

# Business Paper

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, TUESDAY 31st July, 2018**

**Administration Centres: 1300 459 689**

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, 31st July, 2018 at 6:00PM**

The agenda for the meeting is enclosed.

Allen Dwyer  
General Manager

# AGENDA

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**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 MINUTES

### 5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 26 JUNE 2018

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Allen Dwyer, General Manager
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.
ATTACHMENTS	1. Minutes of the Ordinary Meeting of Council held on Tuesday 26 June 2018

### RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 26 June 2018 (attached) are submitted for confirmation.



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

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# Minutes

## ORDINARY COUNCIL MEETING

**COOTAMUNDRA MEETING SPACE**

**6:00PM, TUESDAY 26th June, 2018**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COOTAMUNDRA MEETING SPACE  
ON TUESDAY, 26 JUNE 2018 AT 6:00PM**

**PRESENT:** Cr Abb McAlister (Mayor), Cr Dennis Palmer (Deputy Mayor), Cr Leigh Bowden, Cr David Graham, Cr Gil Kelly, Cr Penny Nicholson, Cr Craig Stewart, Cr Charlie Sheahan

**IN ATTENDANCE:** Allen Dwyer (General Manager), Phil McMurray (Deputy General Manager) and Tim Swan (Manager Finance)

**1 OPEN FORUM**

List of Speakers

1. Elise McGrath – Mrs McGrath addressed Council in relation to the annual financial contribution The Arts Centre Cootamundra (TACC) receives from Cootamundra - Gundagai Regional Council. She also impressed upon Council the need of the TACC to be able to employ staff to undertake the running of the Centre as opposed to reliance on volunteer staff.

Mrs McGrath provided an historical overview of the Centre and outlined the importance of the ongoing partnership between Council and TACC for the maintenance and future growth of this significant community asset.

Mrs McGrath detailed the many partnerships undertaken by TACC with Eastern Riverina Arts, various State Government departments and some of theatrical events presented at TACC by national companies due to the quality of TACC and uniqueness of its performance area.

2. Andrew Baber – Mr Baber offered his support to Mrs McGrath's address to Council on TACC and also provided his own account of his involvement there, in the capacity as a volunteer, over several years. He recounted his experiences at TACC and also stressed the importance of the Centre in the community as a creative alternative to the usual social prospects in small rural areas. He described TACC as a vibrant centre, and place of interest, and highlighted the high regard in which it is held by many far and wide.
3. Betty Brown – Mrs Brown enquired as to why she had not received a response from Council in relation to correspondence, on the old Cootamundra Hospital, she had sent in May in relation to seeking support from Council to have the building heritage listed.

Mrs Brown described the poor conditions of the public toilets at various parks around town. She stressed the importance of providing clean and well maintained public amenities for not only locals, but travellers also in a bid to encourage visitors to stop and spend time in our towns.

4. Roslind Wight – Mrs Wight addressed Council in relation to the removal of items of historical significance from both Cootamundra and Gundagai offices and their return at the completion of office refurbishments. She opined the importance of the return of some of the more significant items in the offices for the community and also the importance of their visual presence for the communities. In particular, Mrs Wight noted the honour boards should be in the foyer area of Council's Gundagai Chamber and not the library.

Mrs Wight raised environmental concerns with travelling stock on local roads currently being undertaken due to drought conditions. She emphasised the importance of Council monitoring travelling stock as often weeds and disease can be introduced due to droppings by the animals and the contaminants in their hooves. She also took the opportunity to compliment Glen McAtear, Council's Senior Regulatory Officer, for his recent action on concerns she raised in relation to this matter. She impressed the significance of vigilance in relation to biosecurity in the Council area.

5. Mark Lake – Mr Lake addressed Council on behalf of Cootamundra Swimming Club and thanked the Councillors who attended a meeting of the Club in March, 2018. He outlined various matters in relation to the Cootamundra Swimming Pool, in particular the fees and charges for pool users. Mr Lake offered possible alternatives for Council for consideration in the coming financial year.

Mr Lake complimented the new shade sails which had been installed at both ends of the outdoor pool which will see swimming club members well shaded in the summer months.

6. Alan East – Mr East referred a previous Council meeting where he had raised at the public forum the matter of waste being collected on public holidays while other staff were enjoying the public holiday, and asked why Council's practice of waste collection on public holidays is still being undertaken and why weekly collection of general waste is continuing?

Mr East also requested the Councillors contact details be included in the Council Newsletter and on the website so as to be available to the public.

## **2 ACKNOWLEDGEMENT OF COUNTRY**

The Chairperson acknowledged the Wiradjuri people who are the Traditional Custodians of the Land at which the meeting was held and paid his respects to Elders, both past and present, of the Wiradjuri Nation and extended that respect to other Aboriginal people who were present.

## **3 APOLOGIES**

**An apology was received on behalf of Cr Doug Phillips**

**RESOLUTION 118/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

**The apology received from Cr Doug Phillips be accepted and leave of absence granted.**

**CARRIED**

**4 DISCLOSURES OF INTEREST**

Cr Penny Nicholson declared a significant non-pecuniary interest in relation to item 8.2.5 Australian National Busking Championships Gundagai, due to her holding the position of Treasurer of ANBCG (Busking Competition Gundagai).

Cr David Graham declared a pecuniary interest in relation to the reference to Gundagai Pre-School in the correspondence to Steph Cooke, MP Member for Cootamundra dated 19<sup>th</sup> June, 2018 attached to the Mayoral Minute Report Item 6, due to his ownership of a building, via unit trust/ superannuation, that adjoins Gundagai Pre-School.

Cr Abb McAlister declared a significant non-pecuniary interest in relation to item 11.3 Application For Purchase 57 Banjo Paterson Drive - Gundagai, due to his franchise acting on behalf of a client to make an offer for the purchase of the property.

**5 CONFIRMATION OF MINUTES****5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 22 MAY 2018****RESOLUTION 119/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

**The Minutes of the Ordinary Meeting of Council held on Tuesday 22 May 2018 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**6 MAYORAL MINUTES**

Note: It was noted that Cr Stewart did not attend the Stockinbingal Hall 355 Committee meeting at Stockinbingal on 31<sup>st</sup> May, 2018.

**RESOLUTION 142/2018**

Moved: Cr Abb McAlister

Seconded: Cr Leigh Bowden

- 1. The Mayoral Minutes and correspondence be received and noted**

2. A contribution of \$2000 be made to the Stockinbingal Hall s355 Committee toward refurbishment work at the hall.

**CARRIED**

## **7 REPORTS FROM COMMITTEES**

Nil

## **8 GENERAL MANAGER'S REPORT**

### **8.1 DEVELOPMENT AND COMMUNITY SERVICES DIRECTORATE**

#### **8.1.1 DEVELOPMENT APPLICATION APPROVALS FOR THE MONTH OF MAY**

##### **RESOLUTION 121/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

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

**CARRIED**

### **8.2 CORPORATE SERVICES DIRECTORATE**

#### **8.2.1 DRAFT DIGITAL MEDIA POLICY**

##### **RESOLUTION 122/2018**

Moved: Cr Charlie Sheahan

Seconded: Cr Leigh Bowden

1. The Draft Digital Media Policy attached to the report be adopted.
2. The Digital Media Guideline, Style Guide and Writing Style Guide be noted.

**CARRIED**

#### **8.2.2 FEES FOR MAYOR AND COUNCILLORS**

##### **RESOLUTION 123/2018**

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

**The Councillor annual fee of \$11,860 and the Mayoral (Additional) annual fee of \$25,880 for the 2018/19 financial year be adopted.**

**CARRIED**

**8.2.3 DRAFT USE OF INFORMATION TECHNOLOGY AND COMMUNICATION DEVICES****RESOLUTION 124/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

**The Draft Use of Information Technology and Communication Devices Policy attached to the report be adopted.**

**CARRIED**

**8.2.4 DRAFT 2018/19 OPERATIONAL PLAN AND 2018/19 - 2020/21 DELIVERY PROGRAM****RESOLUTION 125/2018**

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

**The draft 2018/19 Operational Plan (incorporating Revenue Policy, Fees & Charges and budget) and draft 2018/19-2020/21 Delivery Program and Long Term Financial Plan be adopted subject to the following amendments:**

- 1. Hire of Cootamundra Stadium be fixed at \$40 per hour**
- 2. Fees and charges for the Cootamundra and Gundagai Swimming Centres be deferred pending a Councillor workshop to be conducted on 17<sup>th</sup> July, 2018.**
- 3. Clarification of the charge for dumping of asbestos.**
- 4. Cemetery fees for the lawn cemeteries being reduced by 20% in Cootamundra and increased by 20% in Gundagai.**
- 5. Trade waste charges for Cootamundra be introduced from 1<sup>st</sup> July, 2019, following an extensive education campaign with affected ratepayers, to implement trade waste charges on a similar basis to those levied in Gundagai.**

**CARRIED**

**8.2.5 AUSTRALIAN NATIONAL BUSKING CHAMPIONSHIPS GUNDAGAI**

Note: Having disclosed a significant non-pecuniary interest in this item, Cr Penny Nicholson left the meeting at 7:50 pm.

**RESOLUTION 126/2018**

Moved: Cr Gil Kelly

Seconded: Cr Dennis Palmer

- 1. Council approve the request for financial support to Gundagai Regional Enhancement Group in their application to host the Australian National Busking Championships as detailed in the report.**



2. Council provide extra support to the event referred to in 1 above though the usual media platforms as required.

At 7:55 pm, Cr Penny Nicholson returned to the meeting.

Carried

#### 8.2.6 REROC DELEGATION

##### RESOLUTION 127/2018

Moved: Cr Gil Kelly

Seconded: Cr Craig Stewart

The information provided on the REROC delegation to the Deputy Prime Minister and other Ministers on Thursday, 28<sup>th</sup> June, 2018 be noted.

CARRIED

#### 8.2.7 2018-19 RATES AND ANNUAL CHARGES

Note: It was noted that the table relating to recommendation 20 (b) in the report was incorrect and should read as follows:

Water Meter Size	Annual Charge
20mm	\$204.00
25mm	\$318.00
40mm	\$815.00
50mm	\$1,273.00
63mm	\$2,019.00
75mm	\$2,861.00
100mm	\$5,088.00

##### RESOLUTION 128/2018

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

#### FOR THE COOTAMUNDRA AREA (FORMERLY COOTAMUNDRA SHIRE COUNCIL)

##### 1. ORDINARY RATES

In accordance with the provisions of Section 535 of the *Local Government Act 1993* Cootamundra-Gundagai Regional Council hereby resolves to make the following rates and charges for the 2018/19 rating year:

- a) A Farmland Category Rate of 0.310 cents in the dollar, for all rateable land within the Farmland Category in Council's area, as defined in Section 515 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$420.00 per assessment.

- b) A Residential Category Rate of 0.292 cents in the dollar, with a base amount of \$177.00 per assessment, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, excluding land that is subject to either Residential Sub-Category – Cootamundra Township, Residential Sub-Category - Outskirts or Residential Sub-Category – Village, based upon the land value at a base valuation date of 1 July 2016. The base amount of \$177.00 for the Residential Category is estimated to realise 34.83% of the total yield of this category.
- c) A Residential Sub-Category – Cootamundra Township Rate of 1.234 cents in the dollar, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, and that is within the Cootamundra Township as defined on Map "A", based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$420.00 per assessment.
- d) A Residential Sub-Category – Outskirts Rate of 0.327 cents in the dollar, with a base amount of \$177.00 per assessment, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, and that is within the Cootamundra Outskirts area as defined on Map "B", based upon the land value at a base valuation date of 1 July 2016. The base amount of \$177.00 for the Residential Sub-Category Outskirts is estimated to realise 29.12% of the total yield of this sub-category.
- e) A Residential Sub-Category – Village Rate of 0.61 cents in the dollar, with a base amount of \$177.00 per assessment, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, and that is within the villages of Stockinbingal or Wallendbeen, as defined on Maps "C" and "D" respectively, based upon the land value at a base valuation date of 1 July 2016. The base amount of \$177.00 for the Residential Sub-Category – Village is estimated to realise 48.67% of the total yield of this sub-category.
- f) A Business Category Rate of 0.32 cents in the dollar, with a base amount of \$228.00 per assessment, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, excluding land that is subject to either Business Sub-Category - Cootamundra Township Non Central Business District, Business Sub-Category - Cootamundra Central Business District, Business Sub-Category – Industrial Aerodrome, Business Sub-Category – Industrial Barnes Street, Business Sub-Category – Industrial East or Business Sub-Category – Industrial South, based upon the land value at a base valuation date of 1 July 2016. The base amount of \$228.00 for the Business Category is estimated to realise 42.73% of the total yield of this category.
- g) A Business Sub-Category – Cootamundra Central Business District Rate of 3.243 cents in the dollar, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Cootamundra Central Business District area as defined on Map "E", based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$452.00 per assessment.
- h) A Business Sub-Category – Cootamundra Township Non Central Business District Rate of 1.695 cents in the dollar, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Cootamundra

Township Non Central Business District area as defined on Map “F”, excluding land that is subject to either Business Sub-Category – Industrial Aerodrome, Business Sub-Category – Industrial Barnes Street, Business Sub-Category – Industrial East or Business Sub-Category – Industrial South, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$452.00 per assessment.

- i) A Business Sub-Category – Industrial Aerodrome Rate of 1.645 cents in the dollar, for all rateable land within the Business Category in Council’s area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Industrial Aerodrome area as defined on Map “G”, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$452.00 per assessment.
- j) A Business Sub-Category – Industrial Barnes Street Rate of 1.645 cents in the dollar, for all rateable land within the Business Category in Council’s area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Industrial Barnes Street area as defined on Map “H”, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$452.00 per assessment.
- k) A Business Sub-Category – Industrial East Rate of 1.645 cents in the dollar, for all rateable land within the Business Category in Council’s area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Industrial East area as defined on Map “I”, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$452.00 per assessment.
- l) A Business Sub-Category – Industrial South Rate of 1.645 cents in the dollar, for all rateable land within the Business Category in Council’s area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Industrial South area as defined on Map “J”, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$452.00 per assessment.
- m) A Mining Rate of 0.310 cents in the dollar, for all rateable land within the Mining Category in Council’s area, as defined in Section 517 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$420.00 per assessment.

## 2. DOMESTIC WASTE MANAGEMENT CHARGES

In accordance with the provisions of Sections 535, 496 and 501 of the *Local Government Act 1993* Cootamundra-Gundagai Regional Council hereby resolves to make the following domestic waste management and waste management outskirts charges for the 2018/19 rating year:

- a) Domestic Waste Management Charge of \$394.00 per annual service for each parcel of rateable land within the Cootamundra Township as defined on Map “A” for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 140 litre bin for domestic rubbish, a fortnightly service of one 240 litre bin for recyclable domestic rubbish and a fortnightly service of one 240 litre bin for green domestic waste.

- b) Domestic Waste Management Village Charge of \$394.00 per annual service for each parcel of rateable land within the villages of Stockinbingal or Wallendbeen, as defined on Maps “C” and “D” respectively, for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 140 litre bin for domestic rubbish, a fortnightly service of one 240 litre bin for recyclable domestic rubbish and a fortnightly service of one 240 litre bin for green domestic waste.
- c) Waste Management Outskirts Charge of \$394.00 per annual service for each assessment of residential land outside of the Cootamundra Township as defined on Map “A”, and the villages of Stockinbingal or Wallendbeen as defined on Maps “C” and “D” respectively, for which the service is available and required. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 140 litre bin for domestic rubbish, a fortnightly service of one 240 litre bin for recyclable domestic rubbish and a fortnightly service of one 240 litre bin for green domestic waste.
- d) Domestic Waste Management Unoccupied Cootamundra Charge of \$22.00 on each parcel of rateable land within the Residential - Cootamundra Township rating sub-category as defined on Map “A” for which a domestic waste management service is available but the land is vacant and unoccupied.
- e) Domestic Waste Management Unoccupied Village Charge of \$22.00 on each parcel of rateable land within the Residential - Stockinbingal or Residential – Wallendbeen rating sub-categories, as defined on Maps “C” and “D” respectively, for which a domestic waste management service is available but the land is vacant and unoccupied.

### 3. NON RESIDENTIAL WASTE MANAGEMENT CHARGES

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra-Gundagai Regional Council hereby resolves to make the following non-residential waste management charges for the 2018/19 rating year:

- a) Non-Residential Waste Management Charge of \$7.50 per service for the removal of waste (one 240 litre general waste pickup weekly and one 240 litre recyclable waste pickup fortnightly) from a non-residential premises for which the service is required; payable annually in advance, or by quarterly instalments. Each chargeable “service” is a collection of one 240 litre general waste bin once per week, so multiple services will be charged for multiple bins and/or multiple collections per week.
- b) Non-Residential Waste Management Village Charge of \$7.50 per service for the removal of waste (one 240 litre general waste pickup per week and one 240 litre recyclable waste pickup per fortnight) from a non-residential premises within the villages of Stockinbingal or Wallendbeen, as defined on Maps “C” and “D” respectively, for which the service is required; payable annually in advance, or by quarterly instalments. Each chargeable “service” is a collection of one 240 litre general waste bin once per week, so multiple services will be charged for multiple bins and/or multiple collections per week.
- c) Non-Residential Green Waste Charge of \$97.00 per service per annum of the removal of green waste (one 240 litre green waste pickup per fortnight) for a non-residential premises for which the service is required; payable annually in advance or by quarterly instalments.

- d) Non-Residential Waste Management Re-establishment Charge of \$22.00 per service for the re-establishment of a waste management service for a non-residential premises, requested within three months of discontinuation of the service.

#### 4. STORMWATER MANAGEMENT CHARGES

In accordance with the provisions of Section 535, 496A and 510A of the *Local Government Act 1993*, Cootamundra-Gundagai Regional Council hereby resolves to make the following annual stormwater management charges, in respect of occupied rateable land within the urban area of Cootamundra, excepting Council owned or controlled parks, land and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*, for the 2018/19 rating year:

- a) Cootamundra Residential Stormwater Management Charge of \$25.00 per annum per residential assessment of occupied rateable land within the township of Cootamundra as defined by Map "A", excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*, and excluding land that is part of a residential strata allotment.
- b) Cootamundra Residential Strata Stormwater Management Charge of \$12.50 per annum per residential Strata assessment within the township of Cootamundra as defined by Map "A" excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.
- c) Cootamundra Business Stormwater Management Charge of \$25.00 for each 350 square meters of area of land or part thereof of land categorised as business, subject to a minimum of \$25.00 per annum per assessment and a maximum charge of \$100.00 per annum per assessment within the township of Cootamundra as defined by Maps "E", "F", "G", "H", "I", and "J" excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.

#### 5. VACANT WATER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra-Gundagai Regional Council hereby resolves to make the following annual vacant water access charges for the 2018/19 rating year:

- a) Vacant Residential Water Access Charge of \$353.00 per annum per residential assessment to which the water supply is available but not connected.
- b) Vacant Non Residential Water Access Charge of \$418.00 per annum per non residential assessment to which the water supply is available but not connected, excepting any assessment to which a Vacant Non Residential Community Water Access Charge applies.
- c) Vacant Non Residential Community Water Access Charge of \$209.00 per annum per non residential assessment to which the water supply is available but not connected and whereby Council has by resolution identified the assessment as being subject to Vacant Non Residential Community Water Access charges.

6. WATER ACCESS CHARGES

*The annual water access charges as identified below are charged quarterly in arrears.*

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra-Gundagai Regional Council hereby resolves to make the following annual water access charges for the 2018/19 rating year:

- a) Residential Water Access Charge on residential land to which the water supply is available and connected, excluding land that is part of a residential strata allotment, in accordance with the number and size of water service meters connected to the land as follows;

Water Meter Size	Annual Charge
20mm	\$353.00
25mm	\$551.00
32mm	\$904.00
40mm	\$1,412.00
50mm	\$2,206.00
80mm	\$5,648.00
100mm	\$8,825.00

- b) Residential Strata Water Access Charge of \$353.00 per annum per residential Strata assessment for which the water supply is available and connected.

- c) Non Residential Water Access Charge in respect of non-residential land to which the water supply is available and connected, excepting any parcel of land to which a Non Residential Community Water Access Charge applies and/or excluding land that is part of a strata allotment, in accordance with the number and size of water service meters connected to the parcel as follows (excluding fire service meters);

Water Meter Size	Annual Charge
20mm	\$418.00
25mm	\$652.00
32mm	\$1,069.00
40mm	\$1,671.00
50mm	\$2,610.00
80mm	\$6,681.00
100mm	\$10,439.00

- d) Non-Residential Strata Water Access Charge of \$418.00 per annum per non-residential Strata assessment for which the water supply is available and connected.

