

Business Paper

ORDINARY COUNCIL MEETING

SCHULTZ MEETING SPACE, COOTAMUNDRA

6:00PM, TUESDAY 28th August, 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 Schultz Meeting Space, Cootamundra on:

Tuesday, 28th August, 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 31 JULY 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 31 July 2018

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 31 July 2018 (attached) are submitted for confirmation.

Minutes

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 31st July, 2018

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON TUESDAY, 31 JULY 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 Doug Phillips, Cr Charlie Sheahan, Cr Craig Stewart

IN ATTENDANCE: Allen Dwyer (General Manager), Phil McMurray (Deputy General Manager), Paul, Woods (Executive Director PMO), Tim Swan (Manager Finance)

1 OPEN FORUM

List of Speakers

1. Roslyn Burge – Spoke in relation to the rates applicable to 59 Cooper Street, Cootamundra, owned by the Town and Country Club, and the commercial zoning of the premises. The commercial land rates are \$4932.91 per annum, however, if the property was to be zoned as residential the comparable amount would be \$2109.58. Mrs Burge explained the use of the premises and questioned the zoning as it is not used as a commercial business but for community based activities, and requested the zoning category be changed to residential.

It was noted that rezoning is not permissible to address such issues, however, Mrs Burge was advised to make written representations to Council to request alternative support.

2. Colin Field – expressed his dissatisfaction in relation to Council's response to his request for the removal of oleander trees, which overhang his property, from a neighbour's property.

It was noted that the issue raised is a civil matter in which Council does not have jurisdiction.

Mr Field also expressed opposition to the green waste charge as he has chosen not to utilise the service.

3. Steven Mills – Spoke in relation to item 8.4.1 Stormwater Mitigation Project and item 9.2 Muttama Creek Walkway on the agenda.

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

Nil

4 DISCLOSURES OF INTEREST

There were no disclosures of interest received.

5 CONFIRMATION OF MINUTES**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 26 JUNE 2018****RESOLUTION 144/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

The Minutes of the Ordinary Meeting of Council held on Tuesday 26 June 2018 be confirmed as a true and correct record of the meeting.

CARRIED

6 Mayoral Minutes**6.1 MAYORAL MINUTES**

Note: It was noted that Cr Sheahan was also present at the meeting with representatives of Roads and Maritime Services attended by the Mayor, General Manager and Council staff on 26th July, 2018.

Note: It was noted that REROC requested Council to formally resolve to support the Southern Lights Project including the provision of relevant Council electricity usage data.

Note: The requirement for Council to have an Audit, Risk and Improvement Committee was noted and it was highlighted that Council may enter into an arrangement with another body, such as the new Joint Organisation, to appoint and administer such a committee on a shared arrangement.

RESOLUTION 145/2018

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

- 1. The Mayoral Minutes and attached correspondence be received and noted.**
- 2. Council formally resolves to support the Southern Lights Project.**
- 3. Council investigate the option for the new Joint Organisation to appoint and administer an Audit, Risk and Improvement Committee (ARIC) for its member councils.**

CARRIED

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

RESOLUTION 146/2018

Moved: Cr Charlie Sheahan

Seconded: Cr Leigh Bowden

- 1. Council endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, Renew Our Libraries.**
- 2. 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. 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. Council take a leading role in activating the campaign locally.**
- 5. 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. Council formally advise the NSW Public Libraries Association and Local Government NSW that Council has endorsed the library funding advocacy initiative.**

CARRIED

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 CORPORATE SERVICES DIRECTORATE

8.1.1 INVESTMENT REPORT

RESOLUTION 147/2018

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

The Investment Report as at 30th June, 2018 be received and noted.

CARRIED

8.1.2 INVESTMENT POLICY REVIEW

RESOLUTION 148/2018

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

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

CARRIED

8.1.3 MONTHLY FINANCIAL REPORTING

RESOLUTION 149/2018

Moved: Cr David Graham

Seconded: Cr Gil Kelly

The Draft Financial Reporting pack be adopted.

CARRIED

8.1.4 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL ORGANISATION STRUCTURE

RESOLUTION 150/2018

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

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

CARRIED

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

RESOLUTION 151/2018

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

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.

CARRIED

8.1.6 TOURISM ACTION COMMITTEE - REQUEST FOR S.355 COMMITTEE STATUS**RESOLUTION 152/2018**

Moved: Cr David Graham

Seconded: Cr Leigh Bowden

1. **Approval be granted for the Tourism Action Committee (Gundagai) to be reinstated as a Section 355 Committee.**
2. **Cr Abb McAlister (Mayor) and Cr Nicholson be nominated as members of the Tourism Action Committee (Gundagai) Section 355 Committee.**
3. **The option for the Cootamundra Tourism Action Group to become a Section 355 Committee be investigated.**

CARRIED

8.1.7 SECTION 355 COMMITTEE UPDATE**RESOLUTION 153/2018**

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

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

CARRIED

8.1.8 DRAFT ASSET MANAGEMENT PLAN AND DRAFT WORKFORCE MANAGEMENT PLAN**RESOLUTION 154/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

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

CARRIED

8.1.9 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY REPORT

RESOLUTION 155/2018

Moved: Cr Leigh Bowden

Seconded: Cr Craig Stewart

The report submitted to Council, by Councillor Bowden, on her attendance at the National General Assembly of Local Government in June, 2018 be received and noted.

CARRIED

8.1.10 GUNDAGAI TOURISM ACTION COMMITTEE - 11TH JULY, 2018 - MINUTES

RESOLUTION 156/2018

Moved: Cr Doug Phillips

Seconded: Cr Leigh Bowden

- 1. The Minutes of the Gundagai Tourism Action Committee held on 11th July, 2018 be received and noted.**
- 2. An amount of \$8000 be allocated to the Gundagai Tourism Action Committee to conduct pilot programs for the Main Street Mural, Shop Front Wraps and HIT Riverina Live Events.**

CARRIED

8.1.11 COOTAMUNDRA TOURISM ACTION COMMITTEE - 19TH JULY, 2018 - MINUTES

RESOLUTION 157/2018

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

The Minutes of the Cootamundra Tourism Action Committee held on 19th July, 2018 be received and noted.

CARRIED

8.1.12 COUNCIL MEETING ACTION REPORT

RESOLUTION 158/2018

Moved: Cr Craig Stewart

Seconded: Cr Gil Kelly

The Council Meeting Action report attached to this report be received and noted

CARRIED

8.1.13 COOTAMUNDRA TOURISM ACTION GROUP - 19TH JULY 2018 - MINUTES

Note: Dealt with at item 8.1.11

8.1.14 COUNCILLOR WORKSHOP - 10TH JULY, 2018 - MINUTES

1 ACQUISITION AND DEVELOPMENT OF THE FORMER MITRE 10 SITE LOCATED ON THE CORNER OF PARKER AND ADAMS STREETS AND MURRAY STREET, COOTAMUNDRA

RESOLUTION 159/2018

Moved: Cr David Graham

Seconded: Cr Charlie Sheahan

1 Council relinquish its option to purchase the former Mitre 10 site, located on the corner of Parker and Adams Streets and Murray Street, in view of the possible probity issues it may face in regard to the rezoning taking place during the option period.

2 Advice be given to the agent that Council could be interested in the future acquisition of a portion of the site which would provide the opportunity for the balance of the site to be available to a private developer for unit type development.

3 It be noted that the action referred to in 1 and 2 above could provide an impetus for a private developer to partner with Council in the purchase and redevelopment of the site.

4 If, after the property has been rezoned and advertised for an acceptable period with no satisfactory results, Council revisit the issue of purchasing the site.

CARRIED

2 THE DOG ON THE TUCKERBOX SITE

RESOLUTION 160/2018

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

1 A report be prepared and submitted to Council on various options for the sale or long term development lease of the site conditional upon the Dog on the Tuckerbox memorial and the Carberry Inn site being retained by Council in community ownership.

2 The proponents of the Australian Road Transport Heritage Centre be advised Council considers the use of the site for the development of a Heritage Centre would be inappropriate.

3 The current occupier of the site, Denny Allnutt, be advised of Council's intention for the development of the area and be requested to enter into a month by month lease for the premises.

CARRIED

3 REQUEST TO RETURN LAND PREVIOUSLY DONATED TO COUNCIL

RESOLUTION 161/2018

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

Council not accede to the request for the return of the subject land previously donated to Council

CARRIED

8.2 DEVELOPMENT AND COMMUNITY SERVICES DIRECTORATE

8.2.1 RAIL TRAIL

RESOLUTION 162/2018

Moved: Cr Charlie Sheahan

Seconded: Cr Leigh Bowden

- 1. Council adopt the Gundagai Rail Trail – Trail Development Plan Final Report May, 2018 and the Gundagai Railway Bridge and Viaducts – Conversion to Rail Trail Feasibility Report May, 2018.**
- 2. Council consider its position with regards to the project (both the Gundagai Rail Trail Stage One and the conversion of the Railway Viaduct as a combined or stand-alone project) with a view to seeking appropriate funding.**

CARRIED

8.2.2 DEVELOPMENT APPLICATIONS APPROVED JUNE 2018

RESOLUTION 163/2018

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

The information on Development Applications Approved in June 2018 be noted.

8.3 OPERATIONS DIRECTORATE

8.3.1 JULY OPERATIONS UPDATE

RESOLUTION 164/2018

Moved: Cr David Graham

Seconded: Cr Charlie Sheahan

The July Operations Update report be received.

CARRIED

8.3.2 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL'S COOTAMUNDRA WORKS DEPOT SITE REVIEW

RESOLUTION 165/2018

Moved: Cr Doug Phillips

Seconded: Cr Craig Stewart

1. **Council Pursue the option of developing the Bradman Street Depot And Hovell Street Depot 2 to accommodate the Cootamundra component of the works staff and the Cootamundra Men's Shed in a portion of the Hovell Street Depot 2 Site.**
2. **The estimated cost of the refurbishment, referred to in 1 above, of \$900,000 be offset with the sale of depot 1 in Hovell Street and unexpended funds from the \$9,000,000 Stronger Community Fund projects.**

CARRIED

8.4 ASSET MANAGEMENT DIRECTORATE

8.4.1 STORMWATER MITIGATION PROJECT

RESOLUTION 166/2018

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

1. ***\$100,000 be allocated to prepare a new flood study for Cootamundra and Stockinbingal, to support future grant applications under the NSW Government's Floodplain Management program for a Floodplain Risk Management Plan, and subsequent design and construction of flood mitigation works***
2. ***\$100,000 be allocated towards a program of inspection and drain/creek cleaning in Cootamundra and Gundagai, with priority given to the following locations:***
 - ***Muttama Creek, Cootamundra***

- *South St and Isaac St South, Gundagai*
 - *Nashs Lane and Muttama Road, Cootamundra*
3. *\$150,000 be allocated towards projects that can be constructed without design plans, including:*
- *Corner of Eagle and Luke St, South Gundagai - Construct kerb and gutter to divert run off down Luke St*
 - *Continue the construction of concrete "v" drain and grassed channel sides at various locations throughout Cootamundra.*
4. *\$150,000 be allocated towards survey, investigation and design of the following projects:*
- *Tor St, Gundagai. East side road drainage between Nurse Murray St and Jack Moses Avenue, noting that this is the highest priority project for Gundagai*
 - *Open stormwater drain between Middle and South St, South Gundagai (Concrete "v" drain with selective improvements to channel sides and inlet/outlet to structures)*
 - *Southee Circle, Cootamundra. CCTV inspection of pipes. Analyse stormwater capacity and overland flow paths. Design improvements to minimise flooding risk.*
 - *Sheahan Dr, Gundagai between Nurse Murray St and Jack Moses Avenue- design of roadside drainage including pipes, pits, kerb and gutter*
 - *Drain on private property between Tor St & O'Hagan St, Gundagai - Design a piped drainage system and overland flow path through private properties*
 - *Drain on private property at 48 Mount St South Gundagai - Design a piped drainage system and overland flow path through private property*
5. *The remaining \$500,000 be allocated towards construction of the projects listed in priority order in Recommendation 4, subject to design work and costing. The expected funding shortfall is to be considered in conjunction with competing priorities in future budgets.*
6. *All unfunded stormwater projects be listed in the Stormwater Asset Management Plan and that the expected funding shortfall be considered in conjunction with competing priorities in future budgets*

CARRIED

8.4.2 DRAFT ASSET MANAGEMENT PLANS

RESOLUTION 167/2018

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

Council's draft Asset Management Plans for Transport, Water, Sewer, Stormwater, Buildings, Parks, and Waste Assets, be placed on Public Exhibition for 28 days.

CARRIED

8.4.3 REQUEST FOR TENDER 007/2018 - COOTAMUNDRA WATER SUPPLY - TOWN WATERMAIN REPLACEMENT

RESOLUTION 168/2018

Moved: Cr David Graham

Seconded: Cr Doug Phillips

- 1. Council award Killard Excavations Pty Ltd a contract to the value of \$2,000,000 for the replacement of watermains.**
- 2. A further contract of \$2,287,600 be awarded to Killard Excavations Pty Ltd by means of a contract variation subject to a further report being adopted by Council to determine funding sources.**

CARRIED

8.4.4 WATER AND SEWER OPERATIONS UPDATE

RESOLUTION 169/2018

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

- 1. The Water and Sewer Operations Update report be received and noted.**
- 2. The draft Drinking Water Quality Policy, attached to the report be Council adopted.**

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

9.1 NOTICE OF MOTION – COUNCIL TO FACILITATE CONSULTATION OPPORTUNITIES

RESOLUTION 170/2018

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

Council is to facilitate consultation between local property owners, potential investors/developers, local real estate agents and builders with the intention of identifying development opportunities in the local government area.

CARRIED

9.2 NOTICE OF MOTION – MUTTAMA WALKING TRACK

RESOLUTION 171/2018

Moved: Cr Leigh Bowden

Seconded: Cr Dennis Palmer

Council, in collaboration with the Muttama Creek Regeneration Group, investigate the feasibility of creating a walking track alongside sections of Muttama Creek.

CARRIED

9.3 NOTICE OF MOTION - RECREATIONAL VEHICLE PARKING

RESOLUTION 172/2018

Moved: Cr Leigh Bowden

Seconded: Cr Dennis Palmer

Council undertake the necessary steps to create a Recreational Vehicle (RV) parking site in Cootamundra

CARRIED

9.4 NOTICE OF MOTION - POOL FEES FOR THE SUMMER SEASON

RESOLUTION 173/2018

Moved: Cr Doug Phillips

Seconded: Cr Dennis Palmer (Deputy Mayor)

1. **Council consult with the operator of the Gundagai Swimming Pool on the implications of Council adopting the following charges for the 2018/19 swimming season.**

Cootamundra and Gundagai outdoor pools

Family season pass \$250

Adult season pass \$125

Concession season pass \$100

Children's season pass \$100

Adult single entry \$3.50

Concession / child single entry \$2.50

Non swimmers entry - free

Cootamundra heated pool

Adult single entry \$3.50

Concession/ child single entry \$2.50

Non swimmers entry – free

- 2. The results of the consultation, referred to in 1 above, be the subject of the Councillor Workshop scheduled for 10th August, 2018.**
- 3. A report be prepared on the outcomes of parts 1 and 2 above and be submitted to the Ordinary Meeting of Council scheduled for 28th August, 2018.**

Carried

The following Motion was moved by Cr's Sheahan and Kelly:

In addition to the current annual fees and charges Council adopt the following charges for the 2018/19 summer swimming season at both Cootamundra and Gundagai Swimming Pools:

Cootamundra and Gundagai outdoor pools

Family season pass \$250

Adult season pass \$125

Concession season pass \$100

Children's season pass \$100

Adult single entry \$3.50

Concession / child single entry \$2.50

Non swimmers entry - free

Cootamundra heated pool

Adult single entry \$3.50

Concession/ child single entry \$2.50

Non swimmers entry – free

As a result of the voting, the motion was LOST

9.5 NOTICE OF MOTION - TOURISM IN GUNDAGAI

RESOLUTION 174/2018

Moved: Cr Abb McAlister

Seconded: Cr Dennis Palmer

Council consider and discuss the enterprises I propose to Council for Gundagai

CARRIED

9.6 NOTICE OF MOTION - RATING CATEGORY AT 59 COOPER STREET

Note: Cr Leigh Bowden left the meeting at 8:30pm.

RESOLUTION 175/2018

Moved: Cr Abb McAlister

Seconded: Cr Dennis Palmer

Town and Country Club (Cootamundra) be invited to submit a request to Council for a contribution of the amount equal to the difference between the land rates levied on the property, 59 Cooper Street, and the rates that would be levied if the property was zoned residential.

