

# Business Paper Pt1

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, TUESDAY 27th November, 2018**

**Administration Centres: 1300 459 689**

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

#### NOTICE OF MEETING

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

**Tuesday, 27th November, 2018 at 6:00PM**

The agenda for the meeting is enclosed.

Phil McMurray  
Acting 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 30 OCTOBER 2018**

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting 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 30 October 2018

### **RECOMMENDATION**

**The Minutes of the Ordinary Meeting of Council held on Tuesday 30 October 2018 (attached) be confirmed as a true and correct record of the meeting.**



**COOTAMUNDRA -  
GUNDAGAI REGIONAL  
COUNCIL**

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# Minutes

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**6:00PM, TUESDAY 30th October, 2018**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
ON TUESDAY, 30 OCTOBER 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 and Cr Craig Stewart

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

**1 OPEN FORUM**

List of Speakers

1. Jim Main – Cootamundra Nursing Home
2. Yvonne Forsyth – After hours call service

**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**

Nil

**5 CONFIRMATION OF MINUTES**

**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 25 SEPTEMBER 2018**

**RESOLUTION 210/2018**

Moved: Cr Doug Phillips  
Seconded: Cr Dennis Palmer

**The Minutes of the Ordinary Meeting of Council held on Tuesday 25 September 2018 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**6 MAYORAL MINUTES****6.1 MAYORAL MINUTES**

Note: The following information was provided at the meeting:

27<sup>th</sup> September, 2018

Cr Phillips did not attend the public meeting held at Nangus

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

Cr Sheahan was in attendance at the National Busking Group Championships launch

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

Cr McAlister (Mayor) and Cr Graham attended a Softwood Working Group meeting

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

Cr Sheahan attended a Cootamundra Aboriginal Working Party meeting

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

Councillor Bowden did not attend the Stockinbingal Ellwoods Hall s355 Committee. Instead, Cr Bowden attended a Suicide Prevention meeting held at the Mirrabooka rooms in Gundagai.

**RESOLUTION 211/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

**RECOMMENDATION**

**The Mayoral Minute and additional information provided at the meeting be received and noted.**

**CARRIED**

**7 REPORTS FROM COMMITTEES**

Nil

**8 GENERAL MANAGER'S REPORT****8.1 CORPORATE SERVICES DIRECTORATE****8.1.1 COUNCIL MEETING ACTION REPORT****RESOLUTION 212/2018**

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

**The updated Council Meeting Action Report attached to the report be received and noted.**

**CARRIED**

**8.1.2 TABLING OF PECUNIARY INTEREST RETURNS****RESOLUTION 213/2018**

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

**The tabling of pecuniary interest returns from Councillors and designated staff be noted.**

**CARRIED**

**8.1.3 COUNCILLOR WORKSHOP - 16 OCTOBER 2018 - REPORT****RESOLUTION 214/2018**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

- 1. The recommendations in relation to items 1-6 and 8-9 contained in the report of the Councillor Workshop conducted on 16<sup>th</sup> October, 2108 be adopted.**
- 2. In relation to item 7 contained in the report of the Councillor Workshop conducted on 16<sup>th</sup> October, 2108, Crs Graham and Phillips be appointed as Council's representatives on the Internal Audit Committee.**

**CARRIED**

**8.1.4 PLANNING AND DEVELOPMENT COMMITTEE - NON-VOTING MEMBERS****RESOLUTION 215/2018**

Moved: Cr Doug Phillips

Seconded: Cr Leigh Bowden

**Council, with further consultation, consider the representations made by Mr Peter Beath, on behalf of the Members of the Cootamundra Aboriginal Working Party, in his letter dated 24 October 2018.**

**CARRIED**

### **8.1.5 REPORT FROM THE LOCAL GOVERNMENT ABORIGINAL NETWORK CONFERENCE 12-14 SEPTEMBER 2018**

#### **RESOLUTION 216/2018**

Moved: Cr Leigh Bowden

Seconded: Cr Charlie Sheahan

- 1. The Report from Councillor Bowden be received and noted.**
- 2. In time, and subject to available funding, CGRC, in conjunction with the local Aboriginal communities, the Brungle-Tumut Local Aboriginal Land Council and the Young Local Aboriginal Land Council, undertake the mapping of the sites of cultural significance to Aboriginal people in this LGA.**
- 3. CGRC, in consultation and negotiation with the Aboriginal communities of the region, form an Aboriginal Advisory Committee to liaise with Council about matters of importance and concern to local Aboriginal people.**
- 4. The Consultative Committee consider the implementation of an Indigenous employment strategy by CGRC.**

**CARRIED**

### **8.1.6 COOTAMUNDRA TOURISM ACTION SECTION 355 COMMITTEE MEETING - MINUTES**

#### **RESOLUTION 217/2018**

Moved: Cr Leigh Bowden

Seconded: Cr Charlie Sheahan

**The Minutes of the Cootamundra Tourism Action s.355 Committee meetings held on 20 September and 18 October 2018 attached to the report, be received and noted.**

**CARRIED**

### **8.1.7 GUNDAGAI TOURISM ACTION SECTION 355 COMMITTEE MEETING - MINUTES**

#### **RESOLUTION 218/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

- 1. The Minutes of the Gundagai Tourism Action s.355 Committee meetings held on 3 September and 10 October 2018 attached to the report, be received and noted.**
- 2. Funding of \$5000 be allocated to the GTAC to cover the costs of barricading and children's rides at the Gundagai Main Street Christmas event being held on Thursday, 13<sup>th</sup> December, 2018.**

**CARRIED**

**8.1.8 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT SECTION 355 COMMITTEE MEETING - MINUTES**

**RESOLUTION 219/2018**

Moved: Cr Charlie Sheahan

Seconded: Cr Doug Phillips

**The Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 12 September 2018, attached to the report be received and noted.**

**CARRIED**

**8.1.9 MUTTAMA HALL MANAGEMENT SECTION 355 COMMITTEE MEETING - MINUTES**

**RESOLUTION 220/2018**

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

**The Minutes of the Muttama Hall Management s.355 Committee meeting held on 19 October 2018 attached to the report, be received and noted.**

**CARRIED**

**8.1.10 THE ART CENTRE COOTAMUNDRA SECTION 355 COMMITTEE MEETING - MINUTES**

**RESOLUTION 221/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

**The Minutes of The Art Centre Cootamundra s.355 Committee meeting held on 18 October 2018 attached to the report, be received and noted.**

**CARRIED**

### **8.1.11 STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE MEETING - MINUTES**

#### **RESOLUTION 222/2018**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

- 1. The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee meetings held on 30<sup>th</sup> August and 20<sup>th</sup> September, 2018 attached to the report, be received and noted.**
- 2. The report on the Committee's Market Day held on 22<sup>nd</sup> September, 2018 attached to the report, be received and noted.**

**CARRIED**

### **8.1.12 WALLEDBEEN FISHING CLUB - REQUEST FOR DONATION**

#### **RESOLUTION 223/2018**

Moved: Cr Gil Kelly

Seconded: Cr Craig Stewart

**Council donate the sum of \$1,500 to the Wallendbeen Fishing Club, to match the amount the club has raised, for the purchase of a defibrillator and cabinet.**

**CARRIED**

### **8.1.13 GUNDAGAI PRESCHOOL KINDERGARTEN INC. - REQUEST FOR DONATION**

#### **RESOLUTION 224/2018**

Moved: Cr Gil Kelly

Seconded: Cr Craig Stewart

**A donation of \$1,379.36 be made to the Gundagai Preschool Kindergarten Inc. for the payment of Council rates.**

**CARRIED**

### **8.1.14 MONTHLY FINANCE REPORT FOR SEPTEMBER 2018**

#### **RESOLUTION 225/2018**

Moved: Cr Doug Phillips

Seconded: Cr Penny Nicholson

**The Financial report for September, 2018 be received and noted.**

**CARRIED**

**8.1.15 INVESTMENT REPORT - SEPTEMBER 2018**

**RESOLUTION 226/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

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

**CARRIED**

**8.2 DEVELOPMENT AND COMMUNITY SERVICES DIRECTORATE**

**8.2.1 DEVELOPMENT APPLICATIONS APPROVED SEPTEMBER 2018**

**RESOLUTION 227/2018**

Moved: Cr Doug Phillips

Seconded: Cr Charlie Sheahan

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

**CARRIED**

**8.3 OPERATIONS DIRECTORATE**

**8.3.1 OCTOBER OPERATIONS REPORT**

**RESOLUTION 228/2018**

Moved: Cr Gil Kelly

Seconded: Cr Craig Stewart

**The Operations Update Report and Works Program for the month of October, 2018 attached to the report be received and noted.**

**CARRIED**

**8.4 ASSET MANAGEMENT DIRECTORATE**

**8.4.1 GUNDAGAI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN**

**RESOLUTION 229/2018**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**The draft Gundagai Floodplain Risk Management Study and Plan be placed on Public Exhibition for 28 days.**

**CARRIED**

#### **8.4.2 COOPER STREET ON-ROAD PARKING ZONE FOR DRIVER TESTING**

##### **RESOLUTION 230/2018**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

**Council approve the introduction of two dedicated driver testing parking spots, marked 'Driver Testing Only Mon-Fri 9am to 4pm', on the northern side of Cooper Street Cootamundra, immediately to the west of the existing disabled parking zone near Wallendoon Street, as represented in the photograph/drawing attached to the report.**

**CARRIED**

#### **8.4.3 SOFTWOODS WORKING GROUP ACTIVITY**

##### **RESOLUTION 231/2018**

Moved: Cr Craig Stewart

Seconded: Cr Gil Kelly

**The report on activities of the Softwoods Working Group be received and noted.**

**CARRIED**

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

#### **NOTICE OF MOTION - PROPOSED ROUNDABOUT AT THE WEST AND SHERIDAN STREETS INTERSECTION, GUNDAGAI**

Note: The concerns raised with the Mayor by residents in relation to the proposed roundabout at the intersection of West and Sheridan Streets, Gundagai were discussed.

### **10 QUESTIONS WITH NOTICE**

Nil

### **11 CONFIDENTIAL ITEMS**

**11.1 CLOSED COUNCIL REPORT****RESOLUTION 232/2018**

Moved: Cr Leigh Bowden

Seconded: Cr Craig Stewart

- 1 Item 11.2 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
- 2. In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Item 11.1 be withheld from the press and public.**

**CARRIED**

**11.2 GUNDAGAI PRESCHOOL KINDERGARTEN**Provisions for Confidentiality

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

Public Interest

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

**RESOLUTION 233/2018**

Moved: Cr Leigh Bowden

Seconded: Cr Craig Stewart

**Council undertake further discussions with the representatives of the Gundagai Preschool Kindergarten to consider the options available to ensure the future operation of the community facility.**

**CARRIED**

**11.3 RESUMPTION OF OPEN COUNCIL MEETING**

**RESOLUTION 234/2018**

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

**The Open Council meeting resume.**

**CARRIED**

**11.4 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

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

**The Meeting closed at 7:51pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 27 November 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	291534
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 events attended by the Mayor and Councillors be received and noted.**

#### 26<sup>th</sup> October, 2018

I attended and spoke at Grandparents Fun in the Park at Gundagai.

#### 29<sup>th</sup> October, 2018

Cr's Bowden, Kelly and Sheahan attended a Muttama Hall s.355 Committee meeting.

#### 31<sup>st</sup> October, 2018

Cr Bowden attended the Riverina Regional Library Advisory Committee meeting.

#### 1<sup>st</sup> & 2<sup>nd</sup> November, 2018

Allen Dwyer (General Manager) and I attended a Country Mayors Association (CMA) Waste to Energy forum, CMA dinner and meeting in Sydney.

#### 2<sup>nd</sup> November, 2018

Cr's Bowden, Kelly, Sheahan and Stewart attended Southwest Fuels Development walk through.

#### 5<sup>th</sup> November

Crs Palmer (Deputy Mayor), Bowden, Stewart and I attended announcements by Steph Cooke, Member for Cootamundra, held in Gundagai and Cootamundra, for the successful community project applicants, funded by the State Governments' Stronger Country Communities Fund Round 2.

Cr Sheahan attended a Muttama Creek Regeneration meeting.

6<sup>th</sup> November, 2018

Cr Stewart attended a Melbourne Cup luncheon at the Cootamundra Country Club.

8<sup>th</sup> November, 2018

Allen Dwyer (General Manager) and I attended a Riverina Eastern Region Organisation of Councils, in Wagga Wagga.

9<sup>th</sup> November, 2018

Cr's Kelly, Sheahan and myself attended a Council Fees and Charges meeting with Council staff.

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

Cr Bowden attended the Make or Local shared Table Dinner Local Unlimited Film Launch at The Arts Centre Cootamundra.

11<sup>th</sup> November, 2018

Cr Nicholson and I attended the 100<sup>th</sup> Remembrance Day ceremony in Gundagai.

Cr's Palmer (Deputy Mayor), Bowden and Sheahan attended the morning service of the 100<sup>th</sup> Remembrance Day ceremony in Cootamundra.

Cr Stewart attended both dawn and morning Remembrance Day ceremonies.

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

I attended a meeting with Allen Dwyer (General Manager), Phil McMurray (Deputy General Manager) and Robert Mitchell from the Office of Water at the Gundagai Sewage Treatment Plant site.

Cr's Palmer (Deputy Mayor), Bowden, Nicholson, Sheahan, and I attended Rural Lands Strategy community consultation sessions with members of the community in Cootamundra to Council's Rural Land Strategy.

Cr's Palmer (Deputy Mayor), Bowden, Nicholson, Sheahan and Stewart attended a preview of the new and improved Services New South Wales facility in Cootamundra.

14<sup>th</sup> November, 2018

Cr's Sheahan, Stewart and I attended the Cootamundra Heritage Centre Committee meeting.

15<sup>th</sup> November, 2017

Cr's Palmer (Deputy Mayor), Bowden, Kelly, Nicholson, Phillips and Sheahan attended a closed Councillor Meeting, called by myself, to discuss Council business.

Cr Sheahan attended the Local Area Traffic Committee meeting with Phil McMurray (Deputy General Manager).

Cr's Bowden, Nicholson and Sheahan attended a meeting of the Cootamundra Tourism Action s.355 Committee.

Cr Bowden attended a meeting of The Arts Centre s.355 Committee.

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

On my behalf, Cr Sheahan attended the Invitational Scale Classic Down Under at the NSW State Flying Field in Cootamundra.

Cr's Bowden and Sheahan attended a Rail Trail meeting in Gundagai attended by Steph Cooke, Member for Cootamundra.

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

Cr's Bowden and Sheahan attended the open day at the Cootamundra Early Learning Centre.

18<sup>th</sup> November, 2018

Cr Bowden attended and opened the Cootamundra Ecumenical Prayer Rally.

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

I attended a meeting with representatives from the Office of Local Government with Phil McMurray (Acting General Manager).

Cr Stewart attended the Cootamundra Squash Courts with Steph Cooke, Member for Cootamundra.

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

Cr's Palmer (Deputy Mayor), Bowden, Graham, Nicholson Stewart, and I attended community consultation sessions with members of the community in Gundagai to discuss Council's Rural Land Strategy.

Cr Stewart attended a walkthrough of the Muttama Hall.

20<sup>th</sup> – 22<sup>nd</sup> November, 2018

Cr Sheahan attended Annual National Local Roads and Transport Congress in Alice Springs with Mark Ellis, Manager Civil Works.

21<sup>st</sup> November, 2018

I met with representatives from the Canberra Times at the Dog on the Tuckerbox.

Crs Palmer (Deputy Mayor), Bowden, Graham, and I attended a meeting with relevant government agencies and Aboriginal representatives to discuss Council's Rural Lands Strategy.

Crs Bowden, Graham, and I met with representatives of the Office Local Government.

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

Cr Sheahan and Mark Ellis, Manager Civil Works attended an Australian Local Government Association's Drought Community Program workshop in Alice Springs.

Cr Bowden attended an Elwood's Hall s.355 Committee meeting.

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

Crs Palmer (Deputy Mayor), Bowden, Phillips, and Stewart attended the Council Christmas party in Cootamundra.

24<sup>th</sup> November. 2018

Cr Bowden attended the Stockinbingal Christmas Markets.

26<sup>th</sup> November, 2018

I attended Gundagai High School for White Ribbon Day.

**6.2 MAYORAL MINUTE - SAVE OUR RECYCLING CAMPAIGN**

DOCUMENT NUMBER	292365
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**

**Council discuss the recommendations 1-6 as outlined in the report :**

- 1. Council endorse Local Government NSW's campaign, Save our Recycling, to realise the reinvestments of a 100% of the Waste Lev collected each year by the NSW Government in waste minimisation, recycling and resource recovery.**
- 2. Council make representation to Steph Cooke, Member for Cootamundra, in support of this campaign objective – for the NSW Government to commit to reinvest 100% of the Waste Levy in waste minimisation, recycling and resource recovery.**
- 3. Council write to the Premier, the Hon Gladys Berejiklian MP, the Opposition Leader, the Hon. Michael Daly MP, the Minister for Local Government and the Minister for the Environment, the Hon. Gabrielle Upton MP, and the Shadow Minister for the environment and Heritage, Penny Sharp MLC, seeking bipartisan support for the 100% reinvestment of the Waste Levy collected each year into waste minimisation, recycling and resource recovery.**
- 4. Council take a lead role in activating the Local Government NSW Save Our Recycling campaign locally.**
- 5. Council endorse the distribution and display of the Local Government NSW Save our Recycling information on Council premises, as well as involvement in any actions arising from the initiative.**
- 6. Council formally advise Local Government NSW that Council has endorsed the Save Our Recycling advocacy initiative.**

**Report**

I am calling on Councillors to support Local Government NSW in its advocacy to all those contesting the State election to reinvest 100% of the waste levy collected each year into waste management, recycling and resource recovery in NSW.

The *Protection of the Environment Operations Act 1997* (POEO Act) requires certain licensed waste facilities in NSW to pay a contribution to the NSW Government for each tonne of waste received at the facility. Referred to as the 'waste levy', the contribution aims to reduce the amount of waste being landfilled and promote recycling and resource recovery.

The waste levy applies in the regulated area of NSW which comprises the Sydney metropolitan area, the Illawarra and Hunter regions, the central and north coast local government areas to the Queensland border as well as the Blue Mountains, Wingecarribee and Wollondilly local government areas.

In 2016/17, the NSW Government collected \$726 million from local government, community, businesses and industry via the waste levy, but only committed to use \$72 million through its Waste Less Recycle More initiative – or 10% - on waste minimisation and recycling in 2017-18.

Overall the NSW Government's *Waste Less Recycle More* initiative allocates \$801 million over 8 years (2013-2021) to waste and recycling, however the waste levy collected over that same period will be over \$4.62 billion.

At a local government level, just 18% of the \$300 million collected from the local government sector each year is reinvested in recycling and waste management.

Regardless of how you look at it, the principle remains the same – very little of the waste levy is currently used to support waste minimisation, recycling and resource recovery. The remainder is returned to NSW Government's consolidated revenue.

The reinvestment of the waste levy to support waste and resource recovery infrastructure, develop markets and innovative solutions, and undertake other initiatives to encourage reuse and recycling also offers wide-ranging benefits to our communities right across NSW. There is the potential for economic growth, new infrastructure, new technology and new jobs, particularly in our regional areas.

It should be noted that the following motion was unanimously endorsed at the Local Government NSW 2018 Conference:

*That the NSW Government be called upon to ensure that 100% of the levy arising from Section 88 of the Protection of the Environment Operations Act 1997 be used for waste infrastructure and programs, predominantly by local government and the waste sector, for initiatives such as:*

- *Development of regional and region-specific solutions for sustainable waste management (e.g. soft plastic recycling facilities, green waste, waste to energy).*
- *Support innovative solutions to reduce waste and waste transport requirements.*
- *Protect existing and identify new waste management locations.*
- *Local community waste recovery and repair facilities.*

- *Funding a wider range of sustainability initiatives, such as marketing and strategies, that promote and support a circular economy.*

This motion covered motions proposed by Blacktown City Council (Resource recovery locations); Central Coast Council (Waste levy revenues); Cessnock City Council (Recycling crisis - funding support); City of Ryde (Revenue raised by the waste levy); Federation Council (Waste resource); Gwydir Shire Council (Tyre recycling); Hornsby Shire Council (Increase in grant funding for waste levy program); Leeton Shire Council (Increase of waste levy distribution); and Shoalhaven City Council (POEO Levies). Related motions were also submitted by Tweed Shire Council (Recycled products and procurement); Lake Macquarie Council (Support for recycle end markets, reusable, recyclable or compostable packaging); and Orange City Council (Waste management).

As previously noted, this is not a party-political issue: the advocacy initiative calls on all parties and candidates to commit to the 100% hypothecation of the Waste Levy to the purpose for which it is collected.

I am recommending that we support this campaign by the NSW local government sector and Local Government NSW and call on all political parties to commit to the reinvestment of 100% of the Waste Levy collected each year by the NSW Government into waste management, recycling and resource recovery.

**6.3 MAYORAL MINUTE - WASTE TO ENERGY**

DOCUMENT NUMBER	292246
REPORTING OFFICER	Abb McAlister, Mayor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b>  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	1. Correspondence - Country Mayors Association 2. Tenterfield Council Waste to Energy (W2E) Feasibility Study

**RECOMMENDATION**

1. Council discuss the attached correspondence with the view of supporting the feasibility study.
2. Council consider committing the minimum contribution of \$15,000 to assist in financing the project.
3. Council adopt the resolutions of the New South Wales Country Mayors (NSW CMA) association as follows:
  - i. Council, in conjunction with NSW CMA, provide a letter of support to Tenterfield Shire Council and the New England Joint Organisation to seek seed funding from governments to undertake a feasibility study and the Premier be advised of this support (Yass Valley Council/Glen Innes Severn Council)
  - ii. Council support the invitation and recommend other Joint Organisations to support the initiatives of Tenterfield Shire Council and the New England Joint Organisation to make Waste to Energy a reality (Leeton Shire Council/Tenterfield Shire Council)
  - iii. Council support the NSW CMA request Mr Ken Gillespie, Regional Infrastructure Coordinator to facilitate a meeting of State Government leaders including OEH, EPA and DPC with local government representatives to discuss the issues that could be faced making Waste to Energy a reality (Orange City Council/Yass Valley Council)

Introduction

Allen Dwyer (General Manager) and I attended an Energy to Waste Forum facilitated by the Department of Premier and Cabinet for Country Mayors Association (CMA) members held on 1<sup>st</sup> November, 2018 where a number of industry experts spoke about the benefits of this emerging technology.

The examples of the waste and energy effectiveness with improved processes currently being resulting from the new operations in other states make it an essential subject for Council to discuss for the future of its waste and energy management.