- e) Non Residential Community Water Access Charge in respect of non-residential land to which the water supply is available and connected, and whereby Council has by resolution identified the assessment as being subject to Non Residential Community Water Access charges, in accordance with the number and size of water service meters connected to the parcel as follows (excluding fire service meters);

Water Meter Size	Annual Charge
20mm	\$209.00

25mm	\$327.00
32mm	\$533.00
40mm	\$835.00
50mm	\$1,304.00
80mm	\$3,341.00
100mm	\$5,220.00

#### 7. VACANT SEWER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra-Gundagai Regional Council hereby resolves to make the following annual vacant sewer access charges for the 2018/19 rating year:

- a) Vacant Residential Sewer Access Charge of \$220.00 per annum per residential assessment to which sewerage services are available but not connected.
- b) Vacant Non Residential Sewer Access Charge of \$220.00 per annum per non-residential assessment to which sewerage services are available but not connected, excepting any parcel of land to which a Vacant Non Residential Community Sewer Access Charge applies.
- c) Vacant Non Residential Community Sewer Access Charge of \$110.00 per annum per non-residential assessment to which sewerage services are available but not connected, and whereby Council has by resolution identified the assessment as being subject to Vacant Non Residential Community Sewer Access charges.

#### 8. SEWER ACCESS CHARGES

*The annual sewer access charges as identified below are charged quarterly in arrears.*

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra-Gundagai Regional Council hereby resolves to make the following annual sewer access charges for the 2018/19 rating year:

- a) Residential Sewer Access Charge of \$441.00 per annum per residence to which sewerage services are available and connected.
- b) Non Residential Sewer Access Charge in respect of non-residential land to which sewerage services are available and connected, excepting any parcel of land to which a Non Residential Community Sewer Access Charge applies, in accordance with the number and size of the water service meters connected to the land as follows (excluding fire service meters);

Water Meter Size	Annual Charge
20mm	\$259.00
25mm	\$405.00
32mm	\$664.00
40mm	\$1,037.00
50mm	\$1,620.00
80mm	\$4,148.00
100mm	\$6,481.00

- c) Non Residential Community Sewer Access Charge in respect of non-residential land to which a sewerage service is available and connected, and whereby Council has by resolution identified the assessment as being subject to Non Residential Community Sewer Access charges, in accordance with the number and size of water service meters connected to the land as follows (excluding fire service meters);

Water Meter Size	Annual Charge
20mm	\$129.00
25mm	\$204.00
32mm	\$332.00
40mm	\$519.00
50mm	\$809.00
80mm	\$2,074.00
100mm	\$3,241.00

- d) On-Site Sewerage Management Administration Charge of \$20.00 per annum per assessment to which on-site sewerage services are available and connected.
- e) The minimum total annual charge for combined sewerage access charges and sewer usage charges for a Non Residential property, other than property to which a Non Residential Community Sewer Access or Vacant Non Residential Community Sewer Access Charge applies, shall be \$441.00 per annum per assessment.

#### 9. WATER CONSUMPTION CHARGES

In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Cootamundra-Gundagai Regional Council hereby resolves to make the following water consumption charges for the 2018/19 rating year:

- a) Residential Water Usage Charge on all residential land connected to the water supply based on actual usage of \$2.1400 per kilolitre (including water supply by fire service meters).
- b) Non Residential Water Usage Charge on all non-residential land connected to the water supply, excepting any land to which a Non Residential Community Water Usage Charge applies, based on actual usage of \$2.3500 per kilolitre (including water supply by fire service meters).
- c) Non Residential Community Water Usage Charge on all land connected to the water supply, and whereby Council has by resolution identified the assessment as being subject to Non Residential Community Water Usage charges, based on actual usage of \$1.7700 per kilolitre (including water supply by fire service meters).

#### 10. SEWER USAGE CHARGES

In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following sewer usage charges for the 2018/19 rating year:



- a) Sewer Usage Charge on all non-residential land connected to the sewerage service of \$2.5000 per kilolitre of the volume of sewerage discharged (including water supply by fire service meters).

The volume of sewerage discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the sewerage discharge factors (SDF) for the predominant use of the property as follows:

PROPERTY USE	SDF
Shops, offices or similar	95%
Council maintained Parks & Gardens	30%
Community Use (as defined in Community Based Not For Profit Organisations)	50%
Non Residential Other- including industrial	85%

- b) The minimum total annual charge for combined sewerage access charges and sewer usage charges for a Non Residential property, other than property to which a Non Residential Community Sewer Access or Vacant Non Residential Community Sewer Access Charge applies, shall be \$441.00 per annum per assessment.

#### 11. INTEREST ON OVERDUE RATES AND CHARGES

In accordance with Section 566(1) of the *Local Government Act 1993*, Council set the interest rate on overdue rates and charges for the 2018/19 rating year at 7.5% per annum, calculated on a daily basis.

#### 12. COMMUNITY BASED NOT FOR PROFIT ORGANISATIONS

Cootamundra-Gundagai Regional Council hereby resolves to make the assessments shown below as being those assessments to which the Non Residential Community Water Access Charges, Non Residential Community Sewer Access Charges, Non Residential Community Water Usage Charges and Non Residential Community Sewer Usage Charges shall apply:

Assessment	Name of Occupier (whom water is billed)	Use of Land
Religious Organisations		
10013423	Salvation Army	Minister's residence
10029320	Salvation Army Prop Trust	Place of worship
10029445	Uniting Church	Religious teaching
10029478	Uniting Church	Place of worship
10039766	Australasia Conference (7th Day Adventists)	Place of worship
10001451	Convent of Mercy	Minister's residence
10001477	Catholic Church Trustees	Place of worship

10001485	Catholic Church Trustees	Minister's residence
10008142	Presbyterian Church	Place of worship
10013340	Jehovahs Witnesses Congregations	Place of worship
10015444	Church of Foursquare Gospel	Place of worship
10015832	Baptist Church of NSW	Place of worship
10017119	Anglican Church of Australia	Minister's residence
10017135	Anglican Church of Australia	Place of worship

#### Local Sporting and Charitable Community Groups

10030450	Town Tennis Club [owned by Crown (Council)]	Sporting facility
10030468	Rugby League Club and others [owned by Crown (Council)]	Sporting facility
10039865	Elouera Association	Not for profit organisation
10033223	Pre-School Kindergarten	Community facility
10035780	Cootamundra Lions Club [owned by Crown (Council)]	Community group
10039246	Cootamundra Health Care Co-operative (Nursing Home)	Community facility
10006294	St Vincent DePaul Society	Public charity
10008399	Boy Scouts Association	Community group
10008431	Ex-Servicemens and Citizens Club	Community facility
10008845	Australian Red Cross Society House	Public charity
10009660	Showground Users Group [owned by Crown (Council)]	Community facility
10010320	The Cootamundra Country Club	Community facility
10011955	Retirement Village	Community facility
10012060	Elouera Association School	Not for profit organisation
10015725	Girl Guides Association	Community group
10046159	Elouera Association Office	Not for profit organisation
10045698	Strikers Soccer	Sporting facility
10017556	Cootamundra Squash Association	Sporting facility
10010882	CADAS Coota West	Community group
11000080	State Emergency Service	SES Shed

#### Council Community Assessments

10034288	Cootamundra-Gundagai Regional Council	Bradman/Memorabilia Cottages
10030443	Cootamundra-Gundagai Regional Council	Sports Stadium
10030476	Cootamundra-Gundagai Regional Council	Nicholson Park
10031094	Cootamundra-Gundagai Regional Council	Bradman Oval
10012656	Cootamundra-Gundagai Regional Council	Ex-Baby Health Centre (Elouera)
10012896	Cootamundra-Gundagai Regional Council	Swimming Pool
10017945	Cootamundra-Gundagai Regional Council	Stratton Park
10032480	Cootamundra-Gundagai Regional Council	Kantara-Dillon Ave tree-space
10032969	Cootamundra-Gundagai Regional Council	Jubilee Ave Parklet

10033272	Cootamundra-Gundagai Regional Council	Southee Circle Park
10042158	Cootamundra-Gundagai Regional Council	Rural Fire Service
10033751	Cootamundra-Gundagai Regional Council	Kingston Playground
10036499	Cootamundra-Gundagai Regional Council	Albert Park
10037232	Cootamundra-Gundagai Regional Council	Country Club Oval
10046134	Cootamundra-Gundagai Regional Council	Jubilee Park
10046969	Cootamundra-Gundagai Regional Council	Clarke Oval
10002533	Cootamundra-Gundagai Regional Council	Fisher Park
10009918	Cootamundra-Gundagai Regional Council	Harold Conkey Park (Pinkstone Ave)
10011088	Cootamundra-Gundagai Regional Council	Heritage Centre
10018612	Cootamundra-Gundagai Regional Council	Town Hall
10018646	Cootamundra-Gundagai Regional Council	War Memorial Library
10018794	Cootamundra-Gundagai Regional Council	Creative Arts & Cultural Centre
10046084	Cootamundra-Gundagai Regional Council	Wallendoon Street Toilet Block
10047330	Cootamundra-Gundagai Regional Council	Cemetery
10030674	Cootamundra-Gundagai Regional Council	Garden Meters (inc Apex Park)
10002426	Cootamundra-Gundagai Regional Council	Murray Street Carpark
10016830	Cootamundra-Gundagai Regional Council	Mitchell Park
10018232	Cootamundra-Gundagai Regional Council	Harley Estate Park
11000650	Cootamundra-Gundagai Regional Council	Muttama Creek Walkway

### **RECOMMENDATION FOR THE GUNDAGAI AREA (FORMERLY GUNDAGAI SHIRE COUNCIL)**

#### **13. ORDINARY RATES**

In accordance with the provisions of Section 535 of the *Local Government Act 1993* Cootamundra Gundagai Regional Council hereby resolves to make the following rates and charges for the 2018/19 rating year:

- a) A Farmland Category Rate of 0.413 cents in the dollar, for all rateable land within the Farmland Category in Council's area, as defined in Section 515 of the Local Government Act 1993, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$325 per assessment.
- b) A Residential Category Rate of 0.64 cents in the dollar, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the Local Government Act 1993, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$325 per assessment.
- c) A Business Category Rate of 1.13 cents in the dollar, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the Local Government Act 1993, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$525 per assessment.

d) A Mining Category Rate of 0.413 cents in the dollar, for all rateable land within the Mining Category in Council's area, as defined in Section 517 of the Local Government Act 1993, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$325 per assessment.

#### 14. SPECIAL RATES

In accordance with the provisions of Section 535 AND 495 of the *Local Government Act 1993* Cootamundra Gundagai Regional Council hereby resolves to make the following rates and charges for the 2018/19 rating year:

- a) A Town Improvement District (TID) Rate of 0.35 cents in the dollar, for all rateable land within the Gundagai Town Improvement District as defined by resolution No.210 of the Council Meeting of 14 April 1998, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$219 per assessment.

#### 15. WASTE MANAGEMENT CHARGES

In accordance with the provisions of Sections 535, 496 and 501 of the Local Government Act 1993 Council hereby resolves to make the following domestic waste management and waste management charges for the 2018-19 rating year:

- a) Residential Domestic Waste Management Charge of \$419.00 per annual service for each parcel of rateable residential land within the Gundagai Scavenging area for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 120 litre bin for domestic rubbish and a fortnightly service of one 240 litre bin for recyclable domestic rubbish.
- b) Non-Residential Waste Management Charge of \$419.00 per annual service for each parcel of non-residential rateable land within the Gundagai Scavenging area for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 240 litre bin for domestic waste and a fortnightly service of one 240 litre bin for recyclable waste. Non-residential rateable land within the central business district area is provided with a bi-weekly collection service and levied a minimum charge of 2 services per week.
- c) Organics Charge of \$56.00 per annual service for each parcel of rateable residential land within the Gundagai Scavenging area for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular fortnightly service of one 240 litre bin for green domestic waste.
- d) Domestic Waste Management Unoccupied Gundagai Charge of \$22 on each parcel of rateable land within the Gundagai Scavenging area for which a domestic waste management service is available but the land is vacant and unoccupied.

- e) Rural Waste Charge of \$60 on each parcel of rateable land outside the Gundagai Scavenging area. The levying of such charge is to entitle the ratepayer to dispose of domestic waste and domestic recyclables at one of the 4 transfer stations located at Coolac, Muttama, Nangus & Tumblong villages.

#### 16. STORMWATER MANAGEMENT CHARGE

In accordance with the provisions of Section 535, 496A and 510A of the Local Government Act 1993, Council hereby resolves to make the following annual stormwater management charges, in respect of occupied rateable land within the Town Improvement District area of Gundagai, excepting Council owned or controlled parks, land and buildings, or other land exempt as per Section 496A(2) of the Local Government Act 1993, for the 2018-19 rating year:

- a) Stormwater Management Charge of \$25.00 per annum per assessment of occupied rateable land within the Town Improvement District area, excluding land that is part of a residential strata allotment.
- b) Strata Stormwater Management Charge of \$12.50 per annum per residential Strata assessment within the Town Improvement District area.

#### 17. UNCONNECTED WATER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the Local Government Act 1993, Council hereby resolves to make the following annual unconnected water access charges for the 2018-19 rating year:

- a) Unconnected Residential Water Access Charge of \$219.00 per annum per residential assessment to which the water supply is available but not connected.
- b) Unconnected Non Residential Water Access Charge of \$219.00 per annum per non-residential assessment to which the water supply is available but not connected.

#### 18. WATER ACCESS CHARGES

The annual water access charges as identified below are charged quarterly in arrears. In accordance with the provisions of Section 535 and 501 of the Local Government Act 1993, Council hereby resolves to make the following annual water access charges for the 2018-19 rating year:

- a) Residential Water Access Charge of \$219.00 per annum per residential assessment to which the water supply is available and connected.
- b) Non Residential Water Access Charge in respect of non-residential land to which the water supply is available and connected, in accordance with the number and size of water service meters connected to the parcel as follows;

Water Meter Size	Annual Charge
20mm	\$219.00
25mm	\$343.00
40mm	\$878.00
50mm	\$1,372.00
63mm	\$2,178.00
75mm	\$3,085.00
100mm	\$5,486.00

#### 19. UNCONNECTED SEWER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the Local Government Act 1993, Council hereby resolves to make the following annual unconnected sewer access charges for the 2018-19 rating year:

- a) Unconnected Residential Sewer Access Charge of \$122.00 per annum per residential assessment to which sewerage services are available but not connected.
- b) Unconnected Non Residential Sewer Access Charge of \$122.00 per annum per non-residential assessment to which sewerage services are available but not connected.

#### 20. SEWER ACCESS CHARGES

The annual sewer access charges as identified below are charged quarterly in arrears. In accordance with the provisions of Section 535 and 501 of the Local Government Act 1993, Council hereby resolves to make the following annual sewer access charges for the 2018-19 rating year:

- a) Residential Sewer Access Charge of \$777.00 per annum per residence to which sewerage services are available and connected.
- b) Non Residential Sewer Access Charge in respect of non-residential land to which sewerage services are available and connected, in accordance with the number and size of the water service meters connected to the land as follows;

Water Meter Size	Annual Charge
20mm	\$204.00
25mm	\$318.00
40mm	\$815.00
50mm	\$1,273.00
63mm	\$2,019.00
75mm	\$2,861.00
100mm	\$5,088.00

The minimum total annual charge for combined sewerage access charges and sewer usage charges for a Non Residential property shall be \$777.00 per annum per assessment.

## 21. WATER CONSUMPTION CHARGES

In accordance with the provisions of Section 535 and 502 of the Local Government Act 1993, Council hereby resolves to make the following water consumption charges for the 2018-19 rating year:

- a) Residential Water Usage Charge on all residential land connected to the water supply based on actual usage;

	Usage Charge/kL
0-300kL	\$1.62
301-500kL	\$2.19
500+kL	\$3.76

- b) Non Residential Water Usage Charge on all non-residential land connected to the water supply, based on actual usage of \$2.19 per kilolitre.

## 22. SEWER USAGE CHARGES

In accordance with the provisions of Section 535 and 502 of the Local Government Act 1993, Council hereby resolves to make the following sewer usage charges for the 2018-19 rating year:

- a) Sewer Usage Charge on all non-residential land connected to the sewerage service of \$3.08 per kilolitre of the volume of sewerage discharged. The volume of sewerage discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the sewerage discharge factors (SDF) for the predominant use of the property as follows:

PROPERTY USE	SDF %
Concrete Plant/Park Watering	2
Pool	10
Bowling Green/Clubhouse	20
Caravan Park	60
School/Church	50
Hospital/Motel	85
General business, RLPB, Pharmacy, Medical Centre, Bakery, Restaurant/Hotel/Club, Takeaway food, McDonalds, Service Station, Dentist, Butcher, Hairdresser, Supermarket, Carwash	95
Sewer Well	100

The minimum total annual charge for combined sewerage access charges and sewer usage charges for a Non Residential property shall be \$777.00 per annum per assessment.

## 23. TRADE WASTE CHARGES

The annual trade waste charges as identified below are charged bi-annual in arrears. In accordance with the provisions of Section 535 and 502 of the Local Government Act 1993, Council hereby resolves to make the following trade waste charges for the 2018-19 rating year:

- a) Trade Waste Annual Fee on non-residential land connected to the sewerage service of \$224.00 where liquid trade waste is discharged.
- b) Trade Waste Usage Charge on all non-residential land connected to the sewerage service of \$4.00 per kilolitre of the estimated volume of liquid trade waste discharged to the sewerage system with prescribed pre-treatment. The volume of liquid trade waste discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the trade waste discharge factors (TWDF) for the predominant use of the property as follows:

PROPERTY USE	TWDF %
Concrete Plant, Park Watering & Sewer Well	1
Pool, Bowling Green, Clubhouse & General Business	10
RLPB, Pharmacy, Medical Centre	20
Caravan Park, School, Church & Bakery	25
Motel, Restaurant, Hotel, Club	30
Takeaway food	50
McDonalds	62
Service Station	70
Dentist	80
Hospital	85
Butcher, Hairdresser, Supermarket, Carwash	90

#### 24. INTEREST ON OVERDUE RATES & CHARGES

In accordance with Section 566(1) of the Local Government Act 1993, Council set the interest rate on overdue rates and charges for the 2018-19 rating year at 7.5% per annum, calculated on a daily basis.

**CARRIED**

#### 8.2.8 INVESTMENT REPORT FOR THE MONTH ENDING 31ST MAY 2018

##### **RESOLUTION 129/2018**

Moved: Cr Gil Kelly

Seconded: Cr David Graham

**The Investment Reports as at 31<sup>st</sup> May, 2018 be received and noted**



**CARRIED****8.2.9 COOTAMUNDRA AND GUNDAGAI LIBRARIES REPORT APRIL - JUNE, 2018****RESOLUTION 130/2018**

Moved: Cr Leigh Bowden

Seconded: Cr Craig Stewart

**The April – June Report for Cootamundra and Gundagai Libraries be noted.****CARRIED****8.2.10 COUNCILLOR WORKSHOP REPORT - 21ST JUNE 2018****RESOLUTION 131/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

**The report on the Councillor Workshop held on Thursday, 21<sup>st</sup> June, 2018 be received and noted subject to the following amendments:**

- In attendance – Mark Ellis, Manager Civil Works;
- Asset Management Plan Workshop to be held in Cootamundra on Tuesday, 17<sup>th</sup> July, 2018 from 3:00pm to 7:00pm;
- Works to Yass Road – In order to aid with development along Yass Road, Council has agreed to undertake road and electrical upgrades work. An additional \$800,000 needs to be added to the budget to cover the expected costs of these works. \$360,000 of these works will be funded by sale of land with the remainder to be funded from the development reserve. Council has been in consultation with the NSW State Government regarding funding of this and it is believed these works can be funded by a grant. Until that is confirmed the budget will show the funding from Council's own sources.
- Sheridan Street roundabout – The original cost estimate for this project was \$250,000. This intersection is on a defined B-Double route making it necessary to comply with B-Double access guidelines. This was not factored in on the original cost estimate. An additional \$250,000 is required to build the roundabout to the necessary standard bringing the total cost to \$500,000. This estimate does not include possible land acquisition costs if that becomes necessary. Design work is continuing to ensure the most cost effective option is determined.
- Value Capture Principle – Council to investigate the feasibility of implementing through a Planning Agreement by which the Council captures, for the benefit of the community, a share of the unearned increment to developers in land value increases arising from an instrument change.