Note: Cr Leigh Bowden returned to the meeting at 8:38pm

CARRIED

10 QUESTIONS WITH NOTICE

10.1 QUESTIONS WITH NOTICE

RECOMMENDATION

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

10.2 QUESTIONS WITH NOTICE (LATE REPORT)

RECOMMENDATION

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

11 CONFIDENTIAL ITEMS

Nil

The Meeting closed at 8:46pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 28 August 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 MINUTE

DOCUMENT NUMBER	286693
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the 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	Nil

RECOMMENDATION

The information in the Mayoral Minute be received and noted.

31st July, 2018

Crs Palmer (Deputy Mayor), Bowden, Nicholson, Sheahan, Stewart, Allen Dwyer (General Manager) and I attended Local Government Week Q&A's at the Alby Schultz Meeting space to answer questions from school children and members of the public on the workings of local government. Students were taken on a tour of the offices and introduced to member of Council staff.

1st August, 2018

As part of Local Government Week, 2018 in Gundagai Crs Palmer (Deputy Mayor), Bowden, Nicholson, Sheahan, Stewart, Allen Dwyer (General Manager) and I were present when Cr Stews Member for Cootamundra Steph Cooke, MP addressed Councillors, Council staff, school students and members of the public to announce an extra \$1.9million in funding to further enhance the Cootamundra-Gundagai Regional Council area.

Member for Cootamundra, Steph Cooke, MP and I attended Gundagai High School Rural Fire Service Cadets graduation.

Cr Nicholson attended Gundagai Busking Group meeting

2nd August, 2018

I attended a Riverina Eastern Region Organisation of Councils (REROC) meeting with Allen Dwyer (General Manager) in Wagga Wagga.

8th August, 2018

Allen Dwyer (General Manager), Cr Palmer (Deputy Mayor) and I met with Cootamundra Ex-Services Club President, Mick Willis and Club Manager, Greg Bruce to discuss Club matters.

Cr Stewart attended a Cootamundra Heritage Centre Committee meeting.

10th August, 2018

I attended a meeting in Sydney regarding historic bridges. Also from Gundagai were Mason Crane, Gundagai Historic Bridges committee representatives, representatives from John Holland Rail, Department of Transport, Department Office of Environment and Heritage, Australian Engineers were also in attendance.

12th August, 2018

Allen Dwyer (General Manager), Cr Palmer (Deputy Mayor) and I were present when Member for Cootamundra, Steph Cooke, MP officially opened the revamped Cootamundra Tennis Courts.

13th August, 2018

Phil McMurray (Deputy General Manager) and I met with Peter Crowe, Softwoods Working Group Chairman to discuss a current application for road funding.

14th August, 2018

Allen Dwyer (General Manager), Cr Palmer (Deputy Mayor) and I met with Cootamundra Ex-Services Club President, Mick Willis and Club Manager, Greg Bruce to further discuss Club matters.

15th August, 2018

Cr Nicholson and I attended the Gundagai Main Street Committee meeting.

Cr Nicholson attended Gundagai Busking Group meeting

16th August, 2018

Cr Bowden attended the Cootamundra Tourism Action Committee meeting and The Arts Centre Cootamundra s355 Committee meeting.

17th August, 2018

I met with Member for Lakemba Jihad Dib, MP and Member for Heffron Ron Hoenig, MP, State Shadow Minister for Education.

18th August, 2018

Cr Sheahan attended an anniversary celebration at the Heritage Centre Cootamundra.

Central West Lifestyle Magazine launched its Spring edition with Cootamundra-Gundagai Regional Council its featured area. The launch was well attended by Cr's Palmer (Deputy Mayor), Nicholson and Stewart, Council staff and invited guests.

19th August, 2018

Allen Dwyer (General Manager) and I attended a REROC meeting in Wagga Wagga to discuss the Joint Organisation matters.

Cr Sheahan attended the Pioneer Park walk and engaged in discussions on the use of the area.

22nd August, 2018

Member for Cootamundra, Steph Cooke, MP, Cr Stewart, Allen Dwyer (General Manager) and I attended a meeting at the Cootamundra Country Club.

24th August, 2018

Cr Graham and I attended a Softwood Working Group meeting in Holbrook.

Allen Dwyer and I attended a Mayoral Roundtable meeting hosted by Member for Cootamundra Steph Cooke, MP to discuss regional matters.

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 CORPORATE SERVICES DIRECTORATE

8.1.1 INVESTMENT REPORT - JULY 2018

DOCUMENT NUMBER	286443
REPORTING OFFICER	Tim Swan, Manager Finance
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	Council's investment income for July 2018 was \$73,925, exceeding the budgeted figure of \$65,526 by 13%.
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 on 31 July 2018 and is due for review on 31 July 2021.
ATTACHMENTS	1. Investment Report 2018/19

RECOMMENDATION

The Investment Report as at 31 July 2018 be received and noted.

Introduction

Returns on investments have exceeded budget and benchmarks for July, 2018.

Discussion

Investments for July, 2018 have produced interest of \$73,925.

Due to the excellent performance of Council's investments in the 2017/ 18 financial year, the budgeted income has been increased from \$52,983 per month to \$65,526.

Pleasingly, the actual results for July have exceeded this more optimistic budget, and the rate of return has increased, despite the lower benchmark figure.



REPORT - CASH & INVESTMENTS

Year of Report 30/06/2019
Month of report 31-Jul

Institution	Credit Rating	Investment Type	Date Lodged	Maturity Date	Interest Rate	Value
Commonwealth Bank	AA-	Bank Account				\$2,672,409.76
National Australia Bank	AA-	Bank Account				\$29,387.72
Commonwealth Bank	AA-	Business Online Saver				\$1,006,784.55
National Australia Bank	AA-	Cash Maximiser				\$29,416.05
Bank of Queensland	BBB+	Term Deposit	23/11/2017	21/08/2018	2.6	\$2,000,000.00
National Australia Bank	AA-	Term Deposit	12/06/2018	10/09/2018	2.73	\$2,500,000.00
Commonwealth Bank	AA-	Term Deposit	20/12/2017	18/09/2018	2.62	\$3,000,000.00
Rural Bank Ltd	BBB+	Term Deposit	1/05/2018	1/11/2018	2.78	\$3,000,000.00
Members Equity Bank	BBB	Term Deposit	23/05/2018	23/11/2018	2.72	\$1,000,000.00
AMP Bank	A	Term Deposit	27/02/2018	27/11/2018	2.65	\$1,300,000.00
Members Equity Bank	BBB	Term Deposit	23/05/2018	20/12/2018	2.72	\$1,000,000.00
Saint George	AA-	Term Deposit	18/07/2018	23/01/2019	2.68	\$1,000,000.00
Bank of Queensland	BBB+	Term Deposit	26/06/2018	25/01/2019	2.8	\$2,030,630.14
National Australia Bank	AA-	Term Deposit	8/06/2018	31/01/2019	2.75	\$1,000,000.00
Members Equity Bank	BBB	Term Deposit	23/05/2018	25/02/2019	2.72	\$2,000,000.00
National Australia Bank	AA-	Term Deposit	8/06/2018	29/03/2019	2.75	\$1,000,000.00
Rural Bank Ltd	BBB+	Term Deposit	1/05/2018	1/05/2019	2.8	\$1,000,000.00
Members Equity Bank	BBB	Term Deposit	23/05/2018	23/05/2019	2.75	\$3,000,000.00
National Australia Bank	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
Total Cash & Investments						\$31,568,628.22

Source of Investments	Interest budget for month	Interest for month	Total Invested
General Fund Operations	\$7,014.09	\$7,903.02	\$3,379,165.22
Developer Contributions			
Water Fund	\$12,111.30	\$13,646.22	\$5,834,841.82
Sewer Fund	\$10,285.64	\$11,589.18	\$4,955,292.95
Domestic Waste Mgmt Fund	\$3,441.41	\$3,877.56	\$1,657,963.00
Other externally restricted	\$9,109.51	\$10,264.00	\$4,388,672.23
Internally restricted funds	\$23,564.63	\$26,551.09	\$11,352,693.00
TOTAL	\$65,526.58	\$73,831.06	\$31,568,628.22

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

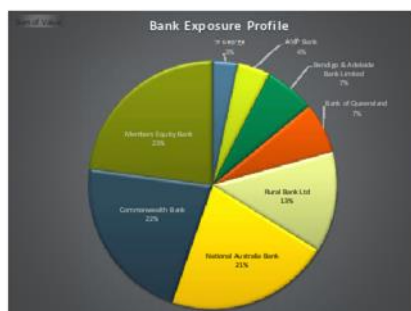


ANALYSIS - CASH & INVESTMENTS

Exposure Profile

This graph demonstrates the distribution of Council's current investments.

Council's largest single exposure is the 23% of funds invested with Member's Equity Bank.



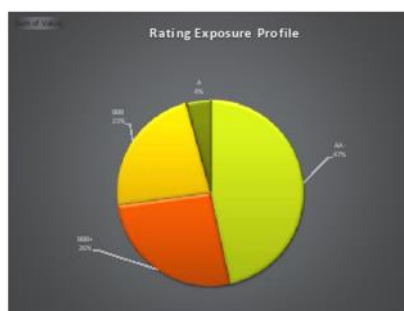
Rating Exposure Profile

Purpose

The ratings agency Standard & Poor's assesses debtors and forecasts their likelihood of default. ratings span from AAA - considered Prime, to D - In Default.

Result

The majority of investments are with banks rated A and above. A lower rated investments require more consideration is being given to ratings of A- and above.



Interest Earnings

Purpose

This graph compares earnings to budgeted income.

Result

Investment income of \$73,925 is 12.82% above budgeted earnings of \$65,536.58.



Investment Portfolio Performance

Purpose

This graph compares performance against the benchmark rate.

Result

CGRC investments are performing better than the benchmark rate.



8.1.2 MONTHLY FINANCE REPORT FOR JULY, 2018

DOCUMENT NUMBER	286613
REPORTING OFFICER	Tim Swan, Manager Finance
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 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. July Monthly Finance Report

RECOMMENDATION

The Financial report for July, 2018 be received and noted.

Introduction

This is the first monthly report for the 2018/19 financial year which will provide Councillors with an update on the financial position of Council and include a progress update on the many major projects currently being undertaken by Council.

Discussion

While there are no significant matters to report at this early stage of the financial year there are a few variances that may appear adverse, however, are a result of timing influences. Over time the development of the budget will include expected timing of expenditure across the months and this will reduce the occurrence of such timing variances.

The development of this report will be ongoing and as the year progresses commentary will be expanded as determined.

The status of projects will reflect one of the three following phases:

Design: completion of design works which could include consultation with the public and/or others. This phase includes any required approval, for example, environmental or development application.

Procurement: the purchasing of materials and/or engagement of third parties to complete the project. This could include expressions of interest or tender processes.

Construction: On ground works have commenced.

In some instances multiple phases may be underway at the same time. Work is still ongoing to populate the estimated completion date for all projects. The attached report is designed to give a high level overview each project status.

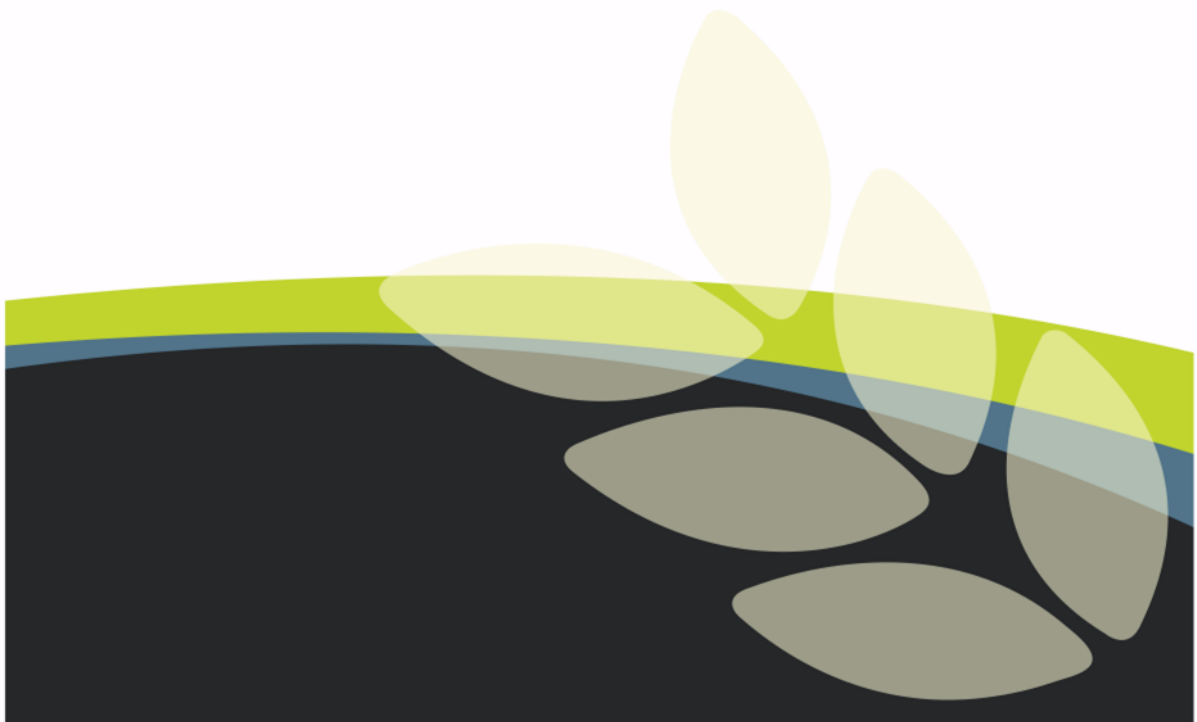


COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL

July 2018

Financial reporting pack

Monthly operational analysis



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Consolidated
To 31 July 2018



	YTD	Budget	Variance	8.49% %	Comments
Income from continuing operations					
Rates and annual charges	9,233,048	12,247,408	(3,014,360)	75.39%	😊 Rates and waste charged billed for the year. Annual water and sewer charges billed quarterly throughout the year. On track at this point in time.
User charges and fees	76,221	5,644,432	(5,568,211)	1.35%	😊 Water and sewer consumptions charge account for nearly half of this budget and are billed quarterly throughout the year. Ordered RMS works account for a further 26% and again will be billed throughout the course of the year. No concerns to report.
Interest and investment revenue	94,654	811,173	(716,519)	11.67%	😊 On track at present
Other revenues	36,361	523,288	(486,927)	6.95%	😊 Continue to monitor
Operating grants and contributions	134,669	8,245,238	(8,110,569)	1.63%	😊 The larger amounts will be received periodically throughout the year. On track at this point in time.
Capital grants and contributions	80,508	13,597,223	(13,516,715)	0.59%	😊 The bulk of this relates to the Gundagai Sewerage treatment plant upgrade and will be received as works progress.
Net gain from the disposal of assets	-	50,000	(50,000)	0.00%	😊
Total Income	9,655,462	41,118,762	(31,463,300)	23.48%	
Expenses from continuing operations					
Employee benefits and on-costs	1,075,867	11,071,905	(9,996,038)	9.72%	😊 Currently on track against budget. Actuals include termination payments which will be offset against reserves reducing the impact on the current budget. Excluding these transactions brings the expenditure to date to 7.5%
Borrowing costs	(11,259)	120,659	(131,918)	-9.33%	😊 Negative balance due to reversal of year end accruals, will be offset once interest payments are made later in the year.
Materials and contracts	1,346,899	9,156,245	(7,809,346)	14.71%	😊 No concerns, continue to monitor
Other expenses	1,033,166	2,831,407	(1,798,241)	36.49%	😞 The primary driver for this variance are the insurance premiums which are paid in full for the year totalling \$677k.
Internal cost recovery	(77,114)	(1,878,390)	1,801,276	4.11%	😊 No concerns, continue to monitor
Total Expenses	3,367,559	21,301,826	(17,934,267)	15.81%	
Net Operating Result	6,287,903	19,816,936			
Net operating result before grants and contributions provided for capital purposes	6,207,395	6,219,713			