### Discussion

As outlined in the correspondence from the Country Mayors Association, councils are increasingly coming under scrutiny in relation to handling costs and disposal of waste. Reducing the amount of waste going to landfill is a contemporary issue and waste to energy technologies already being used overseas are performing to high environmental standards.

The Waste to Energy feasibility study, being undertaken by Tenterfield Shire Council, is an opportunity for Council to become involved in the investigative process at a vastly reduced cost burden to the community. With support of the feasibility study by other Councils, which have committed financially to the scheme, it is reasonable to suggest that Cootamundra-Gundagai Regional Council should also seize the opportunity to become involved in the feasibility study with a full financial commitment to prepare for the future advancement of waste disposal.

Not noted in the resolutions by the CMA, but mentioned after the resolutions on page 12 of the Tenterfield Council Waste To Energy Feasibility Study, since the meeting the Riverina Joint Organisation of Councils sent a letter of support to Tenterfield Shire Council and have adopted energy (including W2E) as their second highest strategic objective (second only to water security).



# Country Mayors Association of NEW SOUTH WALES

**Chairperson:** Cr Katrina Humphries  
PO Box 420, Moree NSW 2400  
02 6757 3222  
ABN 92 803 490 533

14 November 2018

To Regional and Rural Councils

Dear Mayors and General Managers

Tenterfield Shire Council, in conjunction with the New England Joint Organisation, has undertaken significant research into Waste to Energy at a local scale and provided a comprehensive presentation to our Association's meeting held on 3 August 2018 at which Country Mayors agreed to support the initiatives to make Waste to Energy at a local level a reality. This position was further strengthened by an Energy to Waste Forum facilitated by the Department of Premier and Cabinet for Country Mayors members held 1 November 2018 where a number of industry experts spoke about the benefits of this technology, providing examples of its effectiveness in operations in other states. We believe that this technology provides a real opportunity for our councils to deal with the issue of waste in a more cost effective manner.

In order to progress this matter further, financial assistance is being requested to enable the completion of a comprehensive feasibility study to determine whether a pilot plant being built at this time is warranted. Country Mayors is writing to all country councils seeking financial support for the project as the outcome will be of benefit to all.

To assist in making your decision, information has been supplied by Terry Dodds, Chief Executive of Tenterfield Shire Council, who is leading this project and this information is provided below in italics:

***"Waste to Energy – What is the study about?"***

*Councils are increasingly coming under pressure on waste, whether it be problems with recyclables, costs of implementing new waste systems or simply costs of disposal – either locally, or shipping waste elsewhere.*

*Waste to Energy is one of the range of solutions which may be able to assist decrease the amount of waste going to landfill. Technologies are well developed overseas, and can perform to extremely high environmental standards. Many of these projects are, however, very large and only applicable at high population levels. The question the study needs to answer is: What is the smallest scale at which economic waste to energy projects can occur? Western Australia is making significant progress in this area, including in regional areas at Port Hedland, however one single project at the smaller scale is not indicative of the range of regional needs within NSW or indeed elsewhere in Australia.*

*There is a Waste to Energy Policy in NSW, but it is a very difficult path not only to gain approval, but to even gain interest from the wider industry; both in Australia and internationally. The policy is under*

review, and Country Mayors recently resolved to request the full involvement of regional councils in that review. To fully participate in this review, we need to have our own independent work done that focuses on the needs of regional councils. Policy change is needed, for Waste to Energy to take its place as part of the waste hierarchy and the waste to energy supply mix.

Regional councils have specific issues of lower population densities, longer travel distances and higher overall costs. There is a strong view that policy needs to consider regional areas in a different way to, say, Western Sydney. In short, the cookie cutter approach currently fails regional areas. The study will look, among other things, at:

- What is the overall legislative and regulatory context?
- What are the available technologies that can meet appropriate environmental standards?
- Which of these are scalable to regional areas?
- How do the economics of waste to energy work, including issues such as gate fees, operating costs, but also looking at avoided costs such as lower costs to landfill, lower transport costs and the like.
- What are the environmental offsets gained; reduction in methane, sulphur, leachate and CO<sub>2</sub>.
- What are the practical operational aspects that need to be resolved, including site location, energy output and grid connections, financing, maintenance and management of risk?
- Other than electricity production, what other uses are available; diesel production, steam for industry, biogas etc.
- How can we be confident of the technologies, and the science behind them? Fully independent experts need to review this – people with no industry or regulator ties.

Case study areas will be chosen to be representative of a wide range of regional contexts.

#### **Who is leading the study?**

The lead Council is Tenterfield Shire Council, with support from Moree Plains Shire Council and Regional Development Australia – Northern Inland.

#### **How much will the study cost?**

To ensure the study is comprehensive and of most benefit, we expect the study to cost \$540,000. This is essential if it is to have widespread credibility and cover social, environmental as well as financial bottom lines.

#### **How long will it take?**

Ideally, we would like to complete the study within 6 months of confirmation of full funding for the study being achieved.

#### **Who owns the output?**

The outputs of the study will be owned and available for use to all contributing councils. The study will help all participants make better, more informed decisions about waste and waste to energy in the future and how waste to landfill can be reduced.

#### **How much do we need to pay?**

*We are asking for \$15,000 per Council although higher contributions will be accepted. We would like to be able to fund the entire study from local government resources and have full control. If we do get a grant, and find we have excess funds, then the payments by councils will be reduced in proportion.*

*Please see the account details for Tenterfield Shire as follows:*

National Australia Bank	The Council of the Shire of Tenterfield	082-829	509913697
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*If Councils transfer funds via EFT can they please ensure that their Council name and Waste to Energy is in the description. If a tax invoice is required, please advise.*

***Where can I get more information?***

*Councils are encouraged to contact Tery Dodds, Chief Executive of Tenterfield Shire Council for further information. He can be contacted via email on [t.dodds@tenterfield.nsw.gov.au](mailto:t.dodds@tenterfield.nsw.gov.au) or via mobile on 0400 263 932."*

The preparation of this study could lead to considerable financial advantages for country councils as well as providing a solution for waste management which is a huge burden on all of our councils. I hope you will consider this request favourably and seek out additional information should you wish to know more.

Yours sincerely



Cr Katrina Humphries  
Chairperson



## Tenterfield Council Waste to Energy (W2E) Feasibility Study Outline

### 1. Background

Australia is facing a well-publicised paradigm shift in relation to energy generation as well as waste management. In most aspects, Australia is falling behind solutions which have been adopted in almost every other developed country. As a nation, we are now operating on a global stage which brings with it global competition. Maintaining antiquated systems of any nature for any length of time will eventually affect our local competitiveness. This project therefore is as much about timing and delivery as it is about technical solutions and obstacles related to W2E.

Australian electricity consumers principally rely on receiving energy via a complicated and vast distribution and retail network (grid) that by design harbours much inefficiency. As so much of our power generation is supplied by burning fossil fuels, these inefficiencies are both detrimental to the environment as an artificially higher rate of extraction and production is required to overcome energy losses (attenuation), as well as being costly to the consumers who pay for those losses.

Australia is not seeing the amount of new investment in traditional base-load energy generation that is required to replace the 8GW of coal fired generation capacity expected to be retired over the next 20 years (and 28GW of retirement over the next 50 years). It is therefore an imperative that this future shortfall in base-load coal-fired generation is replaced with other technologies such as renewable energy on a smaller decentralised scale.

In 2014-15, Australia produced 64 million tonnes of waste, which is equivalent to 2.7 tonnes of waste per capita. Almost 60% of this was recycled (Australian National Waste Report 2016). Transporting waste materials away from households such as food scraps, green-waste, paper and non-recyclable plastics, just like electricity transmission losses, consumes considerable energy.

Councils face substantial and ever-increasing expense regarding waste management and rising energy costs for Council infrastructure. Burying waste creates multiple risks and by its nature is unsustainable; no matter how big the hole, it will eventually fill.

The project will also determine the net environmental impact of reducing coal-fired energy and removing methane, leachate, excess transport of waste and inter-generational risk currently embodied in landfills.

Looking at the two issues in parallel, the need to generate electricity locally and reduce waste to landfill, offers regional Australia in particular much opportunity.



## 2. Problems to be Solved

The key problems/questions at the centre of this feasibility proposal are:

- What do we do with our waste?
- How do we develop alternative base-load energy solutions that don't rely on the vagaries of climate or battery storage?
- What are the implications for the existing electricity transmission network (the grid) from alternative renewable energy options, including the issue of scale?
- What synergies can be made to input into the grid in lieu of additional capital works by energy distributors and generators to deal with lack of network capacity?
- How can local government best work with energy suppliers and distributors so that a win-win situation is achieved?
- Are the environmental and cost objections of W2E valid?
- Is the classic waste management hierarchy valid in regional areas in all instances?
- Can regional areas assist metro areas with their waste problem?
- Does the proposal satisfy relevant NSW Government regulations relating to waste management and energy from waste?

Whilst there has been much effort made in WA, and recently QLD and Victoria regarding larger scaled Waste to Energy investigations, and in some instances development has commenced, there has been no efforts to look at the advantages of small scale plants. This is despite the fact that smaller scale micro grids are less of a challenge to input into the existing electricity distribution network.

As noted by Transgrid (2018), the interest in renewable energy projects in NSW already significantly exceeds the capacity of the network to carry that new electricity generation. For example in the Northern NSW zone, there have been enquiries for around 3.5GW of wind and 5GW of wind generation, however the network only has a capacity to carry another 0.8GW. For this reason, small-scale 'behind the meter' projects which do not utilise the grid, or smaller scale grid-connected projects may be more feasible from a grid-capacity perspective.

In addition, Transgrid (2018) have identified priority renewable energy zones in NSW, including the Northern NSW zone to which Tenterfield is very close. These zones are characterised by:

- Abundant renewable energy;
- Existing network infrastructure with capacity to connect new generation;
- Proximity to population centres where energy is consumed;
- Compatible land use with low opportunity cost;
- Low transmission augmentation costs;



- Located on corridors between major population centres and maximise the use of the existing network

At present, catering for the unprecedented volume of renewable network connection enquiries (30GW) is not possible without network augmentation. However, coal-fired retirements over the next 50 years are projected to reach 28GW of lost generation, freeing up considerable network capacity. The challenge is to ensure the new renewable generation capacity is connected ahead of thermal energy retirements, and in a staged manner that minimises connection costs and avoids the development of stranded generation assets (Transgrid 2018).

Small scale W2E developments could assist in avoiding these challenges due to their minimal (or zero if behind the meter) use of the existing transmission network (less than 1.5 MW). Moreover, the question as to whether small scale W2E Plants could be managed by a larger scale providers and amalgamated via Supervisory Control and Data Acquisition and Automation (SCADA) to form what would effectively be a large scale generator as far as the energy market is concerned, has not been answered.

Although this is extensively an electricity generation project, many other endemic problems faced by rural areas in particular could be addressed; waste management; localised employment; reduced heavy vehicle transportation, environmental liabilities, and energy costs.

### 3. Questions to be Answered in this Feasibility Study

The feasibility study will examine the latest evidence to address the following questions:

- What are the obstacles/objections to W2E in a regional setting and are they valid (e.g. cool technologies are a better option environmentally & economically)?
- Can waste be used to supply power on demand – meaning there is no need for energy storage (batteries)?
- What technologies to convert W2E have been used in other countries?
- Who can we seek advice from such that we don't start from ground zero?
- Is there a scale of operation that is technically, financially, environmentally and socially viable in regional areas, including small scale electricity generation and feed-in? (Note: this includes a consideration of both spatial scale and population size/density at the same time)
- What is the scope for integrating W2E with other forms of renewable energy (e.g. solar)?
- What are the sources of waste that could be utilised and are they available in sufficient volumes?
- Are available volumes likely to be consistent through time in particular over the estimated design life of a facility?



- What is the smallest scale that when off-set with waste charges, provides an economically suitable solution?
- What is the environmental impact of any feasible options identified and how does this compare to alternatives (e.g. burying in landfill either locally or elsewhere);
- Can a local W2E system providing energy at a cost to local consumers, also provide an incentive to divert waste from landfill?
- What could regional areas offer urban areas, in not only electricity generation, but waste management?
- What are the issues surrounding the use of the local electricity grid system (run by Essential Energy) by a W2E operation?
- What is the public's appetite for change now, given the public discourse of rising energy prices, the crisis in waste management/recycling and the (incorrect) public perception that most recycling material goes to landfill?
- How is local government going to gain assistance and overcome the initial financial risk to trial and install suitable technologies?
- Should we review all energy paradigms, W2E, Waste Water Sludge to Biogas to Energy, and Photovoltaic Arrays in parallel and homogenise?
- Other than electricity being inputted into the grid, what other uses can waste to energy supply; diesel fuel, steam for industrial uses, raw materials, intensive horticulture etc.

## 4. Project Proponent

The project will be managed solely by Tenterfield Shire Council with input and assistance as required from Regional Development Australia – Northern Inland, Moree Plains Shire Council, and technical experts as required.

## 5. Content of the Feasibility Study

### 5.1 Background

An overview of the issues and challenges including:

- An overview of W2E issues in Australia – waste volumes, resource recovery issues, NSW Government regulation and policy objectives etc.;
- Current energy issues – transmission inefficiencies, retirement of existing base-load facilities, high capital costs of new fossil-fuel base load facilities, transmission system augmentation requirements;



- Landfill issues;
- The current NSW Government's Waste to Energy Policy;
- Environmental problems associated with transporting landfill long distances;
- Triple bottom line issues for regional economies – the cost of energy, the cost of landfill, the environmental impacts, and the social impacts (e.g. scope for local generation and industry).

## 5.2 Obstacles to W2E

An overview of real and perceived obstacles to small-scale distributed W2E systems.

- The definition of renewable energy. Can burning waste that has a non-biological source be regarded as renewable? Does this even matter if the net result is a better environmental outcome (e.g. are there less emissions from W2E than from fossil fuels, burying in landfill, transporting large distance for disposal etc.);
- Scale issues – in both feedstock supply and electricity generation;
- Saleable products – the lack of a local heat distribution system compared to European situation;
- Environmental Regulations, Compliance and Audit;
- Diversion from recycling or composting – are there better options for using waste, particularly landfill waste? Cool technologies – are they feasible in a regional setting?
- The waste management hierarchy – how relevant is it to regional locations, and does it raise the credibility of W2E options in regional areas?

## 5.3 Methods to convert W2E

An overview of alternative methods of converting W2E, including:

- Identification of current commercial technologies with a focus on those which already operate at a smaller scale;
- Discussion of their pros and cons;
- Feedstock requirements;
- Scalability;
- Outputs;
- Efficiency;
- Technical complexity;
- Mass and heat balances and thermal efficiency of the technical options;
- Operations and Logistics - legal, commercial, environmental and compliance requirements need to be 'hard-wired' into the design from the onset;



- Experiences in other locations;
- Identify potential technology providers and rate/rank their suitability;
- Short-list potential technology providers and rate/rank their suitability;
- Conclusion – most suitable small-scale technology for local operations based on technical aspects of the options.

#### 5.4 Feedstocks

- What volumes are available locally?
- What volumes could be sourced from elsewhere?
- Calorific value;
- Seasonality of supply;
- Reliability of supply (including over the design life of the preferred technologies)
- What pre-processing would be required for the chosen technology?
- Operations and logistics for feedstock consolidation, transport and handling;
- Gate fees – applicable? Likely levels?
- Feedstock supply contracts – how would they work?
- The unprocessed waste issue – illegal to incinerate in NSW? What feedstocks are eligible for incineration for energy in NSW? (the NSW Energy from Waste Policy Statement);
- Variability in feedstock sources – likelihood of fuel types changing over time and the implications including flexibility of the technology to handle changes in feedstocks;
- Transport logistics – routes, number of truck movements, impacts;
- Can regional areas solve metro waste problems where W2E plants may be too aesthetically/environmentally confronting? If so, what are the parameters around this, in particular relating to distances for waste transport?
- What are the limits to re-use/recycling?
- Cross-border challenges with regard to waste-management or sourcing feedstock e.g. NSW/QLD.

#### 5.5 Environmental and Planning/Regulatory

- Identify statutory and regulatory approval pathways;
- Define environment assessment requirements;
- Requirements to connect to the grid;
- Requirements to participate in the National Energy Market



### 5.6 Grid access

- One critical problem with most distributed energy projects in the region has been the need to distribute generated electricity to users via the Essential Energy network. Typically, Essential Energy would charge around 14c/kWh for the use of the grid, and Transgrid may charge an additional 3c/kWh. This has rendered similar projects (e.g. the Tamworth biogas project) economically unfeasible. The projects only work if all the energy is consumed on-site and not distributed elsewhere via the grid;
- This feasibility study will examine this problem, potential solutions, and the impacts on financial viability for regional W2E projects. In particular it will focus on what regulatory or policy changes might be needed to enhance the role of the existing grid as it moves from a distribution network to an energy exchange network;
- The issue of micro-grids and virtual grids will be examined;
- Options for use 'behind-the-meter' in various locations to avoid the grid issues (e.g. powering an industrial estate within which the facility is located).
- Need for and whether there is any justification for "dual systems" with connections to the main grid and also a local Microgrid.

### 5.7 Electricity supply & demand

- Demand and supply issues will be examined – energy use profiles and trends in the case study locations;
- The wholesale electricity market – likely future prices with the retirement of old technologies and the onset of new technologies;
- What is the scope for selling the majority of the generated electricity at peak times to maximise the financial returns? To what degree does this approach constrain other options?
- Examine the frameworks to sell power downstream to customers, including the option of becoming an electricity retailer and what that entails (costs, legal obligations etc.).
- Any local options for using heat or gas from the process?

### 5.8 Operations & logistics

- Legal, commercial, environmental and compliance requirements need to be 'hard-wired' into the design from the onset;
- Emissions and their treatment (e.g. scrubbing) – what is the best feasible option from both an environmental and economic perspective?
- How will residues (ash) be handled and site requirements



### 5.9 Governance and Control

- Explore governance frameworks, and establish a system including ownership and control (commercial structure);
- A W2E plant will have multiple stakeholders, other government entities, private industry, suppliers, and those residing within the locality. What is the best governance framework to manage this situation? (Including implications around Public Private Partnerships in NSW)
- Risk management procedures;
- Develop a structure for a Stakeholder and Communications Plan;

### 5.10 Economics & Financing

- Conduct financial modelling of the identified best option to ensure financial viability – rate of return on the investment, IRR, payback period etc.;
- Document assumptions for key parameters such as gate fee, energy offtake price, capital and operating costs;
- Explore the financing options available – potential sources of debt & equity;
- Conduct broader economic modelling of the identified best option, thus including broader social and environmental issues (e.g. local economic benefits, any cost savings over alternative waste-use methods, economic value of any environmental impacts) to arrive at a triple bottom line cost-benefit approach, in addition to a financial cost-benefit approach;
- How do the emissions from the identified best W2E option compare to the alternatives (landfill, other energy sources, recycling, composting etc.) and what is the economic value (cost) of the alternatives to be considered in a triple bottom line approach?
- How do the employment benefits of W2E compare to the alternatives (e.g. further segregation for additional recycling or composting)?
- How do the costs (capital & operating) of W2E compare to the alternatives (e.g. further segregation for additional recycling or composting)?
- What roles do subsidies and incentives play in financial viability? Are they essential for viability?

### 5.11 Risk Assessment & Mitigation Strategies

- Technical risks;
- Feedstock supply risks;
- Environmental risks;
- Contracting risks;



- Political/Economic/Societal/Community/Cultural risks;
- Financial risks including financing;
- Transport risks;
- Regulatory risks, including the risk of changes to subsidies/incentives;
- Market risks.

### 5.12 ARENA Requirements

- Reporting and project management in accordance with the funding agreement milestones;
- Lifecycle analysis demonstrating the greenhouse and environmental benefits of the Project, including transport and preparation of the feedstocks. Impacts on:
  - Climate change
  - Fossil fuel energy use
  - Fossil fuel resource depletion
  - Particulate matter formation
  - Eutrophication
  - Consumptive water use
- A knowledge sharing report for publication (this document).

## 6. Challenges to Fund the Feasibility Study; 'Waste to Energy at a Local Scale'

Gaining financial partners for the feasibility study has been extraordinarily difficult. In short, nearly all council's that tacitly support Tenterfield Shire Council's endeavours are either waiting to see ARENA's appetite for granting funding, or waiting for Tenterfield to deliver a solution without taking a financial risk - classic Catch 22 situation.

Outside of the political arena, operationally, many General Managers working within local government in NSW are very risk adverse, as they see the EPA (in particular) as a huge impediment for change here. This only adds weight to the need for the project to lead a thorough and scientifically validatable endeavour.

Tenterfield Shire Council, through the New England Joint Organisation, became involved late in the NSW Department of Premier & Cabinet (DPC) microgrid development project, though this had a focus on photovoltaic solutions. Multiple Joint Organisations across NSW (and individual local governments in other States) are in support of the need to also undertake a W2E feasibility study.



The DPC, have now included it on their (Regional) agenda. Although it is fortuitous to be on the agenda, no funding to progress W2E studies has been forthcoming (unlike the solar solution). Unlike solar, there are no true W2E examples to learn from and develop a blueprint to allow replication. So having a desk top project that in effect data mines non-existent intellectual property will result in a sub-optimal conclusion. If it was as simple as copying what someone else in NSW has done it there would be a burgeoning industry here already. Subsequently in effect, the process is being pushed for and to date has been wholly funded by Tenterfield Shire Council and Regional Development Australia – Northern Inland. (Although since commencing the project Moree Plains Shire Council, Goulburn Mulwaree Council and Whitsunday Regional Council have joined.)

Entities which have indicated full financial support are as follows:

- Regional Development Australia – Northern Inland (NSW): \$20,000 (\$10,000 cash, \$10,000 in-kind support);
- Whitsunday Regional Council (QLD): \$15,000;
- Tenterfield Shire Council (NSW) - \$15,000 (plus quite a considerable in-kind commitment).
- Goulburn Mulwaree Council (NSW) - \$15,000
- Moree Plains Shire Council (NSW) - \$ 25,000

Partly committed:

- Inverell Shire Council (NSW). Dependant on ARENA's agreement they will 'consider 'a \$15,000 contribution;
- Glen Innes Severn Shire Council (NSW): In support of completing the study, but didn't commit themselves. Instead requested the New England Joint Organisation fund all member council's contributions of \$15,000 each, totalling \$105,000, from the seed funding the NSW Government paid to set up Joint Organisations (which was \$300,000.)
- New England Joint Organisation (NSW). 'Energy' is included in the draft strategic plan, but the budget is yet to be determined. It has been mooted previously by members that the NEJO fund \$105,000 towards the project.

Recently requested:

On 5 October the Northern Rivers Joint Organisation (NRJO) was provided a brief *precis* on the Project. NRJO will discuss at their next scheduled meeting.