**CARRIED**

### **8.3 OPERATIONS DIRECTORATE**

#### **8.3.1 JUNE OPERATIONS UPDATE**

##### **RESOLUTION 132/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

**The June Operations Update report be received**

**CARRIED**

#### **8.3.2 NEW SOUTH WALES LOCAL ROADS CONGRESS - 4TH JUNE, 2018**

##### **RESOLUTION 133/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

**The report on the NSW Local Roads Congress attached to the report be noted**

**CARRIED**

### **8.4 ASSET MANAGEMENT DIRECTORATE**

Nil

### **9 MOTION OF WHICH NOTICE HAS BEEN GIVEN**

#### **9.1 NOTICE OF MOTION - FEASIBILITY STUDY ON DEVELOPMENT OF FOOTPATH FROM TOWN TO CEMETERY**

##### **RESOLUTION 134/2018**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

**Council investigate the feasibility of providing a safe and accessible pedestrian pathway to link the Cootamundra town centre and the cemetery on Yass Road with a report to be submitted to the Ordinary Meeting of Council following the completion of the feasibility study. The pathway, ideally, would cater to pedestrians, cyclists and personal mobility vehicles.**

**CARRIED**

**9.2 NOTICE OF MOTION - REPORTS BY COUNCILLORS AND COUNCIL STAFF FOLLOWING ATTENDANCE AT CONFERENCES**

**RESOLUTION 135/2018**

Moved: Cr Leigh Bowden

Seconded: Cr Craig Stewart

**That Councillors and Council Staff who attend conferences, forums and meetings to represent Council provide a brief written report to be included in the Business Papers for the following Ordinary Council Meeting**

**CARRIED**

**9.3 NOTICE OF MOTION - ENCOURAGING THE COMMUNITY TO ADVISE COUNCIL OF PUBLIC EVENTS**

**RESOLUTION 136/2018**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

**That Council encourage the community to inform Council about any public events that are occurring in the region and, if appropriate, invite Councillors to attend.**

**CARRIED**

**9.4 NOTICE OF MOTION - DISTRIBUTION OF COUNCIL'S COMMUNITY NEWSLETTER**

**MOTION IN THE NAME OF CR MCALISTER (MAYOR)**

*Distribution of the CGRC Community Newsletter in the old Gundagai council area are to be delivered to the Gundagai Post Office for local distribution.*

**Note: This motion was withdrawn by Cr McAlister (Mayor) as the process is in place.**

**9.5 NOTICE OF MOTION - ADMINISTRATION OF COUNCIL'S FACEBOOK PAGE**

**MOTION IN THE NAME OF CR MCALISTER (MAYOR)**

*At least one Gundagai staff member (located in Gundagai) be given authority to have access to Council's main Facebook page. This will allow a local person with local knowledge to add relevant information regarding the Gundagai area then relaying it to Cootamundra personnel to add to Facebook.*

**Note: This motion was withdrawn by Cr McAlister (Mayor) as the adopted policy now provides for the requested access.**

**10 QUESTIONS WITH NOTICE****10.1 QUESTIONS WITH NOTICE****RESOLUTION 137/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

**The Questions with Notice from Councillors and related responses from Council officers be noted.**

**CARRIED**

**11 CONFIDENTIAL ITEMS****11.1 CLOSED COUNCIL REPORT****RESOLUTION 140/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

- 1. Items 11.2 and 11.3 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
- 2. In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 11.2 and 11.3 be withheld from the press and public.**

**11.2 CLARON ESTATE**Provisions for Confidentiality

Section 10A (2) (c) – The Confidential Report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Public Interest

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

**11.3 APPLICATION FOR PURCHASE 57 BANJO PATERSON DRIVE - GUNDAGAI**Provisions for Confidentiality

Section 10A (2) (c) – The Confidential Report contains information that would, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Public Interest

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

**CARRIED**

## **11.2 CLARON ESTATE COOTAMUNDRA**

### **RESOLUTION 141/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

- 1. The General Manager be delegated authority to negotiate the sale of the eleven blocks in accordance with the recommendation contained in the report.**
- 2. Authority be granted to affix the Common Seal of Council to the necessary documents**

**CARRIED**

## **11.3 APPLICATION FOR PURCHASE 57 BANJO PATERSON DRIVE - GUNDAGAI**

Note: Having disclosed a significant non-pecuniary interest in this item, Cr Abb McAlister left the meeting at 8:20pm.

### **RESOLUTION 142/2018**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

- 1. The recommendation contained in the report be adopted; and**
- 2. Authority be granted to affix the Common Seal of Council to the necessary documents.**

At 8:26 pm, Cr Abb McAlister returned to the meeting.

**CARRIED**

## **11.4 RESUMPTION OF OPEN COUNCIL MEETING**

### **RESOLUTION 143/2018**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

**The Open Council meeting resume.**

**CARRIED**

**11.8 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

Note: The Chairperson announced the resolutions made in Closed Council.

**The Meeting closed at 8:27pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 31<sup>st</sup> July, 2018.**

.....

**CHAIRPERSON**

.....

**GENERAL MANAGER**

## 6 MAYORAL MINUTES

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.

### 6.1 MAYORAL MINUTES

DOCUMENT NUMBER	284008
REPORTING OFFICER	Abb McAlister, Mayor
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.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Letter of Thanks from Cootamundra Development Corporation</li> <li>2. Cootamundra Heritage Centre Newsletter</li> <li>3. Correspondence from Gundagai Tourism Action Committee</li> <li>4. Letter of Support of Rail Trail From Cootamundra TAC</li> <li>5. Correspondence TACC</li> </ol>

### RECOMMENDATION

**The Mayoral Minutes and attached correspondence be received and noted.**

22<sup>nd</sup> June, 2018

Cr's Bowden, Nicholson and I attended the opening of the new amenities block and canteen at Stan Crowe Oval

28<sup>th</sup> June, 2018

Allen Dwyer (General Manager) and I attended a Riverina Eastern Region Organisation of Councils (REROC) meeting at Parliament House in Canberra. Allen Dwyer (General Manager) and I attended a Riverina Eastern Region Organisation of Councils (REROC) meeting at Parliament House in Canberra. The attendees were addressed by the Members of Parliament listed below:

- The Hon. Michael McCormack, MP, Leader of the Nationals, Deputy Prime Minister, Minister for Infrastructure and Transport;
- The Hon Ken Wyatt AM, MP, Minister for Aged Care and Indigenous Health;
- The Hon Dr John McVeigh, MP, Minister for Regional Development, Territories and Local Government;
- The Hon David Littleproud, MP, Minister for Agriculture and Water Resources;
- The Hon Josh Frydenberg, MP, Minister for the Environment and Energy;
- Senator, The Hon Bridget McKenzie, Deputy Leader of the Nationals, Minister for Sport, Minister for Rural Health and Minister for Regional Communities; and

- The Hon Craig Laundy, MP, Minister for Small and Family Business, the Workplace and Deregulation.

Cr Bowden attend the Ellwood Hall s355 Committee Meeting

29<sup>th</sup> June, 2018

Cr Bowden attended the Eastern Riverina Arts Advisor's Committee meeting

3<sup>rd</sup> July, 2018

I attended a Gundagai Flood Study meeting

4<sup>th</sup> July, 2018

Cr Nicholson attended a Gundagai Busking Competition Meeting.

Cr Stewart inspected the new rehearsal space at the Arts Centre Cootamundra

10<sup>th</sup> July, 2018

Cr Palmer (Deputy Mayor) and Crs Graham, Kelly, Nicholson and Sheahan, and Allen Dwyer (General Manager and I attended a Councillor Workshop on economic development with Council staff.

12<sup>th</sup> July, 2018

Cr's Nicholson, Graham and I attended the NAIDOC Week celebration in Gundagai at the Mirabooka Centre.

Cr Nicholson attended the Destination Murray Tourism meeting and Nimbo Fork Lodge

13<sup>th</sup> July, 2018

Cr's Palmer (Deputy Mayor), Sheahan and I attended the NAIDOC week morning tea in the Stephen Ward Rooms Cootamundra.

16<sup>th</sup> July, 2018

I had a meeting with Steph Cooke in Gundagai in relation to community matters.

17<sup>th</sup> July, 2018

Councillor's Palmer (Deputy Mayor), Bowden, Graham, Kelly, Nicholson, Phillips, Sheahan and Stewart, and Allen Dwyer (General Manager) and I attended an Asset Management Workshop with representatives from Mike Brearley and Associates. A report on this workshop has been included in the business paper.

19<sup>th</sup> July, 2018

Cr's Bowden and Sheahan attended the Cootamundra Tourism Action Committee meeting.

20<sup>th</sup> July, 2018

I attended a meeting with John Barilaro, MP Member for Monaro and Deputy Premier and Steph Cooke, MP Member for Cootamundra at Bland Council.

I attended the Gundagai SES service awards with the NSW SES Commissioner.

23<sup>rd</sup> July, 2018

Cr Bowden attended the Cootamundra Aboriginal Working Party meeting, Yarra Hub at the Cootamundra Public School.



25<sup>th</sup> July, 2018

Cr Palmer (Deputy Mayor), Allen Dwyer (General Manager) and I met with Darryl Hancock from Goldenfields Water County Council to discuss general business.

26<sup>th</sup> July

Cr Bowden attended the Arts Centre Cootamundra AGM.

Allen Dwyer (General Manager) and I attended a meeting with representatives from the Roads and Maritime Services to discuss planning matters with Council staff



## COOTAMUNDRA DEVELOPMENT CORPORATION LTD



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Cootamundra Gundagai  
Regional Council  
Document Received

- 3 JUL 2018

File No. \_\_\_\_\_  
Initials \_\_\_\_\_

Mr Abb McAllister  
Mayor  
COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
PO Box 420  
Cootamundra, NSW 2590

Dear Abb,

### RE: 2018 Annual Business Awards Dinner

On behalf of the Cootamundra Development Corporation I would like to thank you again for your attendance at the 2018 Annual Business Awards Dinner as a guest speaker and assistance with presentation of awards held at the Cootamundra Country Club.

The Awards Dinner was a wonderful success with the 60 worthy nominees being recognised for their service to the local community and a great opportunity for the 137 guests in attendance to relax with their business peers.

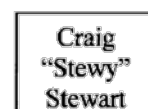
If you have any comments, feedback or suggestions about the evening we would love to hear them.

It was a delight to have you at our annual local event, once again thank you for your time and effort, it is very much appreciated.

We hope to see you again next year.

Yours sincerely  
**John Stephens**  
Chairman  
Cootamundra Development Corporation

Supported By



Web: [www.cootamundra.com](http://www.cootamundra.com)





# COOTAMUNDRA HERITAGE CENTRE

Hovell St COOTAMUNDRA 2590  
Ph 02 69402190

## NEWSLETTER July 2018

### **VOLUNTEERS**

Unfortunately we have lost two of our valued volunteers - Jim Galloway and Doug Royal. We thank them for their time at CHC. Welcome to Jenny and Robert Scowen who have joined our team. We trust they will enjoy their time at CHC. Arthur Ward has spent time in hospital recently and we wish him well in his recovery. Bob Noble would like to swap his Friday duty with another time during the week. Is there anyone who can help him out?

### **TALLYING NUMBERS**

To make it easier to quickly count our visitors, you might consider using a tally system. This involves placing a stroke 'I' for each person and on the 5th put a diagonal through the previous four - **||||**.

It is then a simple matter to count by 5s.

**|||| |||** is easily read as 13.

This would make it easier and faster when all the statistics have to be recorded (as is done at the end of each month).

You may be interested to know that for the month of June we had 293 visitors to CHC; 163 VIC, \$345.00 CHC, \$100.00 VIC.

To date our best month has been April when **\$628.30** was taken in total. A very good month, indeed!

### **CARAVAN DUMP SITE & FREE WATER**

We are asked at times where the dump site in Cootamundra is for caravan toilets. You will see the site in Apex Park, Hurley Street just past the toilet block (with the newly painted mural) there. This is where caravan owners are able to empty the toilets from their caravans.

There is also a water tap and hose there. It is preferable for caravan owners to refill their water tanks there rather than from the tap behind the CHC (where we have to pay the cost!).

Of course all these facilities are available in our caravan park, but some people look for the free sites.

### **WIFI**

As you have no doubt noticed, we still don't have all our connections made for WiFi. The phone line is yet to be properly installed. When this is finished, we will be given the number to access WiFi. You will then be able to use your devices and visitors will be able to access the Internet for travel information, etc. We also have a new computer. Sorry it is not yet complete.

### **LOCK UP DRAWER**

Please place the day's takings in the locked drawer (top right side of the desk) at the end of the day. The system with the labelled bags is working well, as is the \$50.00 in the till. Should there not be enough small change, please let Betti know - 69421158.

### **COLLECTION COMMITTEE**

The CHC Collection Committee has been meeting regularly to manage our collection. Betty Brown, Yvonne Forsyth, Michele Pigram, Betti Punnett and Ros Wight are working to catch up on all the items which have been presented, but not formally accepted. Not all donations received comply with our Collection Policy (displayed on the wall behind the front desk) and decisions have to be made. If the item is not accepted and the donor does not want it back, it may be offered to another museum (eg Temora Rural Museum), the Salvation Army store, sold or disposed of locally. Ideally all items accepted will be accessioned and labelled before going on display. We are working to achieve this goal. There are museum practices to follow when doing this and we do our best to follow these rules. When this paper work is complete all information on each item is then entered in the MOSAiC computer program. **It is vital that as much information as possible is entered on the Interim Receipt when you accept an item from a donor.** Even if a donor does not want a receipt **please** still fill out the form.

You may have noticed that the shower recesses have been almost emptied.

**SCHOOL VISITS**

It was good to have 25 Kindergarten children from Sacred Heart School visit recently. They had an exciting time looking at so many things. CHC Management Committee is rather concerned that the local schools do not make greater use of CHC. So much research could be done by children, as well as being a very interesting place to visit. To this end we are going to contact all schools in our area to encourage more use to be made of CHC. Hopefully we will see more children coming along. We realise bus costs play no small part in children's excursions these days. Extra volunteers attend when we have classes visit and we thank them for their assistance.

**OUTSIDE EXHIBITS**

Have you been outside recently round the back? Have you seen that the railway trolleys have been re-arranged, new signs made, items cleaned, floor swept and the Hairy Panic removed (as best we could!)? Also, now displayed is the Celtic Cross from the Sacred Heart Church. To allow all this to happen the distance marker tree had to be moved and thanks to Sutherland Transport we now have it farther down. Information on the tree is being sought from C/GRC as to just where this was situated along the Gundagai Road. Did it measure 10 miles from town? Now we have acquired the foundation stone from Stratton Wing of the old District Hospital. This needs to be set in place, once it is cleaned up a little and signage produced. One never knows what may suddenly appear!

**17th BIRTHDAY CELEBRATIONS**

As is our tradition, Open Day is held each 17 August to celebrate CHC birthday. This was the day on which CHC opened in 2001. On that day only the first 8 galleries were occupied. CHC Management Committee is working on plans for that day or the days 17/18/19 August. Hopefully we will be mounting a special exhibition from our own resources. Please encourage friends/relatives to come along, enjoy morning tea and visit our galleries. There are still many people in Cootamundra who have never set foot inside our doors!

**ARCHIVES**

As you are aware, our established archival area is in the store room on the front verandah. We are gradually developing this part of CHC. The shelving that was already in place has been attached to the walls (thanks to Jim Caskie) and all the Cootamundra *Heralds* (almost all editions from 1877, with the exception of 1900-1919), have been wrapped and placed in order there. The bound copies are in the smaller room, kept in the Cootamundra Herald office. Researchers are already making use of these valuable assets eg Cootamundra Local History Society Inc. Other archival material will be able to be taken from the main storeroom and stored here allowing more space there. We have a number of special archival boxes for use e.g. Cootamundra Stamp Club.

**OF INTEREST**

From ES Paton Account Book in our collection:  
 Sheep Drench 4oz Mustard, 4oz Bluestone, 3 gal water.  
 To waterproof cloth: Dissolve 1½lb Alum in 5 gal water; dissolve in separate vessel 1½lb Sugar of Lead in 5 gal water. Mix the two solutions. Soak and work the cloth till it is well saturated, squeeze out and dry. Repeat. Then wash in clean fresh water.  
 This booked is signed: "Inspected to 30.11.35. LH Hellyer Tax'in Dept 3.3.36"

**17th BIRTHDAY****OPEN DAY****Saturday 18 August****Morning Tea****Bring a friend**



If not claimed within 7 days return to: PO Box 420, Cootamundra NSW 2590



**Mr Allan Dwyer  
General Manager  
Cootamundra/Gundagai Regional Council  
COOTAMUNDRA**



If not claimed within 7 days return to: PO Box 420, Cootamundra NSW 2590

POSTAGE  
PAID  
AUSTRALIA  
**PRIORITY**

**Mr Abb McAlister**  
**Mayor**  
**Cootamundra/Gundagai Regional Council**  
**COOTAMUNDRA**

16 July 2018

Cr Abb McAlister  
Mayor  
Cootamundra-Gundagai Regional Council  
PO Box 34  
GUNDAGAI NSW 2722

Dear Abb,

I write to Council on behalf of the Tourism Action Committee Gundagai (TAC). We have just completed our 91<sup>st</sup> meeting and feel we are at a critical juncture in relation to tourism and economic development in Gundagai.

Mid last year, some members of TAC and Gundagai Regional Enhancement Group (GREG) came together and held a community forum under the banner of 'Revitalise Gundagai'. This forum was well attended by business owners, community group representatives, and interested members of the public. There were a number of ideas and thoughts raised about how to enhance our town, grow tourism and support our community efforts. We then started to develop some of these ideas through two further meetings. At the final meeting it was shown that we would need some financial support and assistance from our Council. It was deemed important that Council, business houses and the community needs to work closely together in order to better develop the ideas.

In November, the TAC and GREG wrote to General Manager Allen Dwyer outlining these concerns (please see attached letter) and asked for a meeting to discuss. We met with Allen and Chris Imrey to specifically discuss the content of the letter, along with the Shire's tourism and economic development plan and corporate structure. We were advised the plan was in progress and we would see something by the end of January 2018.

Fast forward to our general TAC meeting on 13 June, which Allen attended. During the meeting we were advised that the corporate structure would not be completed until September 2018 and the tourism and economic development plan developed after this. Further to this, a couple of related matters were brought up including:

- (a) TAC's re-instatement as a 355 Committee (it was brought to our attention in May that our status as a 355 Committee had been cancelled without our knowledge);
- (b) The ongoing promotional and development plan for the Gundagai main street.

In relation to the matter of our re-instatement as a 355 committee, we were advised that to Council's knowledge we were never instated as a 355 committee. Miriam Crane was asked to re-send our original constitution proving our status. We now understand this matter is currently being addressed. Whilst this may seem frivolous, it does acknowledge our status as a Council-led Committee, allowing us to put forward motions to Council and advise on matters relating to tourism and economic development.

To the matter of the ongoing promotional and development plan for the Gundagai main street, the TAC regards this as a high priority, given that the main street opening back in April was met with such positivity and hype. Since the opening, more small businesses have closed and there are more empty shopfronts than previous to the opening. We strongly believe a main street plan is required that capitalises on our main street, attracts more people to the main street, as well as encouraging new business growth and support for existing businesses.

We found the response to these concerns rather confusing. On the one hand, we were advised that tourism is all of our responsibility – particularly within our main street businesses - and that unless we have tourism, then services will diminish, rates will go up and we are generally in trouble! We were also advised that people need a reason to visit our communities, but that Council was not responsible for assisting small businesses to do a “better job”. Allen also suggested that the reason businesses were closing was due to the move to online shopping, effectively reducing the need for shop-front outlets.

In addition to business development, strong feedback has been received from local business and residents that we need to host more celebrations in the main street, similar to the official opening. Christmas would be the perfect opportunity for such an event, however, we would need the support of Council to help bring this together. This was met with some resistance in our meeting, due to the security issues regarding traffic that would need to be addressed, however, we feel this could be overcome with good forward planning.

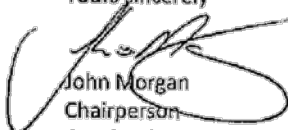
I appreciate the job of managing two former Council areas is difficult – however, I see the needs of both Gundagai and Cootamundra as being the same when it comes to tourism and economic development. We both rely heavily on visitors to our community, along with the support of our residents. Unless we show that we have established and encourage local business then we simply will not get the foot traffic. If we can attract more people to our community and prevent local people from shopping out of town then we are doing our job! A thriving business community with great places to eat and stay, well supported industry and unique businesses will not only drive tourism, it will create a sense of pride and enthusiasm within our communities. We understand the current retail climate is difficult, however, unless our small businesses are encouraged to do a “better job” by being supported by a proactive Council then we are doing our communities a complete disservice and driving them to larger communities.

