plan will include determination of specific community targets, and the measurement of performance indicators.
- b. The Vision Statement was written based on extensive community feedback, where respondents sought a strong focus on economic development, employment, diversity and prosperity, and a strong articulation of a thriving and dynamic community. The Vision Statement as it stands provides for the desire of growth through the attraction of people, investment and business, while also acknowledging that the success of these rests on the community's ability to be innovative, diverse and community-spirited.

Based on the community feedback received and responses outlined above, it is recommended that the draft *"Our place, Our future" Cootamundra-Gundagai Regional Council Community Strategic Plan 2018-28* be adopted, unedited.

7.3 OPERATIONS DIVISION

7.3.1 OPERATIONS

7.3.1.1 MARCH OPERATIONS UPDATE

REPORTING OFFICER	Ray Graham, Director Operations
ATTACHMENTS	Works Program
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 March Operations Update report be received and noted.

Introduction

This report provides a detailed update of the Operations Department's works during the month of March.

Discussion

Civil Works Section

The Temora Street rehabilitation project between Parker and Murray Streets is basically complete with only the line marking left to be finished. A final seal will be placed on the previous works between Murray and Crown Streets during the next week. This project was funded under the Roads to Recovery Program.

Road maintenance works around the shire over the next week will involve shoulder grading on various roads as well as heavy patching on Nangus Road in preparation for the final resurfacing of the Sheridan Street.

Works on installing a new culvert across Berthong Road has seen the culvert installed with some minor works yet to be completed on the headwalls. A new culvert has also been installed across West Jindalee Road near the railway crossing to assist with drainage in that area also during high rainfall events. These works are part of the flood restoration works as approved from the 2016 flooding event.

Council's sealing contractor Boral still has few more rural roads and town streets in the Cootamundra area to finish off in the current program. These are expected to be completed prior to the end of March.

Patching crews are also undertaking patching to the bitumen shire network as required.

The next section of footpath replacement in Cooper Street adjacent to the Council offices is due to commence next week. This work is being funded from the Stronger Communities funds and is part of the allocation for footpath repairs allocated to both Cootamundra and Gundagai. A copy of the updated Works program is included as part of this report.

Technical Services

Work on the rehabilitation of the Burley Griffin Way through Stockinbingal has commenced. Initial works have included clearing of trees and installation of drainage pipes. Over the coming weeks the drainage works will be completed and earthworks will commence on the rehabilitation of the road pavement. This work is being funded by the Roads and Maritime Services through the Roads Maintenance Council Contract (RMCC).

Facilities Section

Parks & Gardens

Staff completed the usual daily jobs involving CBD Street sweeping, litter removal, mowing, whipper snipping, edging, hand weeding, cleaning barbecues, tree maintenance and actioning on customer requests. Additional works completed included:

Preparation work was carried out for the Stockinbingal Village Fair. These works included mowing, tree trimming around the Stockinbingal primary school, picking up fallen branches and delivering 30 event bins.

Weed spraying

Stump grinding

Parks and Gardens staff removed over 30 trees along the Burley Griffin Way as part of the RMS works for the drainage upgrade.

The gardens in the Cootamundra CBD have been hedged, fertilised, weeded, pruned and mulched.



- The seats around our parks have been inspected and repairs have been carried out at Jubilee Park
- Staff have commenced the start of the sports changeover with the line marking at Country Club Oval, Albert Athletics track, Clarke Oval,
- Installed new irrigation controllers at Albert Park, Clarke Oval, Jubilee Park and the Netball Courts.
- Irrigation repairs were carried out at Jubilee Park, Albert Park and Nicholson Park
- New power was trenched for the irrigation and power for the new building at Country Club Oval



Clarke Wicket was covered with soil for the upcoming AFL season.

Gundagai area

- sporting field line marking
- tree trimming and preparation for stump grinding

Noxious Weeds

Spraying of weeds has been undertaken along the Hume highway at Tumblong for blackberries. Further spraying has occurred in and around Gundagai Town, Nangus and Gocup Road.

Swimming Pools

Both the Cootamundra and Gundagai Swimming Pools seasons were extended to cater to pool users for the extended warm weather.

In conjunction with the extended season the installation of the new shade covers at the Cootamundra pool has been delayed and will now commence at the end of April 2018.