Riverina and Murray JOC wrote to Tenterfield Shire Council fully supporting the project and Tenterfield Shire understands that RAMJO intend taking it to their board in November to consider joining with other councils to help finance the project.



The Shire's of Hay, Bourke and Forbes have expressed an interest and have recently been forwarded details.

Byron Shire Council have been approached to contribute (after seeking assistance from Tenterfield Shire as they were about to embark on the same journey).

Tenterfield Shire Council has been invited to present on the Waste to Energy at a Local Scale Feasibility Project on 12 October by the North East Regional Waste Managers (north coast of NSW: Ballina Shire, Bryon Shire, Clarence Valley, Lismore City, Kyogle, Richmond Valley and Tweed Shire).

The total assured sum currently stands at \$ \$90,000. If ARENA provide a dollar-for-dollar grant of \$90,000, this would raise only \$ 180,000. Obtaining dollar for dollar funding from ARENA is NOT assured. It would be far better for the study to stand alone, such that the process can remain in the control of local government.

Whilst raising \$90,000 is commendable, it is not anywhere near likely to provide enough resources to thoroughly answer all questions.

Keeping in consideration that there are always a considerable number of detractors whenever Waste to Energy is mentioned, any effort that delivers only half of the required answers will open the doors for criticism and hence ensure the project's failure from the start. Alternatively, if the whole process is not viable, having a process not inform local government from the beginning would be just as disastrous.

Tenterfield Shire Council is therefore seeking enough financial contributions to ensure a robust process occurs. This is anticipated to be at least \$540,000.

## 7. Political Support

Tenterfield Shire Council, in collaboration with the New England Joint Organisation (NEJO), has received strong support from local representatives, and even more pleasingly, others from further afield:

- The Hon. Barnaby Joyce MP, Member for New England (Federal)
- The Hon. Thomas George MP, Member for Lismore (State)
- The Hon. Adam Marshall MP, Member for the Northern Tablelands (State)



Once the local political climate was understood to be positive, Tenterfield Shire Council commenced the process of seeking wider support via others, including the NSW Country Mayors Association and departmental representatives (State & Federal).

On 3 August Tenterfield Shire Council presented to the NSW Country Mayors Association.

In attendance was Mr. Ken Gillespie, Regional Infrastructure Coordinator, NSW Premier & Cabinet, and staff from the Office of the Regional Infrastructure Coordinator.

NSW Country Mayors adopted as follows:

*RESOLVED That the Country Mayors Association provide a letter of support to Tenterfield Shire Council and the New England Joint Organisation to seek seed funding from governments to undertake a feasibility study and the Premier be advised of this support (Yass Valley Council/Glen Innes Severn Council)*

*RESOLVED That the Country Mayors Association invite other Joint Organisations to support the initiatives of Tenterfield Shire Council and the New England Joint Organisation to make Waste to Energy a reality (Leeton Shire Council/ Tenterfield Shire Council)*

*RESOLVED That the Country Mayors Association request Mr Ken Gillespie, Regional Infrastructure Coordinator to facilitate a meeting of State Government leaders including OEH, EPA and DPC with local government representatives to discuss the issues that could be faced making Waste to Energy a reality (Orange City Council/ Yass Valley Council)*

During the meeting of 3 August, the Chair of the NSW Country Mayors Association, Mayor Katrina Humphries of Moree Plains Shire Council, took the opportunity to speak to the Hon. Gladys Berejiklian MP, NSW Premier, about the project.

Immediately after the meeting Tenterfield's Chief Executive Officer was approached by four (4) mayors, outside of the New England area, asking if he would be prepared to present to their respective councils (and/or JO).

Since then the Riverina and Murray Joint Organisation have not only sent a letter of support to Tenterfield Shire Council, they have adopted energy (including W2E) as their second highest strategic objective (only second to water security).

The Hon. Adam Marshall MP and the Hon. Thomas George MP advocated the worthiness of the project on behalf of Tenterfield Shire Council and the New England Joint Organisation to the Hon. Gabrielle Upton MP, Minister for the Environment, Minister for Local Government, and Minister for Heritage.

Consequently, on 3 August, Tenterfield Shire Council was given a hearing with representatives from the Minister's Office, including Mr. Kevin Wilde, Chief of Staff. The meeting was very positive, suggesting Council was on the right track and indicating grant streams available to assist (EPA) with



the project. Mr. Wilde commented that although there has been interest in very large Waste to Energy (W2E) applications that Tenterfield Shire Council was the only entity looking at how to scale W2E to suit local conditions.

Mayors Peter Petty and Michael Pearce, Tenterfield and Uralla Shire Councils, and the CEO of Tenterfield Shire Council, met with Mr. Cosimo Thawley, Senior Advisor, Office of the Hon. Josh Frydenburg MP; Minister for the Environment and Energy, in June. This was to seek clarification at a Federal level as to the worthiness and validity of the project. A similar comment was made regarding reduction of scale to suit local circumstances, versus what has been occurring to date - with larger scale proposals.

On 22 October, at the Local Government New South Wales Annual Conference, the delegates representing all councils in NSW unanimously adopted an amendment to the initial resolution (Resolution 42) regarding waste management to include Waste to Energy as follows (extract):

*Development of regional and region specific solutions for sustainable waste management (e.g. **waste to energy**, soft plastic recycling facilities, green waste).*

*Funding a wider range of sustainability initiatives, such as; **waste to energy**, marketing and strategies that provide and support a circular economy.*

Since the LGNSW Conference the NSW Country Mayors has, for the second time in as many meetings, discussed the Waste to Energy at a Local Scale Feasibility Study Project and resolved to write to all regional councils seeking \$15,000 to go towards the project. Further, they resolved to seek audience with the EPA to review the Waste to Energy Policy.



## 8. Conclusions

Waste to Energy is an underutilised additional resource available to assist the Australian energy market while at the same time dealing with an increasingly intractable problem of landfill disposal.

As a government (at least in NSW) it seems we have been hesitant in the past to release energy from waste because it isn't 'green', "it's too hard", or we're constrained as the Policy has too many constraints, yet almost daily governments of all persuasions are being castigated over energy prices and waste landfill sites, with the public mostly heralding renewables as the answer.

It is somewhat ironic that as a country we're effectively burying energy, in the form of 'waste', but on the other hand we're digging up coal to produce electricity – and will continue for a very long time.

With financial assistance Tenterfield Shire Council and our partners will demystify the current situation regards Waste to Energy at scales that align to smaller applications and obtain a true answer.

In doing so we'll discover:

- Is it feasible?
- If so, what does the feasible solution look like? – Feedstock, technology, environmental controls, locations, transport, financial performance, financing, ownership, governance etc.
- If it is not feasible, what needs to change to make it so?
- Next steps for implementation (if feasible) or towards feasibility (if not yet feasible).

## 9. Request

**Tenterfield Shire Council and our partners need strong financial support to thoroughly and professionally investigate the current status and to determine what scales can be applied.**

Whilst we have received an amazing amount of support from a great many areas, but most councils and JO's we've approached so far are:

- Willing to watch someone else take the risk and responsibility; or,
- Quite understandably, are slow to make decisions because their strategic plans haven't incorporated W2E (something that in effect has only just become a conversation point); or,
- Are concerned that the Regulator will continue make the process difficult if not impossible.



- Are confused because of the often biased views (both pro and anti-waste to energy)
- Have spent an enormous amount of money on excavating and preparing landfills and don't see the need.

At a political level there are no grand openings providing photo opportunities. Funding feasibility studies is therefore quite unpopular, the saying 'shovel ready' reverberating through the hallways of local governments right across the country.

The funding we have received to date, even if matched dollar for dollar by ARENA, is not sufficient to do a thoroughly robust feasibility study.

Tenterfield Shire Council, with our project partners, Moree Plains Shire Council and Regional Development Australia – Northern Inland, need to raise at least \$540,000.

We are confident that if enough of the right quality people, with the right motivation and non-biased ethics, are able to answer the last 13 pages of questions we'll be in a better situation.

## 10. Sources

Australian National Waste Report (2016), Prepared for Department of the Environment and Energy, Blue Environment Pty Ltd.

Transgrid (2018), Transgrid identifies top six energy zones in NSW and ACT to meet future need in the National Electricity Market, available at <https://www.transgrid.com.au/news-views/blog/Lists/Posts/Post.aspx?ID=205>

**7        REPORTS FROM COMMITTEES**

Nil

**8        GENERAL MANAGER'S REPORT**

## 8.1 CORPORATE SERVICES DIRECTORATE

### 8.1.1 CODE OF CONDUCT COMPLAINT STATISTICS

DOCUMENT NUMBER	292259
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	In accordance with the adopted procedures for the administration of the Code of Conduct.
ATTACHMENTS	Nil

### RECOMMENDATION

**The report on Code of Conduct complaint statistics for the period 1 September 2017 to 31 August 2018, be received and noted.**

#### Introduction

In accordance with part 12 of Council's adopted Code of Conduct procedure (Reporting on Complaints Statistic) the complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September,
- b) the number of code of conduct complaints referred to a conduct reviewer,
- c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage and the outcome of those complaints,
- d) the number of code of conduct complaints investigated by a conduct reviewer,
- e) the number of code of conduct complaints investigated by a conduct review committee,
- f) without identifying particular matters, the outcome of code of conduct complaints investigated by a conduct reviewer or conduct review committee under these procedures,
- g) the number of matter reviewed by the OLG and, without identifying particular matters, the outcome of the reviews, and
- h) the total cost of dealing with code of conduct complaints made about councillors and the general manager in the year to September, including staff costs.

Council is also required to provide the OLG with a report containing the statistics referred to above within 3 months of the end of September of each year.

Discussion

During the period 1 September 2017 to 31 August 2018 Council had received zero (0) Code of Conduct complaints. In accordance with the requirements, the Office of Local Government has been advised accordingly.

**8.1.2 CORPORATE CREDIT CARD POLICY**

DOCUMENT NUMBER	292371
REPORTING OFFICER	Evan Hutchings, Executive Project Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	Adoption of the draft policy will provide an appropriate policy in relation to corporate credit card usage.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Draft CGRC Corporate Credit Card Policy</li> <li>2. CSC Use of Council Credit Cards Policy</li> <li>3. GSC Credit Card Policy</li> </ol>

**RECOMMENDATION**

**The draft CGRC Corporate Credit Card policy attached to the report be adopted.**

Introduction

The former Cootamundra Shire Council and the former Gundagai Shire Council both had Corporate Credit Card Policies. It is appropriate that a new Policy for Cootamundra- Gundagai Regional Council be prepared and adopted.

Discussion

A Corporate Credit Card policy is a typical inclusion in the suite of policies held by most local government authorities. The former Cootamundra Shire Council and the former Gundagai Shire Council both had Corporate Credit Card Policies, however, no such policy has been developed or adopted by Cootamundra-Gundagai Regional Council subsequent to the amalgamation.

A total of 18 corporate credit cards are currently issued to staff. The positions that have been issued with those cards, along with related expenditure limits is listed as follows:

<b>Card Holder</b>	<b>Limit</b>
General Manager	\$ 20,000
Deputy General Manager	\$ 10,000
Asset Accountant	\$ 12,500
Personal Assistant to the General Manager	\$ 10,000
Finance Manager	\$ 5,000
Executive Director Projects	\$ 5,000

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Director Operations	\$ 5,000
Library Manager	\$ 2,000
Library & Community Services Manager	\$ 2,000
Executive Project Manager	\$ 2,000
Consulting Engineer	\$ 2,000
Workplace Health Safety & Risk Management Officer	\$ 2,000
Risk & HSE Officer	\$ 2,000
Manager Facilities	\$ 2,000
Works Supervisor	\$ 2,000
Senior Regulatory Officer	\$ 2,000
Manager Social and Community	\$ 1,500
<b>TOTAL</b>	<b>\$ 87,000</b>

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A review of the Corporate Credit Card policies of both former Councils are relatively old and do not include provisions expected in a contemporary policy on this subject.

A new policy has been developed with the aim of specifying procedures and controls for the use of Corporate Credit Cards. A copy of the draft Policy is attached. It is extensive and includes best practice provisions designed to ensure transparency and integrity in their use.



## Draft Corporate Credit Card Policy

### Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Tim Swan, Manager of Finance
Council Service Unit	Finance
Next Review Date	27 November 2019

### Version Control

Ref	Date	Description	Resolution Number
0.1	27-11-2018	Presented to Council for Adoption.	TBA

### Purpose

The policy is to ensure effective controls, policies and procedures are in place with respect to the use of Corporate Credit Cards.

### Principles

- To ensure transparency in Council's operations concerning the use of Corporate Credit Cards
- To ensure Council's resources are managed with integrity and diligence.

### Objectives

- Fulfil all statutory requirements of the Local Government Act with respect to the use of Corporate Credit Cards
- To adopt best practice in developing a clear and comprehensive policy on the use of Corporate Credit Cards

### Scope

This policy applies to all Council staff issued with a Council credit card and staff with a financial delegation.

### Related CGRC Policies and Procedures

- Code of Conduct
- Procurement Policy and Procedure

### Review Period

This document is to be reviewed every two (2) years to ensure that it remains relevant and meets legislative requirements.

## Policy Statement

Corporate credit cards have been implemented to allow the Council to transact its business in a more efficient manner and at the same time provide Council Officers with a more convenient method to meet costs they incur on Council's behalf.

Corporate credit cards should be recognised as a valuable tool for the efficient and effective operation of Council's daily business and not as a benefit assigned to specific individuals. The use of corporate credit cards provides savings in staff administration time in matters such as arranging transport, accommodation and registration for attendance at conferences and by eliminating the need for overseas bank drafts for certain purchases. It also reduces the high number of creditor creations that are required for one-off purchases.

Corporate Credit Cards also save time and paperwork in making purchases while still maintaining control of purchases through the monthly reconciliation process as well as minimising the need for Council staff to use their private credit card to conduct Council business.

Corporate Credit Cards should not be used when there is an alternative form of payment which aligns with the normal purchasing process through Council's Corporate Finance system.

Staff members are not to use their private credit card to conduct Council business over the amount of \$100 in any one transaction.

## Procedure

### Issuing of Cards

The General Manager has delegated authority to authorise the issuing of corporate credit cards to staff.

Before a staff member of Cootamundra-Gundagai Regional Council (CGRC) can become a cardholder it will be necessary for that person to provide adequate proof of identity to satisfy the Bank's requirements of at least 100 identification points. Details of documents that can be used for identification are available from the Finance Section.

Council's bank requires that a 'Corporate Credit Card New Cardholder Details' form is completed and applicants will be provided with this form by the Finance Section.

The Finance Manager will be responsible for obtaining approval of the General Manager for the issue of a card and this will be recorded on a "Cardholder Approval and Acknowledgement" form (Attachment 1). Each cardholder will be required to sign this form on receipt of the corporate credit card and acknowledge these policies and procedures.

### Monthly Limit and Authorisations

Each corporate credit card will have a monthly limit on expenditure and the expenditure is to be authorised by the staff members immediate manager (subject to that manager possessing the requisite financial delegation), or the General Manager or Deputy General Manager as appropriate.

The General Manager's Corporate Credit Card must only be authorised by the Mayor.

### Restrictions

Corporate credit cards are for official Council business and are not to be used for personal expenses under any circumstances.

Corporate credit cards should only be used for purchases of fuel for Council vehicles in an emergency. Staff should use their vehicle's fuel card for normal fuel purchases.

Use of the corporate credit cards for purchases over the internet should be restricted to trusted secure sites.

The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of CGRC.

#### How Do I Use It?

Corporate credit cards are to be used as a normal credit card, with the valid PIN required to make any purchase.

No cash advances are available from automatic teller machines or over the counter and BPay facilities are not available.

The card is not to be linked to any form of award points and any personal award card or membership should not be used in conjunction with the use of the corporate credit card.

A tax invoice is required to be obtained for every purchase made. This is required in reconciliations of the Corporate Credit Card statement at the end of each month. The purpose of the purchase should be recorded on the tax invoice.

If a transaction is done by telephone or by mail order, the cardholder will need to ensure that an appropriate tax invoice is obtained from the supplier and included with the monthly reconciliation.

Tax invoices must contain the components in order to comply with taxation law and allow Council to claim an input tax credit for the GST paid.

All details of the purchase, including tax invoices are required to be obtained and retained to support the appropriate allocation of purchases at the end of each month.

Use of a corporate credit card will require the user to abide by Council's purchasing policies including purchasing from Council's preferred suppliers wherever possible.

If the corporate credit card is used to purchase software, especially if purchasing through the internet, it is necessary to liaise with and gain agreement of Council's Manager Business to ensure the software is compatible and is capable of effective support and maintenance.

The credit limit of the individual cards is not to be exceeded.

The remaining credit limit can be ascertained at any time by contacting Council's bank. The contact number can be found on the back of the card.

#### Payment of Monthly Account

The outstanding balance of each corporate credit card will be automatically debited to Council's bank account at the end of the month.

#### Reconciling Monthly Statements

- 1) Each cardholder will be issued with a monthly statement listing all their transactions. It is the responsibility of the cardholder to match their supporting documentation to the monthly statement.
- 2) When the monthly statement is received, a check is required to ensure all purchases that are supported by invoices retained.
- 3) Record next to each transaction; if not recorded on the Tax Invoice:
  - The reason for the purchase e.g. *LGMA Conference – accommodation deposit – 5/11/2018 Canberra.*
  - The account number the purchase is to be charged against.

- 4) Attach tax invoices for all the purchases with GST and normal invoices for purchases without GST.  
*PLEASE NOTE:*  
*Tax invoices are necessary to enable Council to claim back the GST each month.*
- 5) For FBT purposes, expenses relating to the provision of entertainment, including food and beverage, must provide details of the total number of staff who attended, and the total number of attendees.
- 6) Sign and date the monthly corporate credit card statement at completion of the reconciliation.
- 7) The monthly corporate credit card statement, with all invoices attached, should then be authorised by the appropriate person as described in the monthly limit and authorisations section of this policy.
- 8) The corporate credit card statement and all attachments are then to be sent to the Finance Section. This must be done within seven days of receiving the statement.
- 9) After processing, all corporate credit card statements will be kept by the Finance Section.
- 10) A periodical review of the supporting documentation in respect of the monthly corporate credit card statement may be undertaken under Council's Internal Audit Program or by Council's external auditor.

#### Disputed Purchases

Council is responsible for paying all accounts on the monthly corporate credit card statements and the bank will debit this amount to the Council's bank account at the end of the month.

The Finance Section is to be notified of all disputed transactions. The cardholder must complete the "Disputed Transactions" form and include it with the monthly reconciliation (Attachment 2).

When a dispute occurs, the cardholder should attempt to correct the situation with the merchant. In many cases a simple telephone call can clear up a problem without any delay. If unable to correct the situation, contact the Finance Section. The Finance Section will attempt to resolve the matter and may have to contact the bank for assistance.

The bank can assist with resolving some disputes with merchants, particularly those involving duplicated charges, non-receipt of goods ordered or credits not processed after refund vouchers have been issued.

#### Terminating or Ceasing Employment

Should a staff member issued with a Corporate Credit Card no longer requires it or they are leaving the services of Council, they are to return the card to their direct supervisor or the Finance Section no later than the last day of employment.

#### Reporting Lost or Stolen Cards

If a card is lost or stolen it is the cardholder's responsibility to immediately telephone Council's bank to report the loss.

Council's bank can be contacted 24 hours a day, 7 days a week. The Finance Section will have the phone number.

The Finance Manager should be contacted immediately and advised by the next business day and the cardholder should then complete a "Lost or Stolen Cards" form (Attachment 3) and forward it to the Finance Section.

A replacement card will be arranged and issued upon receipt from the bank.

### Replacement Cards

The card is valid for the period shown on the face of the card and Council's Bank will automatically reissue replacement cards to the Finance Section one month prior to the expiry date. The Finance Section will then distribute to the cardholder.

Should the cardholder require a replacement card that has been lost or stolen, they will need to complete a Replacement Cards form and sign the form (Attachment 4) on receipt of the new card.

## **Implementation**

The Finance Manager is responsible for the implementation of this policy.

## **Attachments**

Attachment 1 Cardholder Approval and Acknowledgement

Attachment 2 Disputed Transactions

Attachment 3 Lost or Stolen Cards

Attachment 4 Replacement Cards



Attachment 1

## Corporate Credit Card Cardholder Approval and Acknowledgement

<b><u>Approval</u></b>	
Cardholder's Name:	
Position:	
Credit Limit (Monthly): \$	
General Manager's	
Signature:	Date:

<b><u>Acknowledgement</u></b>  I acknowledge receipt of the Cootamundra-Gundagai Regional Council Corporate Credit Card and agree that: <ol style="list-style-type: none"> <li>1. I will not use the Corporate Credit Card, nor permit it to be used, other than for official Council purposes.</li> <li>2. I will ensure security of the Corporate Credit Card at all times and will not permit the card to be used by any other person.</li> <li>3. If the Corporate Credit Card is lost or stolen, I will immediately report it missing to Council's bank and will also inform the Finance Manager.</li> <li>4. If my position with Cootamundra-Gundagai Regional Council changes or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card.</li> <li>5. I will retain all original supporting documentation that meets the requirements of a tax invoice for presentation to the relevant authorising officer.</li> <li>6. I will ensure that all Work Health &amp; Safety requirements are complied with for all purchases.</li> </ol> <ol style="list-style-type: none"> <li>1. If I misuse the Corporate Credit Card (i.e. use it in a manner otherwise that in accordance with the instructions provide) I may be liable for disciplinary action in accordance with Council's Code of Conduct.</li> </ol>
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Card No:	Expiry Date:
Signature of Cardholder:	Date:
Witness Name (Print):	Signature:

Attachment 2

## Corporate Credit Card Disputed Transactions

*Note: This form is to be completed and forwarded to the Financial Section with monthly reconciliation*

Corporate Credit Card No:	
Cardholder's Name:	Date:

Transaction Date	Supplier	Reason for Dispute	Amount

Attachment 3

## Corporate Credit Card Lost or Stolen Cards

*Note: This notification is on the loss or theft of a Cootamundra-Gundagai Regional Council Corporate Credit Card. You are requested to telephone Council's bank immediately the loss is discovered. The Finance Manager should be advised on the first business day and the following information completed.*

<b>Details (Cardholder to complete)</b>	
Corporate Credit Card No:	
Cardholder's Name:	
Reason for loss:	
Council's bank notified on (Date):	
Finance Manager notified on (Date):	
Cardholder's Signature:	Date:
<b>Financial Control (Chief Financial Officer to complete)</b>	
Council's bank notified:	
Corporate Credit Card Register updated:	
New Card No:	
Date Received:	Signature:

Attachment 4

## Corporate Credit Card Replacement Cards

<b>Details (Cardholder to complete)</b>	
Old Corporate Credit Card No:	
Cardholder's Name:	
Reason for replacement:	
Cardholder's signature:	Date:

<b>Financial Control (Chief Financial Officer to complete)</b>	
Council's bank notified:	
Corporate Credit Card Register updated:	
New Card No:	
Date received:	Signature:

**USE OF COUNCIL CREDIT CARDS****PURPOSE:**

To define the provisions for use of Council issued credit cards.