Let's look at all the great stuff we do have in our towns and what we are missing. Then, let's focus on how we support what we already have and how we source and create what's missing.

Our most recent meeting, held on 11 July, focused on three small, but effective, activities we could do immediately to help kick-start this process. A budget has been proposed and a motion has been put forward by the TAC in the minutes of the meeting. This is just a starting point, but we need action and we need it now.

We strongly urge Council not to undervalue or dismiss the expertise you have sitting in the TAC. We are all intelligent, passionate people, with experience, expertise and drive. Most importantly we understand tourism and business, and what drives visitation to our communities. We want to make a difference but we need Council to see this as a priority and support these efforts.

Yours sincerely



John Morgan

Chairperson

Gundagai Tourism Action Committee (TAC)

On behalf of the TAC



17 November 2017

Allen Dwyer  
General Manager  
Cootamundra-Gundagai Regional Council  
Sheridan St  
GUNDAGAI NSW 2722

Dear Allen,

I write to you in my role as Chair of the Gundagai Tourism Action Committee (TAC).

For the past several months, four representatives from TAC and the Gundagai Regional Enhancement Group (GREG) have been meeting to discuss a plan for Gundagai in relation to business and community groups working together to promote Gundagai and its surrounding communities as a destination for visitors, residents, and potential residents/investors. The project has been termed the 'Revitalise Gundagai' initiative.

There is so much good happening throughout Gundagai and region, yet it was agreed that a more consolidated approach needed to happen in order to capitalise on this good work and encourage further investment and community involvement.

To date we have held two public forums and from those forums, some progress was made in conjunction with Miriam Crane in her capacity as Manager Social and Community. Two key items that were a direct result of feedback from the forums included, an event planning checklist for community groups, as well as a revised 'What's On in Gundagai' format and distribution process.

Other documents that have been produced through the Visitor Information Centre are the update to the Heritage Walk brochure, the revised Gundagai Visitor Guide, the update to the accommodation compendium, a revised new residents pack, and the development of a comprehensive business directory.

Whilst all of these resources are valuable and serve an important purpose, the Revitalise Gundagai program needs to be taken a step further and look at the support for and promotion of local business and community events, along with identifying opportunities for growth of existing and new businesses and events. As a volunteer-led initiative, we struggle to see how any of the above can move forward without the support of Council and resources dedicated to the promotion and marketing of our region (both in Gundagai and Cootamundra).

Much of our discussions have centred around economic development and marketing opportunities that require funding and further planning.

The key items we wish to raise with Council stem from discussions between ourselves (TAC and GREG) and issues raised at the above-mentioned forums:

- Where does TAC sit within Council? We are a 355 Committee appointed by Council to advise on the promotion and marketing of Gundagai, however, we are unclear as to whether we play a part in the overall marketing strategy going forward;
- How do we continue to encourage and support community and business groups to take an active role in the initiatives that are in place, as well as those in the future?;
- Does Council have a clear economic development plan in progress for the identification of new business, the development of existing business and the need to address the issues of empty shop-fronts and dilapidated buildings in the main street?;
- Does Council have a plan for increasing staffing in the areas of marketing and communication, and

- support for business and community?;
- Are there any plans for incentivising existing businesses to continue to develop and grow, promote and market their own business as well as the wider business community;
- Are there plans to bring together groups that exist in both Gundagai and Cootamundra in the areas of tourism and community development, to pool resources and ideas that benefit both areas?
- Where do Gundagai and Cootamundra fit within the promotion of our whole region?

As I mentioned, the above goes well beyond our capacity as volunteers, however, these are important issues that have been raised within TAC and GREG meetings, as well as the forums that have been held with community and business groups.

I would appreciate the opportunity to discuss this with you, and I am aware that Penny Nicholson has requested a meeting with yourself, along with relevant members of Council including Phil McMurray, Chris Imrie and Miriam Crane, on Thursday 23 November.

In the meantime, should you wish to discuss these points prior to the meeting, please don't hesitate to contact me or any member of the Revitalise Gundagai initiative:

John Morgan (TAC) – 0429 443 443  
Renee Lindley (TAC) – 0416 285 262  
Peggy Elliott (GREG) – 0403 305 402  
Penny Nicholson (GREG) – 0403 503 003

Yours sincerely



John Morgan  
Chair – Gundagai Tourism Action Committee

**Cootamundra- Gundagai Regional Council  
TOURISM ACTION COMMITTEE  
Meeting Number: 91  
Wednesday 11 July 2018**

**MEETING COMMENCED:** 8.55am

**PRESENT:** Miriam Crane, Renee Lindley, Penny Nicholson, John Morgan, Abb McAlister  
**APOLOGIES:** Jim Morton

**CONFIRMATION OF MINUTES:**

Moved: Penny Nicholson  
Second: John Morton

**(a) Michael Buckley RMS re Hume Highway Signage**

Miriam received an email from Steph Cooke. Signage has been approved, however, there is some confusion over which signs have been ordered.

**(b) Slate Entry Signs**

Miriam forwarded conceptual signage and proposal submitted to Council previously, to Allen Dwyer. Miriam to follow-up with Allen.

**(c) Billboard signage**

These are due in September. Between now and next meeting we should be able to get photos of the main street.

**(d) Dog on the Tuckerbox Signage**

No further update regarding the development at this stage. Agreed that Miriam would liaise with Joe Morton and Keith Turner regarding the signage.

**(e) 355 Committee Status**

Miriam has forwarded constitution to Allen for re-instatement of TAC.

**CORRESPONDENCE:**

RMS letter (refer above)

**KEY FOCUS AREA UPDATES:**

**a. Dog on the Tuckerbox Study**

As Above

**b. New Tourism and Economic Development Structure**

Miriam has had some feedback from procurement person with some changes to the brief. It should be answered and up for discussion by our September meeting

#### **Launch and Promotion of New Main Street**

John re-expressed his concerns regarding the amount of empty buildings, and the fact little has been done to plan for main street development post the upgrade.

Renee to draft another letter of concern from the TAC regarding the lack of communication and response regarding the corporate structure and economic development strategy. This will be presented to Council.

#### **River Access and Morley's Creek Plan (Old Mill)**

No update.

#### **Visitor Information Centre Upgrade**

Miriam advised that there is a meeting on Monday morning to put together a plan.

#### **Truck Museum**

No further update.

#### **Railway Bridge Walking / Cycling trail**

No update.

#### **Social Media**

Miriam has been added as an administrator on the Facebook page.

#### **OTHER BUSINESS**

##### **a. Barricading for main street events**

Miriam advised that she is putting forward a funding application in regards to barricading.

##### **b. Main Street Mural**

A quotation was received some months ago as part of the main street artwork project, to paint a Mural on the side of the old theatrette, next to the Blue Heelers. The mural would illustrate the activities that used to take place in the small theatre including boxing matches.

*Action: Miriam to re-present proposal to Council*

##### **c. Promotional Wraps for Empty Shopfronts**

Miriam to re-present proposal regarding wrapping a couple of the empty shopfronts with vinyl decals, to showcase the types of businesses that could be developed. This would be one way of helping to attract new business to the main street.

##### **a. HIT Riverina Live Events**

John put forward a proposal by HIT Riverina to run live crosses in the lead up to key local events in October and November – namely the Busking Competition, Snake Gully Cup and the Gundagai Rodeo. This would require a financial commitment from some of the local businesses, however, it was agreed that Council should also be approached to contribute some funding to support the events.

**MOTION:**

*That Council allocate a budget of \$8,000 to the above three activities – Main Street Mural, Shopfront Wraps and HIT Riverina Live Events - to help kick-start the next phase of the main street promotional plan.*

*Moved: John Morgan*

*Second: Renee Lindley*

**MEETING ENDED: 10.10am**

**NEXT MEETING: 10 August 2018, 8.45am**



20 July 2018

Mr Allen Dwyer  
General Manager  
Cootamundra Gundagai Regional Council

Cootamundra Gundagai  
Regional Council  
Document Received

20 JUL 2018

File No. \_\_\_\_\_

Initials \_\_\_\_\_

Re **COOTAMUNDRA GUNDAGAI RAIL TRAIL PROPOSAL**

Dear Allen

Please find attached a letter from local cycling groups in support of the proposed Cootamundra—Coolac—Gundagai Rail Trail project.

The Cootamundra Bicycle User Group (BUG), Cootamundra Cycle Club (CCC) and the Mountain Bike Group (sub-committee of the CCC) are in favour of the project and the tourism, economic development, recreational and community building benefits it will bring.

The letter was tabled and discussed at the meeting of the Cootamundra Tourist Action Group on 19 July 2018.

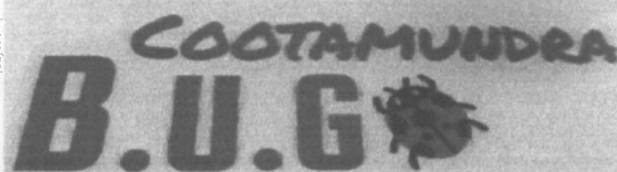
The meeting passed a resolution in support of the Cootamundra—Coolac—Gundagai Rail Trail proposal and formally endorsed the letter.

Yours sincerely

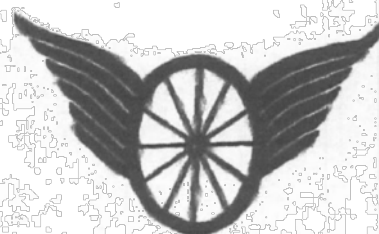


Sally Goodenough  
Secretary, Cootamundra Tourist Action Group

1 Attachment



**COOTAMUNDRA  
B.U.G.**



**Cootamundra Cycle Club**

**16<sup>th</sup> July 2018**

**To: General Manager**

**Cootamundra Gundagai Regional Council**

**Submitted through the Cootamundra Tourist Action Group**

**Dear Sir,**

**The Cootamundra Bicycle User Group (BUG ), Cootamundra Cycle Club (CCC ) and Mountain Bike Group (sub committee CCC ) would like to show its support, via this letter, to the proposed Cootamundra - Gundagai Rail Trail.**

**The proposed Rail Trail would be a great addition to the towns of Cootamundra, Coolac and Gundagai as it would benefit cyclists, walkers and horse riders within the Cootamundra Gundagai Regional Council (CGRC ) initially. The Trail would provide a place of safe riding and walking for families and groups as motor vehicles would not be present. As it became more known through advertising, it would have riders and walkers from interstate taking advantage of these facilities. The bicycle movement is gaining momentum as Audax riding, Touring and Bike Packing is growing in popularity. These groups are looking for places to ride and will travel and spend time and money in the region.**

**The project will also be a great way to amalgamate the two communities of Cootamundra and Gundagai, allowing them to work as one for economical prosperity of the Council. This will be a community driven project and consultation with all stakeholders is essential for it to be completed. There would be a substantial economical benefit to the region especially if we can also develop trails to Tumut etc. This would possibly generate international interest.**

**Some people are saying that we don't have the attractions that Victoria has (Wineries). This is not correct. The large majority of riders and walkers don't look for wineries but enjoy travelling the country side, enjoying the peace and quite that the cities can not provide. Yes they love coffee so this provides opportunities for businesses to fill the need. Attractions such as the old Gundagai Rail Bridge, Cootamundra Bradman's Cottage, Captains Walk would be additional draws to the both towns.**



Economical growth within the Council would be developed and allow entrepreneurial people to develop attractions along the trail.

We support this proposal and recommend that it would be a great benefit to CGRC and would assist in its development.

Regards

Alan Moston

President Cootamundra B.U.G.

Cootamundra Rail Trail Committee

Mark Lorterton

President Cootamundra Cycle Club

Cootamundra Gundagai  
Regional Council  
Document Received

29 JUN 2018

File No. \_\_\_\_\_  
Initials \_\_\_\_\_

The Mayor and Councillors

Cootamundra and Gundagai Regional Council

Cootamundra.

Dear Mayor McAlister

Attending the Council Meeting in Cootamundra this week was a "first" for us. We enjoyed the experience of learning how Council functions. Thank you.

We were particularly interested in hearing submissions and Council's discussion regarding the Cootamundra Arts Centre. We want to thank the Council for its continued support, in particular, the \$50,000 financial support for the coming year.

We remember walking around the empty building with the early visionaries so many years ago, imagining what might or could be developed. We have watched and at times participated with the dedicated volunteers who created this marvellous community facility, through years of hard work and vision.

Now, when we attend a movie; gather for a special meal; join in an art workshop; enjoy a gifted musician; attend a drama or dance production; visit an exhibition, we feel special! We know of no other small country town that has such a rich community building facility.

Cootamundra has grown in population as retirees, in particular, have chosen this town to settle in over their senior years, we have met so many of them – at the Arts Centre! There are many good reasons to make a home in Cootamundra, and many people say the Arts Centre is high on their list. We always feel good when we come home from a session of making, creating or meeting with others of similar interest.

The Council should feel pride in their association with a community enterprise like the Arts Centre. It enriches the living experience of all age groups in our special town. We hope you will support it and enjoy its many and varied activities.

Yours faithfully,

## **6.2 MAYORAL MINUTE - NSW PUBLIC LIBRARIES ASSOCIATION AND LOCAL GOVERNMENT LIBRARY FUNDING ADVOCACY INITIATIVE, RENEW OUR LIBRARIES**

DOCUMENT NUMBER	284913
REPORTING OFFICER	Abb McAlister, Mayor
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.
ATTACHMENTS	Nil

### **RECOMMENDATION**

- 1. That Council endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, Renew Our Libraries.**
- 2. That Council make representation to Steph Cooke, MP Member for Cootamundra in relation to the need for additional funding from the NSW State Government for the provision of public library services.**
- 3. That Council write to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for the provision of a significant increase in state funding for NSW public libraries, supported by a sustainable future funding model.**
- 4. That Council take a leading role in activating the campaign locally.**
- 5. That Council endorse the distribution of the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative information in Council libraries, as well as involvement in any actions arising from the initiative.**
- 6. That Council formally advise the NSW Public Libraries Association and Local Government NSW that Council has endorsed the library funding advocacy initiative.**

I am calling on Councillors to support the NSW Public Libraries Association and Local Government NSW in their advocacy to State Government for additional funds for Public Libraries.

Whilst Council receives funds from State Government, these have gradually declined. In 2015/16, State funding for Public Libraries covered only 7.5% of the total costs of operating the 368 libraries across NSW. The level of State Government funding for NSW public libraries has reached crisis point.

This is an historic issue that has been ignored by successive NSW governments. The key issues are that:

- NSW public libraries receive the lowest per-capita funding from their State Government compared to all other states in Australia
- NSW councils are currently paying 92.5% of the costs to operate public libraries, up from 77% in 1980

- In 2015-16, NSW State Government funding for public libraries was only \$26.5M compared to a contribution of \$341.1M from Local Government. NSW councils are paying 12 times more than the State Government to provide library services to their communities.
- The total funding available through the NSW Public Library Funding Strategy is not indexed to population growth or consumer price index (CPI), thereby contributing to the ongoing attrition of State Government funding.
- The 2018-2019 State Budget delivered a 5% cut to current funding and cut access to all infrastructure funding for metropolitan areas
- Physical and virtual visitation, library borrowing and participation in library programs continue to increase year on year.
- Libraries play a major part in supporting the achievement of government literacy targets.
- Libraries provide collections, programs and spaces for marginalised groups including older people, refugee and multicultural communities, and people who are digitally disadvantaged.

In 2011, the NSW State Government made a pre-election commitment to comprehensively review the level and allocation of funding for NSW public libraries. The Library Council of NSW worked with the NSW Public Libraries Association and the State Library of NSW to develop an evidence-based submission.

The resulting submission *Reforming Public Library Funding*, recommending a fairer, simpler and more transparent method for the distribution of funds, was presented to the State Government in October 2012. Despite the undertaking of the State Government to comprehensively review funding for its public libraries, the recommendations of *Reforming Public Library Funding* were ignored and the funding model was neither reviewed nor improved.

In 2016, the then Minister for the Arts, the Hon. Troy Grant, undertook to review the matter of State Government funding for NSW libraries at the conclusion of the Fit For the Future program. It can be reasonably assumed that Fit for the Future has concluded, yet there has been no review of library funding nor any mention of libraries in the Government's pre-election undertakings. At the 2016 LGNSW Conference, the Premier Mike Baird committed to reviewing library funding.

The NSW Public Libraries Association has joined forces with Local Government NSW to establish a library funding advocacy initiative in the lead up to the 2019 NSW State election. The *Renew Our Libraries* strategy will be rolled out over the next 8 months to persuade the Government that its network of 368 public libraries has reached a funding flashpoint that, without significantly increased and sustainable funding, is at risk of imminent service reduction. The success of this approach relies heavily on the support of NSW councils, their libraries and their communities.

It should be noted that the following motion (submitted by the Blue Mountains City Council) was unanimously endorsed at the Local Government NSW 2017 Conference:

*That Local Government NSW works with the NSW Public Libraries Association (NSWPLA) to develop a strategic partnership to:*

*a) Increase public awareness of the multiple roles that Local Government Public Libraries play in supporting the educational, social, cultural and economic outcomes in local communities*

*b) Advocate, in the lead up to the March 2019 State election, for improved State Government funding for Local Government Public Libraries in NSW to enable public libraries to meet the growing needs of our local communities.*

(Note: The above motion also covered the following motion of Wagga Wagga City Council at the conference)

*Wagga Wagga City Council - Funding for public libraries - That Local Government NSW and member councils lobby the NSW Government to increase annual percentage of funding for public libraries*

As previously noted, this is not a party-political issue as every government since 1980 shares the blame for the current funding situation. Nevertheless, it is worth noting that the NSW Opposition released its Library Funding Policy on 26 March, 2018 with an undertaking to increase overall funding to all suburban and regional NSW public libraries by \$50 million in the first term of government. This is a very significant pledge insofar as it is the first policy from any political party in recent history that undertakes to provide a significant and specified increase in state funding for public libraries.

NSW public libraries are governed by the Library Act 1939, a legislative instrument that was initially introduced to ensure the provision and ongoing sustainability of libraries through State Government and Local Government collaboration, and providing up to 50% of the funding required to establish and operate libraries. Since then local government has increasingly carried the funding burden with the situation deteriorating significantly since the 1980s. As a result, there are examples of attrition in library staffing, opening hours, collections, services and programs in a number of councils across the state.

Disappointingly, the 2018-19 NSW state budget delivered a 5% cut to current library funding and cut access to all infrastructure funding for metropolitan areas. The State Government has completely ignored the recommendation of its own expert panel, the Library Council of NSW which, in consultation with the State Library of NSW and the NSW Public Libraries Consultative Committee, recommended an increase in public library funding to \$30M in 2018-19. The public library grant funding component, which has been a budget inclusion for many years, has been scrapped entirely. This component financed a competitive grant project which has part-funded countless library infrastructure and service projects over many years.

The NSW public library network is at serious risk. Neither this Council nor the broader NSW Local Government sector can continue with the high degree of uncertainty about the level of ongoing State Government funding for public libraries.

I am recommending that we support urgent action from the NSW local government sector and NSW Public Libraries Association / Local Government NSW, to reverse the ongoing deterioration of state funding for public libraries to ensure that local councils will not be forced to continue meeting the funding shortfall.

**7        REPORTS FROM COMMITTEES**

Nil

## 8 GENERAL MANAGER'S REPORT

### 8.1 CORPORATE SERVICES DIRECTORATE

#### 8.1.1 INVESTMENT REPORT

DOCUMENT NUMBER	284250
REPORTING OFFICER	Tim Swan, Manager Finance
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Council's investment income for June 2018 was \$71,666.78, exceeding the budgeted figure of \$52,983.33 by 35%.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with section 625 of the Local Government Act (NSW) 1993, Local Government (General) Regulation 2005 paragraph 212 and Council's Investment Policy.
POLICY IMPLICATIONS	The Investment Policy was adopted 7 August 2017 and is due for review. A separate report is included at item?
ATTACHMENTS	1. Investment Report June 2018

#### RECOMMENDATION

**The Investment Report as at 30<sup>th</sup> June, 2018 be received and noted.**

#### Introduction

Returns on investments have exceeded budget and benchmarks for June, 2018, and the 2017/18 financial year.