Business Unit Summary - Operating

To 31 July 2018

8.49%



	Income					Expenditure				
	Actual	Budget	Variance	%		Actual	Budget	Variance	%	Comments
Operations										
Asset management planning	-	-	-	0.00%	😊	58,799	803,434	744,635	7.32%	😊
Buildings and property management	18,712	298,285	279,573	6.27%	😊	252,752	1,801,893	1,549,141	14.03%	😊
Emergency services	-	267,373	267,373	0.00%	😊	110,767	700,141	589,374	15.82%	😊
Infrastructure	569,753	6,214,002	5,644,249	9.17%	😊	970,376	8,564,548	7,594,172	11.33%	😊
Land development	-	50,000	50,000	0.00%	😊	30,569	50,483	19,914	60.55%	😊 Annual rates and charges allocated to properties. Timing issue only.
Parks and gardens	118	1,530,914	1,530,796	0.01%	😊	67,924	1,118,372	1,050,448	6.07%	😊
Plant management	7,905	359,024	351,119	2.20%	😊	43,668	1,615,992	1,572,324	2.70%	😊
Recreation facilities	8,877	159,187	150,310	5.58%	😊	111,429	1,128,181	1,016,752	9.88%	😊
Sewerage Management	34,642	12,829,434	12,794,792	0.27%	😊	84,848	2,627,105	2,542,257	3.23%	😊
Waste Collection services	2,016,850	2,265,877	249,027	89.01%	😊	136,448	2,233,116	2,096,668	6.11%	😊
Water Management	31,990	3,580,081	3,548,091	0.89%	😊	86,952	3,485,258	3,398,306	2.49%	😊
Development and Community Services										
Community services	-	-	-	0.00%	😊	434	10,560	10,126	4.11%	😊
Development and building	23,843	313,642	289,799	7.60%	😊	114,377	1,244,692	1,130,315	9.19%	😊
Economic development	8,606	174,988	166,382	4.92%	😊	137,394	694,121	556,727	19.79%	😊 Actual expenditure includes allocation for property insurance which has been budgeted in the Buildings and property management business unit. Reallocation of actuals or budget to correct.
Library	2,438	92,348	89,910	2.64%	😊	53,684	689,096	635,412	7.79%	😊
Noxious weeds	-	72,906	72,906	0.00%	😊	84,100	256,166	172,066	32.83%	😊 Actual expenditure includes termination payment for staff member which will be offset against reserves reducing impact on current budget.
Regulatory services	20,670	323,985	303,315	6.38%	😊	58,030	829,521	771,491	7.00%	😊
Executive										
Civic leadership	-	584	584	0.00%	😊	20,752	287,165	266,413	7.23%	😊
Communications and engagement	-	-	-	0.00%	😊	10,954	152,778	141,824	7.17%	😊
Customer Service	234	12,094	11,860	1.93%	😊	25,851	346,997	321,146	7.45%	😊
Executive office	-	-	-	0.00%	😊	128,635	214,149	85,514	60.07%	😊 Misallocation of legal expenses and wages budget to be corrected.
Financial management	6,907,649	12,498,859	5,591,210	55.27%	😊	86,882	(1,424,705)	(1,511,587)	-6.10%	😊
Governance and business systems	30	75,179	75,149	0.04%	😊	388,226	318,796	(69,430)	121.78%	😊 Misallocation of signage project costs and payment of stadium repairs which will be reimbursed via insurance
Human resource management	3,146	(0)	(3,146)	0%	😊	174,587	732,281	557,694	23.84%	😊 Purchase order from last financial year to be reversed.
Information technology	-	-	-	0.00%	😊	129,121	852,553	723,432	15.15%	😊
Total	9,655,462	41,118,762	31,463,299	23.48%		3,367,559	29,332,693	25,965,134	11.48%	

**Routine capital works
To 31 July 2018**



	Program budget	Expenditure to date	Funds remaining	Status update
Works				
Sealed roads	1,328,309	-	1,328,309	Works program currently on public exhibition. Council adoption to follow.
Reseal program	1,878,708	-	1,878,708	
Gravel resheeting	631,136	-	631,136	
Kerb and gutter	249,360	-	249,360	
Footpaths	56,940	-	56,940	
Bridges	119,970	-	119,970	Design phase commenced
Works total	4,264,423	-	4,264,423	
Fleet				
Plant replacement	1,337,500	1,070,153	267,347	Ongoing
Total	1,337,500	1,070,153	267,347	
Properties				
Gundagai neighbourhood centre painting	30,000	-	30,000	Quotes currently being obtained
Mirrabooka painting	15,000	-	15,000	Quotes currently being obtained
Museum electrical works	15,000	-	15,000	Scheduled for second half of the year
Gundagai River park upgrades	30,000	-	30,000	Quotes currently being obtained
Bartley St subdivision	25,000	-	25,000	
Total	115,000	-	115,000	
Sportgrounds, Gardens and Parks				
Park furniture replacement	15,000	-	15,000	Ongoing
Yarri park timber log replacement	20,000	-	20,000	Underway. Fine tuning materials

**Routine capital works
To 31 July 2018**



	Program budget	Expenditure to date	Funds remaining	Status update
Total	35,000	-	35,000	
Swimming Pools				
Gundagai pool irrigation	10,000	-	10,000	Scope changed to tree removal, concreting and installation of shade structure. Due for completion prior to season open.
Total	10,000	-	10,000	
Cemeteries				
Establish lawn cemeteries Stockinbingal, Nangus, Tumblong, Coolac	40,000	-	40,000	Programming of works to be determined
Total	40,000	-	40,000	
Water				
Mains	31,458	-	31,458	Ongoing throughout the year
Meters	18,020	-	18,020	Ongoing throughout the year
Treatment works	164,000	-	164,000	Scope of works being developed to include SCADA replacement
Total	213,478	-	213,478	
Sewer				
Mains	638,175	-	638,175	Relining program ongoing throughout the year
Total	638,175	-	638,175	
Information Technology				
Hardware replacement	35,735	-	35,735	As required throughout the year

**Routine capital works
To 31 July 2018**



	Program budget	Expenditure to date	Funds remaining	Status update
Total	35,735	-	35,735	
Grand Total	6,689,311	1,070,153	5,619,158	

Project listing

To 31 July 2018



Title	Project budget	Project expenditure	Funds remaining	Percentage spent	Status update	Estimated completion
Major projects total	38,189,658	7,265,254	30,924,404	19.02%		
WORKS	12,660,855	5,891,402	6,769,453	46.53%		
Gundagai Main Street	5,430,490	5,099,642	330,848	93.91%	Design: Ongoing Procurement: Ongoing	
Flood damage repairs	2,380,365	422,520	1,957,845	17.75%	Construction: Ongoing Design: Complete Procurement: Underway	
Adjungbilly Road	2,100,000	24,563	2,075,437	1.17%	Construction: Not commenced Design: Ongoing Procurement: Ongoing	30/06/2020
Stormwater mitigation	1,000,000	3,569	996,431	0.36%	Construction: Ongoing Design: Underway Procurement: Not commenced	
Yass Road development	800,000	29,062	770,938	3.63%	Construction: Not commenced Design: Ongoing Procurement: Ongoing	15/10/2018
Footpath renewal	500,000	112,457	387,543	22.49%	Construction: Ongoing Design: Underway Procurement: Not commenced	
Sheridan and West Streets intersection	250,000	23,934	226,066	9.57%	Construction: Not commenced Design: Complete Procurement: Complete	
Rathmills Lane	200,000	175,657	24,343	87.83%	Construction: Underway	
SPORTSGROUNDS, PARKS AND GARDENS	3,313,698	574,180	2,739,518	17.33%		
Gundagai large scale adventure playground	1,037,500	16,409	1,021,091	1.58%	Design: Underway Procurement: Not commenced Construction: Not commenced Design: Not commenced Procurement: Not commenced	
Cootamundra large scale teen playground	499,900	-	499,900	0.00%	Construction: Not commenced Design: Complete Procurement: Underway	
Lighting Fisher Park	250,000	-	250,000	0.00%	Construction: Not commenced	30/11/2018

Project listing

To 31 July 2018



Title	Project budget	Project expenditure	Funds remaining	Percentage spent	Status update	Estimated completion
Wallendbeen fitness infrastructure, playground and rage cage	216,393	142,318	74,075	65.77%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
Netball courts - Gundagai	200,000	658	199,342	0.33%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
Change rooms and toilets - Cootamundra Rugby Union Club	200,000	26,750	173,250	13.38%	Design: Underway Procurement: Complete Construction: Underway	31/12/2018
Old Primary School and Men's Shed	171,760	129,880	41,880	75.62%	Design: Complete Procurement: Complete Construction: Underway	
Stan Crowe Oval upgrade	164,500	182,160	(17,660)	110.74%	Design: Complete Procurement: Complete Construction: Complete	
Cootamundra Tennis Club court resurface	153,445	3,538	149,907	2.31%	Design: Complete Procurement: Complete Construction: Complete	
Stockinbingal Playground and BMX track	109,200	40,000	69,200	36.63%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
Cootamundra AFL Clubrooms	100,000	1,950	98,050	1.95%	Design: Complete Procurement: Underway Construction: Not commenced	
The Moreley's Creek fishing pier	61,000	-	61,000	0.00%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	30/09/2018
Rail trail development plan	50,000	-	50,000	0.00%	Design: Complete Procurement: Underway Construction: Not commenced	
Gundagai Services Club tennis clubrooms and squash courts	50,000	-	50,000	0.00%	Design: Complete Procurement: Underway Construction: Not commenced	
Nangus playground	50,000	30,516	19,484	61.03%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
PROPERTY	3,267,605	427,148	1,940,457	13.07%		
Turners Lane industrial subdivision	790,000	8,878	781,122	1.12%	Design: Underway Procurement: Not commenced Construction: Not commenced	

Project listing

To 31 July 2018



Title	Project budget	Project expenditure	Funds remaining	Percentage spent	Status update	Estimated completion
Visitor Information Centre - Gundagai	300,000	177	299,823	0.06%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
Cootamundra saleyards lighting and electrical	300,000	79,972	220,028	26.66%	Design: Complete Procurement: Underway Construction: Not commenced	
Cootamundra depot refurbishments	900,000			0.00%	Design: Underway Procurement: Not commenced Construction: Not commenced	
Cootamundra saleyards truckwash	330,000	158,424	171,576	48.01%	Design: Complete Procurement: Underway Construction: Not commenced	31/10/2018
Stephen Ward Rooms and outdoor area	200,000	3,597	196,403	1.80%	Design: Underway Procurement: Not commenced Construction: Not commenced	
Mirrabooka upgrade	195,000	163,697	31,303	83.95%	Design: Complete Procurement: Complete Construction: Underway	
Public toilet - Sheridan Street	150,000	12,402	137,598	8.27%	Design: Underway Procurement: Not commenced Construction: Not commenced	
Old Gundagai Gaol masterplan and Moonlite display	87,605	-	87,605	0.00%	Design: Complete Procurement: Complete Construction: Underway	
Old Gundagai Gaol handrails and structural repairs	15,000	-	15,000	0.00%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
SWIMMING POOLS	800,000	51,020	748,980	6.38%		
Water Park - Cootamundra	400,000	-	400,000	0.00%	Design: Complete Procurement: Underway Construction: Not commenced	31/07/2018
Tiling and disabled ramp - Gundagai	300,000	-	300,000	0.00%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
Pool shade cloth - Cootamundra	100,000	51,020	48,980	51.02%	Design: Complete Procurement: Complete Construction: Complete	
WASTE	1,400,000	-	1,400,000	0.00%		

Project listing

To 31 July 2018



Title	Project budget	Project expenditure	Funds remaining	Percentage spent	Status update	Estimated completion
Waste facility upgrades - Cootamundra	1,000,000	-	1,000,000	0.00%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
Waste facility upgrades - Gundagai	400,000	-	400,000	0.00%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
WATER	3,247,500	20,192	3,227,308	0.62%		
Water main upgrade - Cootamundra	2,000,000	1,217	1,998,783	0.06%	Design: Complete Procurement: Complete Construction: Not commenced	30/09/2018
Water supply feasibility - Nangus	647,500	-	647,500	0.00%	Design: Underway Procurement: Not commenced Construction: Not commenced	
Mains connection - Dog on the Tuckerbox site	600,000	18,975	581,025	3.16%	Design: Underway Procurement: Not commenced Construction: Not commenced	
SEWER	13,500,000	301,312	13,198,688	2.23%		
Sewer treatment plant replacement - Gundagai	13,500,000	301,312	13,198,688	2.23%	Design: Underway Procurement: Underway Construction: Underway	

**Rates and Sundry Debtors
To 31 July 2018**

Outstanding debts	B/fwd	Billed	Collected	Outstanding	%
Rates	197,868	6,940,711	35,365	7,103,214	99.50%
Waste	134,713	2,132,389	392,068	1,875,034	82.71%
Water	415,989	27,273	157,518	285,744	64.46%
Sewer	345,635	33,070	79,461	299,244	79.02%
Sundry	423,644	103,450	215,193	311,901	59.17%
Totals	1,517,849	9,236,893	879,605	9,875,137	

8.1.3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

DOCUMENT NUMBER	286694
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	The cost of registration per attendee
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 Conference Program 2. Conference Registration Form

RECOMMENDATION

- 1. Council determine attendees for the Local Government NSW Annual Conference**
- 2. The Mayor and Deputy Mayor be nominated as Council's voting delegates for the Local Government NSW Annual Conference**

Introduction

This Conference is the annual policy making event for NSW general purpose councils and its associate members. It is the pre-eminent event of the local government year where local councillors come together to share ideas and debate issues that shape the way we are governed.

Discussion

The Local Government NSW Annual Conference will be co-hosted by the City of Albury and will be held Sunday 21st to Tuesday 23rd October, 2018. Registration per attendee is \$940.00, however should Council be registered prior to 17th September, 2018 the registration fee would be \$840.00.

Two voting delegates must be registered for the voting on motions during the formal business sessions. The details of the voting delegates must be determined and submitted by no later than 5pm, Tuesday, 2nd October, 2018. At the 2017 Conference the voting delegates were the Mayor and Deputy Mayor.

Members are invited to submit motions for discussion at the Conference. Motions must be submitted by 12 midnight AEST, Sunday 26th August, 2018 to allow for printing and distribution of the Business Paper before the Conference. In line with the LGNSW rules, 12 midnight AEST, Sunday 23 September 2018 is the latest date motions will be accepted for inclusion in the Conference Business Paper. Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions. Members are encouraged to review the Action Reports from previous Conferences before submitting motions for the 2018 Conference to gauge current advocacy and observe the content and language of carried resolutions.



Local Government NSW Annual Conference 2018

Sunday 21 – Tuesday 23 October 2018

Main conference venue is Albury Entertainment Centre, QE11 Square, Swift Street, Albury

This program is correct at the time of publication; speakers and program details may have changed due to unforeseen circumstances.