Cootamundra Indoor Pool heating system required repairs following a pressure tank failure that led to an over pressurisation of one of the roof top solar tube manifolds. The issue was repaired by staff on the day and a new pressure tank has been order and is due to be installed on Friday the 23rd March.

	PROJECT	BUDGET	PROGRESS	EXPENDITURE	March					April					May					June				
					5th	12th	19th	26th	2nd	9th	16th	23th	30th	7th	14th	21st	28th	4th	11th	18th	25th			
FCR/R2R	Cowumbula/Gundagai Road intersection and causeway upgrade	\$ 970,000.00	complete	\$ 1,013,595.00																				
FCRW	Cootamundra Salesyards Truckwash facilities and access- TBC	\$ 333,000.00	not commenced	nil																				
R2R	Tenora Street- Parker to Murray	\$ 250,000.00	complete	\$ 161,850.00																				
R2R	Cowumbula St/Conker Dr intersection	\$ 60,000.00	Culvert installed	\$ 6,889.00																				
R2R	Turners lane causeway and reconstruction	\$ 133,000.00	not commenced	Nil																				
R2R	Yeo Yeo- Hampstead shoulder -stage 2	\$ 120,000.00	not commenced	Nil																				
SCF	Rainwells Lane Construction	\$ 150,000.00	Design Complete	\$ 13,453.00																				
	Rainwells Lane Drainage		Awaiting pipe																					
			Designs & environmental																					
		\$ 2,100,000.00	environmental																					
FCR/SCF	Adjungbilly Road Construction- Completion due Jan 2020	\$ 2,100,000.00	underway																					
R2R	Shed Creek Bridge approaches	\$ 150,000.00	contractor appointed	\$ 43,000.00																				
SCF	Footpath renewal Program	\$ 500,000.00	underway	\$ 23,600.00																				
RMS	Burley Griffin Way Retail Stock, Pavement	\$ 1,800,000.00	underway																					
RMS	Burley Griffin Way Retail Stock, Drainage		Completed 2017																					
RMS	Burley Griffin Way Heavy Patching		Completed 2017																					
RMS	Burley Griffin Way shoulder grading		Completed 2017																					
RMS	Olympic Highway Heavy Patching		Completed 2017																					
RMS	Olympic Highway shoulder grading		Completed 2017																					
	Regional Roads REPAIR program TBC																							
	Muttama Rd- subject to RMS confirmation	\$ 93,000.00	not commenced	Nil																				
	Nungus Rd Culvert extensions- Subject to RMS confirmation	\$ 210,000.00	preliminary work																					
	Regional Road Heavy Patching	\$ 140,000.00	underway	\$ 40,000.00																				
	Shoulder Grading for reselling- Cootamundra		Complete																					
	Shoulder Grading for reselling- Gundagai		Complete																					
	Cootamundra Drainage \$90,000																							
	Shed Creek Drainage- Railway line to culvert	\$ 45,000.00	Culverts ordered																					
	Shed Creek Drainage- Railway line to culvert	\$ 25,000.00	Culverts ordered																					
	Gundagai stormwater projects \$70,000																							
	William St culvert	\$ 35,000.00	complete	\$ 20,338.00																				
	Gundagai Kerb & Gutter																							
	Kitchener St	\$ 12,000.00	complete	\$ 8,021.00																				
	Morley's Creek Bridge	\$ 120,000.00	awaiting delivery																					
	Shedden/West St Gundagai- TBD	\$ 250,000.00	Design underway																					
	Reselling Program- inc. Rural and urban streets/roads	\$ 753,192.00	Underway	\$ 708,000.00																				
	Pavement reselling- \$241,440																							
	Berthing Rd	\$ 40,000.00		nil																				
	Crowes Road	\$ 25,000.00	Completed 2017	\$ 19,059.00																				
	Adairville Road	\$ 70,000.00	complete	\$ 79,119.00																				
	Gobaralene Road	\$ 55,000.00	Completed 2017	\$ 22,489.00																				
	Culvert and causeway upgrade- TBD	\$ 30,180.00																						
	Gravel Road maintenance & resurfacing	\$ 156,960.00																						
	Town street rehabilitation \$161,191																							
	Mount St Patching- Gundagai	\$ 25,000.00	complete	\$ 37,778.00																				
	Urada Street Shoulder and Kerb	\$ 45,000.00	nil																					
	Gundagai Sewer treatment works earthworks- TBD																							
	Flood damage repairs Regional Roads (expiry date June 2019)	\$ 344,655.00	progressing	\$ 118,000.00																				
	Flood Damage - Local Roads (expiry date June 2019)	\$ 2,035,760.00	progressing	\$ 209,000.00																				