#### Discussion

Council's investment income for the 2017/18 financial year was \$907,612, exceeding the budgeted figure by 42.75%. The average monthly interest rate achieved was 2.41%, against a benchmark of 1.82%.

The current outlook is for interest rates to remain low, although rates secured for the reinvestment of recently matured investments have been higher than the previous figures.



## REPORT - CASH &amp; INVESTMENTS

Year of Report 30/06/2018  
Month of report 30-Jun

Institution	Credit Rating	Investment Type	Date Lodged	Maturity Date	Interest Rate	Value
Commonwealth Bank		Bank Account				\$1,152,266.44
National Australia Bank		Bank Account				\$42,474.14
Commonwealth Bank		Business Online Saver				\$1,005,802.17
National Australia Bank		Cash Maximiser				\$29,387.72
Newcastle Permanent	A2/BBB	Term Deposit	11/07/2017	10/07/2018	2.7	\$1,520,827.40
Members Equity Bank	A2/BBB	Term Deposit	16/01/2018	17/07/2018	2.62	\$2,531,876.71
Bendigo & Adelaide Bank Limited	A-	Term Deposit	1/05/2018	30/07/2018	2.65	\$2,000,000.00
Bank of Queensland	A2/BBB+	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
Rural Bank Ltd	A2/BBB+	Term Deposit	1/05/2018	1/11/2018	2.78	\$3,000,000.00
Members Equity Bank	A2/BBB	Term Deposit	23/05/2018	23/11/2018	2.72	\$1,000,000.00
AMP Bank	A1/A	Term Deposit	27/02/2018	27/11/2018	2.65	\$1,300,000.00
Members Equity Bank	A2/BBB	Term Deposit	23/05/2018	20/12/2018	2.72	\$1,000,000.00
National Australia Bank	A1+/AA-	Term Deposit	8/06/2018	31/01/2019	2.75	\$1,000,000.00
Members Equity Bank	A2/BBB	Term Deposit	23/05/2018	25/02/2019	2.72	\$2,000,000.00
National Australia Bank	A1+/AA-	Term Deposit	8/06/2018	29/03/2019	2.75	\$1,000,000.00
Rural Bank Ltd	A2/BBB+	Term Deposit	1/05/2018	1/05/2019	2.8	\$1,000,000.00
Members Equity Bank	A2/BBB	Term Deposit	23/05/2018	23/05/2019	2.75	\$3,000,000.00
National Australia Bank	A1+/AA-	Term Deposit	12/06/2018	10/09/2018	2.73	\$2,500,000.00
National Australia Bank	A1+/AA-	Term Deposit	12/06/2018	12/06/2019	2.75	\$1,000,000.00
Bendigo & Adelaide Bank Limited	BBB+	Term Deposit	26/06/2018	24/06/2019	2.83	\$1,000,000.00
Bendigo & Adelaide Bank Limited	BBB+	Term Deposit	26/06/2018	23/07/2019	2.83	\$1,000,000.00
Bank of Queensland	BBB+	Term Deposit	26/06/2018	25/01/2019	2.8	\$2,030,630.14
<b>Total Cash &amp; Investments</b>						<b>\$35,113,264.72</b>

Source of Investments	Interest budget for month	Interest for month	Total Invested
General Fund Operations	\$4,011.22	\$5,425.70	\$2,658,329.72
Developer Contributions			
Water Fund	\$8,628.81	\$11,671.58	\$5,718,511.84
Sewer Fund	\$7,659.27	\$10,360.15	\$5,075,975.73
Domestic Waste Mgmt Fund	\$2,501.74	\$3,383.93	\$1,657,963.00
Other externally restricted	\$7,082.41	\$9,579.87	\$4,693,676.43
Internally restricted funds	\$23,099.87	\$31,245.54	\$15,308,808.00
<b>TOTAL</b>	<b>\$52,983.33</b>	<b>\$71,666.78</b>	<b>\$35,113,264.72</b>

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  
Finance Manager



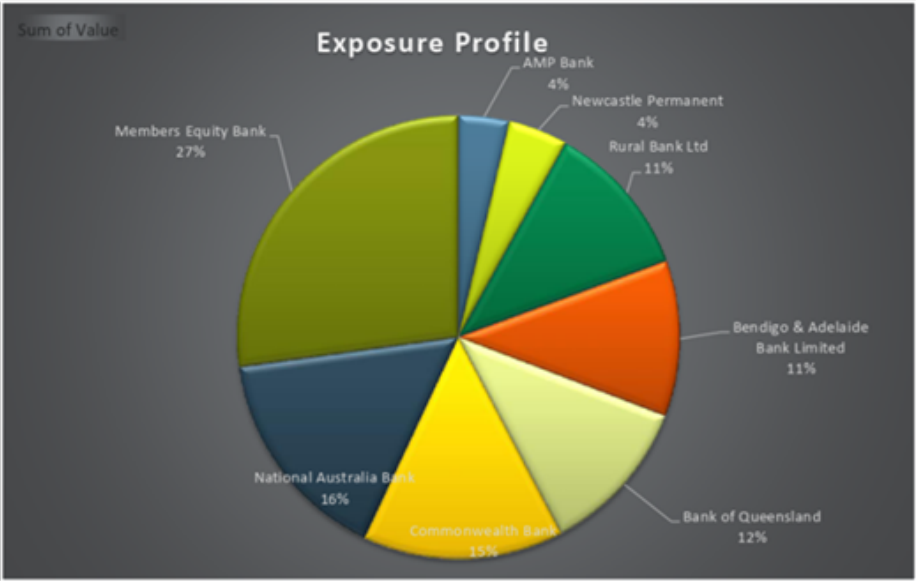


Exposure Profile

**Purpose**  
Council policy states that no more than 50% of money will be invested in a single institution to reduce exposure to banking collapse. This graph demonstrates the distribution of Council's current investments.

**Result**  
The 27% of total investments with Members Equity Bank represent Council's Largest single exposure, well below the policy limit of 50%.

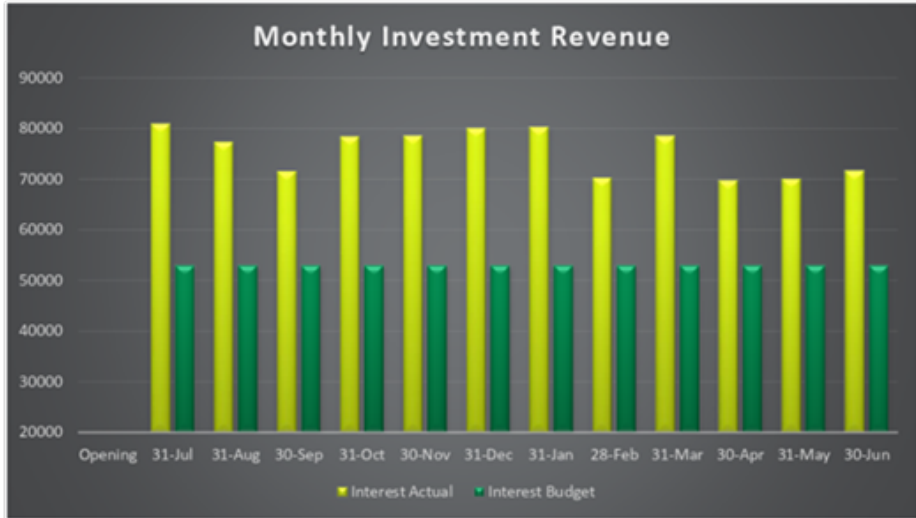
ANALYSIS - CASH & INVESTMENTS



Interest Earnings

**Purpose**  
This graph compares earnings to budgeted income.

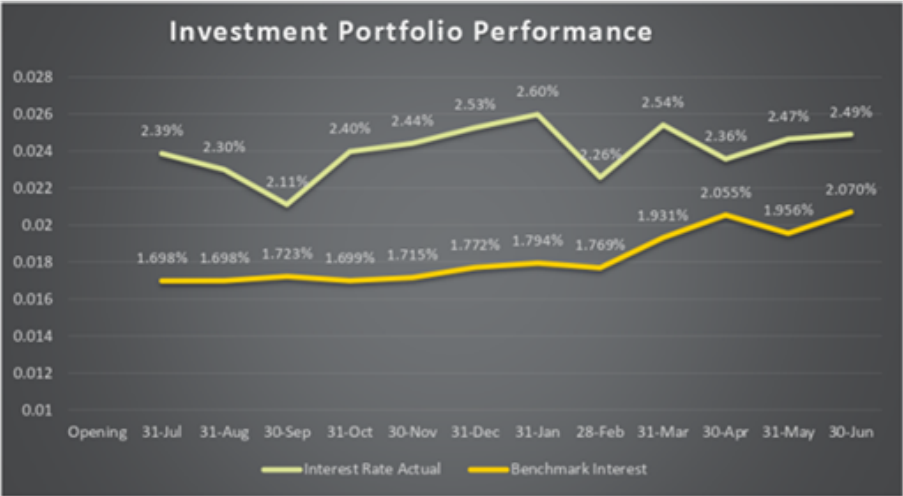
**Result**  
Investment income is 42.75% ahead of budgeted earnings of \$635,800. Interest earned to 30/6/18 is: \$907,612.59



Investment Portfolio Performance

**Purpose**  
This graph compares performance against the benchmark rate

**Result**  
CGRC investments are performing better than the benchmark rate.





Cash and Investments for the year ended 30 June 2018

	Actual 1-Jul-17	Budget Cash Flows	Original Budget 30-Jun-18	Approved changes				Revised Budget 30-Jun-18	Actual as at 30-Jun-18
				Sep QBRs	Dec QBRs	Mar QBRs	Other		
<b>Externally Restricted <sup>(1)</sup></b>									
Developers Contributions	-	60,000	60,000	-	-	-	-	60,000	-
Sheridan Street Upgrade Loan Funds	398,832	-	398,832	(398,832)	-	-	-	-	-
Specific Purpose Unexpended Grants & Contributions	1,584,993	-	1,584,993	(709,605)	-	-	-	875,388	1,922,485
Water network infrastructure	4,634,622	661,669	5,296,291	(894,927)	-	-	-	4,401,364	5,718,512
Sewer network infrastructure	4,422,549	(529,460)	3,893,089	650,000	-	-	-	4,543,089	5,075,976
Gundagai Town Improvement District	1,197,545	-	1,197,545	(40,755)	-	-	-	1,156,790	1,869,458
Domestic Waste Management	1,669,722	366,860	2,036,582	(305,000)	(70,000)	-	-	1,661,582	2,234,044
Stormwater infrastructure renewal	245,931	-	245,931	-	-	-	-	245,931	325,652
<b>Total Externally Restricted</b>	<b>14,154,194</b>	<b>559,069</b>	<b>14,713,263</b>	<b>(1,699,119)</b>	<b>(70,000)</b>	<b>-</b>	<b>-</b>	<b>12,944,144</b>	<b>17,146,127</b>
(1) Funds that must be spent for a specific purpose									
<b>Internally Restricted <sup>(2)</sup></b>									
Merger Implementation Fund	3,698,317	(1,999,940)	1,698,377	-	-	-	-	1,698,377	901,720
Stronger Communities Fund	8,920,259	(4,000,000)	4,920,259	-	-	-	-	4,920,259	8,876,374
Aerodrome Bitumen Resurfacing	233,686	1,166	234,852	-	-	-	-	234,852	233,686
Bradman's Birthplace	22,814	11,330	34,144	-	-	-	-	34,144	37,047
Cemetery Reserve	-	37,839	37,839	-	-	-	-	37,839	-
Coolac bypass	103,810	(25,375)	78,435	-	-	-	-	78,435	103,810
Cootamundra Caravan Park	64,623	(48,684)	15,939	-	-	-	-	15,939	68,175
Development	578,902	115,458	694,360	-	359,260	-	-	1,053,620	607,934
Employee Leave Entitlements	1,396,215	-	1,396,215	-	-	-	-	1,396,215	1,396,215
Financial Assistance Grant	2,422,943	(2,419,096)	3,847	(3,847)	-	-	-	-	-
Heritage Centre	6,395	2,000	8,395	-	-	-	-	8,395	589
Incomplete Works	1,057,938	93,333	1,151,271	(918,507)	-	-	-	232,764	951,224
Plant Replacement	2,465,593	147,809	2,613,402	(120,000)	-	(553,973)	-	1,939,429	1,370,629
Quarries & Pit Restoration	79,375	1,184	80,559	-	-	-	-	80,559	79,375
Saleyards	264,697	66,272	330,969	-	-	-	-	330,969	250,789
Special Projects	421,953	29,165	451,118	(15,000)	-	-	-	436,118	421,953
Swimming Pool Pump & Equipment	6,288	3,000	9,288	-	-	-	-	9,288	9,288
<b>Total Internally Restricted</b>	<b>21,743,808</b>	<b>(7,984,539)</b>	<b>13,759,269</b>	<b>(1,057,354)</b>	<b>359,260</b>	<b>(553,973)</b>	<b>-</b>	<b>12,507,202</b>	<b>15,308,808</b>
(2) Funds that Council has earmarked for a specific purpose									
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>5,483,548</b>	<b>(23,692)</b>	<b>5,459,856</b>	<b>(94,691)</b>	<b>(127,210)</b>			<b>5,237,955</b>	<b>2,658,330</b>
<b>Total Cash &amp; Investments</b>	<b>41,381,549</b>	<b>(7,449,162)</b>	<b>33,932,387</b>	<b>(2,851,164)</b>	<b>162,050</b>	<b>(553,973)</b>	<b>-</b>	<b>30,689,300</b>	<b>35,113,265</b>

**8.1.2 INVESTMENT POLICY REVIEW**

DOCUMENT NUMBER	284338
REPORTING OFFICER	Tim Swan, Manager Finance
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
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.
ATTACHMENTS	1. Draft Investment Policy

**RECOMMENDATION**

**That the Draft Investment Policy attached to the report be adopted.**

Introduction

Council's Investment Policy is designed to ensure that Council's investments reflect the preference to reduce risk and comply with current NSW Local Government investing policy guidelines, 'best practice' and the current Ministerial Order.

Discussion

The policy is a requirement of the Local Government Code of Accounting Practice and Financial Reporting issued by the Office of Local Government (OLG) pursuant to section 412 of the *Local Government Act 1993 (NSW)* (LG Act) as set out below:

*Council must maintain an investment policy that complies with the Act and ensures it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing council funds.*



## DRAFT Investment Policy

### Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Tim Swan, Finance Manager
Council Service Unit	Finance
Next Review Date	27 July 2021

### Version Control

Ref	Date	Description	Resolution Number
1.0	7 August 2017	Adopted	09/08/2017
2.0	31 July 2018	Presented to council for adoption	TBA

### Purpose

To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

### Scope

This policy applies to all Council investments.

### Definitions

Responsible Accounting Officer (RAO)

The Responsible Accounting Officer (RAO), as defined by the Local Government (General) Regulation 2005, is responsible for keeping the council's accounting records and ensuring that they are kept up to date and in an accessible form.

## Legislative Framework

Section 625 Local Government Act 1993

Clause 16 Local Government (General) Regulation 2005

Section 14 Trustee Act 1925

Ministerial Investment Orders

Local Government Code of Accounting Practice and Financial Reporting

Australian Accounting Standards

NSW Department of Local Government Circulars

NSW Department of Local Government Investment Policy Guidelines

## Procedures

Investment Procedure – in development.

## Review Period

This document is to be reviewed every three (3) years to ensure that it remains relevant and meets legislative requirements.

## Policy Statement

### Investment Objectives

While exercising the power to invest, consideration is given to the preservation of capital, liquidity, and the return of investments.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

Investments should be allocated to ensure there is sufficient liquidity to meet all reasonable anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.

### Delegation of Authority

Council has delegated authority for investing funds to the General Manager in accordance with the Local Government Act 1993. The General Manager has in turn delegated that investment authority to the Responsible Accounting Officer and to the Senior Staff.

### Duties and Obligations of the Responsible Accounting Officer

All of the General and Investing Obligations on the Responsible Accounting Officer (RAO) listed below extend to any delegated Council Officer when authorising the investment of Council Funds.

This policy requires officers to disclose any conflict of interest when investing funds to the General Manager. Independent investment advisors are required to submit a signed declaration that they have no actual or perceived conflicts of interest.

**Approved Investments**

Investments are limited to those allowed by the most current Ministerial Investment Order issued by the NSW Minister for Local Government.

**Prohibited Investments**

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand-alone securities issued that have underlying future, options, forwards contracts and swaps of any kind.

**Risk Management Guidelines**

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification – limiting the amounts invested with a particular financial institution or government authority to reduce credit risk;
- Credit Risk – the risk that a council has invested in fails to pay the interest and/or repay the principal of an investment.
- Market Risk – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk – the risk an investor is unable to redeem the investment at a fair price within a timely period;
- Maturity Risk – the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

**8.1.3 MONTHLY FINANCIAL REPORTING**

DOCUMENT NUMBER	284821
REPORTING OFFICER	Tim Swan, Manager Finance
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Regular monitoring of Council's finances will ensure that any issues are identified in a timely manner.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Financial Report Pack

**RECOMMENDATION**

**The Draft Financial Reporting pack be adopted.**

Introduction

It is proposed that a financial reporting pack be presented at the monthly Council meeting to give the Councillors and members of the public a monthly update on key financial metrics.

Discussion

Regular monitoring of Council's actual income and expenditure against the budget is sound business practice and allows timely recognition of both positive and negative variances. It is proposed that the attached draft financial reporting pack be presented to Council on a monthly basis keeping Councillors informed on progress against budget and on the status of projects and capital works. Contents of the report include:

Highlights – a brief overview of operational highlights for the month

Consolidated statement – council wide budget variance report including commentary

Business unit summary – budget against actual by business unit including commentary

Routine capital works – update on the annual capital works program

Project listing – update on major projects including commentary on status

Rates and sundry debtors – overview on outstanding debts broken down by category

Staff snapshot – a summary of key human resource metrics



A number of the reports use a red, amber and green to code to assist with easy identification of potentially adverse variances. These are defined as follows:

- 😊 – Current income or expenditure on track against budget
- 😐 – Current income or expenditure within 10% of expectations
- 😞 - Current income or expenditure greater than 10% negative budget variance

Reports will be presented a month in arrears i.e. the July report will be presented at the August Council meeting. The format of the report can be amended as circumstances warrant.