**POLICY PROVISIONS:**

A credit card shall only be issued by Council where there is a clear business case to support the use of the credit card in specified circumstances.

A business case to support the issue of a Council credit card shall be made in writing to the General Manager who may approve or not approve this at his or her discretion.

The limit to be assigned shall be determined by the General Manager at the time of the approval being given and will vary dependent upon business needs in each case.

Upon approval by the General Manager an application form issued by the relevant financial institution shall be completed and forwarded to the Director, Corporate Services for advice to the Bank.

Council issued credit cards shall not be used to obtain cash advances.

Council issued credit cards may only be used for Council purposes. These purposes relate to business related transactions only. Council issued credit cards shall not be used for personal purchases. A tax invoice must be obtained for all business related transactions.

The Corporate Services division shall undertake monthly reconciliations and reviews of credit card purchases.

**RESPONSIBILITIES**

These responsibilities should be read in conjunction with the policy provisions detailed above.

1. Holders of Council issued credit cards shall ensure a tax invoice is obtained for all transactions. This tax invoice must clearly state the goods and services obtained.
2. Council's accounts payable clerk shall provide a copy of credit card statements to the relevant cardholder on a monthly basis.
3. Holders of Council issued credit cards shall forward relevant tax invoices together with a copy of the credit card statement and details of job numbers against which the purchases shall be

charged to Council's accounts payable clerk within five working days of being issued with the credit card statement.

4. Council's assistant accountant shall undertake a monthly review and reconciliation of all credit card accounts. Any anomaly in these shall be notified to the General Manager in writing immediately upon becoming aware of such anomaly.

In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Director Corporate Services.

5. The Director Corporate Services shall maintain a list of credit card holders and credit card limits, which shall be reviewed on an annual basis
6. Credit card holders shall return the Council issued credit card and relevant tax invoices to the Director Corporate Services immediately upon cessation of employment or relevant position with Council.



## GUNDAGAI SHIRE COUNCIL

### CREDIT CARD POLICY

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#### PURPOSE

The purpose of this policy is to:

- 1) Ensure that organisational transactions are carried out as efficiently as possible through the use of credit cards and transaction cards as appropriate.
- 2) Guard against any possible abuse of organisational credit cards.

#### ELIGIBILITY

This policy applies to all Staff and Councillors of the Gundagai Shire Council.

#### PROCEDURES

##### 1. CARD ISSUE

An organisational credit card will only be issued under the authority of the General Manager and will only be issued to Staff members where their functions and duties and Council's operations would be enhanced by the use of an organisational credit card.

Each organisational credit card will be issued to a specific person, who will remain personally accountable for the card. Cardholders will sign the attached declaration.

Only the authorised signatory may use the card although in the case of the card held by the:

- (i) Finance Officer – use of the card to effect the day-to-day operations of the TIC, and
- (ii) Director, Administration & Finance – use of the card to effect the day-to-day operations of the Council,

is permitted subject to their respective authorisations.

No more than one card shall be issued per cardholder. Credit limits as appropriate shall be set for each card by the issuing authority.

The issue of credit cards will be limited to Mastercard.

## 2. CARDHOLDER'S RESPONSIBILITIES

The Cardholder shall:

- In all cases obtain and retain sufficient supporting documentation to validate the expense (eg: tax invoice) or shall in lieu provide a statutory declaration.
- Attach these to the monthly statement from the bank.
- Review the monthly statement for inaccuracies (and report any inaccuracies to the General Manager).
- Verify that the goods and service listed were received
- Sign the monthly statement to verify that the transactions have been made for official purposes.
- Forward the papers to the authorised signatory for approval.
- Notify the bank and/or the General Manager immediately if:
  - The card is lost or stolen.
  - Any unauthorised transaction is detected or suspected.
- Notify the General Manager of any change in name or contact details.
- Take adequate measures to ensure the security of the card.
- Return the card to the General Manager if:
  - The cardholder resigns.
  - The General Manager determines there is no longer a need for the cardholder to retain his or her card.
  - The Organisational Credit Card has been cancelled by the issuing authority.
- Be personally liability for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part of a third party.
- The Cardholder shall not:
  - Exceed any maximum limits set for the Organisational Credit Card from time to time.
  - Obtain cash advances through the Organisational Credit Card.
  - Use the card for any proscribed purchases.
  - Authorise their own expenditure.
  - Claim double allowances.

## 3. CREDIT CARD EXPENDITURE

The card will only be used for those activities that are a direct consequence of the cardholders function within the organisation. Under no circumstances will the cardholder incur any private expenses against the Credit Card Account.

Where doubt exists as to whether or not an item is function related – prior authorisation should be obtained from the General Manager before any expenditure is incurred.

The use of the corporate card for "services of a dubious nature" is expressly prohibited. "Services of a dubious nature" are defined as any goods or services that might bring the name of the Council into disrepute.

4. CREDIT CARD MISCONDUCT

Wherever a breach in this policy occurs, the General Manager will assess the nature of the breach and if significant report the breach to the Police for criminal investigation or if lesser in nature, institute an appropriate disciplinary process:

- In the first instance, counselling and or verbal warning.
- In the second instance a written warning.
- In the third instance, or if the dollar amount is greater than \$1,000 the card is to be immediately withdrawn.

At the next available Council Meeting the General Manager shall report:

- The investigation of the circumstances of the breach.
- Police reports and action (if any)
- Disciplinary action taken (if any).

**REVIEW**

This policy may be reviewed at any time but unless otherwise requested at least every two (2) years from date of adoption.

Signed: .....  
General Manager

Date: .....

**APPENDIX A****CARD ISSUE FORM**

Organisation Name: GUNDAGAI SHIRE COUNCIL

Cardholders Name: .....

Position: .....

I understand and agree that the Organisational Credit Card is issued to me on the express understanding that I will, at all times, comply with the following conditions:

**USE**

1. The Organisational Credit Card ("the Card") is the property of Gundagai Shire Council and is in my possession and under my strict control except for any cards held under lock by Council.
2. I will not permit the Card to be used by any person other than myself subject to special uses of the cards held by the Finance Officer and the Director, Administration and Finance.
3. I will only use the Card for official purposes.
4. I will immediately report any unauthorised use of the Card to the bank and the General Manager.
5. I will not use the Card to pay for expenses that have already been claimed (or will be claimed) by any form of allowance.

**MONTHLY RECONCILIATION**

6. I will be issued with a monthly statement by the bank. I will:
  - Ensure that all transactions that appear on the monthly statement are verified by me.
  - Ensure that sufficient supporting documentation is attached to the monthly statement when it is submitted for approval.
  - Certify that goods or services paid for using the Card have been actually delivered or provided.
  - Sign the monthly statement provided by the service provider to indicate that the transactions appearing on the statement have been made only for official purposes.

**CHANGE IN CARDHOLDER DETAILS**

7. I will immediately advise the General Manager of any change in my name or contact details.

**UPON RESIGNATION OR TRANSFER**

8. I will immediately return my Card to the General Manager if I resign or retire, or if my services as an employee of the organisation are otherwise terminated, or if instructed to do so by the General Manager.

**LOST OR STOLEN CARDS**

9. I will immediately report the loss or theft of my Card to the bank and the General Manager.

**DECLARATION**

10. I confirm that I have access to only one Card.
11. I acknowledge that I have been briefed on all aspects of the operation and use of the Card.

Cardholders Signature: .....

**8.1.3 ANNUAL REPORT**

DOCUMENT NUMBER	292509
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with Section 428 of the <i>Local Government Act 1993</i> (the Act), the <i>Local Government (General) Regulation 2005</i> .
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

- 1. The draft Annual Report for the year ended 30 June 2018 be reviewed by Councillor's with any feedback provided to staff.**
- 2. The Annual Report for the year ended 30 June 2018, including any amendments resulting from 1. above, be endorsed, prior to publication on Council's website and submission to the Office of Local Government by 30 November 2018.**

Introduction

Under *Section 428 of the Local Government Act 1993 (the Act), the Local Government (General) Regulation 2005*, councils must prepare an annual report within five months after the end of the year. Council must upload a copy of the annual report (including financial statements) to its website and provide a copy to the Minister for Local Government (the Minister) and such other persons and bodies as regulations apply.

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

Discussion

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

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

It is proposed to circulate copies of the draft Annual Report to Councillors for review prior to the Council meeting with the opportunity for review by Councillor's provided prior to submissions by 30 November 2018.

**8.1.4 PRESENTATION OF AUDITED FINANCIAL STATEMENTS**

DOCUMENT NUMBER	292369
REPORTING OFFICER	Tim Swan, Manager Finance
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Sections 413 to 428 of the Local Government Act prescribe the legislative requirements for the preparation, adoption, auditing and public presentation of the annual financial statements.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

- 1. Mr John O'Malley of Intentus Chartered Accountants, make a presentation to Council on the Audited Financial Statements for the year ended 30th June 2018.**
- 2. The General Purpose Financial Statement, Special Purpose Financial Statements and Special Schedules for the year ended 30<sup>th</sup> June, 2018 be adopted.**

Introduction

Council's general purpose financial statements and special purpose (water and sewerage) financial statements have now been audited by Mr Karen Taylor of the NSW Audit Office, and their contract agent, Mr John O'Malley, of Intentus Chartered Accountants. The General Manager, under delegated authority, has issued the financial statements for release. Copies of the financial statements have been placed on Council's website, and hardcopies are on display in the Council office foyers. A copy of the financial statements has placed in the Councillor's portal. A notice was placed in the Council Newsletter and on Council's website. The notice included:

- A statement that the business of today's meeting would include the presentation of the audited financial statements.
- A summary of the financial statements.
- A statement to the effect that any person may make a submission to Council with respect to the financial statements.

No submissions have been received. Mr Clayton and Mr O'Malley will be in attendance to present a commentary on the financial result, and to answer any questions from the Council.

**8.1.5 SEPTEMBER QUARTERLY BUDGET REVIEW STATEMENT**

DOCUMENT NUMBER	292378
REPORTING OFFICER	Tim Swan, Manager Finance
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	As reported in the attached September quarterly budget review, the revised net operating result for the year to 30 June, 2019 is a profit of \$15,536,000. The budget adjustments recommended to Council for approval in this report result in a net change to the operating result of \$3,750,000.
LEGISLATIVE IMPLICATIONS	Clause 203(1) of the Local Government (General) Regulation requires that, not later than 2 months after the end of each quarter, excluding the June quarter, the responsible accounting officer must submit a budget review statement to Council. The format of the review must be consistent with the minimum requirements contained in the Quarterly Budget Review Statement Guidelines provided by the Office of Local Government.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. September 2018 Quarterly Budget Review Statement

**RECOMMENDATION**

- 1. That the September 2018 Quarterly Budget Review Statement be accepted.**
- 2. That the budget variations listed in the attached report be adopted.**

Introduction

The purpose of this report is to present a summary of Council's financial position at the end of the September 2018 quarter, and to report on progress made against the original budget adopted by Council in its 2018-19 Operational Plan. A detailed list of budget variances is included in the attached Quarterly Budget Review, and these are recommended for Council approval.

Discussion

This is the first Quarterly Budget Review Statement prepared since the implementation of our merged accounting system. While there are some minor cosmetic changes to the report, the format will be familiar to councillors.

Detailed commentary on the individual variations is included in the report itself, and while the net change to the projected operating result is an increase of \$3.75M to a surplus of \$15.536M, this is due to the requirement to report grant income in the year in which it is received. The expenditure of these grants will occur over the next 2 financial years, causing further misleading results.

The commentary section of the report has been expanded to include possible future changes. This has been done to provide an opportunity to report significant future events that are likely, but not certain, or events for which the financial impact is not yet quantifiable. The most significant of these is item 4, relating to the refurbishment of the Cootamundra Town Hall. It has come to light that expenditure on this project has exceeded \$700,000, with no budget allocated. Potential remedial measures will be identified and presented to council as a matter of urgency.



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

# **Quarterly Budget Review Statement**

**30 September 2018**

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## Commentary

Councillors are now receiving a monthly financial report which details how council is tracking against its budget with explanations of any significant budget variances. As such the focus of the quarterly budget review shifts from an update on how council is performing to presenting Councillors with changes to the adopted budget for their endorsement.

### Budgeted Operating Result

The Council's Income and Expenses, and Net Operating Result are reported on page 6 of this Review Statement.

The revised estimated net operating result for the year to 30 June 2019 is a surplus of \$15,536,000 (original budget was a surplus of \$11,786,000) and the revised estimated result before capital grants and contributions is a \$1,589,000 surplus (original \$1,811,000 deficit).

This change is driven primarily to the receipt of additional grant funding from the NSW State Government and the fact that not all of these funds will be expended this financial year.

### Budget Variations to the Operating Result

The budget adjustments recommended to Council for approval in this report result in a net change to the operating result of \$3,750,000.

The material variations from the original budget for the year to date are attributed to:

#### Favourable variation

- Council has received a further \$5.8M in funding from the NSW State government. It is anticipated that approximately \$2M of this funding will be expended this financial year, the remainder being transferred to reserve and spent in subsequent financial years.

#### Unfavourable variation

- With the changes to the Cemetery fees it is anticipated that revenue will fall by \$50K.

### Possible future changes

There are a few items we are currently monitoring that may require a change to the budget in a future review. At this point in time we either do not have the necessary information to quantify the change or sufficient guarantee that the change will actually be required. These are:

1. Timing of grant receipts – this relates primarily to the Gundagai sewerage treatment plant. The budget includes \$10.125M in expected income. We may not receive all of this in the current financial year which will impact the operating result adversely. We will be in a better position to make a determination at the December review.
2. Financial Assistance Grant – the current budget assumes we will receive the full grant in the current financial year. As we have already received half the grant prior to 30 June 2018 there is a chance we will need to reduce the income by that amount. We are working on the assumption that the Federal government will again prepay half the next years grant in this financial year.
3. Plant budget – work is currently underway reviewing the plant fund to ensure it is earning the income needed to maintain and replace all the items. A change to the budget may be required once this review is completed. It is anticipated this will be ready for the December review should a change be required.
4. Cootamundra Town Hall Refurbishment – funding sources for this refurbishment are still to be finalised, options will be included in the December Quarterly Budget Review. To date approximately \$700K has been expended in addition to the office refurbishment.
5. Electricity and insurance – both items are currently trending higher than

budget. More work is needed to drill down into expenditure and the budget before any changes are recommended to council.

## Budget Cash Flows

The Council's Cashflow and Reserve Movements are reported on pages 10 and 11 of this Review Statement.

The revised estimated net cash movement over the year is a cash decrease of \$6,825,000 (original budget was for a cash decrease of \$9,969,000).

The reserve balances have all been adjusted to reflect the balances actually achieved at 30 June 2018. The budget balances were based on estimates only which in a number of cases were significantly different to the final balance achieved. Those with the biggest changes include:

Water – end of year result better than originally budgeted

Sewer – end of year result better than originally budgeted

Gundagai Town Improvement District – level of spending not as high as anticipated

Domestic Waste Management – end of year result better than originally budgeted

Development – level of sales of Bourke estate not as high as budgeted

Plant – March quarterly budget review not factored into budget estimates and end of year result worse than expected

Saleyards – reduced income lead to poorer than expected result

## Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

**30 September 2018**

It is my opinion that the Quarterly Budget Review Statement for Cootamundra Gundagai Regional Council for the quarter ended 30/09/18 indicates that Council's projected financial position at 30/6/19 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



**Signed:**

---

Tim Swan  
Responsible Accounting Officer

**date: 14 November 2018**

# Income and Expense Budget Review

## Consolidated

### Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2018/19	Approved Changes					Revised Budget 2018/19	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs					
<b>Income</b>											
Rates and Annual Charges	12,248						12,248			12,248	10,065
User Charges and Fees	5,645						5,645	(50)	1	5,595	1,276
Interest and Investment Revenues	811						811			811	232
Other Revenues	523						523			523	114
Grants & Contributions - Operating	8,245						8,245	5,450	2	13,695	1,171
Grants & Contributions - Capital	13,597						13,597	350	2	13,947	5,896
Net gain from disposal of assets	50						50			50	-
<b>Total Income from Continuing Operations</b>	<b>41,119</b>	-	-	-	-	-	<b>41,119</b>	<b>5,750</b>		<b>46,869</b>	<b>18,754</b>
<b>Expenses</b>											
Employee Costs	11,072						11,072			11,072	3,084
Borrowing Costs	121						121			121	(11)
Materials & Contracts	6,756						6,756			6,756	3,240
Depreciation	8,031						8,031			8,031	-
Legal Costs	64						64			64	31
Consultants	458						458			458	102
Other Expenses	2,831						2,831	2,000	3	4,831	1,728
<b>Total Expenses from Continuing Operations</b>	<b>29,333</b>	-	-	-	-	-	<b>29,333</b>	<b>2,000</b>		<b>31,333</b>	<b>8,174</b>
<b>Net Operating Result from Continuing Operations</b>	<b>11,786</b>	-	-	-	-	-	<b>11,786</b>	<b>3,750</b>		<b>15,536</b>	<b>10,580</b>
<b>Net Operating Result before Capital Items</b>	<b>(1,811)</b>	-	-	-	-	-	<b>(1,811)</b>	<b>3,400</b>		<b>1,589</b>	<b>4,684</b>

## Detail of budget variations

### Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
-------	---------

- |   |   |
|---|---|
| 1 | Cemetery fees reduced downwards reflecting the change in fee structure  |
| 2 | Round two funding received for the the New Council Implementation fund and Stronger Communities fund  |
| 3 | Estimate of expenditure this financial year on funds received from grants as described in point 2. The balance will be transferred to reserves. |

### Capital Budget - Council Consolidated

Item 8.1.5 - Attachment 1

## Detail of budget variations

### Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
-------	---------

- |   |   |
|---|---|
| 1 | Includes carry forward plant purchases of \$976K and Waste plant replacements of \$656K funded from the Unexpended Works reserve, Waste reserve and proceeds from sale of existing plant. |
|---|---|

# Cash and investments budget review

## Restricted and unrestricted cash (reserves)

**Cash & Investments - Council Consolidated**

(\$000's)	Original Budget 2018/19	Approved Changes					Revised Budget 2018/19	Variations for this Sep Qtr	Notes	Projected Year End Result
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs				
<b>Externally Restricted <sup>(1)</sup></b>										
Developers contributions	72						72	(60)	1	12
Specific purpose unexpended grants & contributions	960						960			960
Water network infrastructure	4,890						4,890	1,471	1	6,361
Sewer network infrastructure	4,098						4,098	1,013	1, 3	5,111
Gundagai town improvement district	923						923	253	1	1,176
Domestic waste management	348						348	1,043	1	1,391
Stormwater infrastructure	216						216	(56)	1	160
<b>Total Externally Restricted</b>	<b>11,507</b>	-	-	-	-	-	<b>11,507</b>	<b>3,664</b>		<b>15,171</b>
(1) Funds that must be spent for a specific purpose										
<b>Internally Restricted <sup>(2)</sup></b>										
Merger implementation fund	-						-	-		-
Stronger communities fund	-						-	3,800	2	3,800
Aerodrome bitumen resurfacing	241						241	5	1	246
Bradman's birthplace	43						43	8	1	51
Coolac bypass	53						53	25	1	78
Cootamundra caravan park	106						106	(14)	1	92
Council election reserve	-						-	-		-
Development	479						479	(286)	1	193
Employee leave entitlement	1,396						1,396	190	1	1,586
Financial assistance grant	-						-	-		-
Heritage centre	11						11	1	1	12
Incomplete works	276						276	(276)	1	-
Plant replacement	2,735						2,735	(1,878)	1	857
Quarries and pit restoration	82						82	(31)	1	51
Saleyards	278						278	(168)	1	110
Special projects	467						467	2	1	469
Swimming pool pump & equipment	12						12			12
Cemetery reserve	65						65	(37)	1	28
<b>Total Internally Restricted</b>	<b>6,244</b>	-	-	-	-	-	<b>6,244</b>	<b>1,341</b>		<b>7,585</b>
(2) Funds that Council has earmarked for a specific purpose										
<b>Unrestricted</b> (ie. available after the above Restrictions)	5,319	-	-	-	-	-	5,319	227		5,546
<b>Total Cash &amp; Investments</b>	<b>23,070</b>						<b>23,070</b>	<b>5,232</b>		<b>28,302</b>

## Detail cash and investments

## Cash & Investments Budget Review Statement

### Comment on Cash & Investments Position

The cash and investments position has been adjusted to reflect the budget adjustments detailed in this report

#### Investments

Investments have been invested in accordance with Council's Investment Policy.

#### Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.

#### Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows: **\$ 000's**

Cash at bank	6,381
Investments on hand	29,489

<b>Reconciled cash at bank and investments</b>	<b>35,870</b>
--	---------------

### Recommended changes to revised budget

Budget Variations being recommended include the following material items:

#### **Notes Details**

1 Reserve balances have been updated to take into account the final result of the 2018 financial statements.

2 The balance of the second round of the New Council Implementation fund and Stronger Communities fund not expected to be spent by the end of the financial year.

3 Additional capital works for sewer relining in Cootamundra.

1.

#### COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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www.cgrc.nsw.gov.au

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

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



**8.1.6 INVESTMENT REPORT - OCTOBER 2018**

DOCUMENT NUMBER	292380
REPORTING OFFICER	Tim Swan, Manager Finance
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Council's investment income for October 2018 was \$74,239, 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 P1 2. Investment Report P2-5

**RECOMMENDATION**

**The Investment Report as at 31<sup>st</sup> October, 2018 be received and noted.**

Introduction

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

Discussion

Investments for September 2018 have produced interest of \$74,239.

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.

At this early stage of the financial year the interest income is 9% ahead of budget, and the net return is significantly higher than the benchmark.