DRAFT PROGRAM (as of 13 July 2018)

SUNDAY 21 October	
10.00am – 4.00pm	Bump in sponsors to set up trade exhibition Partners tour program on the website
1.00pm – 4.30pm	Registration opens in Albury Convention Centre foyer
2.00pm – 4.00pm	Workshop 1 - AR Bluett Award winning councils in 2016 and 2017, a special presentation in Convention Centre Theatre Level 1
2.00pm – 3.00pm	Workshop 2a) Elected Members: Update on Legal Responsibilities, Retro Lane Café, QEII Square, 525 Swift Street
3.00pm – 4.00pm	Workshop 2b) Elected Members: Developing Capabilities, Retro Lane Café, QEII Square, 525 Swift Street
Transfer bus loop from 5.15pm	Bus will loop from main conference venue in QEII Square to Noreuil Park Registration opens at this event
5.30pm – 7.30pm	President's Opening Ceremony followed by Welcome Reception at Noreuil Park Foreshore, Noreuil Parade Albury (off Wodonga Place). This is an outdoor event. Welcome to Country Welcome from the Mayor of Albury Welcome from LGNSW President, Cr Linda Scott Address from Welcome Reception Sponsor, NSW Department of Planning and Environment
Monday 22 October 2018 – Business Session Day 1 / AEC Theatre and Convention Centre	
7.30am – 5.00pm	Registrations open in Albury Convention Centre
8.15am – 9.00am	Distribution of voting materials and electronic handsets Trade exhibition opens in Albury Convention Centre
9.15am – 9.45am	Address from The Hon Gladys Berejiklian MP , Premier of NSW
9.45am – 11.00am	Address from Cr Linda Scott , LGNSW President Opening of the Federal Conference, chaired by Cr Linda Scott including demonstration of voting units, adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members Business session and consideration of motions

	Opening of the State Conference, chaired by Cr Linda Scott including adoption of standing orders. Presentation of the auditor's report, general financial and operating report to members
	Business sessions and consideration of motions
11.00am – 11.30am	Morning tea in trade exhibition area in Albury Convention Centre, sponsored by Local Government Super
11.30am – 1.00pm	Consideration of conference business continued, chaired by the President
1.00pm – 2.00pm	Lunch in trade exhibition, sponsored by Local Government Super General Managers Lunch at the Retro Lane Café, QEII Square, 525 Swift Street, sponsored by StateCover: a short update from StateCover, Local Government Super and LGP (on best practice procurement)
2.00pm – 3.30pm	Consideration of conference business continued, chaired by the President
3.30pm – 4.00pm	Afternoon tea in trade exhibition area, sponsored by Local Government Super
4.00pm – 4.30pm	Address from the Hon Gabrielle Upton MP , Minister for Local Government
4.30pm – 5.00pm	Consideration of conference business continued, chaired by the President Collection of all electronic handsets and motions voting cards Conference business session closes
5.00pm – 6.00pm	Delegate networking function in trade exhibition area
6.00pm	Trade exhibition closes
7.30pm – 11.00pm	Conference Dinner, Marquee QEII Square
7.30pm	Doors open
7.45pm	Delegates seated and entrée served
8.00pm	LGNSW President introduces Elite Sponsor, StateCover Mutual Limited
8.10pm	LGNSW President and Elite Sponsor present the AR Bluett Awards, Outstanding Service Awards and Executive Certificates for elected members
8.35pm	Main course served
9.35pm	Entertainment and dancing
11.00pm	Close
Tuesday 23 October 2018 – Business Session Day 2 AEC Theatre and Convention Centre	
7.30am – 5.00pm	Registration opens
7.30am – 8.45am	Australian Local Government Women's Association (ALGWA NSW) Breakfast Retro Lane Café, QEII Square, 525 Swift Street. Special Guest Speaker: Sarah Garnett , Founder, The Footpath Library
8.15am – 4.00pm	Trade exhibition opens in Albury Convention Centre
9.00am – 9.05am	Introduction by Ms Ellen Fanning , Master of Ceremonies

9.05am – 9.20am	Address from The Hon Dr John McVeigh MP , Federal Minister for Local Government (invited)
9.20am – 9.30am	Facilitated questions from the conference to the Federal Minister for Local Government
9.30am – 9.35am	Short address from Premier Sponsor, Office of the NSW Small Business Commissioner & Service NSW
9.35am – 9.50am	Address from Mr Stephen Jones , Federal Shadow Minister for Local Government
9.50am – 10.00am	Facilitated questions from the conference to the Federal Shadow Minister
10.00am – 10.05am	Short address/video from Distinguished Sponsor, Local Government Super
10.05am – 10.20am	Address from Cr Linda Scott , LGNSW President, on Association Initiatives
10.20am – 10.30am	Treasurer's Report
10.30am – 11.00am	Morning tea in trade exhibition area, sponsored by Environment Protection Authority
11.10am – 12.45pm	Smart Places
11.15am – 11.40am	Facilitated by Simon Hunter , Executive Director, Strategy and Planning, Infrastructure NSW
11.40am – 12.05pm	<ul style="list-style-type: none"> Smart cities and towns: what, why and how? – Adam Beck, Executive Director, Smart Cities Council Australia New Zealand
12.05pm – 12.30pm	<ul style="list-style-type: none"> Smart data: what local government needs to know to thrive – Geof Heydon, Associate at Creatortech and Chair of Platforms and Interoperability at the Internet of Things Alliance Australia
12.30pm – 12.45pm	<ul style="list-style-type: none"> How to implement smart strategies to give your residents better options – Chris Isles, Executive Director of planning, Place Design Group
12.45pm – 1.30pm	Lunch in the trade exhibition area, sponsored by Environment Protection Authority
1.30pm – 2.00pm	The Hon Robert Stokes MP , Minister for Education, will launch the Joint Use Project initiative (invited)
2.05pm – 2.20pm	Address to be advised
2.20pm – 2.35pm	Facilitated questions from the audience to the Minister for Local Government
2.35pm – 2.40pm	Short address/video from Distinguished Sponsor, Environment Protection Authority
2.40pm – 2.55pm	Address from The Hon Peter Primrose MLC , Shadow Minister for Local Government
2.55pm – 3.10pm	Facilitated questions from the audience to the Shadow Minister for Local Government

3.10pm – 4.00pm	Keynote address: Stephen Bradbury
4.00pm – 4.30pm	Afternoon tea and delegate networking function in trade exhibition area
Close of Conference	



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2018

LGNSW
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ALBURY
21-23 OCTOBER

Elite Sponsor



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Welcome from the President

Cr Linda Scott

I look forward to welcoming you to the 2018 LGNSW Annual Conference in Albury.

Once again, we will gather to discuss issues of importance to the communities we serve. We will debate and discuss advocacy priorities for the year ahead.

LGNSW represents all 128 councils in NSW and is the state's peak local government body. The decisions made at conference are the foundation of our ongoing advocacy efforts.

Whether you are from a city, regional or rural council, a mayor, councillor or a senior member of staff, I know you will also value the opportunity this conference provides to meet with, and learn from, other people with similar roles and challenges.

We will hear from the Premier of NSW, as well as the federal and state ministers and shadow ministers for local government. An expert panel will also discuss the theme of 'smart places' and associated innovation, ideas, technology, data and research.

Concurrent sessions will cover: case studies of AR Bluett Award winning councils in 2016 and 2017; legal responsibilities for elected members; and developing capabilities for elected members.

The conference will also feature a significant trade exhibition showcasing the latest products and services available to the sector.

This year's annual conference is not to be missed. I look forward to seeing you in Albury later this year.



Welcome to Albury

Cr Kevin Mack, Mayor of Albury

Welcome to delegates attending the 2018 LGNSW Conference. As a renowned leader of regional councils in NSW, Albury City is proud to welcome our rural, regional and metropolitan colleagues to enjoy our vibrant, relaxed, clean, friendly city.

We know you will enjoy the hospitality of the Albury Entertainment Centre situated in the heart of our cultural precinct. Please take the opportunity to explore the area with a visit to the Art Museum (MAMA) and the LibraryMuseum during your stay. The welcome function on the banks of the Murray will be another highlight – we are about to embark on an exciting \$10 million river re-development project which will be a breathtaking addition to our community and visitor experiences. We are extremely proud that Albury continues to grow and evolve as a jewel in the crown of both southern NSW and regional Australia.

This year's conference will, I'm sure, highlight issues and challenges faced by all local government bodies and it's hoped we can come away with positive strategies and key learnings that make a real difference in our communities.

I wish you all an enjoyable stay in Albury and a successful 2018 conference.

CONFERENCE VENUE

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Albury Entertainment Centre

The conference will take place at the Albury Entertainment Centre (AEC) complex in the heart of the CBD. The Square is flanked by the Library Museum, Murray Art Museum Albury (MAMA), historic St Matthews Church and other civic buildings. The Theatre Auditorium will be the venue for the plenary sessions.

The trade exhibition will be in the Convention Centre Ground Floor Auditorium in the adjoining building. The Albury Entertainment Centre is within walking distance of all CBD accommodation, and free all day parking adjacent to the venue is available for delegates.



If you are tweeting about the LGNSW Annual Conference, please use the hashtag #lgnsw2018



Conference Overview

Full program details will be published on the LGNSW website. www.lgnsw.org.au

EVENT	LOCATION
Sunday 21 October	
Trade Exhibition Setup	Convention Centre Ground Floor Auditorium
Delegate Registration	Convention Centre Foyer
Councillor Workshop Session 1	Convention Centre Theatre Level 1
Councillor Workshop Session 2	Retro Lane Café, QEII Square, 525 Swift Street
President's Opening Reception	Noreuil Park, 48 Noreuil Parade (this is an outdoor event)
Monday 22 October	
Trade Exhibition	Convention Centre Ground Floor Auditorium
Business Session Plenary	Theatre Auditorium
General Managers' Lunch Briefing	Retro Lane Café, QEII Square, 525 Swift Street
Delegates Networking Function	Convention Centre Ground Floor Auditorium
Conference Gala Dinner	Marquee QE11 Square (onsite)
Tuesday 23 October	
ALGWA Breakfast	Retro Lane Café, QEII Square, 525 Swift Street
Trade Exhibition	Convention Centre Ground Floor Auditorium
Business Session Plenary	The Theatre Auditorium
Delegates' Networking Function	Convention Centre Ground Floor Auditorium

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Registration to Attend the Conference

Registrations open in mid-July on the LGNSW website. We invite councillors, mayors, general managers and senior staff to register as individuals or groups.

Early bird registration rate is \$840 and applies if you register and pay by 17 September 2018

Standard registration rate is \$940 for all registrations from 18 September – 9 October 2018

Dinner is not included in the overall registration cost this year and is an optional added cost of \$110. This change follows member feedback. You will be able to select this as part of your online registration.

Members wanting to take advantage of the early bird rates, who are uncertain of the names of councillors attending can still register and pay now, and confirm names later, provided they do so by 9 October. (Delegates names and alterations to delegates names can be completed online.)

Note: Voting delegates must be registered to attend the Conference and also be registered as a voting delegate.

Registration as a Voting Delegate

Separate from Conference registration, financial members must nominate the names of their voting delegates for voting on motions.

For all information relating to voting entitlements, nominations and dates, please refer to the LGNSW website.

Register Online at lgnsw.org.au

Online registration is conducted through a secure site which accepts credit cards (Visa or Mastercard with a 0.9% surcharge), cheque and direct deposit payments.

Once you have registered, you will receive a confirmation email and a tax invoice. Your registration will be confirmed once full payment is received.

Delegate Registration Fees

Registration at the event is open from 1.00pm – 4.30pm in the foyer of the Albury Convention Centre on Sunday 21 October. Registration will move to the President's Opening Reception at Noreuil Park from 5.30pm – 7.30pm. On Monday 22 and Tuesday 23 October, registration will take place in the foyer of the Albury Convention Centre.

Delegate registration fees include business papers, the President's Opening Reception, two-day business sessions including morning and afternoon tea, lunch, delegate networking functions, name badge and a satchel. The cost to attend the conference is heavily subsidised by LGNSW and sponsors.

Optional Events

- Councillor training sessions incur a fee of \$44 and are part of the online registration optional events.
- The ALGWA breakfast is not part of the conference registration fee and is priced separately at \$55.
- Sightseeing tours of Albury are available for partners of delegates attending the conference. Register online.

- The conference dinner is optional this year (\$110).
- A special interest session for general managers only is offered free of charge on Monday 22 October. Register online.

The conference fee does not cover accommodation or partner attendance. Partners wishing to attend social functions need to book and pay online.

Sponsor Registration Fees

Each sponsorship level includes a certain number of registrations. If sponsors wish to register additional staff, we have a special rate per person which includes the President's Opening Reception only. Tickets must be purchased separately for the dinner. All sponsors (whether included in your package or extra) must register attendance via the online registration portal.

Registration fees (inclusive of GST)

DELEGATES	FEES
Early Bird Registration (paid by 17 September 2018)*	\$840
Standard Registration (paid by 9 October 2018)*	\$940
Conference Dinner Ticket (optional)	\$110
Non-member Early Bird Registration (paid by 17 September 2018)	\$1680
Non-member Standard Registration (paid by 9 October 2018)	\$1880
Non-member Conference Dinner Ticket	\$220
Sponsors Extra Staff Registration (paid by 9 October 2018)	\$495
PARTNERS AND EXTRA GUESTS	
President's Opening Reception	\$88
Conference Dinner Ticket	\$110
Training Sessions (see draft program on website)	\$44
ALGWA Breakfast	\$55

* excludes dinner

Speakers and Special Guests

If you are an invited guest or part of the conference program and would like to attend in full or for a part of the conference program, please email the LGNSW events team directly at events@lgnsw.org.au.

Confirmation, Cancellation Policy and Enquiries

Should you be unable to attend, once registered, a substitute delegate is welcome to attend in your place at no additional charge. All cancellations and amendments must be advised in writing to the Conference Secretariat, Bradley Hayden at Bradley@ccem.com.au. Cancellations made by 5.00pm Tuesday 9 October 2018 will be eligible for a full refund less a \$110 administration fee per registration. Cancellations made after 5.00pm on this date are not refundable.

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Special Requirements

If you have any special dietary requirements, access or impairment issues, please ensure you complete the appropriate section of the online registration form. Every effort is made to ensure catering is varied, nutritional and inclusive of differing tastes.

Privacy

LGNSW is the organiser of the Local Government NSW Annual Conference 2018 and is bound by and committed to supporting the principles set out in the *Privacy and Personal Information Act 1998* and the Australian Privacy Principles. LGNSW will collect and store the information you provide in the registration process for the purpose of enabling us to register your attendance. With your permission, LGNSW may disclose some of the information whereby it is reasonably expected that such purpose be related to the offer, provision and improvement of conferences and services.

Delegate Contact Details

Please note that a nametag scanning facility will be available on site for sponsors and exhibitors to scan delegates' nametags, with their agreement, resulting in delegate contact details going straight to the sponsor or exhibitor. By registering for the conference you are deemed to have acknowledged and accepted this process.

Photography

There will be a photographer at the conference who will take pictures during the sessions and social functions. If you have your picture taken it is assumed that you consent to LGNSW using images. Images may be used for print and electronic publications.

Liability for your Registration

In the event of unforeseen circumstances, LGNSW and the Conference Secretariat do not accept responsibility or liability for the loss of expenses incurred by delay, cancellation, or miscommunication. By completing and submitting the online registration form, you are deemed to have read and accepted the cancellation and privacy information.

Contact

The Conference Secretariat, Bradley Hayden, is your contact for:

- Sponsorship enquiries, bookings and the trade exhibition
- Registration and function enquiries for delegates, sponsors and partners including payments and inclusions

Email bradley@ccem.com.au
Phone 04 12 461 392
Address PO Box 5013, Albury NSW 2640

LGNSW manages arrangements for delegates, observers and partners attending this year's conference in relation to:

- Business Papers and Conference material
- Applications for Service Awards (to be presented as part of the Conference Gala Dinner)
- All general enquiries regarding the business program

Email events@lgnsw.org.au
Phone 02 9242 4000
Address GPO Box 7003, Sydney NSW 2001

Voting at the Conference on Motions

If you are a voting representative for your council, you **MUST** be in the main auditorium on Monday 22 October so that a quorum can be achieved.

Voting at the conference will be by electronic handsets and a delegate plastic voting card will be distributed at registration. The plastic voting card must be returned at the end of the voting day or a fee of \$100 per card will be invoiced. Electronic handsets will be distributed at accessible points to the main theatre auditorium. A demonstration of the cards and electronic handsets will be given prior to business motion voting. This year, lanyards will also identify those who are voting delegates.

Contact LGNSW regarding:

- Voting delegate entitlements
- The 2018 Annual Conference dates and deadlines

For information relating to council voting entitlements, please contact Adam Dansie on 02 9242 4140. For details regarding your voting entitlements or how to change your voting delegate's name, please refer to the LGNSW website.

A reminder that registration as a voting delegate is a **separate process** to conference registration.

Business Papers

Member councils will receive a printed copy, for each voting delegate, of the Business Paper one week before the conference. Papers will also be available to download from LGNSW's website at this time. Councils may also view the Record of Decisions from the 2017 Conference on LGNSW's website.

Condition of Entry

It is a condition of entry that no delegate may disrupt the order of events or intent of the program. Anyone considered to be disturbing the program intent will be asked to leave. Only pamphlets and brochures approved by the event organisers may be distributed.

BUSINESS PROGRAM

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Local Government NSW Annual Conference 2018

A copy of the full draft program is available at www.lgnsw.org.au

Abridged version of the Program as at July 2018

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SUNDAY 21 OCTOBER

2.00pm – 4.00pm	Two optional concurrent councillor workshop/information sessions. Workshop 1 – AR Bluett Award winning councils in 2016 and 2017, a special presentation in Albury Convention Centre theatre, Level 1
2.00pm – 3.00pm	Workshop 2a – Elected Members: Update on Legal Responsibilities, Retro Lane Café, QEII Square, 525 Swift Street
3.00pm – 4.00pm	Workshop 2b – Elected Members: Developing Capabilities, Retro Lane Café, QEII Square, 525 Swift Street
5.30pm – 7.30pm	President's Opening Reception at Noreuil Park

MONDAY 22 OCTOBER

9.15am – 9.45am	Address from the Hon Gladys Berjigkian MP , Premier of New South Wales
9.45am – 11.00am	Address from Cr Linda Scott , LGNSW President Opening of the Federal and State Conference, chaired by Cr Linda Scott including demonstration of voting units, adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members
11.30am – 4.00pm	Business session and consideration of motions
4.00pm – 4.30pm	Address from the Hon Gabrielle Upton MP , Minister for Local Government
4.30pm – 6.00pm	Delegate Networking Function
7.30pm – 11.00pm	Conference Dinner on-site Marquee QEII Square Presentation of Awards

TUESDAY 23 OCTOBER

7.30am – 8.45am	Australian Local Government Women's Association (ALGWA NSW) Breakfast
9.00am – 9.05am	Introduction by Ellen Fanning , Master of Ceremonies
9.05am – 9.30am	Address from the Hon Dr John McVeigh MP (Invited)
9.35am – 10.00am	Address from Mr Stephen Jones MP , Federal Shadow Minister for Local Government
10.05am – 10.30am	Association Business and Treasurer's Report
11.10am – 12.40pm	Smart Places: three presentations exploring the relevance and opportunities for all councils in a newly developing area involving innovation, ideas, technology, data, research and adaptation
1.30pm – 2.00pm	Address from the Hon Rob Stokes MP , Minister for Education (invited)
2.05pm – 2.35pm	Address to be advised
2.40pm – 3.10pm	Address from the Hon Peter Primrose MLC , Shadow Minister for Local Government
3.10pm – 4.00pm	Keynote Address: Stephen Bradbury
4.00pm – 4.30pm	Afternoon tea and networking

A copy of the full draft program is available at www.lgnsw.org.au

SOCIAL PROGRAM

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President's Opening Reception

Sponsored by the NSW Department of Planning and Environment



Planning &
Environment

Sunday 21 October, 5.30pm – 7.30pm

Noreuil Park Foreshore – Noreuil Parade Albury
(off Wodonga Place)

Dress code: smart casual for outside evening event
on grass. Flat shoes recommended.