**Please note, the figures included in the attached report are for demonstration purposes only and don't reflect actual or budgeted income and expenditure.**



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

July 2018

# Financial reporting pack

*Monthly operational analysis*

FOR REVIEW ONLY



## Highlights

### Operations

- A
- A
- A
- A
- 

### Development and Community Services

- B
- B
- B
- B
- B
- B
- 

### Executive

- C
- C
- C
- C
- C
- C
-

Consolidated  
To 30 June 2018



	YTD	Budget	Variance	100.00% %	Comments
<b>Income from continuing operations</b>					
Rates and annual charges	11,888,779	12,332,260	(443,481)	96.40%	No issues identified at present. Water and sewer billing for second half of the year still to be undertaken. This is completed quarterly in Cootamundra and half yearly in Gundagai.
User charges and fees	6,956,753	5,776,923	1,179,830	120.42%	Income for RMS contracted works still to be received, Saleyards income trending below budget and this is likely to continue. Other areas largely trending to budget. Needs to be monitored.
Interest and investment revenue	701,626	690,015	11,611	101.68%	Interest income is only posted on receipt.
Other revenues	370,778	160,955	209,823	230.36%	No issues identified at present. Continue to monitor.
Operating grants and contributions	6,558,443	5,848,195	710,248	112.14%	No issues identified at present. Continue to monitor. FAG, regional roads block grant and roads to recovery funding still due.
Capital grants and contributions	761,638	4,547,688	(3,786,051)	16.75%	No issues identified at present. Awaiting receipt of funding for flood damage, regional roads, Gundagai main street and Gundagai sewerage treatment plant.
Net gain from the disposal of assets	-	289,260	(289,260)	0.00%	Budget is for profit on sale of Bourke and Bartley Street properties. Need to confirm that this is still to happen.
<b>Total Income</b>	<b>27,238,016</b>	<b>29,645,296</b>	<b>(2,407,279)</b>	<b>91.88%</b>	
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	10,691,717	11,661,186	(969,469)	91.69%	While wages are on track at this consolidated level, there are some variances within areas that need to be investigated. Water, Sewer and Corporate Services are trending higher than budget. Need to confirm impact of new staff appointments.
Borrowing costs	110,768	160,968	(50,200)	68.81%	No issues at present. While it appears under budget the actual figure is impacted by year end accounting adjustments which will balance out by this year end.
Materials and contracts	12,074,556	13,033,920	(959,364)	92.64%	Corporate is currently trending above budget and this needs to be monitored. Returned grant funding of \$186k is also impacting this figure.
Other expenses	4,328,039	3,120,807	1,207,233	138.68%	Needs to be reviewed
Net loss from the disposal of assets	-	-	-	0.00%	
Internal cost recovery	(1,872,939)	(4,989,631)	3,116,692	37.54%	Cost recovery for plant is trending well below budget. This needs to be investigated and budget adjusted if necessary. Fleet operating expenses are also trending well below budget which helps offset this recovery.
<b>Total Expenses</b>	<b>25,332,141</b>	<b>22,987,249</b>	<b>2,344,892</b>	<b>110.20%</b>	
<b>Net Operating Result</b>	<b>1,905,875</b>	<b>6,658,047</b>			
<b>Net operating result before grants and contributions provided for capital purposes</b>	<b>1,144,238</b>	<b>2,110,359</b>			

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**Business Unit Summary - Operating**  
To 30 June 2018

100.00%



	Income				Expenditure				Comments
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	
<b>Operations</b>									
Asset management planning	-	-	-	0.00%	159,401	160,000	599	99.63%	
Emergency services	145,439	147,000	1,561	98.94%	268,451	235,000	(33,451)	114.23%	
Infrastructure	1,044,735	1,045,000	265	99.97%	2,461,894	2,500,000	38,106	98.48%	
Land development	-	-	-	0.00%	25,227	26,000	773	97.03%	
Parks and gardens	50,108	49,000	(1,108)	102.26%	113,718	114,000	282	99.75%	
Plant management	25,886	24,000	(1,886)	107.86%	38,250	39,000	750	98.08%	
Recreation facilities	31,798	32,000	202	99.37%	209,832	210,000	168	99.92%	
Sewer	2,027	2,000	(27)	101.34%	594,167	700,000	105,833	84.88%	
Waste services	38,329	39,000	671	98.28%	197,414	198,000	586	99.70%	
Water	13,877	14,000	123	99.12%	406,300	409,000	2,700	99.34%	
<b>Development and Community Services</b>									
Buildings and property management	89,395	90,000	605	99.33%	170,622	175,000	4,378	97.50%	
Community services	-	-	-	0.00%	2,335	3,000	665	77.82%	
Development and building	5,551	6,500	949	85.40%	146,325	145,000	(1,325)	100.91%	
Economic development	29,515	30,000	485	98.38%	159,178	160,000	822	99.49%	
Library	1,670	2,000	330	83.50%	98,068	100,000	1,932	98.07%	
Noxious weeds	-	-	-	0.00%	26,043	27,000	957	96.45%	
Regulatory services	40,856	40,000	(856)	102.14%	127,596	128,000	404	99.68%	
<b>Executive</b>									
Civic leadership	-	-	-	0.00%	66,129	80,000	13,871	82.66%	
Communications and engagement	-	-	-	0.00%	27,413	30,000	2,587	91.38%	
Customer Service	1,544	2,000	456	77.21%	53,928	54,000	72	99.87%	
Executive office	-	-	-	0.00%	232,692	231,000	(1,692)	100.73%	
Financial management	11,818	12,000	182	98.49%	317,450	318,000	550	99.83%	
Governance	11,190	12,000	810	93.25%	169,471	170,000	529	99.69%	
Human resources	44,637	45,000	363	99.19%	483,708	490,000	6,292	98.72%	
Information technology	-	-	-	0.00%	421,136	420,000	(1,136)	100.27%	
<b>Total</b>	<b>1,588,376</b>	<b>1,591,500</b>	<b>3,124</b>	<b>99.80%</b>	<b>6,976,747</b>	<b>7,122,000</b>	<b>145,253</b>	<b>97.96%</b>	

**Routine capital works  
To 30 June 2018**



	Program budget	Expenditure to date	Funds remaining	Status update
<b>Works</b>				
Regional roads repair	310,000		310,000	
Regional roads resealing	82,314		82,314	
Rural roads resealing	644,838		644,838	
Rural roads culverts and causeways	30,542		30,542	
Rural roads rehabilitation	990,897		990,897	
Rural roads gravel Resheeting	160,000		160,000	
Urban roads resealing	300,000		300,000	
Urban roads kerb and gutter	378,000		378,000	
Urban roads roads to recovery	-		-	
Urban roads rehabilitation	725,100		725,100	
Bridges	120,000		120,000	
Footpaths	-		-	
Stormwater	205,000		205,000	
<b>Works total</b>	<b>3,946,691</b>	<b>-</b>	<b>3,946,691</b>	
<b>Fleet</b>				
Plant replacement	1,337,500		1,337,500	
<b>Total</b>	<b>1,337,500</b>	<b>-</b>	<b>1,337,500</b>	
<b>Properties</b>				
Gundagai neighbourhood centre painting	30,000		30,000	
Mirrabooka painting	15,000		15,000	
Museum electrical works	15,000		15,000	
Gundagai River park upgrades	30,000		30,000	
Bartley St subdivision	25,000		25,000	

<b>Total</b>	<b>115,000</b>	<b>-</b>	<b>115,000</b>
<b>Sportgrounds, Gardens and Parks</b>			
Park furniture replacement	15,000		15,000
Yarri park timber log replacement	20,000		20,000
Carberry Park - Playground equipment	37,500		37,500
<b>Total</b>	<b>72,500</b>	<b>-</b>	<b>72,500</b>
<b>Swimming Pools</b>			
Gundagai pool irrigation	10,000		10,000
<b>Total</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>
<b>Cemeteries</b>			
Establish lawn cemeteries Stockinbingal, Nangus, Tumblong, Coolac	40,000		40,000
<b>Total</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>
<b>Water</b>			
Mains	31,458		31,458
Meters	18,020		18,020
Treatment works	164,000		164,000
<b>Total</b>	<b>213,478</b>	<b>-</b>	<b>213,478</b>
<b>Sewer</b>			
Mains	638,175		638,175
Treatment works	-		-
<b>Total</b>	<b>638,175</b>	<b>-</b>	<b>638,175</b>
<b>Information Technology</b>			
Hardware replacement	35,735		35,735

Total	35,735	-	35,735
Grand Total	6,409,079	-	6,409,079

FOR REVIEW ONLY



## Project listing

To 30 June 2018



Title	Project budget	Project expenditure	Funds remaining	Percentage spent	Status update	Estimated completion
<b>Major projects total</b>	<b>35,708,553</b>	<b>6,378,613</b>	<b>29,329,940</b>	<b>17.86%</b>		
<b>WORKS</b>	<b>11,610,855</b>	<b>5,536,459</b>	<b>6,074,396</b>	<b>47.68%</b>		
Gundagai Main Street	5,430,490	5,045,718	384,772	92.91%		
Flood damage repairs	2,380,365	377,284	2,003,081	15.85%		
Adjungbilly Road	2,100,000	10,812	2,089,188	0.51%		
Stormwater mitigation	1,000,000	3,569	996,431	0.36%		
Footpath renewal	500,000	47,333	452,667	9.47%		
Rathmills Lane	200,000	51,743	148,257	25.87%		
<b>SPORTSGROUNDS, PARKS AND GARDENS</b>	<b>3,410,198</b>	<b>457,228</b>	<b>2,952,970</b>	<b>13.41%</b>		
Gundagai large scale adventure playground	1,000,000	16,409	983,591	1.64%		
Cootamundra large scale teen playground	499,900	-	499,900	0.00%		
Lighting Fisher Park	250,000	-	250,000	0.00%		
Wallendbeen fitness infrastructure, playground and rage cage	216,393	-	216,393	0.00%		
Netball courts - Gundagai	200,000	278	199,722	0.14%		
Change rooms and toilets - Cootamundra	200,000	4,050	195,950	2.03%		
Rugby Union Club	195,000	157,862	37,138	80.95%		
Mirrabooka upgrade						
Old Primary School and Men's Shed	171,760	129,733	42,027	75.53%		
Stan Crowe Oval upgrade	164,500	147,713	16,787	89.80%		
Cootamundra Tennis Club court resurface	153,445	1,182	152,263	0.77%		
Stockinbingal Playground and BMX track	109,200	-	109,200	0.00%		
Cootamundra AFL Clubrooms	100,000	-	100,000	0.00%		
Rail trail development plan	50,000	-	50,000	0.00%		
Gundagai Services Club tennis clubrooms and squash courts	50,000	-	50,000	0.00%		

Nangus playground	50,000	-	50,000	0.00%
<b>PROPERTY</b>	<b>1,740,000</b>	<b>76,013</b>	<b>1,663,987</b>	<b>4.37%</b>
Turners Lane industrial subdivision	790,000	-	790,000	0.00%
Visitor Information Centre - Gundagai	300,000	-	300,000	0.00%
Cootamundra saleyards lighting and electrical	300,000	69,676	230,324	23.23%
Stephen Ward Rooms and outdoor area	200,000	632	199,368	0.32%
Public toilet - Sheridan Street	150,000	5,705	144,295	3.80%
<b>SWIMMING POOLS</b>	<b>800,000</b>	<b>51,020</b>	<b>748,980</b>	<b>6.38%</b>
Water Park - Cootamundra	400,000	-	400,000	0.00%
Tiling and disabled ramp - Gundagai	300,000	-	300,000	0.00%
Pool shade cloth - Cootamundra	100,000	51,020	48,980	51.02%
<b>WASTE</b>	<b>1,400,000</b>	<b>-</b>	<b>1,400,000</b>	<b>0.00%</b>
Waste facility upgrades - Cootamundra	1,000,000	-	1,000,000	0.00%
Waste facility upgrades - Gundagai	400,000	-	400,000	0.00%
<b>WATER</b>	<b>3,247,500</b>	<b>20,192</b>	<b>3,227,308</b>	<b>0.62%</b>
Water main upgrade - Cootamundra	2,000,000	1,217	1,998,783	0.06%
Water supply feasibility - Nangus	647,500	-	647,500	0.00%
Mains connection - Dog on the Tuckerbox site	600,000	18,975	581,025	3.16%
<b>SEWER</b>	<b>13,500,000</b>	<b>237,700</b>	<b>13,262,300</b>	<b>1.76%</b>
Sewer treatment plant replacement - Gundagai	13,500,000	237,700	13,262,300	1.76%

**Rates and Sundry Debtors  
To 30 June 2018**

Outstanding debts	B/fwd	Billed	Collected	Outstanding	%	Last year
Rates	123,825	6,876,744	6,809,742	190,827	2.73%	
Waste	93,392	2,053,649	2,012,328	134,713	6.27%	
Water	50,030	3,679,138	3,312,783	416,385	11.17%	
Sewer	324,577	2,491,626	2,470,568	345,635	12.27%	
Sundry	2,638	102,697	102,335	3,000	2.85%	
<b>Totals</b>	<b>594,462</b>	<b>15,203,853</b>	<b>14,707,755</b>	<b>1,090,560</b>		

**Staff snapshot**

Approved budget
Full time equivalents
Full time staff
Part time staff
Casual staff
<b>Total FTE</b>
Current month Year to date
Staff resignations
Vacant positions
New starts
Open WHS cases
New WHS
Closed WHS

#### 8.1.4 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL ORGANISATION STRUCTURE

DOCUMENT NUMBER	284841
REPORTING OFFICER	Allen Dwyer, General Manager
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  2.4 Our local workforce is skilled and workplace ready
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with s333 of the Local Government Act, 1993
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Organisation Structure

#### RECOMMENDATION

**Council re-determine the organisation structure in accordance with the organisation structure document attached to the report.**

#### Introduction

Section 333 of the Local Government Act, 1993 requires Council to review its organisation structure within 12 months of an ordinary council election and re-determine the organisation structure. Pursuant to this legislation Council may also re-determine the organisation structure.

Accordingly Council is required to consider this matter prior to 9<sup>th</sup> September, 2018. In response a report was submitted for the consideration of Councillors at a Workshop held on Thursday, 21<sup>st</sup> June, 2018 with a proposed organisation structure of Cootamundra-Gundagai Regional Council.

The draft structure has subsequently been discussed with staff, through the Consultative Committee, and submitted to the United Services Union, which represents the majority of Council's employees, for information.

The proposed organisation structure, attached to this report, is submitted for review. Further, as the proposed structure varies from the existing structure, it is also submitted for re-determination. Following re-determination of the structure the General Manager will commence its implementation.

#### Discussion

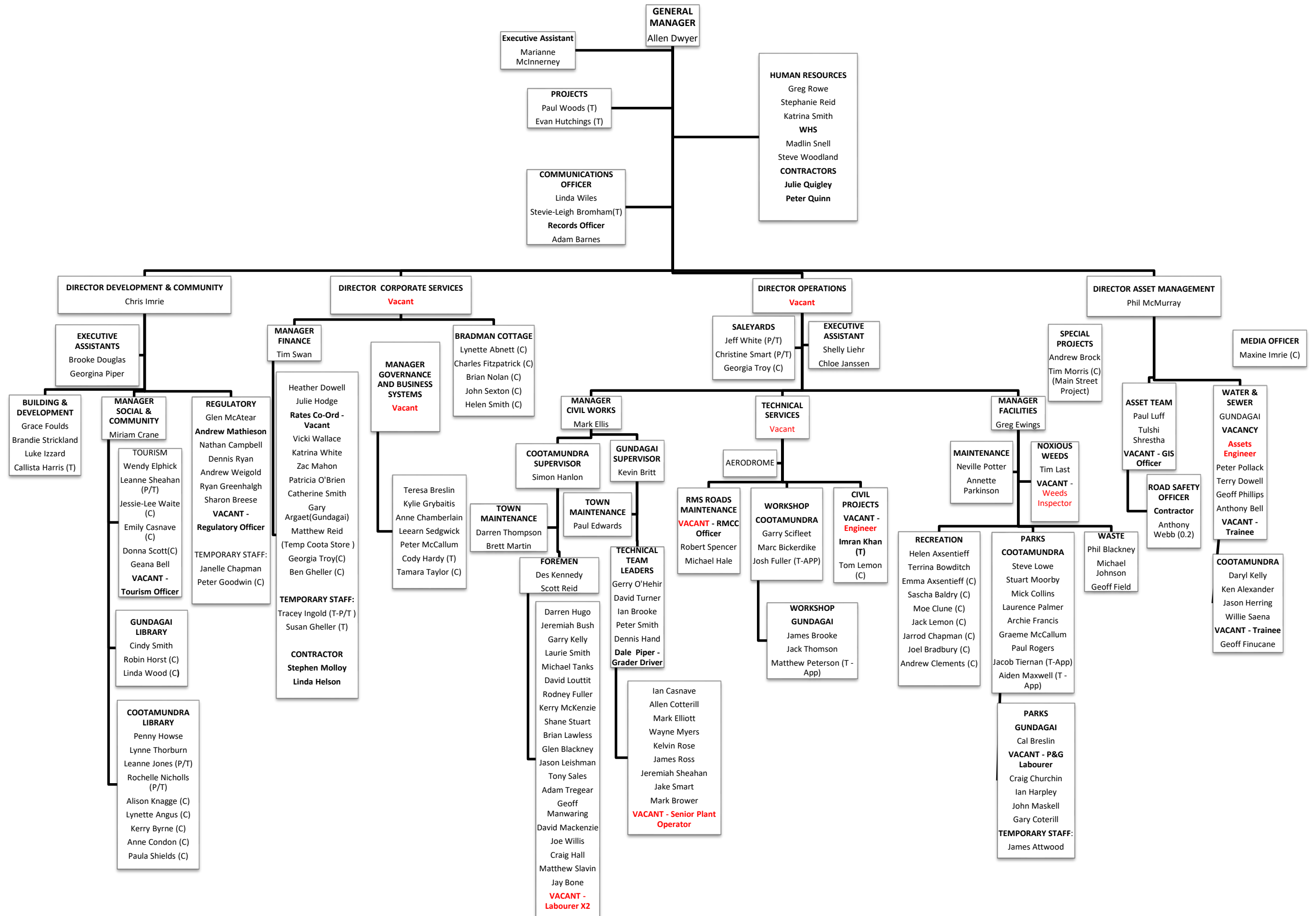
The current interim structure was adopted on 15<sup>th</sup> August, 2016 as a transitional process to serve the newly amalgamated Cootamundra-Gundagai Regional Council prior to the re-determination of a new organisation structure.

It is intended the restructure deliver the following core objectives:

- A targeted reduction in operational expenses;
- A flattening of the structure with the removal of Directors;
- The Executive Team will comprise only of the General Manager and Deputy General Manager. The General Manager will manage Corporate Services and Development and Community while the Deputy General Manager will administer Operations and Assets;
- Managers and Supervisors/Overseers will undertake their responsibilities with more autonomy which should see improved momentum in new and ongoing projects;
- Engineering Works and Parks and Gardens will be managed in each primary location of Cootamundra and Gundagai areas; and
- There will be no change in the current depot and workshop arrangements with relation to plant location and staff.





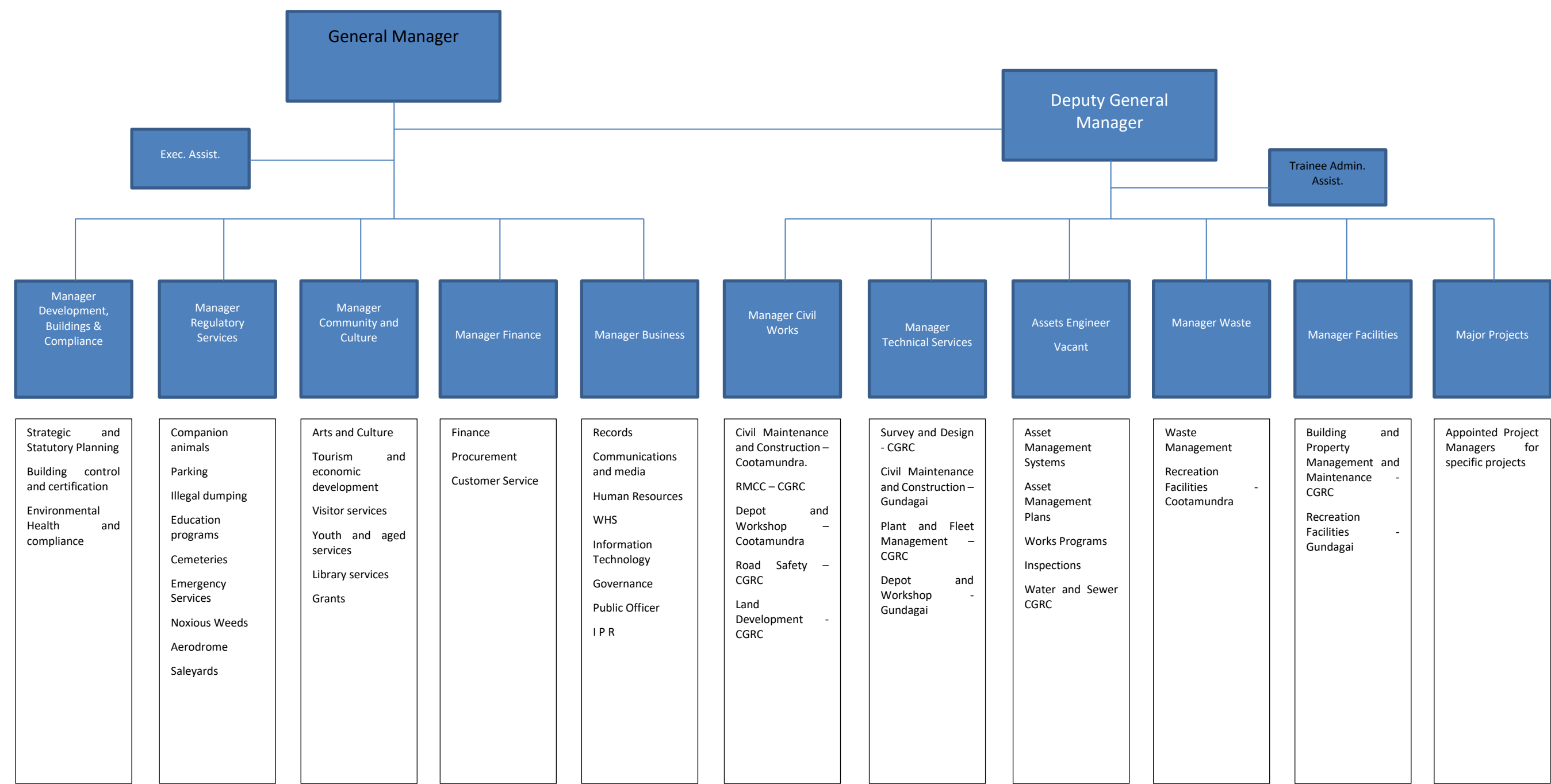




Principles:

- ✓ Targeted reduction in Operating Expenses
- ✓ Flatten out Structure
- ✓ No Directors. Executive Team comprising GM and Deputy GM. Deputy GM to oversight Engineering functions
- ✓ Autonomy and responsibilities to Managers and Supervisory level.
- ✓ Oversight and delivery of on ground services of Engineering Works and Parks and Gardens – Place centric to Cootamundra Area and Gundagai Area

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL FUNCTIONS - DRAFT RE-STRUCTURE SEPTEMBER 2018



### 8.1.5 AUTHORITY TO AFFIX THE COMMON SEAL OF COUNCIL - RIVERINA REGIONAL LIBRARY DEED OF AGREEMENT

DOCUMENT NUMBER	284879
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	To facilitate the execution of the deed.
LEGISLATIVE IMPLICATIONS	To grant approval to affix the seal of Council by the Mayor and General Manager
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### RECOMMENDATION

**Authority be granted for the common seal of Council to be affixed to the Riverina Regional Library (RRL) Deed of Agreement for the period 2018/2020.**

#### Introduction

The Riverina Regional Library (RRL) Deed of Agreement for the period 2018/2020 requires the signature of the Mayor and General Manager under the common seal of Council. Authority to affix the seal can only be granted by Council resolution.