## REPORT - CASH &amp; INVESTMENTS

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

Institution	Credit Rating	Investment Type	Date Lodged	Maturity Date	Interest Rate	Value
Commonwealth Bank	AA-	Bank Account				\$784,992.54
National Australia Bank	AA-	Bank Account				\$42,258.37
Commonwealth Bank	AA-	Business Online Saver				\$159,891.90
National Australia Bank	AA-	Cash Maximiser				\$0.00
Rural Bank Ltd	BBB+	Term Deposit	1/05/2018	1/11/2018	2.78	\$3,000,000.00
National Australia Bank	AA-	Term Deposit	1/08/2018	15/11/2018	2.65	\$1,000,000.00
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
St 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
Bendigo & Adelaide Bank Limited	BBB+	Term Deposit	22/08/2018	20/02/2019	2.8	\$2,000,000.00
Members Equity Bank	BBB	Term Deposit	23/05/2018	25/02/2019	2.72	\$2,000,000.00
Westpac Bank	AA-	Term Deposit	4/09/2018	20/03/2019	2.64	\$1,000,000.00
National Australia Bank	AA-	Term Deposit	8/06/2018	29/03/2019	2.75	\$1,000,000.00
National Australia Bank	AA-	Term Deposit	10/09/2018	24/04/2019	2.7	\$2,500,000.00
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
Commonwealth Bank	AA-	Term Deposit	15/10/2018	20/11/2018	2.1	\$2,000,000.00
Commonwealth Bank	AA-	Term Deposit	15/10/2018	18/12/2018	2.37	\$1,000,000.00
National Australia Bank	AA-	Term Deposit	15/10/2018	15/01/2019	2.68	\$2,000,000.00
Commonwealth Bank	AA-	Term Deposit	17/10/2018	19/12/2018	2.36	\$1,500,000.00
<b>Total Cash &amp; Investments</b>						<b>\$34,317,772.95</b>
Source of Investments	Interest budget for month		Interest for month		Total Invested	
General Fund Operations	\$12,150.58		\$13,766.20		\$6,363,537.95	
Developer Contributions						
Water Fund	\$10,887.00		\$12,334.61		\$5,701,772.03	
Sewer Fund	\$8,684.23		\$9,838.94		\$4,548,130.82	
Domestic Waste Mgmt Fund	\$4,265.70		\$4,832.89		\$2,234,044.00	
Other externally restricted	\$7,862.16		\$8,907.57		\$4,117,595.15	
Internally restricted funds	\$21,676.91		\$24,559.21		\$11,352,693.00	
<b>TOTAL</b>	<b>\$65,526.58</b>		<b>\$74,239.42</b>		<b>\$34,317,772.95</b>	

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

Responsible Accounting Officer

  
Signature

Tim Swan  
Finance Manager



**Bank Exposure Profile**

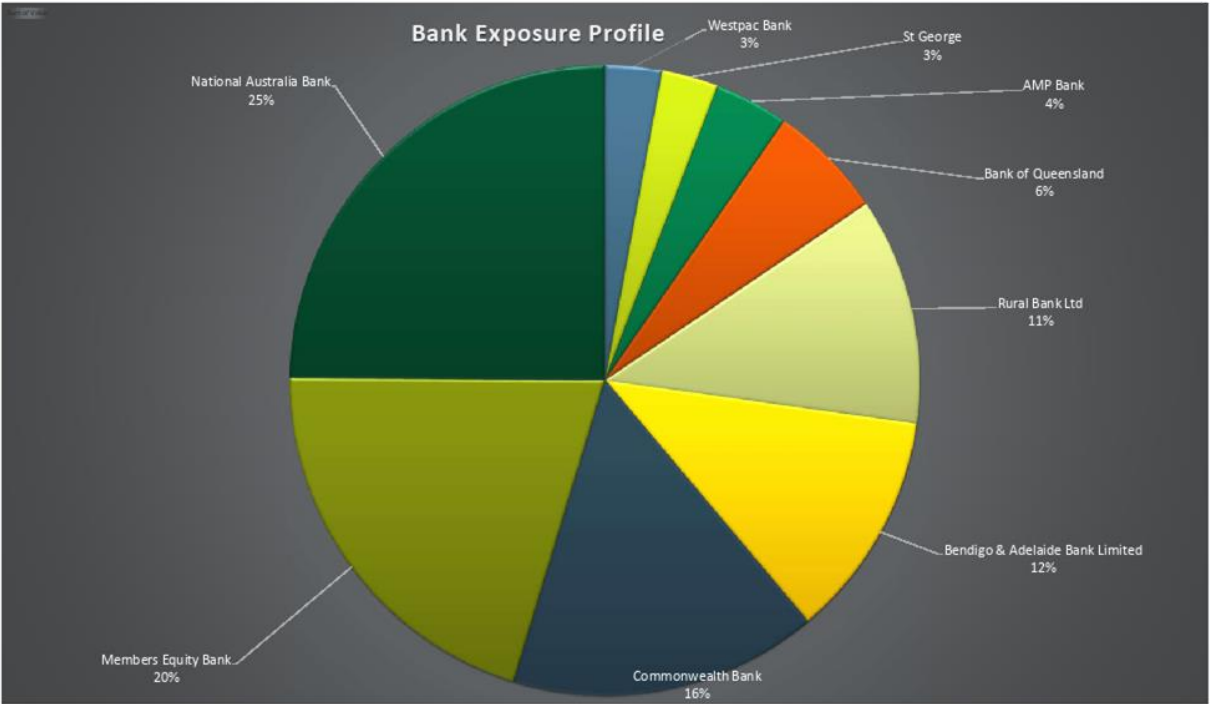
**Purpose**

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

**Result**

Council's largest single exposure is the 25% of funds invested with National Australia Bank.

**ANALYSIS - CASH & INVESTMENTS**



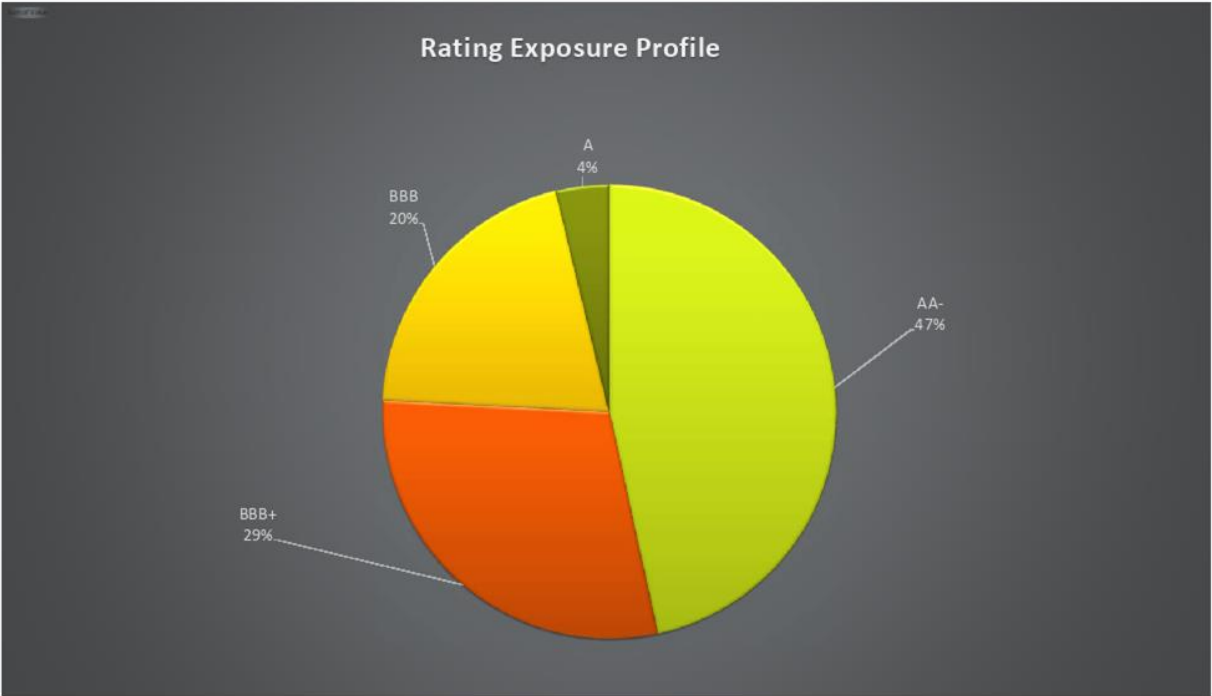


ANALYSIS - CASH & INVESTMENTS

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**  
51% of investments are with banks rated A and above. As lower rated investments mature strong consideration is being given to ratings of A- and above.





ANALYSIS - CASH & INVESTMENTS

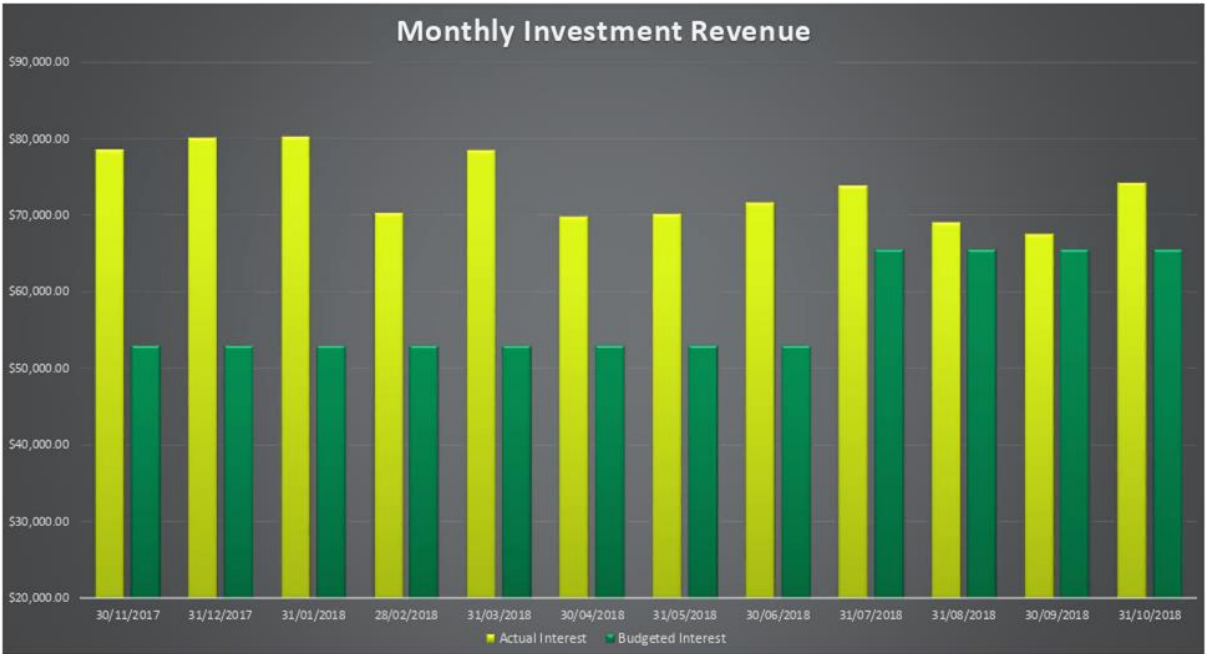
Monthly Interest Revenue

Purpose

This graph compares earnings to budgeted income.

Result

Investment income of \$284,655.71 is 8.6% above budgeted earnings of \$262,106.33 for the 2018/19 year



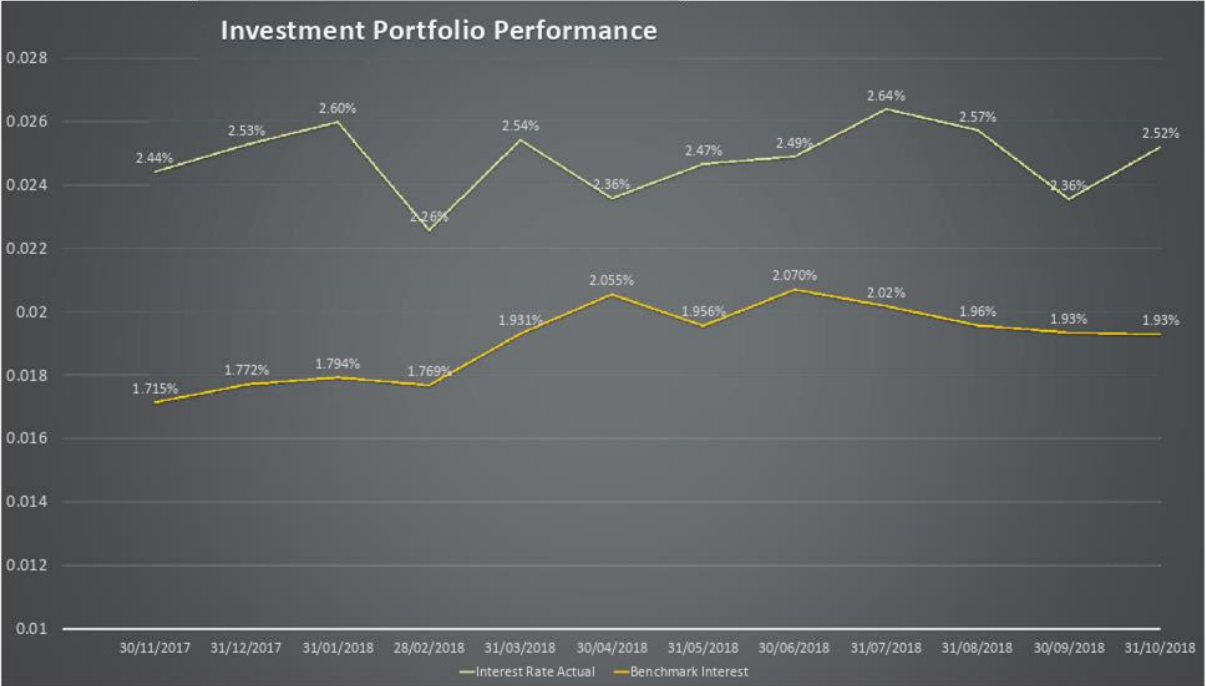


ANALYSIS - CASH & INVESTMENTS

Investment Portfolio Performance

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

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



**8.1.7 MONTHLY FINANCE REPORT FOR OCTOBER 2018**

DOCUMENT NUMBER	292379
REPORTING OFFICER	Tim Swan, Manager Finance
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	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. Monthly Finance Report

**RECOMMENDATION**

**The Financial report for October, 2018, attached to the report be received and noted.**

Introduction

This monthly reporting package provides Councillors with an update on the financial position of Council and includes a progress update on the many major projects currently being undertaken by Council.

Discussion

As previously reported, this process has allowed us to identify allocation errors and issues of configuration of our new accounting system. It is anticipated that the first batch of corrections will appear in the October reports.

Income appears to be significantly ahead of budget, however this is entirely down to timing variances on rates and grant income. Expenses are tracking almost exactly to budget, with no unexplained variances that significantly affect the overall picture.

The plant replacement program appears to be over budget, however this includes several orders placed last financial year which were delivered this financial year. Adjustments will be made accordingly through next months' Quarterly Budget Review.

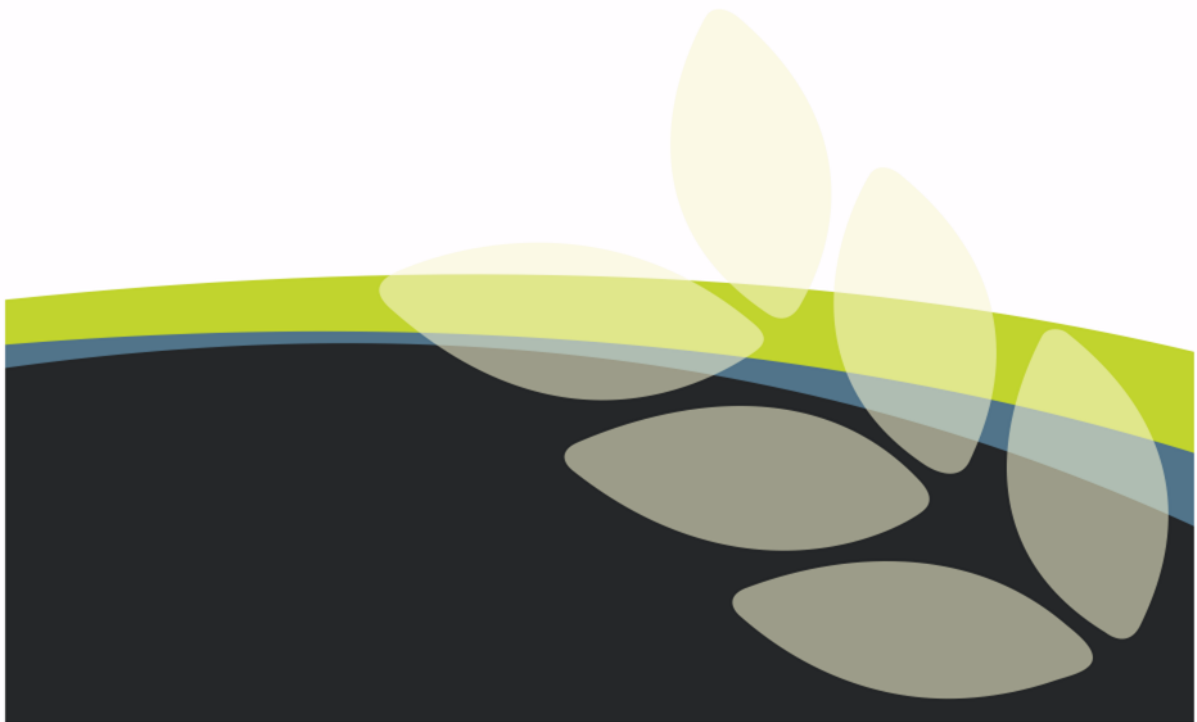


COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL

October 2018

# Financial reporting pack

*Monthly operational analysis*



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COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

**Consolidated**  
To 30 October 2018



	YTD	Budget	Variance	33.70% %	Comments
<b>Income from continuing operations</b>					
Rates and annual charges	10,062,647	12,247,408	(2,184,761)	82.16%	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. 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.
User charges and fees	1,378,260	5,644,432	(4,266,172)	24.42%	On track at present
Interest and investment revenue	314,001	811,173	(497,172)	38.71%	On track at present
Other revenues	153,099	523,288	(370,189)	29.26%	The larger amounts will be received periodically throughout the year. On track at this point in time.
Operating grants and contributions	1,419,988	8,245,238	(6,825,250)	17.22%	Funds received for the second round of the Stronger Country Community grants.
Capital grants and contributions	5,904,925	13,597,223	(7,692,298)	43.43%	
Net gain from the disposal of assets	-	50,000	(50,000)	0.00%	
<b>Total Income</b>	<b>19,232,920</b>	<b>41,118,762</b>	<b>(21,885,842)</b>	<b>46.77%</b>	
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	4,018,017	11,071,905	(7,053,888)	36.29%	Expenditure impacted by termination payments (\$219k) which are not budgeted. Unused annual and long service leave is provided for in the ELE reserves and adjusted out at year end.
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	5,105,445	10,860,389	(5,754,944)	47.01%	Timing of expenditure is the main driver for the variance in this category. The full year's budget has been expended on items such as rates and registration fees. Expenditure is also advanced for projects such as the floodplain risk management study and rural lands strategy. Fuel costs are tracking above budget with the increase in pump price. A number of items in this category are paid annually in a single lump sum. These include insurance (\$669K) and regional library membership (\$192K). 50% of the Emergency Service Levy (\$199k) is included. Electricity expenditure is trending higher than budget. This is currently being reviewed.
Other expenses	1,968,121	2,831,407	(863,286)	69.51%	The plant income and expenditure is currently under review to ensure the budget properly reflects what is happening on the ground.
Internal cost recovery	(909,493)	(3,582,534)	2,673,041	25.39%	
<b>Total Expenses</b>	<b>10,170,831</b>	<b>21,301,826</b>	<b>(11,130,995)</b>	<b>47.75%</b>	
<b>Net Operating Result</b>	<b>9,062,089</b>	<b>19,816,936</b>			
<b>Net operating result before grants and contributions provided for capital purposes</b>	<b>3,157,164</b>	<b>6,219,713</b>			

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

33.70%



	Income					Expenditure				Comments
	Actual	Budget	Variance	%		Actual	Budget	Variance	%	
Operations										
Asset management planning	-	-	-	0.00%	😊	345,689	803,434	457,745	43.03%	😊
Buildings and property management	83,350	298,285	214,935	27.94%	😊	521,284	1,801,893	1,280,609	28.93%	😊
Emergency services	(399)	267,373	267,772	-0.15%	😞	324,022	700,141	376,119	46.28%	😞 Income will be received periodically throughout the year. Timing difference only.
Infrastructure	1,508,491	6,214,002	4,705,511	24.28%	😊	2,448,672	8,564,548	6,115,876	28.59%	😊
Land development	1,591	50,000	48,409	0.00%	😞	51,288	50,483	(805)	101.59%	😞 Annual rates and charges allocated to properties. Timing issue only.
Parks and gardens	118	1,530,914	1,530,796	0.01%	😞	224,902	1,118,372	893,470	20.11%	😊 Income relates to capital grant, income received but currently allocated against Civic Leadership.
Plant management	92,969	359,024	266,055	25.89%	😊	(5,238)	1,615,992	1,621,230	-0.32%	😊
Recreation facilities	39,578	159,187	119,609	24.86%	😊	385,293	1,128,181	742,888	34.15%	😊 Swimming pool revenue will increase over the summer open period.
					😞					😞 Income variance relates primarily to receipt of grant funding for the sewerage treatment works in Gundagai. This will be received as works are undertaken and claims are lodged. The timing of expected receipts will be reviewed for the December QBR as this will impact on the year end results in the financial statements.
Sewerage Management	687,466	12,829,434	12,141,968	5.36%	😞	444,909	2,627,105	2,182,196	16.94%	😊
Waste Collection services	2,069,204	2,265,877	196,673	91.32%	😊	513,118	2,233,116	1,719,998	22.98%	😊
Water Management	941,212	3,580,081	2,638,869	26.29%	😊	732,079	3,485,258	2,753,179	21.01%	😊
Development and Community Services										
Community services	-	-	-	0.00%	😊	4,959	10,560	5,601	46.96%	😞
Development and building	133,922	313,642	179,720	42.70%	😊	457,357	1,244,692	787,335	36.74%	😊
					😊					😞 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.
Economic development	48,021	174,988	126,967	27.44%	😊	437,462	694,121	256,659	63.02%	😞
Library	12,314	92,348	80,034	13.33%	😞	365,118	689,096	323,978	52.99%	😞 Annual payment to the Riverina Regional Library made.
Noxious weeds	375	72,906	72,531	0.00%	😞	126,156	256,166	130,010	49.25%	😞 Actual expenditure includes termination payment for staff member which will be offset against reserves reducing impact on current budget.
Regulatory services	80,779	323,985	243,206	24.93%	😊	238,812	829,521	590,709	28.79%	😊
Executive										
					😊					😞 Receipt of State Government funding for additional merger projects and Stronger Country Communities Round 2. This is a proposed adjustment in the September QBR.
Civic leadership	5,800,200	584	(5,799,616)	993184.93%	😊	155,184	287,165	131,981	54.04%	😞
Communications and engagement	-	-	-	0.00%	😊	56,449	152,778	96,329	36.95%	😊
Customer Service	1,351	12,094	10,743	11.17%	😞	120,714	346,997	226,283	34.79%	😊
Executive office	-	-	-	0.00%	😊	519,263	214,149	(305,114)	242.48%	😞 Misallocation of legal expenses and wages budget to be corrected.
Financial management	7,698,731	12,498,859	4,800,128	61.60%	😊	400,381	(1,424,705)	(1,825,086)	-28.10%	😊
					😞					😞 Misallocation of signage project costs and payment of stadium repairs which will be reimbursed via insurance
Governance and business systems	60	75,179	75,119	0.08%	😞	445,264	318,796	(126,468)	139.67%	😞
Human resource management	33,587	(0)	(33,587)	0%	😊	420,128	732,281	312,153	57.37%	😞 Purchase order from last financial year to be reversed and miscoding of invoices.
Information technology	-	-	-	0.00%	😊	437,566	852,553	414,987	51.32%	😞 Hardware purchases expensed and not capitalised, timing of software licence renewals, purchase order raised for annual printer rental and pre purchase of Civica helpdesk services.
Total	19,232,920	41,118,762	21,885,842	46.77%		10,170,831	29,332,693	19,161,862	34.67%	