Join special guests, fellow councillors, the LGNSW Board, general managers, sponsors and speakers for an official welcome and an informal cocktail reception at the iconic Noreuil Park foreshore on the banks of the Murray River. Enjoy the many talents of singer Miss Kitty and the Memphis Trio featuring Albury General Manager Frank Zaknich on drums. The rockabilly trio formed in July 2016 and have hit the ground running with bookings as far ahead as 2020.

Guests will also be treated to daring feats performed by Albury's world-renowned Flying Fruit Fly Circus. See ordinary kids doing extraordinary things! The Flying Fruit Fly Circus is dedicated to advancing and innovating the art form of circus. They are one of the world's leading youth arts companies, both a celebrated producer of contemporary circus-based theatre for young people and a national centre of arts training excellence.

Transfer buses leave AEC from Swift Street from 5.15pm and will loop back to Dean Street at 7.30pm for those wishing to dine locally. A list of available restaurants is on the website and it is strongly suggested you book to secure a table.

A Night on the Green Conference Dinner

Sponsored by StateCover Mutual Limited



Monday 22 October, doors open at 7.30pm

Marquee QE11 Square

Dress Code: after five

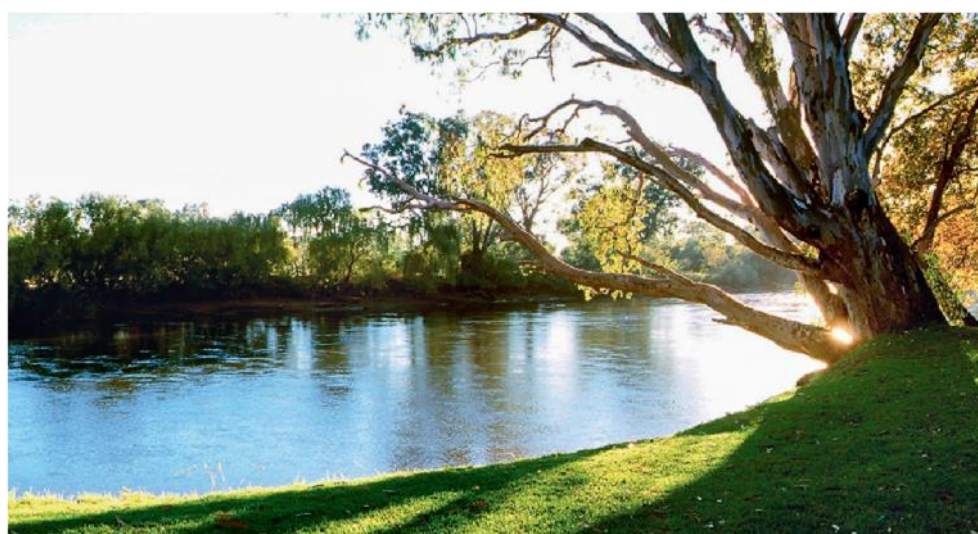
Cost \$110

Allocated seating required; register as part of the conference registration process. If you require a dinner transfer from selected hotels, please book online in the registration.

Join us on the green of QE11 Square, under the stars, for a tasteful gala dinner, brought to you with the assistance of Elite Sponsor StateCover.

Be entertained by the unmissable concert from Johnny to Jack. Twenty years before Whispering Jack became the highest selling album in Australian history, a teenager named Johnny Farnham stormed onto the Australian music scene with the unconventional smash hit Sadie (The Cleaning Lady). From Johnny to Jack is the incredible rollercoaster journey of a teen pop idol's rise and fall, and the making of a rock and roll icon who would become known as 'The Voice'.

Australian vocal superstar Luke Kennedy (The Voice, The Ten Tenors, Swing On This) and his world-class band will take you on a musical odyssey featuring songs from Farnham's sensational back catalogue.



Noreuil Park Foreshore

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GENERAL INFORMATION

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ALGWA Breakfast



Tuesday 23 October, 7.15am for 7.30am start – 8.45am

Retro Lane Café, QEII Square, 525 Swift Street

Register as part of the conference registration process

Cost \$55

**Special Guest Speaker Sarah Garnett,
Founder of The Benjamin Andrew Footpath Library**

Sarah Garnett is a corporate communications producer and founder of The Benjamin Andrew Footpath Library, a charity which grew from her passion for human diversity and the desire to change attitudes towards homelessness. The Footpath Library gives away thousands of books each month to homeless and disadvantaged people across Sydney, Melbourne, Brisbane and Perth. There is no other library like it anywhere in the world. The free, mobile library collaborates with other community-based providers including Orange Sky Laundry and Vinnies Night Patrol, making it a truly unique service.

Partner's Optional Activities

Albury City Tour

Sunday 21 October, 10.00am – 12 noon

Departs and returns to Albury Entertainment Centre

Cost \$20 per person

Enjoy a guided coach tour of the beautiful city of Albury including the Murray River precinct, the WWI Monument and the grand architecture of Dean Street, the Albury Railway Station and other local highlights of historic and contemporary significance.

Minimum numbers apply for tour (maximum 48).



Albury City

AWARDS

Service Awards and the AR Bluett Awards



Outstanding Service and Emeritus Mayor Awards will be presented during the conference dinner to those who have given outstanding service to local government. To enable the processing of awards, councils are asked to advise LGNSW whether or not nominees for the award will be attending the conference and purchasing tickets. The deadline for applications for awards to be presented at the conference is Monday 27 August 2018.

A letter confirming the presentation will be sent to your general manager. If you do not receive confirmation by Monday 10 September, please contact Karen Rolls at LGNSW on 02 9242 4050.

The online nomination form can be found on [LGNSW's website](#).

The AR Bluett Memorial Trustees will also present the prestigious AR Bluett Awards during the dinner program to two councils that have been recognised as the most progressive in NSW in 2017/18.

Yindymarra Sculpture Walk and Wonga Wetlands

Monday 22 October, 9.30am – 1.00pm

Departs and returns to Albury Entertainment Centre

Cost \$45 per person including lunch

Take in the beauty of the majestic Murray River when you walk the Yindymarra Sculpture Trail. You will be guided by an expert in Wiradjuri culture highlighting some of the magnificent river related sculptures as you wind your way between river and wetlands. Discover Wonga Wetlands, a peaceful ecosystem of lagoons and billabongs, home to variety of wildlife and ancient river red gums. Enjoy a BBQ lunch, a presentation and walk around the wetlands before returning to central Albury.

Minimum numbers apply for tour (maximum 48). Please note any special dietary requirements in the online registration. Walking shoes recommended.



Yindymarra Sculpture Walk

Corowa full day tour

Monday 22 October, 9.30am – 3.30pm

Departs and returns to Albury Entertainment Centre

Cost \$50 per person (lunch additional)

On the way to the riverside town of Corowa, enjoy a stop off at Wrenwood Gallery and Farm Shop to take in the variety of artworks, farm and home produce. On arrival to Corowa, experience the delicious treats at the Corowa Chocolate and Whisky Factory, purchase your own lunch here, and enjoy a factory tour and chocolate tasting. After lunch, visit the Federation Museum and learn about the birthplace of Federation before returning to central Albury.

Minimum numbers apply for tour (maximum 48). Please note any special dietary requirements in the online registration.

Accommodation

In line with our sustainability principles, and due to the fact that Albury has a great deal of accommodation within walking distance of the main venue, daily transfers will not be provided. LGNSW encourages delegates to take advantage of the CBD options. To book accommodation, see [Visit Albury Wodonga](#).

Free all day parking is available at the Wilson Street car park across from the conference venue.

Child Care Arrangements

If delegates require childcare facilities in order to attend the conference or social programs, contact the Albury Visitor Information Centre on 1300 252 879 or visit info@visitalburywodonga.com to connect with local providers.

Environmental Sustainability Commitment

LGNSW is committed to ensuring the LGNSW Annual Conference 2018 is organised and conducted in a sustainable manner to reduce the impact on the planet. The event will adhere to LGNSW Principles and Guidelines for Event Sustainability.

Sponsorships and Partnerships

If you are interested in sponsoring the conference, giving support or taking part in our trade display, please contact the Conference Secretariat, Bradley Hayden, Countrywide Conference and Event Management at bradley@ccem.com.au.



SPONSORS

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Planning Sponsor



Distinguished Sponsors



Delegates Lounge



Exclusive Coffee Cart Sponsor



Valued Sponsors



8.1.4 COOTAMUNDRA TOURISM ACTION GROUP - 16 AUGUST 2018 - MINTUES

DOCUMENT NUMBER	286781
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
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. CTAG - Minutes

RECOMMENDATION

The Minutes of the Cootamundra Tourism Action Committee held on 16th August, 2018 be received and noted

Introduction

The attached Minutes of the Cootamundra /Tourism Actin committee held on 16th August, 2018 are submitted for the information of Council

COOTAMUNDRA TOURISM ACTION GROUP

MEETING OF August 16th, 2018
4pm, Stephen Ward Rooms

MINUTES

Chair Cr Leigh Bowden

1. Acknowledgement of Country

2. Attendance

Present: Leigh Bowden, Jenny McClintock, Miriam Crane, Yvonne Forsyth, Luke Piotrowicz, Brian Nolan, Alan East, Isabel Scott, Alan Moston, Sally Goodenough

Apologies: Janet Temperly, Denise Clune, Callista Harris, Sandra Klinke, Nina Piotrowicz, Charlie Sheahan, Penny Nicholson, Rosemary Fowler-Sullivan

3. Minutes & business arising from the Minutes

Minutes of the previous meeting:

Amendments:

- Attendance to include Jenny McClintock
- Item 8 Bike Paths — Resolution should read "CTAG requests CGRC to investigate creation of shared walking and cycling paths along Muttama Creek where accessible, and a full circuit of Cootamundra."

Minutes accepted as amended: Moved Brian Nolan, Seconded Yvonne Forsyth

Business arising:

Tourism promotion (Miriam Crane):

- Website now in place
- Slogan Cooee Cootamundra (discuss at next meeting, generally liked, subject to any copyright, trademark or prior user issues)
- Visitors Guide at printer

Tourism infrastructure:

- Hot water for Bradman's Birthplace Museum (referred to General Manager CGRC)
- RV Friendly Town (under consideration by General Manager CGRC)
- Free camping at Pioneer Park: Miriam advises no change needed to Crown Land use but would still need to seek permission. Currently a grazing lease is

- in place but is not being used.
- Muttama Creek walking/cycling track — passed by Council, in General Manager CGRC Action Plan
- Pioneer Park — Friends of Pioneer Park have submitted improvement proposals to CGRC.

ACTION: Leigh and Sally to distribute electronic copy of submission to CTAG members

4. Correspondence

Out:

Cycling groups letter to General Manager CGRC in support of rail trails. Cover letter read to meeting.

In:

Invitation to Central West Lifestyle Magazine Spring 2018 launch

5. CTAG as Section 355 Committee of Council

- Advantages include increased status and influence, ability to apply for grants and disburse funds, formal role as instrument of Council
- Disadvantages include extra administrative load, possible issues around ensuring appropriate sector representation
- No consensus reached, further discussion required.

6. Any other business

Tourism infrastructure:

Event signage: "What's on" signs on approaches to Cootamundra to alert visitors and locals to events desirable.

Noted: \$8000 recently spent on promotional projects for Gundagai -- mural, radio, shop wraps

ACTION: Leigh Bowden to seek funding from CGRC for trial signage, possibly on the Olympic Highway at Wallendbeen.

ACTION: Alan East to obtain quotes for trial signage

ACTION: Leigh Bowden and Isabel Scott to prepare Expression of Interest with costings for Stronger Communities Programme Round 4, due 22 August 2018, for funding for additional signage following evaluation of trial signage project.

7. Date of next meeting

4pm, 20 September 2018, Stephen Ward Rooms.

8.2 DEVELOPMENT AND COMMUNITY SERVICES DIRECTORATE

8.2.1 DEVELOPMENT APPLICATIONS APPROVED JULY 2018

DOCUMENT NUMBER	285327
REPORTING OFFICER	Brooke Douglas, Executive Assistant
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.1 The natural environment is valued and protected
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

The information on Development Applications Approved for the month of July, 2018 be noted.

The following development applications were approved by Cootamundra-Gundagai Regional Council in July 2018:

APP. NO.	PROPOSED BUILDING	STREET NAME
10.2018.062	New Shed	Harold Conkey Avenue
10.2018.069	New Garage	Sutton Street
10.2018.073	New Carport	Adams Street
10.2018.075	New Storage Shed	Queen Street
10.2018.076	New Garage	Ross Friend Place
10.2018.078	Demo of Leanto and Alterations to Dwelling	Thompson Street
10.2018.079	New Retaining Wall and New Shed	Hume Highway
10.2018.080	Extensions to Rear Deck	Thompson Street
10.2018.081	Dwelling Additions	Sutton Street
10.2018.082	New Carport	Nangus Road

VALUE OF WORK REPORTED TO THIS MEETING:

\$382,185.00

VALUE OF WORK REPORTED YEAR TO DATE:

\$0.00

THIS TIME LAST YEAR COOTAMUNDRA:

VALUE OF WORK – JULY 2018 - \$ 563,587.00

VALUE OF WORK – YTD 2018 - \$ 0.00

8.3 OPERATIONS DIRECTORATE

8.3.1 OPERATIONS UPDATE REPORT FOR THE MONTH OF AUGUST, 2018

DOCUMENT NUMBER	284099
REPORTING OFFICER	Mark Ellis, Manager Civil Works
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
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. Works Program

RECOMMENDATION

The Operations Update Report and Works Program attachment for the month of August, 2018 be received.

Introduction

This report provides a detailed update of the Operations Department's works for the month of August, 2018.

Discussion

Civil Works Section

Work is now complete on the construction of Rathmells Lane which was sealed early in the month. As part of this work a left turn lane was also constructed from Stockinbingal Road into Rathmells lane to assist with turning traffic. This project was funded by the Stronger Communities Funds.

The shoulder widening project along Yeo Yeo Hampstead Road has also been completed following primer sealing of the widened shoulders. This work extended previously widened sections for a further 1.0 kilometres and addresses the issue of safety along the narrow bitumen seal. This project was funded by the Roads to Recovery Program.

Grading crews are currently undertaking gravel road maintenance grading around the Council area. Roads that have been graded to date include: Nanagroe, Parsons Creek, and Bundarbo Roads as well as roads in the Nangus, Tumblong and Stockinbingal areas. Maintenance grading will continue over the next month or so as long as weather conditions permit.

Footpath replacement works have been underway on Boundary Road and sections in Cooper and Bourke Streets, in Cootamundra, and Punch and Byron Streets in Gundagai. These works are being funded by the Stronger Communities Funds.

Work is currently underway on repairing the causeways in Nashes Lane, Cootamundra. Work has been completed on the Cootamundra Creek causeway deck with the deck on the Muttama Creek causeway scheduled to be completed on the last weekend of August, 2018. This work is part of the Flood repair program.

Interflow has been undertaking works on sewer mains relining and investigation in both Cootamundra and Gundagai. The next phase of the CCTV inspection of mains in Cootamundra is currently underway. This work will form part of the town sewer mains rehabilitation program contract Council has with Interflow.

The Gundagai works crew are still working on the earthworks for the new Gundagai Sewer Treatment Plant. Work has commenced on the Cootamundra Truck Wash upgrade with initial works cleaning of the old sludge retention ponds. The truck wash upgrade is being funded partially from Council and the NSW Governments Fixing Country Truck Wash program.