#### Discussion

This report requests that Council grant authority to affix the common seal of Council to the Riverina Regional Library (RRL) Deed of Agreement for the period 2018/2020.

**8.1.6 TOURISM ACTION COMMITTEE - REQUEST FOR S.355 COMMITTEE STATUS**

DOCUMENT NUMBER	283997
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with s.355 of the Local Government Act, 1993.
POLICY IMPLICATIONS	Adoption of the recommendation will require the proposed s.355 Committee to comply with the Section 355 Committees Management Manual.
ATTACHMENTS	Nil

**RECOMMENDATION**

- 1. Approval be granted for the Tourism Action Committee (Gundagai) to become a Section 355 Committee.**
- 2. Councillor Representatives be nominated for membership of the Tourism Action Committee (Gundagai) Section 355 Committee.**

Introduction

At the Ordinary Council Meeting of 12 December 2017 Council reviewed its Committees and Working Groups and resolved, in part, in relation to its s.355 Committees to continue the operations of the following Committees;

- Cootamundra Beach Volleyball Festival Section 355 Committee
- Cootamundra Concert Band Section 355 Committee
- Cootamundra Showground Users Section 355 Committee
- Cootamundra Creative Arts and Cultural Centre Section 355 Committee
- Cootamundra Heritage Centre Section 355 Committee
- Muttama Creek Regeneration Group Section 355 Committee
- Stockinbingal Hall Section 355 Committee
- Wallendbeen Hall Section 355 Committee

It was also further resolved that the Tourism Action Committee (Gundagai) continue as an internal committee. Councillors Bowden and Phillips and Councillors Graham and Nicholson were appointed to these committees respectively.

It has been identified that the Tourism Action Committee (Gundagai) was formally a Section 355 Committee under the former Gundagai Shire Council.

It has been requested that consideration be given to change the classification of this committee to again become a Section 355 committee.

#### Discussion

As mentioned in the introduction, the Tourism Action Committee (Gundagai) is currently classified as an internal committee.

Due to the expectation that this Committee incorporates membership by community members, it has been requested that consideration be given to convert this committee to a Section 355 Committee.

The role and purpose of the Committee, is to:

- Advise the Council regarding issues related to tourism
- Increase awareness of and provide advice and input to the Council in matters relating to tourism development
- Provide input into the preparation and updating of the Cootamundra-Gundagai Tourism and Economic Development Strategy
- Provide Project Brief documentation to staff and/or Council regarding the development of new projects/initiatives
- Promote Cootamundra-Gundagai to the Tourism Industry
- Organise and conduct regular market days

In view of these roles and the nature of the membership it is recommended that the Tourism Action Committee (Gundagai) be granted status as a Section 355 Committee.

**8.1.7 SECTION 355 COMMITTEE UPDATE**

DOCUMENT NUMBER	284005
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
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.
ATTACHMENTS	1. Wallendbeen Memorial Hall Hiring Fees 2018/19 2. Stockinbingal Elwood Hall Hiring Fees 2018/19

**RECOMMENDATION**

- The report on the status of Section 355 Committees be noted.**
- The office bearers and membership of the following Section 355 Committees, as detailed in the report, be endorsed;**
  - Cootamundra Showground Users Section 355 Committee**
  - Wallendbeen Memorial Hall Section 355 Committee**
  - Stockinbingal Ellwood Hall Section 355 Committee**
- The schedule of hall hire charges for the Stockinbingal Ellwood Hall and Wallendbeen Memorial Hall attached to the report, be endorsed.**

Introduction

At Council's ordinary meeting on 12 December 2017, the status of the following Section 355 Committees was confirmed.

- Cootamundra Beach Volleyball Festival Section 355 Committee
- Cootamundra Concert Band Section 355 Committee
- Cootamundra Showground Users Section 355 Committee
- Cootamundra Creative Arts and Cultural Centre Section 355 Committee
- Cootamundra Heritage Centre Section 355 Committee
- Muttama Creek Regeneration Group Section 355 Committee
- Stockinbingal Hall Section 355 Committee
- Wallendbeen Memorial Hall Section 355 Committee

At that meeting Council also endorsed the s.355 Committee Management Manual. Copies of the manual were subsequently forwarded to the nominated contacts of those committees. Council also advised those committees that arrangements would progressively be made for representatives of

those committees to meet with Council officers to receive an overview of the manual and to provide an opportunity for discussion and feedback about the operations of the respective committees.

### Discussion

Over the past few months Council officers have met with representatives of the following Section 355 Committees;

- Stockinbingal Ellwood Hall
- Wallendbeen Memorial Hall

At the meetings, in addition to discussing the manual, Council representatives explained and provided templates for meeting agendas & minutes, letterhead, hall hire forms and financial reporting documentation.

Further, In accordance with the requirements detailed in the manual, three of the s.355 Committees have provided details of their office bearers and committee members subsequent to their annual general meeting.

The details are provided below for endorsement by Council.

### **Cootamundra Showground Users Section 355 Committee**

Office Bearers; Chairperson: Mauri Jackson, Secretary/Treasurer: Merrilyn Jackson

Other Members: Paul Edwards, Paul Clancy, David Manwaring, Vern Armstrong, Keith Boxsell, Brian Childs, Dianne Russell, Trish Taylor, Doreen O'Conner, Hugh McMinn, John Simpindorfer and Rod Jones.

### **Wallendbeen Memorial Hall Section 355 Committee**

Office Bearers; Chairperson: Al Baldry, Vice Chairperson: Tom Allen, Phil McGeoch, Secretary/Treasurer: Marcia Thorburn

Other Members: Greg Hines, Toby Bassingthwaite, Ken Thorburn, James Baldry, Michael Baldry, Michael Wilkinson and Natalie Wilkinson.

Wallendbeen Memorial Hall Section 355 Committee has also submitted proposed hall hire fees for Council's consideration and endorsement. A copy of the schedule is attached to this report.

### **Stockinbingal Ellwood Hall Section 355 Committee**

Office Bearers; Chairperson: Glenn Richardson, Secretary: Ellie Morton, Treasurer: Alan Pether, Booking Officer: Rosalie Dale

Other Members: Steven Neave, Keith Turner and Kim Lee.

Stockinbingal Ellwood Hall Section 355 Committee has also submitted proposed hall hire fees for Council's consideration and endorsement. A copy of the schedule is attached to this report.

It is intended that subsequent reports be submitted to Council progressively as the remaining details of office bearers and membership of the remaining committees is received.

## Wallendbeen Memorial Hall Hiring Fees

		Warmer Months	Colder Months (Heating/Gas)
MEETING:	Day or Night:	\$20	\$20
STALL:	Morning Tea:	\$40	\$50
MARKET DAY:	with Lunch:	\$50	\$60
LUNCHEON:	Cold Meal:	\$55	\$65
	Hot Meal:	\$75	\$85
PRESENTATION NIGHT:			
	Dance or Ball	\$80 (11pm)	\$100
		\$100 (1pm)	\$150
	Trivia Night:	\$60	\$80
	Private Party:	\$200	\$250
	Dinner Function:	\$150	\$200
	Wedding:	\$200	\$250
SCHOOL PRESENTATION (Day/Night)			
	Night:	\$45	\$65
	Day:	\$30	\$50
FUNERAL REFRESHMENTS:		\$60	\$80
FURNITURE:			
	Wooden Tressel:	\$5 Each	
	Wooden Stools:	\$2 Each	
	Blue/Green Chairs:	\$5 (for 10)	
	URN:	\$10	



## **Stockinbingal Elwood Hall**

### **Hiring Fees**

#### **Community Interest Meeting**

*Council Meetings, etc.*

No Charge

#### **Meeting for Activities or Commercial**

\$10/hour

#### **Morning Tea (BYO food)**

\$15.00

#### **Market Day (Stall Fee)**

\$10.00

#### **Evening Function (Dinner Dance) for the Hall**

No Charge

*Admission Charge*

Decided at the time

#### **Private Party – Day**

\$100.00

#### **Private Party – Night**

\$150.00

#### **School Activities**

\$25 daytime

\$50 night time

#### **School Presentation Night**

\$50.00

**8.1.8 DRAFT ASSET MANAGEMENT PLAN AND DRAFT WORKFORCE MANAGEMENT PLAN**

DOCUMENT NUMBER	284743
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with section 403 of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Workforce Management Plan

**RECOMMENDATION**

**The draft 2018/2028 Asset Management Plan and draft 2018/2021 Workforce Management Plan be endorsed for Public Exhibition.**

Introduction

At its ordinary meeting on 26 June, 2018 Council resolved that the draft 2018/19 Operational Plan (incorporating Revenue Policy, Fees & Charges and budget) and draft 2018/19-2020/21 Delivery Program and Long Term Financial Plan be adopted with several amendments relating to the fees and charges.

The Long Term Financial Plan is one component of Council's Resourcing Strategy and it is noted in the related report that two remaining components of the Resourcing Strategy within the Delivery Program, being the Asset Management Plan and Workforce Management Plan were nearing completion so were unable to be submitted for Council's consideration at that time. It was also noted that the draft Asset Management Plan would be the subject of a Councillor workshop in July, 2018. That workshop was subsequently conducted on 17<sup>th</sup> July, 2018.

Discussion

The draft 2018/2028 Asset Management Plan and draft 2018/2021 Workforce Management Plan (copies attached) are now submitted by Council for endorsement for public exhibition. The Asset Management Plan comprises of five individual chapters being:

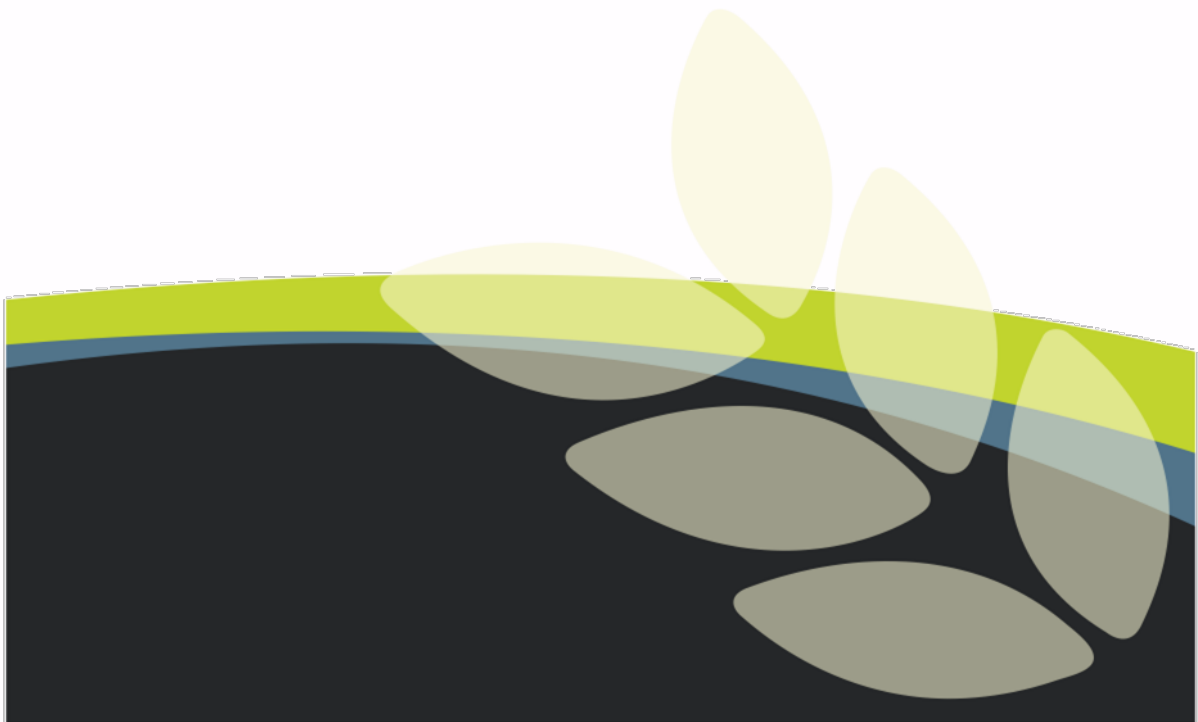
- Transport
- Water
- Sewer
- Stormwater
- Buildings, Parks, Waste

Following public exhibition of 28 days, both plans will be resubmitted to Council, along with any submissions, for consideration for adoption.



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

# **Draft Workforce Management Plan 2018/2021**



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## Version Control

Ref	Date	Description	Council Resolution
1.0	31 July 2018	Presented to Council to facilitate public exhibition.	TBA

## Forward

The Workforce Management Plan 2018/19 – 2020/21 derives its inspiration from and supports Council's vision, mission and values. It considers strategies and outcomes contained in the Community Strategic Plan, Delivery Program and Operational Plan.

In broad terms, this plan endeavours to have the right people in the right place at the right time, ensuring the workforce has the capacity to meet the demands placed on it in addition to maintaining and enhancing its skill and competency levels.

Whilst it is an important document providing guidance for the next four years, the plan will be reviewed on a regular basis to ensure it adapts to the changing environment and is responsive to feedback received from staff and the community.



Allen Dwyer  
**General Manager**

## Introduction

Workforce Management Plan is developed to ensure Council achieves its vision and goals through its most valuable resource, its people, whilst complying with the Office of Local Government's Integrated Planning and Reporting requirements.

From a strategic perspective, the plan will provide the framework for Council to assess its human resources practices with the objective of enhancing and improving service provision to ensure a highly skilled and motivated workforce is available to meet future organisational and community needs.



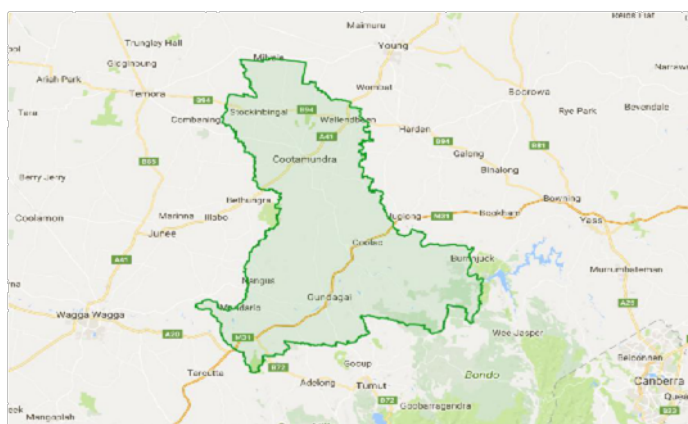
## Profile of our area

Cootamundra-Gundagai Regional Council was formed by Proclamation of the NSW Government on 12 May 2016.

Cootamundra-Gundagai Regional Council provides services and support to a community of approximately 11,200 people, including residents of Cootamundra and Gundagai, as well as the villages of Adjungbilly, Coolac, Muttama, Nangus, Stockinbingal, Tumblong and Wallendbeen.

### Gundagai LGA Demographic Snapshot (Source: ABS 2016 Census Quick Stats)

Population:	11,141
Median Age:	47 years
Median weekly household income:	\$964
Median monthly mortgage repayments	\$1107
Median weekly rent:	\$180
Average people per household:	2.3 persons



Council is focused on ensuring the community benefits from this amalgamation, with our highest priority being to continue to deliver quality local services that our communities value and rely on. It is the aim of the administration to build a united team and a united community that is inclusive, forward-thinking and lays the foundations for an effective local government.



**Population Overview – Gundagai Local Government Area (LGA)**

In the 2016 Census, there were 11,141 residents counted within the Gundagai LGA. Of these, 5514 (49.5%) were male and 5624 (50.5%) were female. Aboriginal and Torres Strait Islander people made up 4.6% (513) of the population.

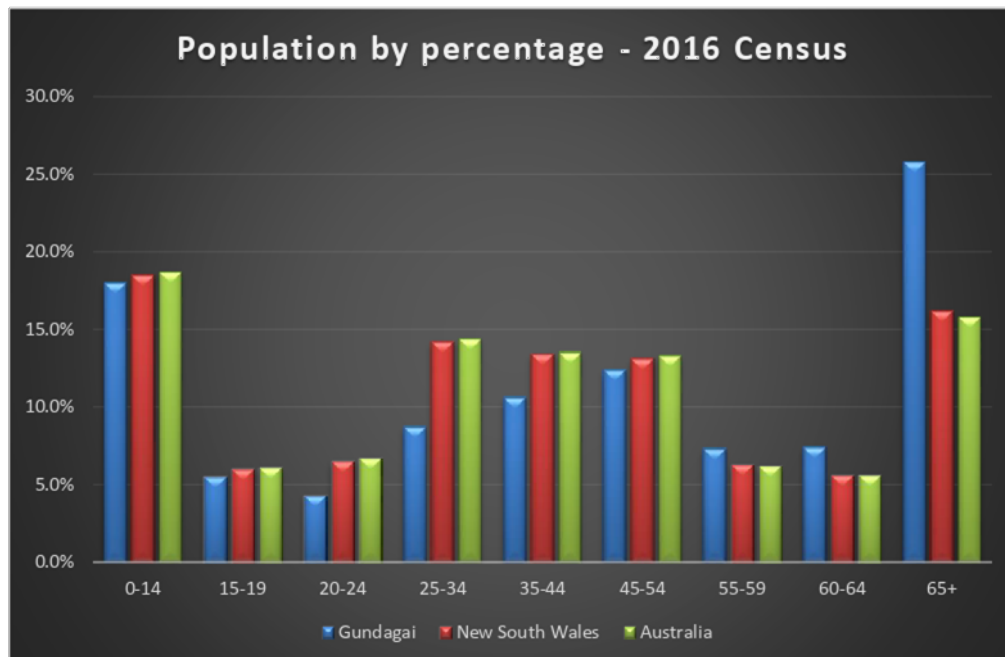
The 2016 Census data in Table 1 indicates the median age of people in the Gundagai LGA was 47 years. Children aged 0-14 years made up 18% of the population and people 65 years and over made up 25.8% of the population.

**Table 1***Age Group Distribution – Gundagai LGA (2016 Census)*

Age	Number	Percentage of total persons	Australia	Percentage of total persons
0-14 years	2014	18.0%	4,364,608	18.7%
15-19 years	607	5.5%	1,421,595	6.1%
20-24 years	482	4.3%	1,566,793	6.7%
25-34 years	968	8.7%	3,368,449	14.4%
35-44 years	1172	10.6%	3,144,936	13.5%
45-54 years	1381	12.4%	3,105,006	13.3%
55-59 years	815	7.3%	1,454,332	6.2%
60-64 years	821	7.4%	1,299,397	5.6%
65+ years	2868	25.8%	3,676,763	15.8%
Median age of persons	<b>47</b>	<b>100.00%</b>	<b>38</b>	<b>100.00%</b>

Source: ABS





From the above statistics, persons currently residing in the area in the 20-24, 25-34 and 35-44 age brackets are below both NSW and Australian averages.

From a Council perspective, the age groups sought to maintain an adequate workforce would appear to be diminishing.