**Routine capital works**

**To 30 October 2018**



	Program budget	Expenditure to date	Funds remaining	Status update
<b>Works</b>				
Sealed roads	1,328,309	290,683	1,037,626	
Reseal program	1,878,708	-	1,878,708	
Gravel resheeting	631,136	6,522	624,614	
Kerb and gutter	249,360	-	249,360	
Bridges	119,970	122,236	(2,266)	
<b>Works total</b>	<b>4,207,483</b>	<b>419,441</b>	<b>3,788,042</b>	
<b>Fleet</b>				
Plant replacement	1,337,500	2,011,860	(674,360)	Adjustment proposed through September QBR, this will correct the adverse budget variance
<b>Total</b>	<b>1,337,500</b>	<b>2,011,860</b>	<b>(674,360)</b>	
<b>Properties</b>				
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	
<b>Total</b>	<b>115,000</b>	<b>-</b>	<b>115,000</b>	
<b>Sportgrounds, Gardens and Parks</b>				
Park furniture replacement	15,000	-	15,000	Ongoing
Yarri park timber log replacement	20,000	-	20,000	Underway. Fine tuning materials

**Routine capital works  
To 30 October 2018**



	Program budget	Expenditure to date	Funds remaining	Status update
<b>Total</b>	<b>35,000</b>	<b>-</b>	<b>35,000</b>	
<b>Swimming Pools</b>				
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.
<b>Total</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	
<b>Cemeteries</b>				
Establish lawn cemeteries Stockinbingal, Nangus, Tumblong, Coolac	40,000	3,944	36,056	Programming of works to be determined
<b>Total</b>	<b>40,000</b>	<b>3,944</b>	<b>36,056</b>	
<b>Water</b>				
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
<b>Total</b>	<b>213,478</b>	<b>-</b>	<b>213,478</b>	
<b>Sewer</b>				
Mains	638,175	850,531	(212,356)	Relining program ongoing throughout the year. Additional funds requested through September QBR
<b>Total</b>	<b>638,175</b>	<b>850,531</b>	<b>(212,356)</b>	
<b>Information Technology</b>				

**Routine capital works  
To 30 October 2018**



	Program budget	Expenditure to date	Funds remaining	Status update
Hardware replacement	35,735	85,830	(50,095)	New servers and switches replacing damaged equipment. Adjustment to budget may be required in December QBR.
<b>Total</b>	<b>35,735</b>	<b>85,830</b>	<b>(50,095)</b>	
<b>Grand Total</b>	<b>6,632,371</b>	<b>3,371,606</b>	<b>3,260,765</b>	

**Project listing**

To 30 October 2018



Title	Project budget	Project expenditure	Funds remaining	Percentage spent	Status update	Estimated completion
<b>Major projects total</b>	<b>38,246,598</b>	<b>9,378,517</b>	<b>28,868,081</b>	<b>24.52%</b>		
<b>WORKS</b>	<b>12,717,795</b>	<b>6,749,314</b>	<b>5,968,481</b>	<b>53.07%</b>		
Gundagai Main Street	5,430,490	5,139,854	290,636	94.65%	Design: Ongoing Procurement: Ongoing	
Flood damage repairs	2,380,365	614,291	1,766,074	25.81%	Construction: Ongoing Design: Complete Procurement: Underway	
Adjungbilly Road	2,100,000	97,863	2,002,137	4.66%	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: Underway	
Yass Road development	800,000	335,863	464,137	41.98%	Construction: Underway Design: Ongoing Procurement: Ongoing	15/10/2018
Footpath renewal	556,940	279,895	277,045	50.26%	Construction: Ongoing Design: Underway Procurement: Not commenced	
Sheridan and West Streets intersection	250,000	32,346	217,654	12.94%	Construction: Not commenced Design: Complete Procurement: Complete	
Rathmills Lane	200,000	245,633	(45,633)	122.82%	Construction: Underway	
<b>SPORTSGROUNDS, PARKS AND GARDENS</b>	<b>3,313,698</b>	<b>994,912</b>	<b>2,318,786</b>	<b>30.02%</b>		
Gundagai large scale adventure playground	1,037,500	26,524	1,010,976	2.56%	Design: Underway Procurement: Not commenced Construction: Not commenced	
Cootamundra large scale teen playground	499,900	-	499,900	0.00%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
Lighting Fisher Park	250,000	-	250,000	0.00%	Design: Complete Procurement: Underway Construction: Not commenced	30/11/2018

**Project listing**

To 30 October 2018



Title	Project budget	Project expenditure	Funds remaining	Percentage spent	Status update	Estimated completion
Wallendbeen fitness infrastructure, playground and rage cage	216,393	196,091	20,302	90.62%	Design: Complete Procurement: Ongoing Construction: Not commenced	
Netball courts - Gundagai	200,000	4,958	195,042	2.48%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
Change rooms and toilets - Cootamundra Rugby Union Club	200,000	24,550	175,450	12.28%	Design: Complete Procurement: Complete Construction: Ongoing	31/12/2018
Old Primary School and Men's Shed	171,760	130,057	41,703	75.72%	Design: Complete Procurement: Complete Construction: Complete	
Stan Crowe Oval upgrade	164,500	182,927	(18,427)	111.20%	Design: Complete Procurement: Complete Construction: Complete	
Cootamundra Tennis Club court resurface	153,445	184,910	(31,465)	120.51%	Design: Ongoing Procurement: Ongoing Construction: Not commenced	
Stockinbingal Playground and BMX track	109,200	107,455	1,745	98.40%	Design: Commenced Procurement: Commenced Construction: Not commenced	
Cootamundra AFL Clubrooms	100,000	41,644	58,356	41.64%	Design: Complete Procurement: Complete Construction: Ongoing	
The Moreley's Creek fishing pier	61,000	53,131	7,869	87.10%	Design: Ongoing Procurement: Not commenced Construction: Not commenced	
Rail trail development plan	50,000	-	50,000	0.00%	Design: Complete Procurement: Not commenced Construction: Not commenced	30/09/2018
Gundagai Services Club tennis clubrooms and squash courts	50,000	67	49,933	0.13%		

**Project listing**

To 30 October 2018



Title	Project budget	Project expenditure	Funds remaining	Percentage spent	Status update	Estimated completion
Nangus playground	50,000	42,598	7,402	85.20%	Design: Complete Procurement: Underway Construction: Not commenced	
<b>PROPERTY</b>	<b>3,267,605</b>	<b>594,676</b>	<b>1,772,929</b>	<b>18.20%</b>		
Turners Lane industrial subdivision	790,000	35,878	754,122	4.54%	Design: Underway Procurement: Not commenced Construction: Not commenced	
Visitor Information Centre - Gundagai	300,000	1,472	298,528	0.49%	Design: Not commenced Procurement: Not commenced Construction: Not commenced	
Cootamundra saleyards lighting and electrical	300,000	99,201	200,799	33.07%	Design: Complete Procurement: Underway Construction: Ongoing	
Cootamundra depot refurbishments	900,000	-	-	0.00%	Design: Underway Procurement: Not commenced Construction: Not commenced	
Cootamundra saleyards truckwash	330,000	246,388	83,612	74.66%	Design: Complete Procurement: Underway Construction: Not commenced	31/10/2018
Stephen Ward Rooms and outdoor area	200,000	17,053	182,947	8.53%	Design: Underway Procurement: Not commenced Construction: Not commenced	
Mirrabooka upgrade	195,000	172,871	22,129	88.65%	Design: Complete Procurement: Complete Construction: Underway	
Public toilet - Sheridan Street	150,000	21,812	128,188	14.54%	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	
<b>SWIMMING POOLS</b>	<b>800,000</b>	<b>51,020</b>	<b>748,980</b>	<b>6.38%</b>		
Water Park - Cootamundra	400,000	-	400,000	0.00%	Design: Complete Procurement: Underway Construction: Not commenced	31/07/2018

**Project listing**

To 30 October 2018



Title	Project budget	Project expenditure	Funds remaining	Percentage spent	Status update	Estimated completion
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	
<b>WASTE</b>	<b>1,400,000</b>	<b>-</b>	<b>1,400,000</b>	<b>0.00%</b>		
Waste facility upgrades - Cootamundra	1,000,000	-	1,000,000	0.00%	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	
<b>WATER</b>	<b>3,247,500</b>	<b>395,220</b>	<b>2,852,280</b>	<b>12.17%</b>		
Water main upgrade - Cootamundra	2,000,000	364,095	1,635,905	18.20%	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	31,125	568,875	5.19%	Design: Underway Procurement: Not commenced Construction: Not commenced	
<b>SEWER</b>	<b>13,500,000</b>	<b>593,376</b>	<b>12,906,624</b>	<b>4.40%</b>		
Sewer treatment plant replacement - Gundagai	13,500,000	593,376	12,906,624	4.40%	Design: Underway Procurement: Underway Construction: Underway	

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

Outstanding debts	B/fwd	Billed	Collected	Outstanding	%
Rates	197,868	6,912,584	3,007,188	4,103,264	57.71%
Waste	134,713	2,130,513	1,155,954	1,109,272	48.97%
Water	415,989	897,508	1,031,843	281,654	21.44%
Sewer	345,635	658,366	686,858	317,143	31.59%
Sundry	423,644	427,117	641,704	209,057	24.57%
<b>Totals</b>	<b>1,517,849</b>	<b>11,026,088</b>	<b>6,523,547</b>	<b>6,020,390</b>	

**8.1.8 MUTTAMA HALL MANAGEMENT SECTION 355 COMMITTEE UPDATED MEMBERSHIP**

DOCUMENT NUMBER	292108
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  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	Council's Section 355 Management Manual specifies that Council endorsement of proposed members is required.
ATTACHMENTS	1. Email from Muttama Hall advising of members 2. Muttama Hall Information Evening Minutes 16 Feb 2017

**RECOMMENDATION**

**The membership of Hilary Connors onto the Muttama Hall s.355 Committee as detailed in the correspondence and Minutes attached to the report, be endorsed.**

Introduction

At the Muttama Hall information evening meeting held on 16 February 2017, Hilary Connors was nominated onto the committee as a new member.

Council's Section 355 Management Manual specifies that Council endorsement of proposed members is required.

The Committee has provided an updated list of the Committee members (attached) for endorsement by Council. Ms Connors is the only person on this list who was not endorsed previously as a member.

**From:** [sarah.last.wired.lab](#)  
**To:** [Teresa Breslin](#)  
**Cc:** [tom.and.sarah](#); [Anna Ingold](#)  
**Subject:** Muttama Hall S355 - Membership Update  
**Date:** Tuesday, 13 November 2018 3:51:14 PM

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Hello Teresa

As per your request earlier today, please be advised that the Muttama Hall s.355 Management Committee members are as follows:

**Chairperson:** Sarah Ingold, **Vice Chairperson:** Sarah Last,

**Secretary:** Anna Ingold, **Treasurer:** Elizabeth McGregor,

**Other Member/s:** Amanda Hoy and Hilary Connors

Hilary Connors was accepted onto the committee at a meeting held on 16<sup>th</sup> February 2017.

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Can the above list be submitted to Council for approval.

Thank you for your assistance.

Sarah

Sarah Last  
Artistic Director & CEO  
for The WIRED Lab Ltd  
Vice-President, Muttama Hall Management Committee  
e: [sarah@wiredlab.org](mailto:sarah@wiredlab.org)  
p: 0414 22 66 23  
a: PO box 311, Coolamundra, NSW, 2590  
w: <http://www.wiredlab.org/>  
f: <https://www.facebook.com/thewiredlab/>  
i: <https://www.instagram.com/thewiredlab/>  
t: <https://twitter.com/thewiredlab>

—  
The Wired Lab acknowledges the Wiradjuri Nation as the traditional owners of the lands on which we work. We pay our respects to Elders past and present.

—  
The Wired Lab was established in 2009 as a not for profit company. For tax deductible donations we have established 'The Wired Lab Culture Trust' (ABN 43 238 218 453) which has DGR (Donations Gift Recipient) status recognised by the Australian Taxation Office.

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**Muttama Hall Information Evening Minutes 7PM, 16<sup>th</sup> February, 2017, Muttama Hall**

**Attendees:** S Piffero, A Ingold, S Last, Esme Hanlon, A Hoy, C Last, R Last, T Last, E McGregor, B McGregor, M Butt, G Butt, L Butt, Eliza Hanlon, T Ingold, H Connors, J Hamilton

**Apologies:** N Miles

**Committee Discussion**

The Muttama Hall Management Committee would like to thank you all who are here tonight. Tonight is an information evening for the Muttama Community in regards to what the committee has done, the grants received and what is in store for the hall in the coming year.

Tonight we will run through:

- What we as a committee have done so far
- The grants that have been applied for and awarded to us
- Group discussion of any grants and what the committee has done so far. We will welcome all questions
- A renomination of the Muttama Hall Committee, as well as an election of the sub building committee and the sub research committee

The 5 of us, as a committee have been working very hard to secure grants for the Muttama Hall. Sarah Piffero, as our President, Sarah Last, as our Vice President, Anna Ingold as Secretary, Elizabeth McGregor as Treasurer and Amanda Hoy as a Muttama Hall Management Committee member. We have all had particular roles to get to this point, including sourcing quotes for the hall, correspondence with council and grant committees, and writing grants.

In the initial meeting on the 16<sup>th</sup> of February last year, and the following Muttama Hall Meeting on the 31<sup>st</sup> of May, we discussed the scope of works that are required in order to bring the Hall back to a usable state within the community.

Since this meeting, the Muttama Hall Management Committee has sought advice from Ray Christison and Tanya Cullen from High Ground Consulting, who specialise in heritage building consultancy. They gave us a "Conservation Action Plan", which outlines what is required for the hall, and what would be the best for the hall in regards to keeping the hall in its most original state while also providing a functional aspect to the hall. This gave the Committee and council a guiding document for a scope of works. This document proved beneficial for the committee as it indicated to grant assessors that we had sought external advice and had a clear vision and process for what the hall should amount to. Ray and Tanya did this work pro bono, meaning that it was an in-kind donation from High Ground Consultancy, which was in no way a small contribution, with a document like the conservation action plan generally costing anywhere between 4-6 thousand dollars.

With this information from Ray and Tanya from High Ground Consulting the Muttama Hall Management Committee has sought out grants and applied for 4 grants. These grants were:

- Community Building Partnership Grant, which was for the flooring of the main area of the hall, which was declined.
- War Memorial Grant, which is for the restoration of the honor roll boards, as well as securing the boards within the hall, meaning that doors and fixing any roof leaks is also part of this grant. We were successful with this grant to the value of \$14,290.

- We also applied for 2 different Stronger Communities grants, which were to the value of \$43,359. We applied for two grants for this, one for the restumping of the stage area, and the other for kitchen gutting, flooring and structural components.

However, we now need to put a variation in to council in order to vary what this grant will be used for. All in all, we need to straighten the floor and restump the hall prior to starting works within the kitchen and supper room area.

With the three grants received, we received a total of \$57,649. This will cover the floor and stage restumping, Board and plaques restoration, new doors/fixing doors, repairing any leaks in the roof, new guttering, concrete floor in the kitchen area, supper room floor stabilisation/restumping, and a new dividing wall between the kitchen and the supper room installed. This still needs to be confirmed once the committee develops a scope of works for the Muttama Hall Rejuvenation project.

As the Muttama Hall currently has no formal committee structure under council or as an incorporated association, the Muttama Hall Management Committee could not apply for grants through the hall committee, therefore all of the grants were applied for through The Wired Lab. The Wired Lab is auspicing the Muttama Hall Grants, meaning that the money will be paid out of The Wired Lab's accounts to cover costs associated with works at the hall.

We welcome any discussion on what has been discussed and any questions that you may have.

Please note, if you could write down your email address and mobile phone number, it will help the secretary circulate events, fundraisers, working bees and community meetings easier, that would be great.

#### Discussion

- Sarah L → Clarification of Insurance from Council in regards to transit of goods insurance
- Sarah L & Sarah P → in order to become a Section 355 committee again, need to write to council to apply to become a 355 committee. Approval will need to be done by council meeting in September.  
Council has also conducted a survey on the site. Waiting to hear back if there are funds allocated for site, or if they can build it in to other works.
- War memorial Grant → Muttama and Stockinbingal were the only 2 locations in NSW to receive this grant.
- Question: Why can't we concrete the whole Kitchen/Supper Room?  
In the conservation Action Plan it I suggested to try and keep the whole in its most original form to sustain its heritage appearance. Cost of cementing the whole kitchen/supper room would also exceed any of the grant funding given.

**Renomination of Committee**

President – Sarah Piffero

Vice President – Sarah Last

Secretary – Anna Ingold

Treasurer – Elizabeth McGregor

Assistant Secretary / Treasurer – Amanda Hoy

New Muttama Hall Management Committee Member – Hilary Connors

**Building Sub-Committee**

- Jim Hamilton
- Bruce McGregor
- We are also going to ask Ray Christison to be on the committee

**Research Sub-Committee**

- Ask Cathy and Martin Boyle
- Approach descendants → Colleen Sides

**Hall Committee**

- Hilary Connors, Tim Last, Cathy Last, Marilyn Butt

**Treasurer Report**

Muttama Hall Management Committee Financial Report – 31<sup>st</sup> January, 2017

Balance Brought Forward	\$5561.50
Income Australia Day	\$449.35
Minus Gift Vouchers	
Ray Christison	-\$100.00
Tania Cullen	-\$100.00
TOTAL	\$5810.35

Signed by Treasurer, Elizabeth McGregor, 9/2/2017

**8.1.9 STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE MEETING - MINUTES**

DOCUMENT NUMBER	292083
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  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. Extraordinary Ellwood's Committee Meeting 6 November 2018

**RECOMMENDATION**

- 1. The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee extraordinary meeting held on 6 November 2018 attached to the report, be received and noted.**
- 2. The appointment of Lorna Nixon to the role of temporary non-voting Secretary be endorsed.**
- 3. The appointment of Stephen Neave to the role of acting Treasurer be endorsed.**

Introduction

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee extraordinary meeting held on 6 November 2018, are submitted for the information of Council.

Discussion

The minutes highlight that the former Secretary, Ellie Morton, resigned from that role prior to the extraordinary meeting of 6<sup>th</sup> November, 2018. In response the Committee has elected a Lorna Nixon to a temporary non-voting Secretary role, subject to Council approval. Further, it was noted that the current Treasurer, Allen Pether, is unable to undertake the role until further notice due to illness. In response, the committee appointed Stephen Neave to undertake this role on an interim basis, again subject to Council approval.



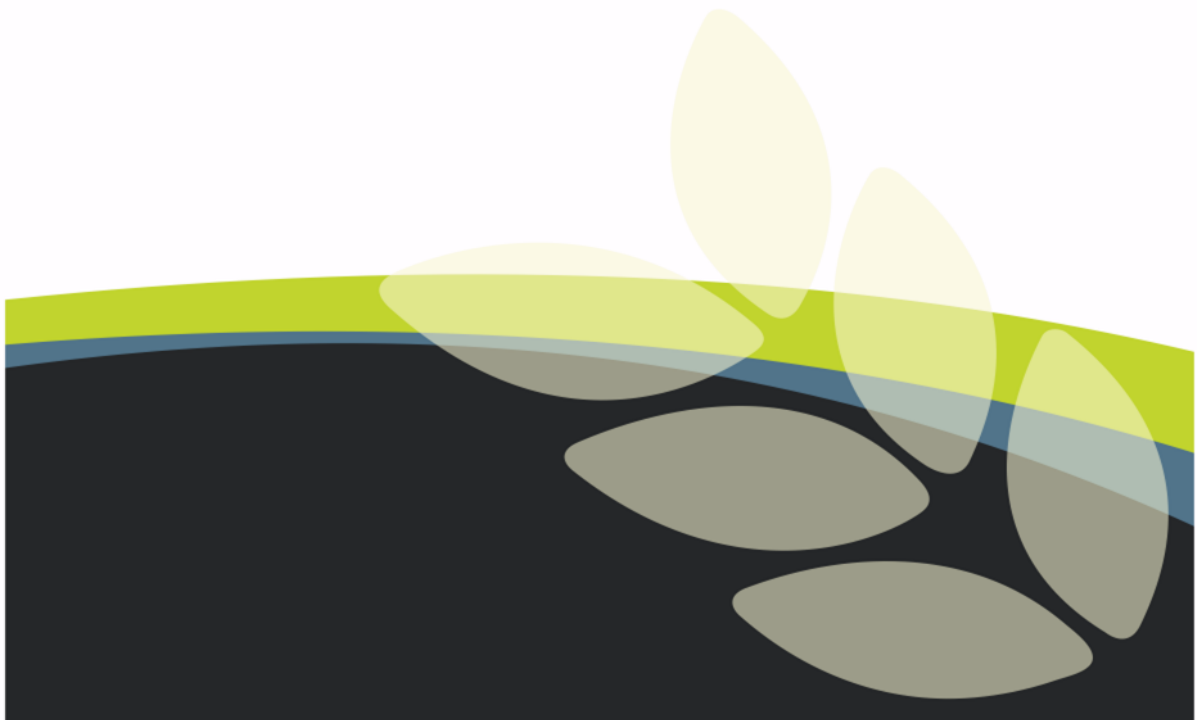
**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

# Minutes

**STOCKINBINGAL ELLWOOD'S HALL SECTION  
355 COMMITTEE**

**EXTRAORDINARY MEETING  
ELLWOOD'S HALL, STOCKINBINGAL**

**[5.30PM, 6<sup>TH</sup> NOVEMBER 2018]**



# Minutes

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1.2 Apologies.....	2
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1.4 New Business .....	<b>Error! Bookmark not defined.</b>
1.5 Date and Time of next meeting.....	2
1.6 Time meeting closed .....	2

**MINUTES:** STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE

## 1 MINUTES

### 1.1 Attendance and Confirmation of Quorum

**Present:**

**President/Chairperson:** Glenn Richardson

**Secretary:** Rosalie Dale acting

**Treasurer:** absent / unwell

**Other Members:** Stephen Neave, Keith Turner

**Absent:** Kim Lee

**Confirmation of a Quorum:**

There are **[7]** Members appointed to this Committee.