Replacement of the bridge on Edwards Town Road is underway and is expected to be completed by mid-September. The same contractor will also be undertaking piling for the Fishing Jetty on Morley's Creek in early September, 2018.

Cootamundra crews have successfully undertaken traffic control for the 2018 Wattle Time Parade with extra resources required to comply with NSW Police Service legislative requirements.

Attached is an updated 2018-19 works program.

Parks and Recreation

Work has continued with weeding, pruning and mulching of Council gardens throughout the townships. The rose garden at the Stockinbingal War Memorial has been trimmed and weeded with one Gallipoli rose being replaced. The roses in Albert Park have been pruned and sprayed with new mulch and fertiliser to be applied soon. A new AMENDMENT 2 Plaque was installed at the Cootamundra War Memorial. The garden beds at Jubilee Park were weeded and mulched and the Captains heads were cleaned as part of scheduled routine maintenance. The suckers growing in amongst the fence at the Cootamundra showground in Berthong Street have been cut and removed.

Cootamundra CBD has been prepared for the upcoming Wattle Time celebrations. The Wattle Time Fair is to be held in Fisher Park, with a street parade being conducted along Parker Street before finishing in Fisher Park as part of the event. Council staff will be assisting with traffic control on the day.

Event bins were taken to the airport for the vintage car club event. Staff also set up a marquee, chairs and extra bins at the tennis club for the opening of the new courts which was Sunday, 19th August, 2018 with Steph Cooke, MP Member for Cootamundra, Cr Abb McAlister (Mayor), Councillors and Allen Dwyer (General Manager) in attendance.

Two swing seats have been replaced at Nicholson Park with a further swing seat to be replaced at Kingston Park. One of the spring rockers at Harold Conkey Park was broken beyond repair and has been replaced with a new spring rocker. The area between the creek and Sheridan Lane along Yarri Park and Haydon Park has been pruned and mown. Pruning of the trees near the creek around the town parks has been undertaken by staff. Dead trees and shrubs near the creek along Sheridan Lane were removed.

With various sporting codes coming to end of season games, staff have been busy line marking and preparing sports fields for finals matches. Irrigation maintenance and repairs were carried out at Nicholson Park, the rugby league lines were marked at Nicholson Park and Fisher Park for the Semi-

finals held on the weekend of the 4th and 5th of August, 2018. The grandstand at Fisher Park was pressure washed before the event. Clarke Oval was also line marked for the AFL home game. Line marking of Anzac Oval for the senior league and Owen Vincent for junior and senior soccer was completed with leaves and branches cleared around sporting grounds each week prior to weekend games, as well as litter removal from sporting grounds and nearby parks.

Property and Building Maintenance

Maintenance work has been carried out on various Council properties. These included repairing the door at the Heritage Centre, replacing seals and rubbers at the Fisher Park toilets and fixing the net at the sports stadium. The open holes and broken windows were boarded up at the Old Hospital in an attempt to prevent pigeons entering and roosting in the buildings.

A water filling station has been installed out the front of the Cootamundra library. The public can now fill up their water bottles, drink straight from the bubbler and it even has a dog dish for pets to drink water. The water filling station was supplied by Goldenfields Water for the convenience of residents as part of their Community Engagement Strategy. Another water filling station can be found at Gordon Vesperman Park in Bourke Street.

The winter street tree planting has commenced, staff will be planting new street trees in designated areas over the next few weeks. Work has continued with trimming vegetation growing over footpaths in the Gundagai area providing safer access for pedestrians and trimming of low branches over the laneways for better access for the garbage truck and other high vehicles. Further tree trimming work was carried out around Cootamundra town streets seeing the street trees surrounding the schools being trimmed and lifted for the school buses. The old tree stumps and guards were removed from the stadium carpark and new trees and guards were installed.

Annual vegetation management work in the Cootamundra town area was carried out during August to maintain minimum powerline clearances and ensure the ongoing safety and reliability of the local electricity network. Essential Energy's cyclical vegetation management program ensures minimum safety clearances are maintained between trees and overhead powerlines and helps to minimise the trimming required in the future, while also maintaining a reliable power supply.

Works were undertaken by Asplundah, Essential Energy approved contractors, who are qualified in all aspects of vegetation management. Contractors use directional pruning techniques that remove branches growing towards a powerline and encourage regrowth away from the power network. Whilst this can affect visual amenity, these techniques are considered best practice throughout the arboriculture industry and are used by most power companies in Australia.

[illegible]

8.3.2 CGRC SWIMMING POOLS REPORT

DOCUMENT NUMBER	286702
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p> <p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	The Financial implications will result from the resolution determined by Council.
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"> 2018/19 Gundagai Swimming Pool Operation Agreement Indoor Swimming Pool Operations Plan 2018/18 Outdoor Swimming Pool Operations Plan 2018/19 Cootamundra Swimming Club User Agreement 2018/19

RECOMMENDATION

- Council adopt the following Fees and Charges for the Gundagai and Cootamundra Pools for the 2018/2019 swimming season.**

Gundagai Fees and Charges

Single Visit	
Adult	\$5.50
Child/Concession	\$3.50
School Groups	\$2.00
Non-Swimming Observer	\$1.00
Family Day Pass	\$15.00
Season Pass – 14 Oct 2018 to 10 Mar 2019	

Adult	\$115.00
Child/Concession	\$95.00
Family	\$235.00
10 Visit Pass	
Adult	\$52.00
Child/Concession	\$32.00

Cootamundra Fees and Charges

Single Visit	
Adult	\$3.50
Child/Concession	\$2.50
Non-Swimming Observer	\$2.00
12 Month Pass	
Family	\$700.00
Adult	\$250.00
Child/Concession	\$200.00
4 Month Pass	
Family	\$250.00
Adult	\$125.00
Child/Concession	\$100.00
10 Visit Pass	
Adult	\$32.00
Child/Concession	\$22.00

2. The Cootamundra Indoor Swimming Pool Operations Plan, the Cootamundra Swimming Pool Operations Plan and the Gundagai Outdoor Swimming Pool Operations Plan, attached to the report, be adopted for the 2018/2019 swimming season.

Introduction

At the Ordinary Council Meeting held on 31st July, 2018 Council resolved that Council consult with the operator of the Gundagai Swimming Pool on the implications of Council adopting the proposed charges for the 2018/19 swimming season.

Fees and Charges

Discussion

Historically fees and charges for both the Gundagai and Cootamundra facilities are reviewed and advertised each financial year. The fees and charges for all facilities have been widely discussed over the past few months and all correspondence and pricing proposals from the community and staff and contractor has been reviewed and considered.

Gundagai Pool

The Gundagai Pool is operated by the contractors who have managed the pool for the past two seasons, Kay and Craig Makeham. The Makeham's notified Council of their intention to operate the pool in the 2018/2019 summer season by way of activating a third year option in accordance with their original agreement with the former Gundagai Shire Council. The contractors have managed the operation the pool for the past two years, have provided quality service to the Gundagai community and have a good understanding of what local and visiting patrons using the facility require. A copy of the related agreement is attached.

With this being the final season of the agreement with the Makehams, they believe it would be in the best interest of their business, and the community, that the fees and charges for the Gundagai Pool for the 2018/2019 season be consistent with previous years. This will allow the pool to operate in line with the current agreement and allow Council the time to review the operation and management of the pool into the future for the 2019/20 season. If the prices were subject to change, as suggested in the Motion adopted at the 31st July, 2018 Ordinary Meeting of Council, further negotiation with the Makeham's would be required to determine a suitable compensation of the potential loss of income due to the reduction of the fees. Agreement on how the reduction would to be determined would also have to be reached.

With all of the above considered the Contractor's recommended prices for the Gundagai Pool for the 2018/2019 season are detailed below:

The current single visit fees remain unchanged to last season. That being:

Adult	\$ 5.50
Child/Concession	\$ 3.50
School groups	\$ 2.00

It was suggested, by the contractors, that the family day pass be reduced to \$15 so that families with 1 adult and 3 children receive a small discount.

Family Day Pass	\$ 15.00
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As the Gundagai Pool is largely a cash facility it would be reasonable to round up the season passes to simplify the payments. It is suggested that the fees are adjusted as per below:

Adult	\$115.00
Child/Concession	\$ 95.00
Family	\$235.00

It has been suggested that a 10 visit pass be introduced with the proposed pricing as below:

Adult 10 visit pass	\$52.00
Child/Concession 10 visit pass	\$32.00

Cootamundra Pool

In taking into account all of the information available and the varying requests from current users' correspondence and staff, including the length of the summer season being just short of four months, the below fees and charges are submitted for consideration:

Single Entry

Adult	\$ 3.50
Child / Concession	\$ 2.50
Spectator	\$ 2.00

These prices remain the same as the 2017/2018 season with the exception of the spectator fee which has been introduced at \$2.00.

Passes

Family – 12 Months	\$700.00
Adult – 12 Months	\$250.00
Child / Concession – 12 Months	\$200.00
Family – 4 Month Pass	\$250.00
Adult – 4 Month Pass	\$125.00
Child / Concession – 4 Month Pass	\$100.00
Adult – 10 Visit Pass	\$ 32.00
Child / Concession – 10 Visit Pass	\$ 22.00

The inclusion of a four month pass is to accommodate the extended summer season being approximately four months. This gives users, who wish to have access for the summer period only, a viable option at a similarly discounted entry fee. It should also be noted that these passes would be four months and 12 months from the date of purchase and not be restricted to financial years as has been done previously.

To purchase a 12 month pass, the pricing for the availability of using the pool for a full 12 months is seen to be reasonable and will enable a similar or slightly better income as in previous years. These passes will be from the date of purchase for both 12 and four month periods.

The pricing above is believed to be the best solution to provide value for money for patrons as well as allowing the pool to run a remote kiosk entry, which the facility was designed to have when built. The flattening of the fee structure as well as having 12 month and four month passes allows all patrons to choose an entry option that suits their individual usage and their budget.

The proposed pricing structure would set a 12 month family pass at \$700, adults \$250 and children and pensioners at \$200. To demonstrate by way of example, a family of 4 that visit the pool on average of twice per week, 2 visits per week per family member (or 416 visits for the family per year) paying \$700 for a 12 month pass for the 416 visits, equates to each visit costing \$1.68.

An adult 12 month pass of \$250, if utilised twice a week for 12 months, would equate to 104 visits in the 12 month period and give the entry fee at \$2.40 per entry. When the same calculations are applied to a child at \$200 for a 12 month pass the entry equates to \$1.92 per visit. These prices do not appear excessive and also appear relatively inexpensive when compared to other sporting facility entry fees.

One point that has been well debated is the charge to non-swimmers. Whilst acknowledging some concern in the community and with Councillors that this fee should be free, the reasons for including

a spectator charge are considered to be reasonable as the attendance of spectators has implications on the operation of the pool, including costs, as follows:

1. During summer swimming hours when both pools are being used, patrons/parents/carers entering at no charge with siblings and other children, could potentially use the facility including the pool, and potentially the new water park when constructed, at no charge again.
2. Spectators utilise amenities such as toilets and showers which impact on the running costs to CGRC, in addition to lifeguards being diverted away from pool deck to upkeep these facilities.
3. Allowing spectators in for no charge results in increased patron numbers and consequently lifeguards' attention off the water as they are required to supervise spectators along with swimmers. It is often the case that spectators and carers present with incidents more often than swimming patrons.
4. The addition of a self-serve kiosk entry system as planned, along with a turnstile entry system patrons, will provide the ability to select the free entry key and enter the premises without payment. The pool has been designed so that low supervision levels can be attained and without supervision around the kiosk, it is a concern that the public may abuse the free entry function for spectators. The only correspondence in regards to spectator entry fees or requests for exemption for such a fee has been received from the Swim Club.
5. Free entry would create increased conflict with staff as to whether or not the free entry patron would be swimming or not, including using the splash park or just dipping their feet into the pools for cooling off purposes.
6. Surrounding pool facility operators have been contacted and it was ascertained they charge a spectator fee. No surrounding pools offer a splash park inclusive of their facility so it is considered that a minimum fee of \$2.00 for a spectator is reasonable.
7. If free entry to non-swimmers was introduced it would mean another staff member would be needed to monitor the correct use of the turnstile entry system to ensure that those swimming do not enter on the basis of being a spectator.
8. When the splash park is operational patrons who use it may not be considered to be swimming. It is likely that on a hot summer's day a spectator would take off their shoes and wade through the splash park to cool off whilst observing patrons under their supervision.

Notwithstanding the above comments, it is suggested that provision be made in the Operation Plans for free entry of spectators for School Swimming Carnivals etc. to encourage more parents and guardians to attend.

It is also highlighted that the 2018 Beach Volleyball weekend was approved as a free entry weekend. This was the first year it was free and staff received a lot of abusive and unruly behaviour and police presence was also required due to drug use at the pool. This is something that staff have previously never had to experience when an entry fee was charged. (Note: the previous entry system was a daily entry fee with unlimited visits).

Operation Plans

Introduction

Council's swimming facilities are operated under annual Operations Plans. Historically these plans are reviewed, updated and presented to Council for adoption. The Operations Plans set out the full operating procedures and practices of the facilities and include operating dates and hours as well as referring to the fees and charges applicable to the facilities each financial year. The public exhibition process for the Operational Plan gives the community the opportunity to make comment or recommend changes to the fees and charges of all the facilities.

Also included in the Operations Plans are the details of user agreements with Swimming Club(s), school groups and other organisations or individual private hire.

Discussion

The 2018/2019 Operation Plans for the Cootamundra Indoor Pool, the Cootamundra Outdoor Pool and the Gundagai Swimming Pool have been reviewed and are attached for Council's consideration.

The proposed summer opening season for the Cootamundra Outdoor Pool from 17th November, 2018 to 10th March, 2019 is slightly extended on previous seasons and has been determined using attendance figures over the last three to four seasons. Historically public attendances to the outdoor pools in November and March have been low, however, the Operation Plan allows for flexibility to extend the season to a later date in March if warranted by temperature and attendance numbers or a regional swimming event being held at the facility. It should be noted that during recent discussions with the Cootamundra Swimming and Lifesaving Club that they have expressed their desires for the pool to be opened on 6th November, 2018. The Club's request for that date is largely due to the fact that there is a regional swim meet in a neighbouring town on 17th November, 2018 and this will give participants time to train prior to that event. This request has been considered, however with the additional cost of running the pool for an extra two weeks, the general low patronage during November to the outdoor pool, and the fact that the indoor pool is still available for swimming prior to this event to the participants, it was not considered to be a viable alternative opening date.

Gundagai Pool is proposed to open by the current contractor on 14th October, 2018 and close 10th March, 2019. The pool opening on 14th October, 2018 will allow the pool to be filled in late September or early October with the blankets and solar heating system utilised to raise the water temperature prior to the proposed opening date.



**COOTAMUNDRA -
GUNDAGAI** REGIONAL
COUNCIL

Gundagai Swimming Pool Complex Operation Agreement 2018/2019



This AGREEMENT is made on

BETWEEN Cootamundra-Gundagai Regional Council ABN 46 211 642 339 ("Council")

AND CA & KM Makeham T/A Mako's Maintenance & Engineering ("the Contractor")

BACKGROUND

- A. The Council has agreed to engage the services of the Contractor to operate the Gundagai Swimming Pool Complex ('the Complex') during the Swimming Season pursuant to the terms and conditions of this agreement.
- B. The Contractor has agreed to operate the Complex during the Swimming Season pursuant to the terms and conditions of this agreement.

AGREEMENT

1. Definitions and Interpretations

1.1 In this agreement unless the context otherwise requires or permits:

- (a) **Building** means any building forming part of the Premises.
- (b) **Commencement Date** means 14th October 2018.
- (c) **Entry figures** means the number of people using the Premises.
- (d) **Gundagai Swimming Pool Complex** means the swimming, diving and wading pools, the kiosk, the dressing sheds and the grounds within the perimeter of the Premises.
- (e) **Law** includes any requirement of the statute, rule, regulation, proclamation, ordinance or by-law, present or future, and whether state, federal or otherwise.
- (f) **Operate** means the conduct and management of the Complex by the Contractor by the terms of this agreement.
- (g) **Premises** means the land contained in Folio Identifier 11/1128590.
- (h) **Public Authority** includes:
 - 1) any government in any jurisdiction, whether federal, state, territorial or local;
 - 2) any minister, department, office, commission, delegate, instrumentality, agency, board, authority or organisation of any government or in which any government is interested; and
 - 3) any provider of public utility services, whether statutory or not.
- (i) **Swimming Pool Operational Plan** means the Cootamundra-Gundagai Regional Council Swimming Pool Operations Plan 2018-2019 Season document.