7.3.2 FACILITIES

7.3.2.1 TREE RISK MANAGEMENT

REPORTING OFFICER	Ray Graham
ATTACHMENTS	There are no attachments associated with this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	There is currently no budget allocation for this project and it is recommended that Council undertake this project through a transfer from reserves
LEGISLATIVE IMPLICATIONS	There are no legislative implications associated with this report
POLICY IMPLICATIONS	There are no policy implications associated with this report

RECOMMENDATION

Council allocate a budget of \$100,000 from the general reserve for the tree audit.

Introduction

As part of Council's risk management framework the regular inspection of the trees on Council controlled and owned land that informs a priority program will need to be undertaken. This will have a budgetary impact with funds needing to be sourced from Council reserves to fund.

Discussion

Council's Insurers – Statewide Mutual have developed a best practice manual to assist Council in mitigating our risk and complying with the requirements of the Civil Liabilities Act. Advice from Statewide Mutual based on legal precedent is that Council may be found liable in case where Council takes insufficient steps to abate the nuisance, this advice goes further to recognise that consideration through the budget constitutes reasonable action. This manual seeks to mitigate Council's exposure in regards to trees located on land owned or controlled by Council through the application of risk management protocols.

The advice from Council's insurers in relation to Tree management suggests it is essential that Council undertake a tree survey to determine the level of risk and priority for tree risk management. The advice also suggests that Council systematically assess each tree under Council's control in order to determine an appropriate risk management strategy subject to the available resources.

The process involves a physical inspection of each tree by a qualified Arborist and an assessment and identification of any potential defects within the tree and the likely failure potential. From this assessment a forward maintenance program can be developed with regard to both risk related remedial action which may include the following strategies:

- Monitoring trip points until action is required
- Replace rigid footpath materials with a flexible material
- Redirection of pathways
- Installation of bridging footpaths
- Root pruning
- Installation of Root barriers
- Preventative maintenance such as dead wooding and pruning etc
- Diverting kerb and gutter
- Formative pruning
- Removal of limbs which are unhealthy
- Removal of the tree.

This type of assessment would cost Council approximately \$100,000 based on historical figures and conversations undertaken with neighbouring council's. It is foreseeable that Council would be required to inspect approximately 8,000 trees in Cootamundra and approximately 4,000 in Gundagai.

In order to reinforce the important inclusion of trees in the urban environment, this audit can be utilised for the development of a tree management policy.

7.3.3 MAJOR PROJECTS

7.3.3.1 GUNDAGAI MAIN STREET PROJECT UPDATE – MARCH -2018

REPORTING OFFICER	Phil McMurray, Deputy General Manager
ATTACHMENTS	There are no attachments associated with this report
RELEVANCE TO COMMUNITY STRATEGIC PLAN	To be included from July, 2018 following adoption of new CSP
FINANCIAL IMPLICATIONS	Project is funded within Council's adopted 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 March, 2018 Report for the Gundagai Main Street Project update be received and noted.

Introduction

This monthly report provides Council with a snapshot of progress for this major project.

A Cost summary is provided below:

COST SUMMARY		20-03-18	
MAIN STREET UPGRADE - SHERIDAN ST GUNDAGAI			
TASK	DESCRIPTION	EXPENDITURE TO DATE	AVAILABLE FUNDS
	COUNCIL FUNDING	\$3,169,756.65	\$4,000,000.00
	NATIONAL STRONGER REGIONS FUND - GUNDAGAI	\$926,736.27	\$915,490.00
	RMS (SAFETY AROUND SCHOOLS)	\$86,675.88	\$50,000.00
	ROADS TO RECOVERY	\$590,684.15	\$465,000.00
		\$4,773,852.95	\$5,430,490.00

Discussion

(Otway to Byron Streets & Homer St. Intersections)

Major Road Pavement Reconstruction:

Work complete over this period, has included all road preparation work to primer seal standard. We are satisfied that the pavement is sound and we are able to proceed with the asphalt final surfacing.