Quorum numbers are met **[yes]**

*Note: If quorum numbers are not met no actions can be made at this meeting. An informal discussion on items on the agenda can only take place. All agenda items from this meeting will be transferred to the next meeting for determination. Notes on the informal discussion can be made for reference at the next meeting.*

### 1.2 Apologies

### 1.3 Disclosure of Interests

There were **[no]** disclosures of Interest.

### 1.4 NEW BUSINESS

**1.4.1. SECRETARY'S POSITION** With the resignation of Ellie Morton from the Ellwood's Hall Committee, it is noted that certain processes need to be followed in order to replace her, including public advertising. Meanwhile, in order to support the team, **Glenn Richardson moved** we elect Lorna Nixon to a temporary, non-voting Secretary position. **Seconded by Stephen Neave.** All agreed.

**1.4.2 TREASURER'S POSITION** With Alan Pether being incapacitated by heart surgery, it was **moved by Glenn Richardson and seconded by Keith Turner** that Stephen Neave take over as interim Treasurer. Carried unanimously.

**1.4.3 SIGNATORIES and TERM DEPOSIT** Glenn Richardson advised that he and Stephen Neave have organised for Ellie Morton's name to be taken off the banking records, with Stephen Neave's added to enable business to be carried on while Alan is ill. **The Term Deposit** has been rolled over for three months ... **moved by Rosalie Dale, seconded by Keith Turner** that this be approved ... unanimously agreed.

### 1.5 Date and Time of Next Meeting

Thursday 22<sup>nd</sup> November at Ellwood's Hall, 7pm

### 1.6 Time Meeting Closed

5.45pm



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

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### 8.1.10 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT SECTION 355 COMMITTEE MEETING - MINUTES

DOCUMENT NUMBER	291298
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
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. Heritage Centre Meeting Minutes 10 October 2018

#### RECOMMENDATION

**The Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 10 October 2018, attached to the report be received and noted.**

#### Introduction

The attached Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 10 October 2018, are submitted for the information of Council.

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE  
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE  
CENTRE ON WEDNESDAY 10 OCTOBER COMMENCING AT 5.32PM**

**Present:** Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Betti Punnett, Arthur Ward

**Apologies:** Michele Pigram

**Minutes from the Previous Meeting:** Read and confirmed on the motion of Betti Punnett, seconded Betty Brown. **CARRIED**

**Business Arising:** \* Now have mobile access on CHC phone - thanks to Ros Wight  
\* Stratton Wing Foundation Stone cleaned by Betty Brown and now in position on the back verandah  
\* Successful working bee with Collection Committee

**Financial Report:** Betti Punnett presented the Financial Report with takings of CHC \$417.15, VIC \$99.00; Nos CHC 218 VIC 182 since 12 September 2018. Accounts for payment Mitre 10 \$8.06 (door fitting), Men's Shed \$5.00 (?) Moved Betti Punnett, seconded Arthur Ward **CARRIED**

**Correspondence:** IN: \* Mark Annetts - quote for painting \$19,600.00

\* A/C Mitre 10 \$8.06

\* Men's Shed \$5.00

OUT: \* September Meeting Minutes

**General Business:** \* C/GRC now require an Order No for **any** item **before** it may be purchased. Please inform Treasurer Betti Punnett, who will obtain the Order No. This procedure has to be followed for all future purchases to be paid from CHC account.

\* Quotes for painting of 14 galleries and 2 hallways have been requested from painters Mark Annetts, Kerry Allen and Wayne Berkrey. Only one quote has been received to date.

\* Ian brown was thanked for adjusting the frame in the Disabled Toilet so that it can be used.

\* Yvonne Forsyth reported that the wedge tailed exhibit had been moved and requested that it be returned to its original position. (*Carried out at end of meeting*)

\* Cootamundra at War Gallery glass case found to be unsatisfactory upon rearranging exhibits. Jordan Taprell kindly corrected the sliding glass doors. Reimbursement for time spent may be required.

\* Printed not connected to computer. C/GRC IT consultant to remedy said connection. (*Betti Punnett*)

\* Light bulbs in 2 galleries need replacement. (*Craig Stewart*)

\* Men's Shed account \$5.00 - details to be sought (*Betti Punnett*)

\* Sign to be placed in kitchen doorway (northern) inviting visitors to walk through to 14 galleries. (*Betti Punnett*)

\* It was noted that the Spring Lifestyle magazine had disappeared!! Stolen??

There being no further business, the meeting closed at 6.20pm.

Betti Punnett

Secretary/Treasurer

**Next Meeting Wednesday 14 November 5.30pm**

**ANNUAL GENERAL MEETING**

Cootamundra Gundagai  
Regional Council  
Document Received

25 OCT 2018

File No. ....

Initials \_\_\_\_\_

### 8.1.11 THE COOTAMUNDRA SHOWGROUND USERS GROUP SECTION 355 COMMITTEE MEETING - MINUTES

DOCUMENT NUMBER	291761
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Cootamundra Showground Users Group s.355 Committee September 2018 Minutes</li> <li>2. Cootamundra Showground Users Group s.355 Committee October 2018 Minutes</li> </ol>

#### RECOMMENDATION

**The Minutes of the Cootamundra Showground Users Group s.355 Committee meetings held on 19 September 2018 and 17 October 2018, attached to the report be received and noted.**

#### Introduction

The attached Minutes of the Cootamundra Showground Users Group s.355 Committee meetings held on 19 September and 17 October 2018, are submitted for the information of Council.

General Meeting Cootamundra Showground Users Group  
19/09/2018

Meeting opened at 19:37

Members Present: M. Jackson, J. Simpfendorpher, T. Taylor, M. Jackson, D. Absolon, D. Manwaring, B. Medhurst, C. Bell.

Apologies: R. Jones, D. O'Connor, G. Ewings

Non-attendance: D. Phillips

Minutes of the last meeting read & accepted.

D. Manwaring J. Simpfendorpher

Matters Arising:

# No white ant report as yet. Greg is supposed to be coming to the meeting.

# Electrical work done & there was extra 15amp & 10 amp power points added & the power box was upgraded to be able to cope with the power draw from the food vans during the show. \$4720 paid by council for the upgrades.

# Swap meet- there was no trouble with cars on the track.

D. Absolon B. Medhurst

Secretary's Report:

*Correspondence In:*

AGL Electricity bills for Pinkerton & Berthong Roads & Gas bill.

SWSCU bank statement.

CGRC Rates for waste management & CGRC Water & Sewer rates.

CGRC Financials Audit.

Cootamundra Strikers re B & S Ball 2019.

Cootamundra APH&I re bins for show.

Melissa Kerrison regarding keeping of horses at the showground until suitable agistment is found.

Treasurers Report:

Our outgoings is far higher than the income due to enormous electricity charges.

*Expenditure:*

SWFC	\$ 139.68
AGL Pinkerton Rd	\$ 1754.63
AGL Gas	\$ 65.83
AGL Berthong Road	\$ 660.85
Mitre 10	\$ 165.26
Agland	\$ 3.30
CGRC Rates Waste	\$ 390.00
CGRC Rates Water & Sewer	\$3391.02

Camping	\$ 650.00
Wattle Hire	\$ 150.00
Dog Club Fees	\$ 450.00

T. Taylor D. Absolon

There have been horses stabled on the grounds for 3-4 weeks there have been no PIV numbers supplied- this is a Bio Security issue & they need to pay for the use of the ground. The horses belong to Shaun & Emily Patterson. The other horses will be addressed as there has been a letter sent to us regarding them.

Horses kept on the grounds should be charged \$30 per horse per week. Stables & open yards can be used, they are not to use The Harness Club Marshalling area. Payable in advance & a PIC number to be supplied. The stables & yards must be cleaned on a regular basis. All horses to be off the grounds during special organised events.

Laminated notices for the stables with the rules.

Invoice to Shaun Patterson requesting PIC number & payment of \$240 For 4 weeks

Invoice also to Melissa Kerrison

J. Simpfendorpher B. Medhurst

- # We will need volunteers to paint the kitchen floor when the weather warms up so it will dry.
- # Electricity bills- we need to talk to Greg Ewings for cheaper plans etc, when the smart meters are coming etc. They are getting out of hand.
- # Working Bee on the 6<sup>th</sup> Oct to repair the roofing on the stables & cow stalls.
- # Council are paying for the timber & bolts for the wood stands so they can be ready before the show. Battery operated power tools will be required.
- # APH & I – power upgrades have been done would it be possible to spread the food vans out a bit more to ease the power drain.

We need directional signs for the toilets as people are having difficulty finding them.

# Letter to go to all clubs explaining the situation & inviting the President & Treasurer to come along to the next meeting. As the fees need to go up to cover the large increase in electricity charges.

(Proposed \$1000 needs to be discussion regarding the use of the water & power in proportion of are amount of time the grounds are used).

# Water meter we are still having so many leaks. Need ideas to fix the problem.

Council may be able to assist with the replacement of equipment.

# The tractor is broken & cannot be fixed, so it has gone & won't be back. The GM Alan Dwyer has promised us a new replacement but it will be council plane & as such people need to be inducted into the council WH & S methodology.

# John – Father's Day swap meet went well the numbers were down but that was to be expected will the Olympic Highway closed from June.

- The Caretaker needs to stop telling fibs.

- Toilet block in Pinkerton Road is in a sad state of affairs. So the Car Club instead of paying their portion of the electricity/water usage they will pay for the painting of the outside of the toilets. Facia boards & gates painted black with the bricks painted white. They are obtaining a quote to get the work done.

- Plus the containers there is not supposed to be anything in between them & there is a gate. Council had actually told the committee to remove it & that has not been done.

Darren- How much for the new tractor \$25,500 for a 60" underdeck plus bucket that will assist in filling in holes etc from the leaks.

# David- The APH & I have requested 20 extra bins for the show. They will be ordered by Mauri tomorrow.

# Bec-Horses from Wattle Time did not clean up the mess left behind & no PIC number was provided. Merrilyn will sort something out as she works for the CDC that organise Wattle Time.

- Also the stables are not cleaned out. The vet room needs a shelf & an internal door between the vet room & the swab stable.
- White rails where are they? They were used to replace the bent & missing rails.
- Fence off the stewards areas.
- Harness Racing NSW report to be sent.
- 10/08/19 Cootamundra Almost Spring Show is on through the Horse Section of the APH & I.
- Waiting for the grant money to turn up.

There being no further business meeting closed at 21:10

Next meeting 17/10/2018

General Meeting Cootamundra Showground Users Group

Meeting held 17<sup>th</sup> October, 2018

Member present: M.Jackson, P.Clancy, J.Simpfendorfer, T. Taylor,  
D.O'Connor, R.Jones, S.Collins, P.Collins, B.Medhurst, B.Medhurst, D.Manwarring, A.Crawford, D.Absolon,  
M.Jackson.

Apologies: G.Ewings.

Non Attendance: D.Phillips.

Minutes of the last meeting read & accepted.

J.Simp T.Taylor

Matters Arising:

# We still have no white ant report.

# Melissa Kerrison has moved her horses from the showground. Still have Shaun Patterson's horses on site.

# Working bee has been done & pavilions ready for the show. We needed to call an electrician to fix a small problem.

# Timber & bolts have arrived for the stands & they have been fixed in readiness for the show. The remainder will be on the list to be done before the next show. Thank you to Greg Ewings for organising the materials.

# Tractor has been ordered & will be here by the end of the month. People that will be using this must be inducted by council as it is their plant. We have been advised by workshops that Kevin is not to drive the tractor at all, as he will not adhere to what he is told.

# The Treasurer has advised that we need a system of petty cash as Kevin is continually buying toilet paper etc out of camping money & does not provide receipt. We need to show ALL income & expenditure as we are accountable to Council being a 355 committee. It was decided there be a \$200 petty cash system controlled by the Treasurer & all expenditure must have receipts.

D.Manwarring P.Clancy

Treasurers Report: Balance in account is \$2284.82 but as reported last time our Electricity bills are out of control this is mainly due to AGL doing estimates not actual reads. We are still waiting for the Smart meters through council as discussed for the last 6 months at least. Maybe we could look at getting a grant to put Solar Panels on the rooves of the building & generate our own plus enough to put back into the grid.

Our income for the month was \$ 980 & our expenditure was \$2072.99 as per report handed in.

D.O'Connor P.Clancy

General Business:

# Mauri – Letter from CGRC – Scrap Metal business opening in Pinkerton Road. Trucks will be using Berthong Road & cars using Pinkerton Road. Storage only there will be no crushing. Taken out by truck to another facility. Just a worry with dust during swap meet, show & other events.

As long as it is kept to a minimum during the events no one can see a problem.

# Council – Greg said the stands will be dropped off tomorrow just need someone to show them where to put them for the show.

# Groups going direct to Council instead of everything coming through the user group. Needs to stop as it becomes a he said, she said situation.

#Tractor – the council do not want Kevin driving it. There will need to be a roster system for those who are willing. But all those that will be driving it need to be inducted by Council as it is their plant.

# Caretaker position maybe we could get a semi-retired person who lives in town to look after the grounds. After a lengthy discussion the following motion was put forward.

MOTION:

Merrilyn to go to Sureway & put the feelers out for a replacement caretaker. And ask what Criteria we need to put this in place.

R. Jones                      D.O'Connor

The persons nominated by Sureway would have to go through an interview process by a panel of the user group members.

# Harness Club – Grant Money can be accessed by the Harness Club now.

Council haven't got any quotes for replacement kitchen for the Club yet.

# Kennel Club There needs to be an emblem & contact details on the container.

# Rod - Greg Ewings has reiterated that the gate has to go.

# Electricity still no further ahead for the containers & shed.

# Pony Club would like some bins for their gymkhana. There are 20 bins available they are stored in the shearing shed.

Kevin has been allowing people to dump he is to be told to STOP that practice. Organise with Les Carr to burn the rubbish before the fire season starts.

# The shade shelter has been completed & will be named after Julie Edwards.

# Camping fees during events collected by the event holder & donation made towards the power & water used during the event.

# John The car club will have a second delegate after their AGM in a months' time. Will be advised.

Also, on the matter of the gate at the container it was not in the DA.

# It was suggested that the fees for the clubs go up to \$1000 per year, the Machinery club objected as they only use the grounds every second year. Please take it back to your clubs as it goes towards the upkeep of the grounds & electricity, sewerage charges.

John suggested that the Machinery Club only pay \$500.

# Working bees 1 lot of stands have been finished ready for the show there are still more to be done near the working dog area. They need the slats replaced & side bars on them.

There being no further business the meeting closed at 21:00

Next meeting 21<sup>st</sup> November 19:30 Ex Services Club

**8.1.12 THE ART CENTRE COOTAMUNDRA SECTION 355 COMMITTEE MEETING - MINUTES**


DOCUMENT NUMBER	292506
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  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. The Art Centre Cootamundra - Meeting Minutes - 15 November 2018

**RECOMMENDATION**

**The Minutes of The Art Centre Cootamundra s.355 Committee meeting held on 15 November 2018 attached to the report, be received and noted.**

Introduction

The attached Minutes of The Art Centre Cootamundra s.355 Committee meeting held on 15 November 2018, are submitted for the information of Council.

		<b>355 Committee Meeting Minutes</b> <b>Thursday 15 November 2018</b> <b>6.07 pm to 7.30 pm</b>		
<b>Chair: Leigh Scott</b>		<b>Minutes: Rosemary Fowler-Sullivan</b>		
<b>Item No</b>	<b>Presenter</b>	<b>Item Description</b>	<b>Discussion</b>	<b>Action</b>
1	Chair	Attendees	Leigh Scott, Elise Magrath, Isabel Scott, Rosemary Fowler-Sullivan, Lindsey Baber, Maree Twomey, Susan Gheller, Leigh Bowden	
		Apologies	Simon Bragg, Annabel Marley, Julie Cowell, Michael Van Baast	M: Rosemary S: Lindsey
2	Chair	Minutes from October meeting	Attached Moved to accept: Rosemary Seconded: Susan	
3	Chair	Business Arising from October Minutes	NIL	
4	Rosemary	Correspondence – IN  Correspondence - OUT	NIL  Emails to CGR, Miriam, Linda, Callista) thank you for successful grants Letter of support Matriark/Coder Assembly	M: Elise S: Rosemary M: Maree S: Lindsey
5	Maree	Treasurer's Report	Copy attached Zac Mahon is sending letter to say he is satisfied with financial records & recommends how our books are kept. GST has been paid by Council (treated as a donation)	
6	Elise	Cultural Development Officer's Report	Attached <ul style="list-style-type: none"> <li>Gurrumul Educators screening was successful</li> <li>Grants – congratulations to all involved for successful SCG for DCI &amp; rehearsal space</li> <li>RCF TACC Fulcrum project – waiting on advice regarding using Project hours for Julie as Project Officer rather than EOI</li> <li>Staffing – Susan to assist for 5 hrs per week, possibly Thursday with Tamara, to allow Julie back office duties</li> <li>Quick Grants – RANSW – acquittal to be finalised</li> <li>Matriark Secret World Event 2019 – total in-kind \$3819 – costing details in report</li> <li>Artstate – powerful presentations</li> <li>SALON – 'Return to the River' very warmly received</li> <li>Make It Local – fantastic evening, screening of Ripple Effect finished doco &amp; Local Unlimited. 80-100 attended</li> </ul>	

0355 Committee Meeting MinutesTemplate

			<ul style="list-style-type: none"> <li>Leanne Dyer – The Art Factory Program – awaiting correspondence</li> <li>ERA Fundraiser – art raffle 150 tickets @ \$50</li> <li>RSA – more volunteers need to be trained for RSA – current holders are Leigh S, Isabel, Annabel &amp; Steven.</li> </ul>	<p>Julie to email all volunteers to request those interested in applying for RSA. TACC will pay fee on proviso that it is not used at non-TACC events.</p> <p>M: Elise S: Lindsey</p>
7, 8, & 9	Isabel	<p>Performing Arts Report</p> <p>Project Manager</p> <p>Works Report</p>	<ul style="list-style-type: none"> <li>Murmuration Residency &amp; Ripple Effects – CDO report</li> <li>Dance 2590 – exceptionally well attended 5 performances</li> <li>Isabel moved a motion that TAC offer free theatre rehearsal space to local dance &amp; theatre groups, so students can experience performing in front of an audience. Each group would be allowed time once a term, theatre space permitting. This would be noted on our calendar as Community Access Passes for Theatre Education. Motion seconded by Leigh B.</li> <li>Isabel asked that all meeting reports are emailed to Maryanne to forward on to all councillors</li> </ul> <p>TACC thanks CGRC &amp; NSW Government for grants we received from SCGR announced last week by Steph Cooke. \$122097 was received for Rehearsal Space creation &amp; \$67000 for raising our film infrastructure to DCI status for presentation of first release films</p> <p>Coota Show &amp; TACC Stall – we manned a stall to encourage the Regional push for city dwellers to relocate to rural areas. Disappointing response from local council but our volunteers promoted our town &amp; villages to visitors from city areas.</p> <p>NIL</p>	<p>M: Isabel S: Rosemary</p> <p>M: Isabel S: Lindsey</p> <p>M: - S: -</p>
10	Annabel	Visual Arts Report	<p>Attached</p> <ul style="list-style-type: none"> <li>Girls Night Out – initiative to run an evening workshop 6-9pm to create artwork, jewellery (glass brooches &amp; pendants), woven baskets, dyeing etc. An evening with wine &amp; cheese where participants complete a project.</li> <li>Next VA Meeting – Tuesday 4/12/18 10.30 am.</li> </ul>	<p>M: Leigh B S: Susan</p>
11	Julie	Office Coordinator's Report	<p>Attached</p> <ul style="list-style-type: none"> <li>Twin Town Times – accept increase in advertising costs</li> <li>Coota Herald – chase up &amp; see what they intend to offer re advertising package</li> </ul>	

0355 Committee Meeting MinutesTemplate

			<ul style="list-style-type: none"> <li>Welcome to Susan as additional office backup</li> </ul>	M: Lindsey	S: Isabel
12	Chair	Further Business	<ul style="list-style-type: none"> <li>Leigh B gave update on Eamon Flack- booked for 17/5/19. Requesting information as to when he lived in Cootamundra, what school etc. Sense of place. Still to discuss costings, accommodation, travel arrangements Possible workshop – more discussion next meeting</li> <li>Darren Coggan- do we want to have him again - suggested we follow up when he is in the area – need to know price, expected audience etc</li> <li>Grigoryan Bros – great night – 87 attended</li> <li>MIL Xmas Party – 8/12/18 6pm</li> </ul>		
<p><b><i>Next Committee Meeting</i></b>  <b><i>Thursday 17 January 2019</i></b></p>					

**8.1.13 COOTAMUNDRA TOURISM ACTION SECTION 355 COMMITTEE MEETING - MINUTES**

DOCUMENT NUMBER	292585
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  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. Cootamundra Tourism Action Group - 15 November 2018 - Minutes

**RECOMMENDATION**

**The Minutes of the Cootamundra Tourism Action s.355 Committee meetings held on 15th November, 2018 attached to the report, be received and noted.**

Introduction

The attached Minutes of the Cootamundra Tourism Action s.355 Committee held on 15<sup>th</sup> November 2018, are submitted for the information of Council.