- (j) **Swimming Season** ("Swimming Season") means from 14th October 2018 to 14th March 2019.
- (k) **Further Swimming Seasons** ("Further Swimming Seasons") means the season October 2017 to March 2018 and October 2018 to March 2019.
- (l) **Swimming activities** means swimming lessons, recreational swimming and other similar activities that are usually carried out at a swimming pool
- (m) **Tendered Price** means the amount of \$33,000. (excluding GST) calculated weekly over the term (October 14th 2018 to March 10th 2019). This is payable by Council to the Contractor in the form of five monthly instalments of \$6,000 (excluding GST). This is payable in the first week of the months of November, December, January, February and March for the management and operation of the Gundagai swimming pool for the Swimming Season. The balance of \$3,000 (excluding GST) to be paid in the first week of April following Council inspection and contractor compliance with the agreement conditions.
- (n) **Season Extensions** means the continuation of the operation of the complex outside the advertised closing date in March. The continuation may be caused by climatic conditions, patronage demand and increase in water temperature due to heating ability. Any season extension will require formal approval from the General Manager. In the event of a season extension the contractor will be granted payment from Council the weekly rate of \$1,500 equivalent to the monthly rate as calculated in point 1.1(m). The payments/s for any extension period will be paid following the closure.
- A reference to a party includes references to the party's executors, administrators, successors, substitutes (including, without limitation, persons taking by novation), assigns, contractors, agents, employees, invitees and licensees.
 - A right of obligation of 2 or more persons gives that right or imposes that obligation jointly and severally.
 - A reference to a person includes a company, partnership, joint venture, association or statutory authority or other entity.
 - A reference to an association or body which has ceased to exist includes the organisation established in the place or the association or body to serve substantially the same purposes.
 - A reference to any statute, regulation, proclamation, and ordinance or by law includes all statutes, regulations, proclamations, ordinances or by laws varying, consolidation or replacing them and a reference to a statute includes all regulations, proclamations, ordinances by laws issued under that statute.
 - No rule of construction applies to the disadvantage of a party because that party was responsible for the preparation of this agreement or any part of it.
 - Where the day or last day for doing something or on which an entitlement is due to arise is not a business day, that day or last day will be the immediately following business day.
 - A reference to conduct includes any omission, any statement or undertaking, whether or not in writing.

2. Purpose of Agreement

Page 3 of 13 Gundagai Swimming Pool Operation Agreement 2018-2019

2.1 The Council will allow the Contractor to occupy and use the Premises for the purpose of operating the swimming pool in accordance with the Gundagai Swimming Pool Operations Plan (copy annexed); during the Swimming Season.

3. Council to Retain Legal Possession

- 3.1 This agreement does not give the Contractor any interest in the Premises or any part of it.
- 3.2 Legal possession and control of the Premises is at all times vested in the registered proprietor for the time being of the relevant land.
- 3.3 This agreement does not operate as a lease or any other tenancy agreement.
- 3.4 Nothing under this agreement creates a caveatable interest in the Premises in favour of the Contractor.

4. General Duties

4.1 During the term of this agreement the Contractor must:

- a) Comply with Council WH&S policies and procedures.
- b) familiarise with and abide by the Swimming Pool Operations Plan (copy annexed);
- c) ensure that the conduct and operation of the Complex complies with the appropriate provisions of the Local Government Act 1993 and the regulations made thereunder or any other New South Wales Statute effecting the control and conduct of public swimming pools;
- d) keep the dressing sheds, kiosk, swimming, diving and wading pools open for use by patrons, and be in attendance, during such hours and days as the Council directs;
- e) monitor the safety of the persons using the pools and ensure minors are subject to active supervision;
- f) hold acceptable qualifications as directed by the Department of Local Government Water Safety Practice Note 15 (updated edition July 2012) and the Royal Life Saving Australia (RLSA) Guidelines for Safe Pool Operations, and undertake to do any necessary training required to remain qualified;
- g) ensure that all staff employed or engaged by the contractor are done so in accordance with an appropriate industrial award to guarantee payment and workplace conditions for all employees;
- h) ensure that any staff engaged at the complex by the contractor for the purpose of fulfilling the operation duties of this agreement and the Swimming Pool Operations Plan hold acceptable qualifications as required under the previous subclauses 4.1(f) and 8.2;
- i) Provide Council with the details and qualifications of all staff engaged by the contractor for the purpose of fulfilling the operation duties of this agreement and the Swimming Pool Operations Plan;
- j) supply at their expense the necessary labour required to vacuum the pool with the suction equipment provided by the Council at least once weekly;

- k) maintain the first aid room with all necessary medical supplies, which will be provided by the Council, including replacement items and resuscitation equipment;
- l) keep the gardens, grounds, trees, shrubs and bushes on the Premises in good condition and properly tended, watered and mown;
- m) not permit any disorderly conduct or offensive language on the Premises;
- n) exhibit in a prominent place on the Premises as the Council directs, a list of charges which the Contractor is authorised to charge;
- o) at all times observe and perform all rules and regulations that are from time to time made by the Council in relation to the Premises;
- p) keep proper and complete records of all money received from admission to the pool, all hiring charges and weekly record of all persons entering the grounds in a manner stipulated by the Council, and the Contractor will make records available for the Council's inspection and make copies as required;
- q) maintain and keep all improvements on the Premises in good and substantial repair and will thoroughly clean and keep tidy at all times to the satisfaction of the Council. The maintenance of the Premises undertaken by the Contractor should not exceed the standard expected of a general maintenance person, and does not include the performance of works normally executed by a qualified tradesperson;
- r) at the end of the Swimming Season close down the pool's kiosk and dressing rooms, thoroughly clean the swimming, diving and wading pools, the dressing rooms and kiosk, backwash and drain all filters, and clean all chemical lines installed on the Premises, to the satisfaction of the Council.

5. The Contractor's Covenants

5.1 The Contractor and his/her employees will:

- a. not do anything which might in any way:
 - (i) damage the Building or any part of it or any equipment, chattels or goods, whether they are the Council's property or not, which may be in the Building; or
 - (ii) be a nuisance, annoyance or obstruction to the staff on duty or any other user or tenant of any part of the Building or of any adjoining or nearby property;
 - (iii) not permit the Premises to be used for any purpose other than directly connected with swimming activities unless the approval of the Council has been obtained;
- b. not bring or leave in nor permit to be brought or left in the Premises any offensive, hazardous or dangerous substance;
- c. ensure the goodwill of any business conducted on the Premises, including the kiosk remain the property of the Council;
- d. ensure the goodwill of any business conducted on the Premises, including the kiosk remain the property of the Council;
- e. comply at their own expense with;
 - (i) all Laws; and

- (ii) all orders, directions and demands given by or on behalf of any Public Authority relating to the Premises.

6. Expenses related to the Contractor

a. Wages

All cost associated with effective operation of the pool for the Swimming Season.

b. Consumables

All consumables related to the amenities, cleaning of the amenities. All activities related to the kiosk.

c. Grounds maintenance

The Contractor is required to provide a mower and edging equipment, and all fuels and oils to operate the equipment to perform the maintenance required under this agreement.

d. Insurance

The Contractor must take out and maintain:

- (i) Insurance for its own stock, plant and equipment;
- (ii) \$20,000,000 public liability insurance listing Cootamundra-Gundagai Shire Council as an interested party; and
- (iii) Appropriate workers compensation insurance for any of his/her employees or if exempt, proof or personal accident insurance

The Contractor will on request give to the Council, its employees or agent copies of all relevant insurance policies and receipts for premiums.

e. Advertising

All advertisements for pool opening hours and associated activities are the responsibility of the Contractor. The Contractor must notify Council in writing 7 (seven) days prior of any advertisements.

f. Telephone

Council will provide a Telstra landline connection to the facility to be located in the kiosk. Council will be responsible for all reasonable phone expenses undertaken for the operation of the pool.

g. General building maintenance

The Contractor is responsible for minor maintenance of the building including general wear and tear.

7. Closure and inspection of Premises

- 7.1 The Council may at any time close the Premises to make repairs, provided that this clause does not prevent the Contractor from seeking compensation as a result of the Council's action in closing the Premises.
- 7.2 The Contractor will permit any person appointed by the Council at any time to enter and inspect the Premises' fixtures, fittings, pumps, plant and other equipment.
- 7.3 The Contractor will at his/her own expense effect minor repairs as notified by the Council in writing.
- 7.4 The Contractor will submit a report to the Council at the conclusion of the Swimming Season outlining any repairs or improvements required to the Premises by the Council so that such works can be affected prior to the commencement of the next season.
- 7.5 The Council may at any time during the term close the Premises to the public for special functions in which case at least 7 days' notice is to be given to the Contractor.
- 7.6 In the event of Clause 7.1 or Clause 7.5 occurring, Council will compensate the Contractor for each day the Premises are closed, at a rate equivalent to the daily Tendered Price.

8. Kiosk arrangement

- 8.1 The kiosk operator is required to notify the NSW Food Authority of their presence as required by the NSW Foods Act 2003.
- 8.2 The contractor will ensure that all staff engaged to work in the kiosk will have an appropriate food handling accreditation or be under the direct supervision of an appropriately qualified food handler.
- 8.2 The Contractor will at his/her own expense provide all plant, equipment, furniture and stock in trade to conduct the operation of the kiosk with the exemption of the dual door drink fridge.
- 8.3 The Contractor may from time to time allow other organisations to provide/sell food items as part of the organisations activities (i.e. Swimming Club BBQ's etc.). This must be done with prior approval from the Council.
- 8.4 Subject to Clause 8.2 the Contractor has the sole right to occupy the kiosk for the purpose of selling food.
- 8.5 The Contractor will provide sufficient additional personnel as necessary to operate the kiosk and collect admission fees.
- 8.6 The duties of supervising the safety of the pool patrons will not be neglected by the Contractor whilst operating the kiosk and the Contractor will ensure that their duties to supervise the pool users are adhered to at all times.

- 8.7 Cootamundra Swimming and Lifesaving Club, club members and families to be permitted entry into Cootamundra Pool grounds from 5:30 pm on Thursday Night Club Swims at no charge.

9 Opening times

- 9.1 The Contractor will keep the Premises open for the use of the public daily at times specified in Clause 9.5 and will not close the Premises at any time during those hours without the express approval of the Council.
- 9.2 The Council may require the Contractor to extend the hours if weather conditions permit.
- 9.3 A claim for additional payment itemising each time the Contractor is required by the Council to extend the hours may be submitted to the Council at the end of the Swimming Season for the Council's consideration.
- 9.4 The amount payable by the Council in Clause 9.3 will be limited to the daily hourly rate equivalent to the Tendered Price.
- 9.5 The minimum opening hours during the Swimming Season will be:

Month	Day	Opening Hours
October 14 2018	Weekdays	6:30 am – 8:00 am (Mon, Wed, Fri Only) 11.30 am – 6:00 pm
	Weekends	11.30 am – 6:00 pm
March 3 2019	Public Holidays	11.30 am – 6:00 pm
March 3 2019	Weekdays	12.00 noon – 6:00 pm
March 10 2019	Weekdays	12:00 noon – 6:00 pm

- (a) The contractor has the discretion to alter the closing time up to a maximum of 1 hour before 6pm due to either unfavourable weather conditions or there is no patrons at the facility (no persons in the pool). Notification to the Facilities Managers or General Manager of any such change to operating times will be documented by the contractor;
- (b) At all necessary times for Learn to Swim campaigns, carnivals or other functions approved by the Council;
- (c) Morning swimming sessions may be provided at the discretion of the Contractor on Monday, Wednesday and Friday for use by swimming club trainers and/or general public (note: public is only allowed to use the pool for lap swimming);
- (d) The hours of opening may be extended by the Contractor at any time they feel patronage warrants.

10 Entry fees

- 10.1 The Contractor will charge Council's Fees and Charges adopted for the 2018/2019 year.
- 10.2 The entry fees are the maximum charges fixed for the season and any variation by way of concession or otherwise, may be mutually agreed up by the Council and the Contractor.
- 10.3 The entry fee will be collected and retained by the Contractor who will be responsible for obligations regarding GST.
- 10.4 The Contractor will provide the Council with weekly returns of the entry figures and fees.
- 10.5 The Gundagai Amateur Swimming Club is to have exclusive use of a portion of the Swimming Complex on days and times as agreed, provided that all club members have season tickets or pay normal entry fees.

11 Expenses covered by Council

11.1 Council and its employees, contractors, invitees and agents will pay:

a. Chemicals

All chemicals associated with the operations of the pool (Sodium hypochlorite, hydrochloric acid, sodium bicarbonate). All water testing equipment and tablets.

b. Electricity

All electricity charges incurred in respect of the Complex, including the kiosk.

c. Water

All water charges incurred in respect of the Complex, including water access charges and user charges for swimming pool and grounds maintenance.

d. Rates

Cootamundra-Gundagai Regional Council rates and charges in respect of the Premises.

e. Insurance

Building Insurance.

f. Building Maintenance

Major building maintenance will be responsibility of Council, such as painting of building, roof or structure repairs, shade sail repairs.

g. Equipment maintenance

All equipment maintenance will be responsibility of Council including pump repairs, dosing equipment repairs and service, vacuum cleaners.

h. Telephone

Line rental and all reasonable phone expenses will be the responsibility of Council, but all other phone charges will be the responsibility of the Contractor in accordance with Clause 6(f).

i. First Aid & Safety Equipment

(a) Council will provide first aid & safety equipment. The Contractor will be responsible for upkeep and consumables used throughout the Swimming Season.

(b) Council will supply a defibrillator and Oxyviva resuscitator to the contractor prior to the opening of each season.

11.2 The Council may enter into additional financial agreements by way of exchange of letters with the Contractor.

12 Indemnity and Release

12.1 The Contractor indemnifies the Council against losses, claims or actions, and costs of those claims or actions, by any person for:

- (a) damage to property, or
- (b) for personal injury or death, that result from:
- (c) negligence, acts of omissions; or
- (d) a breach of any condition of the agreement,

by the Contractor or by any person present on the Premises with Contractor's consent.

12.2 The Contractor must meet all claims whether made directly to them or against the Council.

12.3 The Contractor releases the Council from all claims or actions or costs arising from them in connection with those losses, damages, injuries or deaths unless they are caused by the negligence or wrongful act or wrongful omission of the Council.

13 Council not Responsible for Theft

13.1 The Council is not responsible for the theft of or damage to any property of the Contractor.

14 Termination

14.1 If:

- (a) The Contractor fails to comply with any of their obligations under this agreement after being given 14 days 'notice of the failure to comply; or
- (b) They become bankrupt or commit an act of bankruptcy or become mentally or physically unfit to perform this agreement;

The Council may, without demand, terminate the agreement immediately by notice to the Contractor and enter into and upon the Premises and reclaim the premises in the capacity as owner of them.

15 The Contractor to remove his/her Property on Termination

15.1 On or before the end of the agreement, or on or before the agreement is terminated under Clause 14, the Contractor will promptly remove any of their property from the Premises, subject to Clauses 15.4 and 15.5.

15.2 If the Contractor fails to remove its property, the Council may remove it to any place which the Council chooses.

15.3 The Council will not be liable for any damage to any property of the Contractor caused by that removal and the Contractor on being requested to do so by the Council will pay to the Council any cost incurred by the Council in connection with that removal.

15.4 At the end of the Swimming Season the Council will have the option to purchase from the Contractor the trading stock, plant and equipment used in connection with the kiosk, at a valuation as agreed between the Council and Contractor, or if the Contractor cannot

otherwise agree on a valuation the Council and the Contractor can appoint one person each to agree to the value.

- 15.5 The Council must exercise the option in Clause 15.4 within 21 days of notice of the value of the stock in trade, plant and equipment.

16 Option of Further Swimming Seasons

- 16.1 The Contractor has an option for Further Swimming Seasons if:

(a) notice in exercise of the option is served at least 1 month before the end of the Swimming Season, and

(b) at the time of giving that notice, and for the remainder of the Swimming Season, the Contractor is not in default of any of their obligations under this agreement.

- 16.2 If the option in clause 16.1 is exercised, the Council will, at the cost of the Contractor, grant to the Contractor Further Swimming Seasons of the agreement containing identical covenants and conditions and providing for an adjustment of the Tendered Price as provided under clause 17.

- 16.3 If legislative, industry or on-site facility additional changes that effect the terms of this agreement are introduced at any time during the term of this agreement or prior to or during the Further Swimming Seasons option in clause 16.1 the contractor will have the right to negotiate with Council the subsequent responsibility and financial liability conditions and terms.