Local Government Procurement (LGP) has been 'prescribed' by the NSW State Parliament to carry out group tenders on behalf of NSW local government. 'Prescribed' means LGP is named in the Local Government (General) Regulation 2005 (NSW) and as such a council does not need to go to tender if that council buys from a contract already set up by LGP. Councils can therefore procure goods or services from LGP contracts for values greater than \$150,000 (inclusive of GST), without the need to tender themselves. Council activated this option and following a detailed evaluation of proposals as received, awarded the work to Patches Asphalt. Work is expected to commence in late March.

Pavement Reconstruction:

Staff have commenced additional reconstruction of the central pavement from the Tourist information Centre to Otway Street, using Roads to Recovery Program funding.

This work will complement the designated Main street work completed to date.



Footpath and Paving Construction:

Paving contractors are almost completely finished except for minor work.

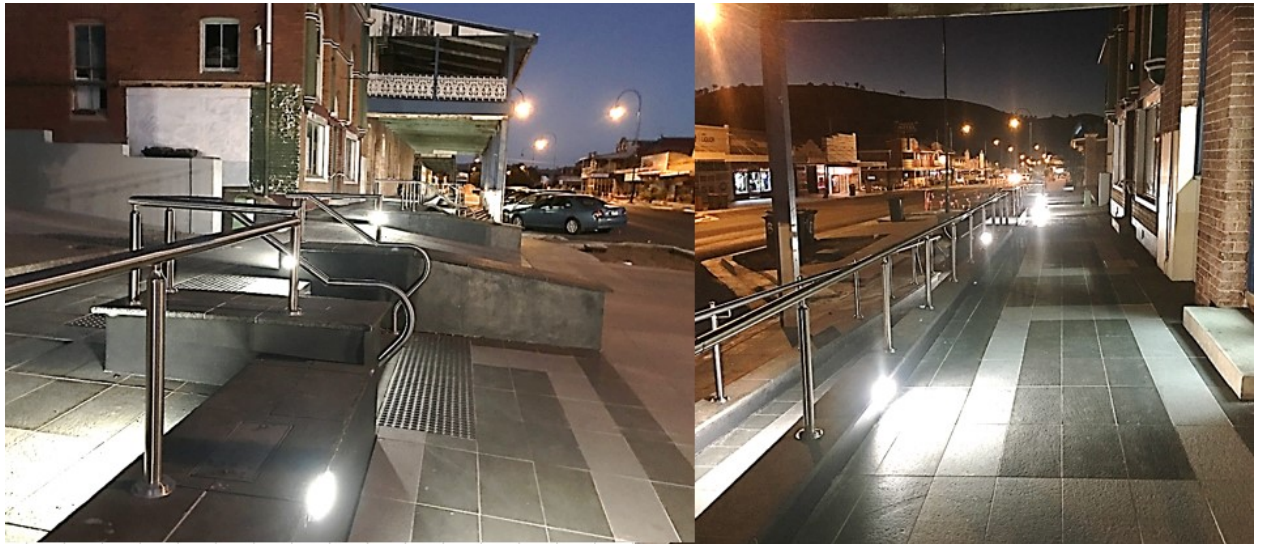


Stainless steel handrail provision: Stainless steel handrail provision has now been completed on the split-level footpath section.



Auxiliary Brick Lighting:

Auxiliary brick lighting will also be installed at steps and ramps near and around the Blue Heelers hostel.

**Proposed Landscaping and Garden Areas:**

Council's concrete gang has been involved in the installation of 16 major tree planting boxes. These boxes provide the underground contained areas for the major "Zelkova" trees. To allow these trees to grow in a satisfactory manner provision of underground drainage, irrigation requirements and electrical provision for possible tree up lighting.

**Main Street Opening:**

A committee has formed to assist in the preparation of an official opening of the completed main street project. This being held on Friday 27th April, 2018 at 3pm.

8.1 COUNCIL MEETING RESOLUTION ACTION REPORT

I, Leigh Bowden, hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 27 March, 2018:

That the General Manager provide a Resolution Action Report at every Ordinary Meeting of Council.

Note From Councillor

Councillors are often unaware of what action, if any, has been taken on the resolutions passed at Council Meetings. A monthly Resolution Action Report would keep us informed about what resolutions have been actioned.