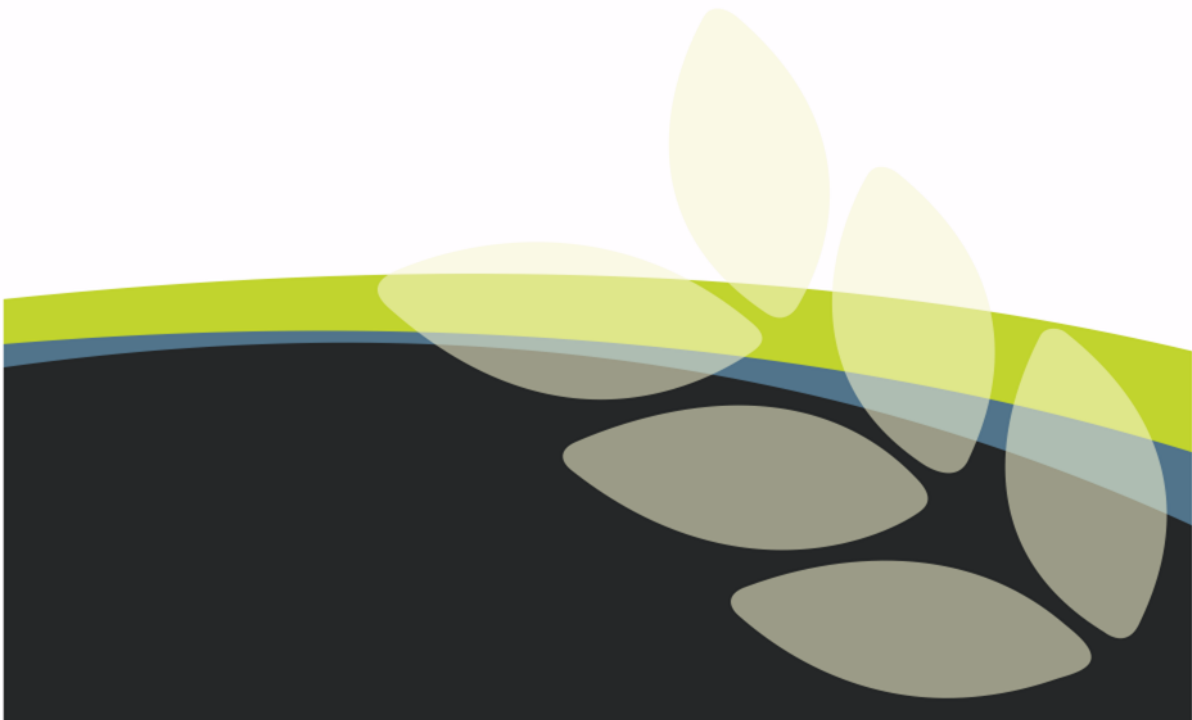
**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

# Minutes

**COOTAMUNDRA TOURISM ACTION SECTION  
355 COMMITTEE**

**STEPHEN WARD ROOMS**

**4PM THURSDAY 15 NOVEMBER 2018**



# Minutes

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1.11 Time Meeting Closed .....	4

## 1 MINUTES

### 1.1 Acknowledgement of Country

We are proud to acknowledge that we are meeting today on the traditional land of the Ghudamangdhuray Clan of the Wiradjuri Nation and pay our respects to Elders past, present and emerging.

### 1.2 Attendance and Confirmation of Quorum

**Present:** President/Chairperson: Leigh Bowden (Alan Moston chaired the meeting from 4.50pm as Councillor Bowden had a prior commitment)

Secretary: Sally Goodenough

Treasurer:

Councillors: Charlie Sheahan, Penny Nicholson

General Members: Rosemary Fowler-Sullivan, Isabel Scott, Nina Piotrowicz, Alan Moston, Miriam Crane, Yvonne Forsyth, Sandra Klinke, Betti Punnett, Annie Jacobs, Brian Nolan, Sarah Last

#### Confirmation of a Quorum:

There are [0] Members appointed to this Committee.

Quorum numbers are met [yes/no]

*Note: If quorum numbers are not met no actions can be made at this meeting. An informal discussion on items on the agenda can only take place. All agenda items from this meeting will be transferred to the next meeting for determination. Notes on the informal discussion can be made for reference at the next meeting.*

### 1.3 Apologies

Callista Harris, Lyn Spain, Janet Temperly, Alan East

### 1.4 Disclosure of Interests

There were 0 disclosures of Interest.

### 1.5 Confirmation of previous meeting Minutes

The minutes of the last Cootamundra Tourism Action Section 355 Committee meeting dated 18 October 2018 are confirmed as true and correct. Moved Yvonne Forsyth, seconded Alan Moston, carried.

### 1.6 Business Arising from previous Minutes:

- Due to need to formalise membership of the committee before the AGM, the AGM will now be held on Thursday 31 January 2019 at 4pm in the Stephen Ward Rooms. Moved Alan Moston, seconded Rosemary Fowler-Sullivan, carried.

### 1.7 Correspondence in/out:

- None

### 1.8 Report from the Treasurer/President/Secretary:

- None

## 1.9 General Business

- 1) Social media and Visit Cootamundra web page.

*Motion: Discussion deferred.* Moved Charlie Sheahan, seconded Annie Jacobs, carried.

**Action:**

- 2) Composition of CTAC, membership and office bearers

**Action: Membership application forms should be sent to Leigh Bowden**

- 3) CTAC Charter.

The charter is a high level document that must be submitted to Council for ratification. It should contain two sentences specifying the committee's purpose.

*Motion: The Committee should seek public consultation re its charter and the role of the committee.*

Moved Isabel Scott, seconded Alan Moston, carried.

Annie Jacobs offered an example charter for consideration, see

[https://www.liverpool.nsw.gov.au/data/assets/pdf\\_file/0003/126183/203826.2018-001-Tourism-and-Events-Committee-Charter.pdf](https://www.liverpool.nsw.gov.au/data/assets/pdf_file/0003/126183/203826.2018-001-Tourism-and-Events-Committee-Charter.pdf)

**Action: CTAC 2019 to develop a charter after public consultation**

- 4) Muttama Hall.

Sarah Last reported that funding of \$195,000 has been received to restore the 1925-built heritage community hall. Tourism potential discussed.

CTAC members are invited to attend the Muttama Hall committee AGM on 28th November 2018 at 6.30pm at Muttama Hall.

Junee Reefs has a hall run by an incorporated body. CTAC has been offered a tour of this facility

**Action:**

- 5) The Arts Centre Cootamundra.

TACC has hosted successful recent events with attendance between 60 and 100 people — promotional film, 3 Ripple Effect films, and Gregorian Brothers. Lantern Lights markets upcoming.

**Action:**

- 6) Cootamundra Visitors Information Centre.

Yvonne Forsyth advised that she has an upcoming meeting with Council General Manager re VIC, currently housed in the Cootamundra Heritage Centre. Yvonne thanked Miriam Crane and Callista Harris for their ongoing support.

**Action:**

- 7) The Coota Stop. A new cafe has opened at the Cootamundra Railway Station.

**Action 1: Draft congratulatory letter, advise that community businesses can post on Coota Local, offer support and ask what CTAC can do for them.**

**Action 2: CTAC 2019 to consider establishing Tourism Awards.**

- 8) Feedback from Country Change.

Broader range of information should be offered to visitors. CGRC Branding and Marketing Strategy not expected to be developed until mid 2019, depends on completion of Economic Development and Tourism Strategy.

**Action: CTAC 2019 to review Country Change pack**

**Action: CTAC 2019 to review Tourist brochure**

- 9) Other business.

Promotional coffee cups—thicker materials desirable.

Rail trail groups now combined into the Eastern Riverina Rail Trail Alliance.

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COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

South West Fuel, new cafe and fuel outlet noted.

CTAC would like an end-of-year social function to celebrate our achievements.

**1.10 Date and Time of Next Meeting**

31 January 2019 at 4pm

**1.11 Time Meeting Closed**

5.33pm



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

ABN: 46 211 642 339  
PO Box 420, Cootamundra NSW 2590  
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**8.1.14 ANNUAL LOCAL GOVERNMENT CONFERENCE REPORT - CR LEIGH BOWDEN**

DOCUMENT NUMBER	292517
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
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 report by Cr Bowden on the Annual Local Government New South Wales Conference, held in Albury 21 to 23 October, 2018 be received and noted.**

Introduction

Staff and Councillors attend conferences and meetings as part of their functions and development, and as such, a report may be submitted to Council for the purpose of providing information on their attendance.

Discussion

In attendance:

Cr McAllister (Mayor), Cr Palmer (Deputy Mayor), Cr Stewart and I attended the LGNSW Annual Conference. Cr Penny Nicholson and I attended the ALGWA Breakfast.

Two workshops for Elected Members were held on the Sunday before the Conference: **Update on Legal Responsibilities and Developing Capabilities.**

Jessica Wood, Legal Officer, Office of Local Government addressed the changes in the Local Government Act, 2016 and the new Model Code of Conduct, 2018, driven by the new Act. She also gave an overview of the new Model Meeting Code of Practice which will be put on exhibition in July, 2020.

In the new documents, there is an increased emphasis on regular consultation with the community and the facilitation of effective communication between the community and Council, the governing body. This included the provision for Public Forums to be held before Ordinary Council Meetings to discuss the issues to be raised. Ongoing Professional Development of elected members is also emphasised.

As a means of implementing Section 23A of the Local Government Act, 1993 LGNSW has developed the Local Government Capability Framework. The framework provides a clear basis for councillors' professional development and can be found on the website [www.lgnsw.org.au/capability](http://www.lgnsw.org.au/capability)

## **ISSUES RAISED**

### **Financial Sustainability of Councils**

Both Cr Linda Scott, President LGNSW, and Cr David O'Loughlin, President ALGA, emphasised the need to have the Federal Assistance Grants (FAGs) freeze lifted. They emphasised the Federal Government and Local Government had the same constituency. In 1996 Local Government received 1% of Federal funds. In 2018 the sector receives only 0.55%. Nationally this means that \$260M no longer goes to Local Government. In NSW the figure is \$80M. Reliable core funding is what Local Government needs. Advocacy for the lifting of FAGs and LG being in an equal partnership with Federal and State Governments will be top priority in the pre-election strategy for the upcoming elections.

### **Waste and recycling**

Waste based programs in Australia need investment. There needs to be a change of thinking from "waste" to "resources". Local Councils have the potential to create change and be a major player in creating the "circular economy". The question was asked about whether councils' procurement policies emphasise purchasing recycled products. (Craig Reucassel).

The Conference saw the launch of the LGNSW "Save Our Recycling" Campaign. ([www.lgnsw.org.au/news/system-page/save-our-recycling](http://www.lgnsw.org.au/news/system-page/save-our-recycling)). The State Government collects \$727 million from the waste levy but only invests 10% of this amount into waste management. The campaign seeks to have the reinvestment of all the levy into waste management and recycling, including the building of appropriate facilities. This would provide recycled materials (eg bitumen) for use by local councils and increase job creation. It is a sustainable and profitable way forward.

## **OTHER**

I was impressed to see Cr Linda Scott successfully process one hundred motions on Day 1 of the Conference. It was an opportunity to witness the Meeting Code of Practice on a very large scale.

Cr Scott also noted that 2018 is the centenary of the Women's Legal Status Act which first allowed women to stand for Local Government. The first female mayor was Alderman Lillian Maude Fowler MBE, Mayor of Newtown. At present there are 330 women councillors in NSW across 128 councils.

Other CGRC councillors may want to contribute additional information about 2018 LGNSW Annual Conference.

**RECOMMENDATION: All CGRC Councillors attend the LGNSW Annual Conference, if they wish, as part of their Professional Development training.**

## **ALGWA NSW BEAKFAST**

Cr Leigh Bowden and Cr Penny Nicholson

The Special Guest Speaker was Ms Sarah Garnett, founder of The Footpath Library. Founded in 2003, The Footpath Library collects books and gives them to the homeless who don't have access to good quality reading material. The Footpath Library operates through mobile services in Sydney, Perth

and Melbourne. It collaborates with other providers in the homelessness sector such as Orange Sky Laundry and Vinnies Night Patrol, providing a unique service. The Footpath Library is the only free mobile library for people experiencing homelessness in Australia.

They maintain a high standard of physical and content quality, only giving books to their clients that they would be happy to give to a friend or relative.

Sarah initially gave out books to people who were receiving food. She maintains that books help keep people healthy and happy and are food for the mind and soul.

We were challenged in our stereotype that homeless people are not interested in reading. Sarah told the story of the man who inspired her to start the library, a homeless man who read during the night by the light of a street lamp. We cannot know everyone's story but we were reminded not to judge anyone and to treat everyone with respect and kindness.

The ALWA Breakfast was a good opportunity to reconnect with the women we had met in Gundagai in March this year at the ALGWA NSW Conference. Networking for women in our sector is very important

**8.1.15 COUNCIL MEETING ACTION REPORT**

DOCUMENT NUMBER	292606
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Allen Dwyer, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Council Meeting Action Report

**RECOMMENDATION**

**2. The updated Council Meeting Action Report attached to the report be received and noted.**

Introduction

Actions required as a result of resolution of Council at previous meetings are compiled in the Council Meeting Action Report to ensure completion by the respective responsible officers.

**COUNCIL MEETING ACTION REPORT**

<b>OPEN FORUM QUESTIONS</b>	<b>MAYOR</b>	<b>ACTIONS</b>
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MEETING / ITEM	ACTION	OFFICER	STATUS
05/07/2017	Amend Gundagai LEP 2011 to correct mapping discrepancies	Planning	Ongoing
08/07/2017	Muttama Creek cleaning considerations be included in Flood Study.	Phil	\$100k allocation to flood study approved by Council 31 August 2018. Brief being prepared. Environmental Consultant Jo Spicer engaged and preparing a report on Waterways Works Management to assist guide Council through relevant legislation requirements. Draft Guide provided for review.
02/08/2017	Engage with the Mid Lachlan Alliance (Weddin Shire) to investigate what can be learnt on the 'MLA Fitness Campaign'	Allen	Ongoing
14/08/2017 – 7.3.1.3 22.08.18	Purchase 2 containerised fuel tanks for depots, update budget	Michael	Purchased – to be installed.  Installed in Gundagai and nearing operation.
14/08/2017 – 7.3.2.1	Plan works program for \$2.38 flood damage grant income. Update Budget. Set up work orders.	Mark	Work currently being undertaken. Due to be completed by June 2019.  Flood damage updates in Works Report each month. Reports being submitted in monthly report to Council
16/08/2017 – 7.3.3.1  10.08.2018  05.09.2018	Contribute \$80000 toward the new amenities building at the Country Club Oval. Update budget at next QBR. Extra funding for Rugby Club amenities announced by Steph Cooke	Greg	DA approved, work commenced.    Work well underway

MEETING / ITEM	ACTION	OFFICER	STATUS
09.2018			Slab poured – steel being galvanized – structural steel to be erected next week.
22.09.2018			Roof on.
20/08/2017 – 7.1	Offer Turners Lane site for sale and negotiate sale price in accordance with report.	Allen	Ongoing – Purchaser still committed.
31.10.2017 – 7.4.1.1	Application for Fixing Country Roads for repairs to Native Dog Creek, Mooney Mooney Creek and Reef Creek bridges	Phil	Council resolved to undertake a Road Safety Audit of Muttama Road to highlight these potential projects. Quotes being obtained. Job awarded. Survey, design and cost estimates to be completed, in advance of any application.
17.09.2018	Report on estimated cost of a waste transfer station at Adjungbilly	Greg	Quotes have been requested from Better Homes Tumut
22.08.2018	West Street Roundabout	Mark	Redesign in progress. Tim Morris coordinating Preferred design to be submitted to Traffic Committee for approval
24.08.2018			Design approved by Traffic Committee On Exhibition.
28.11.2017 – 7.3.2.1	Waste Collection Services	Greg	Advertised for strategy
22.08.2018			Expressions of Interest received and are being reviewed.
17.09.2018			Eol's out and completed. Assessment of Eol's complete
26.09.2018			Meeting to be had with Allen and Greg to discuss
12.12.2017 – 7.3.1.2	Draft Floodplain Risk Management study and plan be developed	Phil	To be submitted for review at the July Council Meeting. Final Draft issued for Floodplain Risk Management Committee review. To be submitted for public exhibition at the October Council Meeting.

MEETING / ITEM	ACTION	OFFICER	STATUS
12.12.2017 – 8.1	Representative from the Aboriginal Community be invited for membership of Planning and Development committee		Correspondence posted in March. Correspondence forwarded to Cr Bowden, on her request, to follow up with Local Land Councils.
31.01.2018 – 7.1.1.2	DA048/2010 consideration deferred to February Ordinary Council meeting	Allen	Proponent's legal advisor requested in March that the DA be deferred indefinitely.
31.01.2018 – 7.1.1.3	Continue with land transfer of Inland Aircraft Fuel Depot	Allen	Remediation works to be completed by Caltex prior to finalizing transfer of title.
31.01.2018 – 7.1.1.4	Prepare detailed design and cost estimates for Turners Lane industrial subdivision. Include budget allocation in 2018/2019 budget.	Phil	22/03/2018 To be outsourced. An amount of \$500K has been included in budget estimate.  Proposals being sought. Awarded to MJM – Designs expected Dec 18
27.02.2018 – 8.5	Prepare documentation for loan for water mains replacement	Phil	22/03/2018 Document preparation will be undertaken following the tender process for the \$2M contract as part of the Stronger Communities fund. In Progress
27.02.2018 – 8.6	Form Community Access Committee	Miriam	Community Access Committee formed. Meeting To Be Arranged. Abb Would Like After 16 <sup>th</sup> April. Liaise With Abb, Charlie, Paul Maher and Allan Young. Date to be determined in June. Miriam to coordinate.
17.09.2018			
OF - Pip McAlister	Pool blankets and hours	Greg	Hours to be negotiated with lessee and discuss blanket use.
27.03.18 – 7.1.1.3	The Villages Strategy be put forward for endorsement by the Hon. Anthony Roberts Minister of Planning, Housing and Special Minister of State.	Grace	Deferred upon advice from planning to wait until all land use strategies are complete.
05.08.2018			Workshop to be held 14.09.2018 with consultant Michael Ryan and dates to be determined for community engagement

MEETING / ITEM	ACTION	OFFICER	STATUS
09.2018			Michael Ryan held workshop with Councillors and Council staff in September, 2018. He is now undertaking the Rural Lands Strategy and will come back to Council later in the year.
15.11.18			Meetings to be held with associated agencies 21.11.2018 Community forums to be held in Cootamundra on 31.11.2018 And in Gundagai 20.11.2018  Public Meetings discussing the 10 Issues Papers that make up the Draft Rural Lands Strategy have been held in Cootamundra on 13/11/18 and Gundagai on 20/11/18. Comments being received by council until 7 <sup>th</sup> Dec.
24.04.18 – 7.1.1.2	Gundagai Local Environmental Plan 2011 Amendment 4 be endorsed and sent to the Department of Planning and Environment for Gateway Determination	Allen	Consultation commenced with DPE.
24.04.18 – 7.1.1.2	Amendment 4 be placed on exhibition upon receipt of delegated approval from the Department of Planning and Environment	Allen	Pending formal submission to and approval from DPE.
24.04.18 – 7.4.2.3	The Gundagai Large Scale Adventure Park Project be progressed to detailed design and construction phase with specific considerations	Phil	
15.09.2018			Design to be changed to eastern end of Carberry park and to incorporate library extensions. Detailed design proposal accepted and progressing.

MEETING / ITEM	ACTION	OFFICER	STATUS
22.05.18 – 7.1.1.2	Amendment 7 be placed on exhibition upon receipt of delegated approval from the Dept of Planning and Environment	Allen	Feedback provided from DPE requesting further information. Ongoing.
22.05.18 – 7.2.2.3	Request for the funding of new signage to the July Workshop in relation to development options for the Dog on the Tuckerbox	Allen	Deferred
15.09.2018			Deputy GM preparing options paper
26.06.18 – OF Betty Brown	Requested additional bench seats for the cemetery be available for graveside funerals	Glen	To be considered for the next budget.
26.06.18 – 9.1	Investigations to be undertaken to determine feasibility of providing a safe and accessible pedestrian pathway to link Cootamundra town centre and the cemetery on Yass Rd.	Mark	Discussions with Road Safety Officer have been undertaken.  Long term project
31.07.18 – 8.1.14	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.	Phil	Advertisement campaign with Fairfax Media accepted and booked. Insertions in Sydney Morning Herald, Australian Financial Review, The Age, Canberra Times, running from 30 October through 1 December. EOI closing 7 December 2018. Report to December meeting. One early EOI received already.
31.07.18 – item 8.1.14	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.	Paul Luff	Has Paul been advised to make this arrangement?
31.08.17 – 8.4.1	All unfunded stormwater projects be listed in the Stormwater Asset Management Plan and that the expected funding shortfall be	Phil	Survey and Design contract awarded to flesh out costs, and include projects on program where funding allows.

MEETING / ITEM	ACTION	OFFICER	STATUS
	considered in conjunction with competing priorities in future budgets		
31.07.18 – 8.4.3	A further contract of \$2,287,600 be awarded to Killards Excavations Pty Ltd by means of a contract variation subject to a further report being adopted by Council to determine funding sources.	Phil	Subject to a work performance review of Killards
31.07.18 – 9.2	Council, in collaboration with the Muttama Creek Regeneration Group, investigate the feasibility of creating a walking track alongside sections of Muttama Creek.	Greg/ Mark	Application prepared and submitted for grant funding for footpath/walking track.
31.07.18 – 9.3	Council undertake the necessary steps to create a Recreational Vehicle (RV) parking site in Cootamundra	Linda	Investigations ongoing
19.09.2018			Linda to submit paperwork when site determined. Signage ordered and liaising with Showground Users
19.11.18			Ongoing. Discussions held with Rodeo Association. Application being prepared
25.09.2018 209/2018	Undertake necessary arrangements to provide the CTAG with s.355 Committee Status	Evan/ Teresa	Teresa to complete required paperwork.
16.10.18			Emailed Cr Bowden and Miriam Crane confirming that Council has granted s.355 status. Provided Manual and templates. Requested AGM be conducted as soon as practical.
19.10.18			AGM to be conducted on 15 November 2018. <b>Task Complete</b>
30/10/2018	Send letter to Tony Donoghue, Coolamon Council in relation to joining audit committee	Marianne	Letter sent 5.11.2018

MEETING / ITEM	ACTION	OFFICER	STATUS
30.10.2018 Res 218/2018	Funding of \$5000 be allocated to the GTAC to cover the costs of barricading and children's rides at the Gundagai Main Street Christmas event being held on Thursday, 13th December, 2018.	Phil Marianne	Determine cost of traffic control to be included in \$5000 Arrange contribution of remaining \$5000 to Christmas event
31.10.2018 Res 223/2018	Council donate the sum of \$1,500 to the Wallendbeen Fishing Club, to match the amount the club has raised, for the purchase of a defibrillator and cabinet.	Marianne	Purchase order raised for payment and advice letter sent 9.11.2018  <b>Complete</b>
30.10.18 Res 224/2018	A donation of \$1,379.36 be made to the Gundagai Preschool Kindergarten Inc. for the payment of Council rates.	Marianne	Letter of advice sent 9.11.2018 purchase order raised for payment.  <b>Complete</b>
30.10.18 Res 214/2018	In relation to item 7 contained in the report of the Councillor Workshop conducted on 16 <sup>th</sup> October, 2108, Crs Graham and Phillips be appointed as Council's representatives on the Internal Audit Committee.	Marianne	Letter sent 5.11.2018 to Tony Donoghue, Coolamon Shire Council requesting to join the Joint Internal Audit Committee and providing details of council nominees.  <b>Complete</b>

**8.2 DEVELOPMENT AND COMMUNITY SERVICES DIRECTORATE**

Nil

**8.3 OPERATIONS DIRECTORATE**

Nil

**8.4 ASSET MANAGEMENT DIRECTORATE**

Nil

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

Nil

**10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS**

Nil