17 Consumer Price Index

- 17.1 On each anniversary of the first day of the agreement the Tender Price ("GMP") for the following swimming season must be adjusted by the formula $G = X \times Y/Z$ where;

G is the GMP for the next swimming season X

is the GMP for the last swimming season

Y is the index number last published before the end of last year Z is

the index number last published before the start of last year.

- 17.2 In this clause **index number** means the all groups Costumer Price Index being the weighted average of the eight capital cities published by the Australian Statistician.

(a) If that Index is discontinued the parties must use such other index as they may agree.

(b) In default of agreement the parties must use such index as the President of the Australian Property Institute Inc (NSW Division) or its successors body nominates as the most similar.

18. Holding Over

- 18.1 If the Council allows the Contractor to continue to occupy the Premises beyond the end of the agreement (other than under a further agreement), the Contractor's rights and obligations under this agreement will continue for only as long as the Council allows the Contractor to hold over in that way.

This agreement was

Signed in my presence by)

Kayleen Makeham)

Craig Makeham)

With whom I am personally acquainted Or
as to whose identity I am satisfied:

.....

Witness

.....

Kayleen Makeham

..... (print
name)

.....

Craig Makeham

..... (print
address)

I certify that I am an eligible witness and
that an authorised officer of the Council
signed this dealing in my presence.

Certified correct for the purposes of the
Real Property Act 1900 by the authorised
Officer named below.

.....

Signature of witness:

.....

Signature of authorised officer:

Name of witness:

Authorised officer's name:

Address of witness:

Authority of officer:

Signing on behalf of:



**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

Indoor Swimming Pool Operations Plan 2017/2018 Season

Adopted date



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Document Control

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

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

1. Introduction

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

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

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

1.1 Commencement

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

1.2 Application

This Operations Plan only applies to the 25 metre indoor heated swimming pool within the Bourke Street Pool complex operated and maintained by Council between the months of July 2018 to November 2018 and March 2019 through to June 2019.

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

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

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

1.3 Definitions

In this Operations Plan:

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

2. POOL FACILITIES

Council aims to provide the following pool related facilities:

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

3. ADMINISTRATION OF SWIMMING POOLS

3.1 Records

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

3.2 Usage Records to be maintained at the Pool

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

4. WORK HEALTH & SAFETY

4.1 General Compliance

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

5. CLUBS, SCHOOLS, ORGANISATIONS

5.1 General

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

- i. have a current workers compensation policy if they employ any staff.
- ii. possess a public liability insurance policy (minimum value AUD\$20,000,000.00)
- iii. provide a completed Swimming Pool User Agreement with Council for approval by the end of each financial year.
- iv. ensure that the number of clients can be safely accommodated in the pool space provided by Council to conduct their intended activities
- v. provide all equipment associated with their activity. This includes kickboards, seats & stands for small children, balls, nets, etc and these items must be designed and approved for their intended purpose and be in good working order and abides by the Code of Conduct.
- vi. comply with all pool rules including strict adherence to the Code of Conduct and Prohibitions for Swimming Pools.
- vii. Ensure that commercial activities and private swimming lessons are not undertaken at the pool complex without prior approval from Council.

5.2 Coaches

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

5.3 Schools

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

6 RESTRICTIONS ON STAFF & OPERATIONS

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

7 OPERATING HOURS

7.1 General

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

- i. The indoor swimming pool season commences in early March and closes in late November each year.
- ii. The pool may be used for NSW Department Sport and Recreation learn to swim programs or other Council approved programs or events.
- iii. The Council may approve the pool to be closed or have advertised operating hours varied to the general public for the holding of special events. Such events if approved will have a minimum of 2 weeks' notice and closure or variation of times will be advertised at the pool, Council's website and local paper and councils social media sites.
- iv. The pool will be closed on Christmas Day. The pool will also be closed until 1.00pm on ANZAC Day. On the Cootamundra Council staff Picnic Day the pool will be opened for the morning session only and closed for the rest of the day.
- v. Council organised Swimming programs and Aqua-aerobics classes may operate outside advertised general admission hours.
- vi. The Council pool employee has the discretion to change pool operating hours in cases of extreme heat or when the weather or pool is unsafe and requires closure. Notification to a senior Council staff member of any such change to operating hours will be documented.
- vii. The Council pool employee has the discretion to extend pool operating hours by extending the opening period to a maximum 30 minutes beyond advertised closing times if patronage is deemed sufficient (minimum of 12 in the pool)
- viii. The Council pool employee has the discretion to decrease pool operating hours by closing the facility early by a maximum 30 minutes before advertised closing times if at the time there is no patrons at the facility.
- ix. Facility will be opened early to facilitate school swimming carnivals (but not regular school sport or PE classes) when booked in accordance with Section 9.

7.2 Specific Conditions on Hours

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

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

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

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

Cootamundra Swimming Pool Operating HoursSeason Commencement Date: 1st July 2019

Month	Day	Opening hours
July 1 st 2018 to 17 th November 2018	Weekdays	6.30am – 8.00am 11.30pm – 2.00pm 5.00pm – 7.00pm
	Saturdays	9.00am – 12.00pm
	Sunday	9.00am – 12.00pm
	Public Holidays	9.00am – 12.00pm
March 10 th 2018 to June 30 th 2019	Weekdays	6.30am – 8.00am 11.30pm – 2.00pm 5.00pm – 7.00pm
	Saturdays	9.00am – 12.00pm
	Sunday	9.00am – 12.00pm
	Public Holidays	9.00am – 12.00pm

8 FEES**8.1 Evidence of Age**

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

8.2 Fees

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

9 BOOKINGS

9.1 General

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

9.2 Cancellation of Bookings

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

10 MANAGING TARDINESS

- i. Where a swimming club, sporting club, school, organisation or individual does not vacate the pool or pool grounds by the required time, Recreation Officers and the General Manager, Director of Engineering or Manager Facilities & Services may issue a tardiness notice in writing. Future bookings may be cancelled.
- ii. Neither refunds nor compensation will be paid where bookings have been cancelled due to tardiness.
- iii. The pool hours related to the facility opening and closing times e.g.: 6.30am – 8.00am means facility locks up at 8am so all patrons should have vacated the facility by 8.00am

11 CODE OF CONDUCT

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

11.1 Code of Conduct - Conditions of Entry

- i. follow all directions given by Council pool employees and not abuse them in any way
- ii. pay any fee for pool entry and pool services in accordance with Council's Fees and Charges.
- iii. comply with Section 12 - Activities Requiring Approval - All Pool areas
- iv. not swear
- v. wear appropriate swimming attire
- vi. not run inside the complex
- vii. not "bomb" (jump on) other patrons
- viii. not obstruct the entry/exit points to a pool (including sitting on pool steps or ramp)
- ix. not interfere with any pool safety equipment
- x. not enter pump rooms or chemical storage areas
- xi. not enter the Pool Managers office (except for the receipt of first aid or instruction)
- xii. not enter the Kiosk
- xiii. adhere to the general Code of Conduct for swimming pools
- xiv. ensure children under the age of 10 are accompanied by a responsible adult of 18 years of age or over.
- xv. if requested provide evidence of age
- xvi. wear appropriate unsoiled bathing costumes at all times
- xvii. be unsoiled before entering a pool
- xviii. not urinate or defecate anywhere other than in a public toilet
- xix. not attempt to enter the swimming pool facility whilst intoxicated or under the influence of illegal drugs, nor bring or consume alcohol or illegal drugs within the pool grounds
- xx. not smoke within the pool facility (in accordance with NSW no Smoking rules)
- xxi. not take photographs or make video (or electronic) recordings in the change rooms or pool facility. This ruling is as a consequence of the Privacy and Personal Information Act. This ruling is in force unless there is written and express permission granted by parents in the context of swimming carnivals.
- xxii. not sit on, dive over or otherwise interfere with lane ropes.
- xxiii. not damage, deface, interfere with or alter swimming pool infrastructure
- xxiv. not obstruct any authorised person/employee of Council or contractor in performing their required duties
- xxv. not enter the water if they have sores, open cuts or contagious infections/afflictions.

12 ACTIVITIES REQUIRING APPROVAL - ALL POOL AREAS

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

- i. engage in trade or commerce nor distribute any circulars, advertisements, paper drawing or photographic material

- ii. bring or use inflatable devices such as air mattresses, domestic pool toys, or balls onto the grounds but excluding flotation devices or kickboards specifically designed as learn to swim aids
- iii. play or conduct any unapproved sport or contest
- iv. camp or reside on the land
- v. bring or leave any rubbish onto swimming pool grounds,
- vi. kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced, plant any tree, shrub, herbage or other plant without prior consent.

13 YOUNG CHILDREN

Excluding change rooms, all children must wear either:

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

14 ABANDONED CHILDREN

Where a child (under the age of 10) is identified as abandoned at the pool (i.e. without the required supervision), a Council pool employee will firstly ensure the physical safety of the child (remove from the water) and then attempt to contact the parent(s) / legal guardian (via phone if a number is provided). Any child abandonment incident is to be recorded in the pool diary.

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

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

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

15 AUTHORITY

15.1 The Council pool employee on duty may:

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

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

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

Any poorly behaved person may be banned from the facility.

15.2 Refusal to comply

A patron refusing to comply with the directions of a Council pool employee will be automatically banned from entering the Cootamundra-Gundagai Regional Council swimming pool grounds for the remainder of the current pool season or as dated on the suspension or non-compliance order. Council pool employees are to contact the NSW Police to arrange the forced removal of an offender if deemed necessary.

15.3 Appeals

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

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

16 ACCESS FOR PEOPLE LIVING WITH A DISABILITY

16.1 Assistance

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

17 EMERGENCIES

- i. The contact number for emergencies is 000.
- ii. The secondary contact number is Council's 24hr line 1300 459 689.

18 EVACUATION PLANS

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

19 EQUIPMENT and SERVICES

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

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

20 ASBESTOS

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

21 ACCESS TO COUNCIL RESOURCES

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

22 DISPLAY OF THE CODE OF CONDUCT

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

**P.O. Box 420
Cootamundra NSW 2590**



Ph: 1300 459 689

COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL SUSPENSION ORDER

Date: _____

This Order advises you that _____ of
(person)

_____ has been suspended from
(address)

the Cootamundra Swimming Pool until (date) _____

Reason for Suspension:

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

Signed: _____ **Date:** _____

(Pool Superintendent)

I hereby authorise _____ to be re-admitted to the
Cootamundra Swimming Pool after (date) _____

Signed: _____ **Date:** _____

(Parent/Guardian)

Note:

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

**P.O. Box 420
Cootamundra NSW
2590**



Ph: 1300 459 689

COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL
EVICTON ORDER

To: Manager Facilities and Services

Date: _____ Time: _____

Person Evicted: Name: _____ Phone: _____

Address: _____

Reason	for	Eviction:

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

Police who attended: Name: _____ Ph: _____

Name: _____ Ph: _____

Employee who evicted person:

Name: _____ Position: _____

Signature: _____

Noted Manager of Facilities and Services

Signature: _____ Date: _____

**P.O. Box 420
Cootamundra NSW
2590**



Ph: 1300 459 689

COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL **WARNING NOTICE**

Date: _____

This notice is issued to _____

Of _____

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

(Date) _____ (day) _____ (time) _____

Reason for Warning

Signed: _____
(Pool Supervisor)

Date: _____

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



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

Cootamundra Office:
81 Wallendoon Street, Cootamundra NSW 2590
Phone: 1300 459 689
Fax: 02 6940 2127

Gundagai Office:
255 Sheridan Street, Gundagai NSW 2722
Phone: 1300 459 689
Fax: 02 6940 2127



Placeholder for Attachment C

CGRC Swimming Pools Report

Outdoor Swimming Pool Operations Plan 2018/19

USAGE AGREEMENT – SWIM CLUB

This deed made on _____ is between **Cootamundra-Gundagai Regional Council** having its office at Wallendoon Street, Cootamundra ("The Council") and **Cootamundra Swimming and Lifesaving Club** C/- _____ ("The Club").

RECITALS

- A. The Council is the owner of the Cootamundra Swimming Pool Complex situated in Bourke Street, Cootamundra.
- B. The Club wishes to use the Pool Complex outside the normal hours of operation by the Council.
- C. The Council has resolved to grant the Club a authorisation to use the Pool Complex on the terms of this deed.

OPERATIVE PART

1. LICENCE

- 1.1 The Council grants to the Club approval to use the Cootamundra Swimming Pool on the remaining terms of this Deed.

2. TERM

- 2.1 Subject to the remaining terms of Paragraph 2 of this agreement, the licence shall be for the period from 17th November 2018 to 10th March 2019 inclusive.
- 2.2 The club is required to nominate to Council a minimum of two liaison officers approved by the Club President to discuss operational matters in relation to the daily use of the pool as per Council's operation plan.
- 2.3 The Council may terminate this agreement at any time at its sole discretion.

3. ATTENDANCE OF QUALIFIED PERSON

- 3.1 The Club shall ensure that a nominated club representative (in accordance with 2.2) will be on duty at all times during the clubs usage under this agreement and the representative will be responsible for the safety of all persons entering the Pool Complex.
- 3.2 The Club shall ensure that the nominated person/s on duty (in accordance with 2.2) will arrange personnel with the appropriate lifesaving, first aid qualifications and working with children check and have first aid equipment available at all times while being responsible for the safety of all persons entering the Pool Complex under this agreement.

4. HOURS OF OPERATION

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- 4.1 This licence shall be operative from 6:30 am to 9:00 pm every day during the licence period only.

5. ENTRY TO THE POOL

- 5.1 The Club shall ensure that entry to the Pool during the exercise of this licence is limited to persons who are members or invited guests of the Club.
- 5.2 The Club shall ensure that all access to the Pool by its members or guests are restricted to the hours of 6:30 am to 9:00 pm.
- 5.3 On all occasions where the Club wishes to have access to the pool outside the obligations listed hours in 5.2 the Club must seek Council approval with a minimum 48 hour notice.

6. INSURANCE

- 6.1 The Club shall keep the Council indemnified against any claim or liability for damage, loss or injury to any person or property by any person(s) including the Club arising out of or in conjunction with the provisions of this licence or occupation of the Pool premises.
- 6.2 The Club shall at all times during the currency of this agreement keep in force at its expense an appropriate public liability policy with an insurance company approved by the Council providing indemnity in respect of any one claim of at least 20 million dollars. The policy shall include a cross liability clause noting the Council's interest and shall be in addition to any other cover held by the Council.
- 6.3 The Club shall produce to the Council on demand evidence of ongoing compliance with its obligations under Paragraph 6.2 and shall provide the Council with evidence that the policies are in place on or before 4:00pm on 1st November 2018.

7. CLEANING

- 7.1 The Club shall be responsible for the cleaning of all facilities used outside of normal opening hours.

8. GENERAL PROVISIONS

- 8.1 The Club shall ensure that its members and guests do not interfere with any equipment at the Pool or with the business of any employee of the Council or licensee of the Pool Kiosk.
- 8.2 (a) The Council shall provide the Club with a key to the rear gate entrance to the Pool.
- (b) The Club undertakes not to copy any key so provided and to return all keys to the Council at the expiry of this licence.

- (c) The Club shall not issue a key to any person other than a person qualified in accordance with Paragraph 3.1 of this licence.
- 8.3 The Club shall have a right of occupation during the hours of operation of this licence but shall have no legal interest in the Pool. The legal right to possession and control over the Pool remains vested in the Council throughout the term of the licence.
- 8.4 The Club shall control the behaviour of its members and invited guests at the pool during its occupation to ensure their safety and the protection of the property of the Council.
- 8.5 The Club shall not permit entry to the Pool to any person who has been barred from entry by the Council or its employees. The Club is to be notified of person barred.
- 8.6 The Club for Thursday Night Club Swims will be guaranteed by Council the allocation of the 50 metre pool and the pool grounds from 6.00pm to 8:30 pm.
- 8.7 Cootamundra Swimming Lifesaving Club, Club members and families to be permitted entry into Cootamundra Pool grounds from 5:30 pm on Thursday Night Club Swims at no charge.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
User Agreement – Swim Club

LIAISON OFFICERS

Nominated person/s as in accordance to paragraph 2.2 are as follows;

Name

Signature

Name

Signature

CLUB PRESIDENT

Print Name

Signature

Signature

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2018-2019.docx

GENERAL MANAGER or DELEGATE

SIGNED on behalf of Cootamundra-Gundagai Regional Council

Print Name

Signature

COOTAMUNDRA SWIMMING AND LIFESAVING CLUB

SIGNED on behalf of COOTAMUNDRA SWIMMING AND LIFESAVING CLUB INC:

Print Name

Signature

(Position in Club)

WITNESSED BY

Print Name

Signature

8.4 ASSET MANAGEMENT DIRECTORATE

Nil

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

Nil