Implications for Council of an ageing workforce and ageing area population combined with changes in the availability of working age persons in the 20-44 age group and general economic and political considerations could be a significant consideration in the future.

## Our Organisation

Council provides and maintains a diverse range of assets for the essential infrastructure of roads, footpaths, parks, kerbing and guttering, wastewater and waste management to playgrounds, community buildings and amenities that enhance the quality of life for our residents and visitors.



## Developing the Plan

The Community Strategic Plan, Delivery Program and Operational Plan are developed balancing the wants and needs of the community with Council's available resources.

The Resourcing Strategy is developed from feedback from the community and includes Workforce Management Plan, Long Term Financial Plan and Asset Management Plan that allows Council to meet its objectives.

Data collated from the following publications has been used to develop Workforce Management Plan:

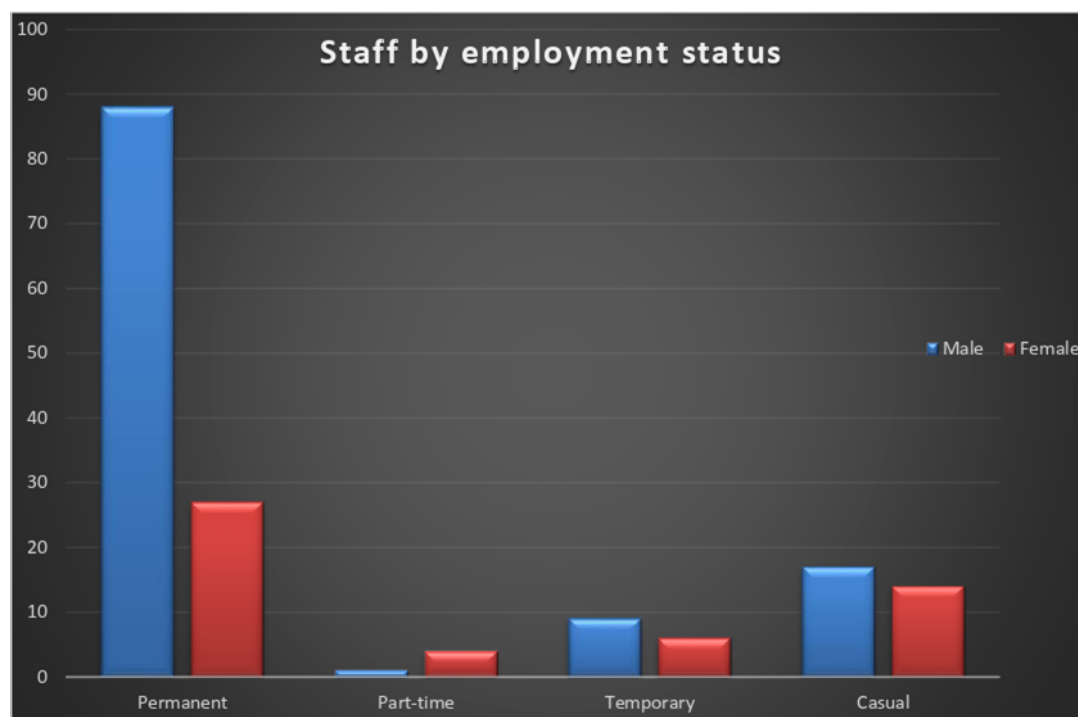
- An analysis of the current workforce and the external environment.
- A review of reports and workforce related documents including:
  - Draft Community Strategic Plan 2018-2028
  - Draft Delivery Program 2018-2022
  - Draft Operational Plan 2018- 2019
  - Draft EEO Management Plan
  - Australian Bureau of Statistics Census 2016
  - NSW Local Government Workforce Strategy 2016-2020

As opportunities arise, senior management will review Departmental structures to ensure best practice delivery of services through realignment of positions, skills training and succession planning.

## Profile of the existing workforce

The total number of employees at Cootamundra-Gundagai Regional Council as at 25th October 2017 was 166.

Full time equivalent (FTE) staff excluding temporary/casuals is 117.31



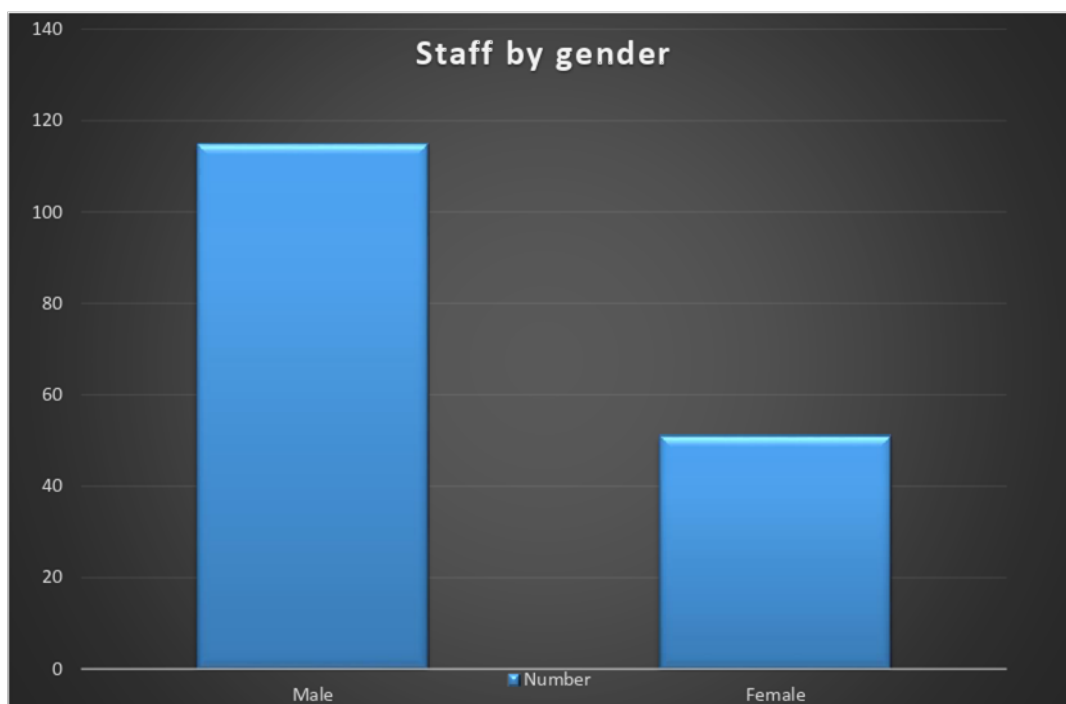
Year	Full time	Part time	Temporary	Casual	Total
10/2017	115	5	15	31	166

As at 25<sup>th</sup> October 2017, 11 full time and 3 temporary positions remained unfilled.

Staff projections:

Year	Full time	Part time	Temporary	Casual	Total
2017/2018	115	5	15	31	166
2018/2019	126	7	16	28	177
2019/2020	124	9	11	25	169
2020/2021	120	11	9	25	165

Given the above projections, a relatively stable workforce is anticipated for the ensuing period.

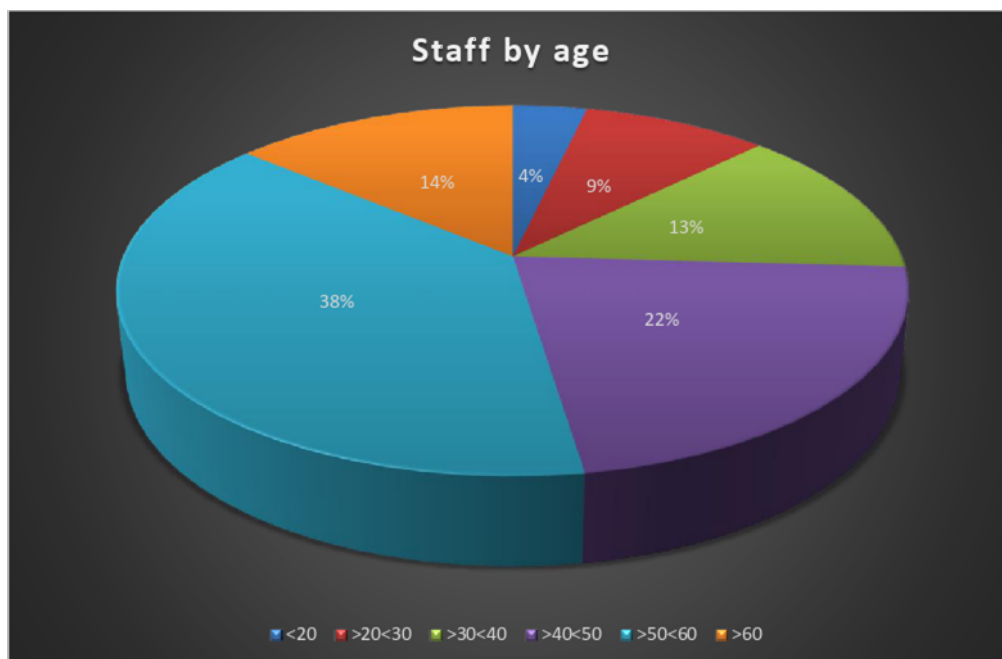


Councils workforce is comprised of 115 males (69.28%) and 51 females (30.72%).

25% (1 of 4) of Director roles is occupied by a female.

50% (4 of 8) of Manager positions are occupied by females.





Council's workforce has an average age of 47.71

Statistically, 87 staff or 52.5% are over the age of 50.

3.6% of staff are 20 years of age or younger.

Within the next five years, 42 or 25.3% of the current workforce aged 53+ years could retire.

38 staff or 18.07% of the workforce aged over 58 could retire immediately.

The ageing workforce will necessitate strategies being implemented to maintain the workforce and better utilise those contemplating retirement e.g. transition to retirement arrangements, part time work and mentoring programs.

A comparison of Cootamundra-Gundagai Regional Council staff profiles with rural and all Council's in NSW is shown in the table below.

	Cootamundra-Gundagai Regional Council	All rural councils	All councils
Percentage of women in the workforce	30.72%	37%	46%
Percentage of workers between 15 – 34 years of age	20.48%	23%	27%
Percentage of workers of ages 55+	36.14%	23%	20%
Percentage of full time staff	69.28%	73%	67%

(Source: 2010 Census of Local Government Employees, Department of Premier and Cabinet, Division of Local Government, Government of New South Wales – August 2011).

The main variant is that 36.14% of staff are in the 55+ age group.

#### Staff Turnover

Statistics include all classifications, i.e. full time, part time, temp, casual and contract.

Figures based on staff of 110 at Cootamundra and 56 at Gundagai.

Year	Cootamundra	Turnover rate	Gundagai	Turnover rate
2015/2016	8	7.27%	9	16.07%
2016/2017	18	16.36%	8	14.28%

Turnover rate for Cootamundra in 2016/2017 appear high but included 7 (38.9%) retirements.

The turnover rate for Gundagai in 2015/2016 and 2016/2017 also appear high but were predominately related to staff pursuing lifestyle changes.

Cootamundra-Gundagai Regional Council (based on current staff of 166).

Year	Number	Turnover rate
2017/2018 (to date)	8 Cootamundra (3) Gundagai (5)	4.82%



**EEO**

Council adheres to the principles of EEO within the workplace and this is reflective of its work practices. A review of the EEO Management Plan and policies/procedures is being undertaken to ensure currency.

**Workplace Diversity**

Council currently employs some 166 staff, 115 males (69.28%) and 51 females (30.72%).

Females (27 of 115) account for 23.47% of the full time workforce.

1 female is employed in a non-traditional field based position.

1 person identifies as indigenous.

80.00% (4 of 5) of part time positions are occupied by females.

**Considerations:**

- The employment of females in non-traditional areas should be encouraged further.
- The employment of young people (15-19 age groups) across the full scope of Councils operations should be targeted.
- The employment of part-time staff, both male and female in the future may be a consideration, e.g. full time position into a job share arrangement.
- Baby boomers approaching retirement be specifically surveyed to gain an insight into the types of employment options they might seek to retain their skills and expertise.
- The employment of Trainees/Cadets/Apprentices in a range of disciplines will continue to be a priority from an organisational and community perspective.
- The employment of Indigenous people should be highlighted.



## The environment we work in

**External Environment: Politico-legal, economic, ecological, sociological and technological (PEEST) analysis**

### Politico-legal environment

The lack of autonomy of Local Government and the fact that its power is conferred (and limited) by statute has shaped the political environment. Control of Local Government by the State is absolute and varies from time to time. The Federal Government also exercises significant influence over Local Government through the Federal-State co-operative arrangements and funding programs.

Despite the expansion of Local Government's services in the past three decades, this has not been matched by a commensurate increase in revenue, particularly when compared with Federal and State Governments. The key reasons for Local Government's financial stress are cost shifting from other levels of Government to Local Government, community expectations and a constrained ability to raise revenue.

Rural Local Government Council's often with declining populations, in particular, are struggling to fulfil their basic service functions and infrastructure renewals.

### Economic environment

Evidence indicates that the Australian economy is performing well after the Global Financial crisis. Capacity issues and competition for labour is an ongoing issue.

### Ecological environment

Climate change, environmental sustainability and energy efficiency will particularly affect Local Government.

It could result in a range of legislative requirements, policy imperatives and consumer expectations, that impact on the work of the sector. Furthermore, climate change has direct implications for the Government and community safety and industry sectors, such as water, as well as service implications for Local Government, public safety and public sector.

Consideration of sustainable planning and development is pertinent across all areas of Local Government. Local Council's increasingly seek workers skilled in environment management and sustainability in order to deliver sustainable services, such as waste and recycling management, public works maintenance and construction, and management of water resources.

Climatic conditions such as bushfires, storms and droughts influence Council's capacity to service the community.

### Sociological environment

An ageing workforce, baby boomers approaching retirement and people seeking work/life balance will impact on Council's workforce both now and into the future.

Initiatives need to be considered to retain skill and expertise and holistically as a region introduce incentives to attract people to the area both from a work and regional growth perspective.

### Technological environment

Advancements in technology will require a workforce that is adaptive to change who have the ability to cope with and learn new skills and processes. The ability of staff to adapt to these changes will pose some challenges.

### Demand for Council services

Council is facing a number of challenges predominantly related to the nature of our industry, the diversity of our organisation and the expectations of our community. Some of the challenges have an impact on and are addressed in this Workforce Management Plan including:

- Close proximity to other large employers.
- An ageing workforce.
- Availability of accommodation.
- Skill shortages in specific occupational groups.
- Increasing compliance requirements.
- Achieving high levels of employee engagement.
- Succession planning and knowledge transfer.



## Forecasting future needs

From a strategic perspective forecasting future needs is influenced by:

- An ageing workforce.
- An ageing area population.
- Baby boomers approaching retirement age.
- Attraction and retention of staff.
- Potential amalgamations.
- Proposed infrastructure works and projects.
- Budgetary and funding restraints.
- Competition with other employers.
- Climatic conditions and events.
- Changes in State and Federal Governments.

## Workforce Challenges and Issues

The challenges in the management and development of Council's human resources and the delivery of our strategic objectives include:

- An ageing workforce.
- Continuing to engage existing employees.
- Retaining key workers with critical skills and experience.
- Retaining and optimising the contribution of mature aged workers while maintaining their health and wellbeing.
- Successful adoption of new technologies, new management systems and methods of work in order to gain greater efficiencies.
- Accommodating the differing needs of a multi-generational workforce.
- Staff training and development costs.
- Life cycle of the salary system.
- Accommodating employment flexibility in response to individual needs for work/life balance.
- Identifying further opportunities to deliver shared services in partnership with other Councils.
- Creating greater workforce flexibility such as more multi-skilled workers/teams in order to cover changing workload and priorities.
- Capturing and transferring corporate knowledge.



## Key Focus Areas

The focus of the Workforce Management Plan 2018/19 - 2020/21 is to address the challenges and issues and close the gaps identified to ensure Council can attract, develop and retain a highly skilled workforce that is able to meet current and future needs.

The following summarises the aims of key focus areas:

### Attract

Our aim is to:

- Attract the best people by promoting and placing Council as a preferred employer.
- Create and maintain a workforce that reflects the diversity and future of our community.

### Develop

Our aim is to:

- Create a talented and responsive workforce to meet organisational needs.
- Create a culture of respect and fair treatment.
- Acknowledge, value and retain experience.
- Develop future leaders through talent identification and mentoring programs.

### Retain

Our aim is to:

- Provide staff at all level with rewarding and diverse roles.
- Provide family friendly working conditions.
- Provide opportunities to acquire a broad range of knowledge and skills.
- Provide a safe and healthy workplace.

## Implementation and Monitoring

### Implementation

Implementation of Workforce Management Plan is directly aligned with the goals and objectives of the Cootamundra-Gundagai Regional Council Community Strategic Plan 2018 – 2028. It is the responsibility of all levels of staff to support and engage with Council's Integrated Planning and Reporting Framework including this Workforce Management Plan to ensure its effective implementation.

The Workforce Assessment Action Plan will be co-ordinated by Human Resources and monitored by the senior management team and relevant workplace committees on a quarterly basis.

### Monitoring

This plan, including the output and actions as detailed in the four year Delivery Program and one year Operational Plan will be monitored by senior management. These collective outcomes will be formally reported to Council, the community and staff on a six monthly basis.



# Workforce Management Plan 2018/19 – 2020/2021

## Key Focus Area 1: Attract

HRPCO = Human Resources People & Culture Officer, HRA = Human Resources Advisor, GM = General Manager, DD = Departmental Director, WHS = Work Health Safety  
CSP = Community Strategic Plan, DP = Delivery Program, OP = Operational Plan

Action	Responsible Officer	Target Year				Status	Strategy
		2018/19	2019/20	2020/21	2021/22		
1.1 Enhance Council's careers website page and develop online recruitment processes	HRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Under construction	CSP4.3f DP4.3f OP – P15
1.2 Promote and advertise on Council's careers page seeking general expressions of interest for employment and 'hard to fill' vacancies	HRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In progress	CSP4.3f DP4.3f OP – P15
1.3 Review recruitment and selection methods and processes	HRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Ongoing	CSP4.3f DP4.3f OP – P15
1.4 Source additional traineeship and/or apprenticeship opportunities	HRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ongoing	CSP4.3f DP4.3f OP – P15
1.5 Investigate graduate program for appropriate positions	HRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ongoing	CSP4.3f DP4.3f OP – P15
1.6 Facilitate work experience and/or cadetship opportunities	HRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ongoing	CSP4.3f DP4.3f OP – P15
1.7 Target local schools, TAFE, universities and other organisations for potential staff "career expos" and introduce school based programs	HRPCO		<input checked="" type="checkbox"/>			Ongoing	CSP4.3f DP4.3f OP – P15

1.8 Research recruitment of professional staff from overseas	HRA			<input checked="" type="checkbox"/>		Ongoing	CSP4.3f DP4.3f OP – P15
1.9 Research the purchase/provision of accommodation for professional staff	HRPCO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Ongoing	CSP4.3f DP4.3f OP – P15
1.10 Collect and report on ‘advertising source’ data	HRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ongoing	CSP4.3f DP4.3f OP – P15
1.11 Oversee the implementation and monitoring of the EEO Management Plan	HRPCO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ongoing	CSP4.3g DP2.4a OP – P15
1.12 Identify and support opportunities for resource sharing arrangements with other Council’s	GM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ongoing	CSP4.3g DP4.3f OP – P15
1.13 Review and update position descriptions	HRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In progress	CSP4.3f DP2.4a OP – P15
1.14 Identify incentives to attract potential staff to Council	HRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Under consideration	CSP4.3f DP4.3f OP – P15



## Key Focus Area 2: Develop

Action	Responsible Officer	Target Year				Status	Strategy
		2018/19	2019/20	2020/21	2021/22		
2.1 Develop, implement and monitor Learning and Development Plan	HRPCO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ongoing	CSP4.3g DP4.3g OP – P15
2.2 Develop and implement individual training plans for trainees, apprentices and cadets	HRPCO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ongoing	CSP4.3g DP4.3g OP – P15
2.3 Source training opportunities for employees in accordance with individual training needs and approved budget	HRPCO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ongoing	CSP4.3g DP4.3g OP – P15
2.4 Source and organise ongoing training on technology	HRPCO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In progress	CSP4.3g DP4.3g OP – P15
2.5 Research E-learning opportunities and programs	HRPCO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In progress	CSP4.3g DP4.3g OP – P15
2.6 Review process for identifying and tracking training needs	HRPCO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			In progress	CSP4.3g DP4.3g OP – P15
2.7 Identify external funding opportunities for training and education	HRPCO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ongoing	CSP4.3g DP4.3g OP – P15