



COOTAMUNDRA-  
GUNDAGAI REGIONAL COUNCIL

# Annual Report 2019/2020



## Contents

MESSAGE FROM THE MAYOR - ABB MCALISTER .....	3
MESSAGE FROM THE GENERAL MANAGER – PHIL MCMURRAY .....	4
VISION STATEMENT – COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL.....	5
ABOUT COUNCIL .....	5
COUNCILLORS.....	6
ACHIEVEMENTS IN IMPLEMENTING THE DELIVERY PROGRAM & OPERATIONAL PLAN .....	10
STATUTORY REPORTING REQUIREMENTS .....	66
TOTAL RATES AND CHARGES WRITTEN OFF .....	66
MAYORAL AND COUNCILLOR EXPENSES.....	66
DETAILS AND PURPOSE OF OVERSEAS VISITS .....	66
CONTRACTORS / WORKS AWARDED .....	67
LEGAL PROCEEDINGS .....	67
PRIVATE WORKS AND FINANCIAL ASSISTANCE.....	67
AMOUNTS CONTRIBUTED OR OTHERWISE GRANTED.....	67
FUNCTIONS DELEGATED BY COUNCIL.....	68
CONTROLLING INTEREST STATEMENT .....	68
EXTERNAL BODIES, COMPANIES OR PARTNERSHIPS .....	68
EEO MANAGEMENT PLAN IMPLEMENTATION .....	70
SWIMMING POOL INSPECTIONS.....	70
TOTAL REMUNERATION FOR GENERAL MANAGER AND SENIOR STAFF .....	71
STORMWATER LEVIES AND CHARGES.....	71
SPECIAL RATE VARIATION EXPENDITURE.....	71
COMPANION ANIMALS MANAGEMENT .....	72
GOVERNMENT INFORMATION PUBLIC ACCESS (GIPA) ANNUAL REPORT .....	75
PUBLIC INTEREST DISCLOSURES.....	76
CODE OF CONDUCT.....	77
COUNCIL CONTACT DETAILS .....	78

## MESSAGE FROM THE MAYOR - ABB MCALISTER

This report has been developed for our community, to share our improvements over the previous financial year.

The past year has been a rewarding, challenging and resourceful one. The first half of the financial year saw Council and Councillors examining the fiscal position and making some hard decisions in relation to rates and fees and charges harmonisation.

With the assistance of Dr Joseph Drew a comprehensive study was undertaken to standardise rates and fees and charges across the LGA. Council has had to look hard at its finances continually while trying to provide the best possible service for our ratepayer.

Council continued to deliver a number of projects across the LGA. The Cootamundra Water Main Replacement Project was completed, and the Gundagai Sewerage Treatment Plant Project is well underway. These along with many others will ensure our community continues to receive the highest quality services and enjoy new and improved facilities and infrastructure. Council staff have excelled in delivering projects on time and budget.

The COVID-19 pandemic produced many challenges to the way we do business. Our staff proved to be resourceful, resilient and displayed a great deal of patience. We introduced methods to continue to engage with the community and came up with inventive and creative means to carry on with as little disruption as possible. New technology and processes were quickly adapted and embraced. I would like to congratulate the staff and residents for taking these changes in hand and adapting to a situation that was difficult for all.

I extend my sincere appreciation to our staff and my fellow Councillors for a year packed full of change, challenge and opportunity. As Councillors, we continue to develop as a unified team committed to ensuring we deliver a thriving region, attracting visitors and businesses while focusing on the liveability for our residents.

The Annual Report is our way of being accountable to our community ensuring we achieve the goals we have set out to achieve in our Strategic Plans.



Abb McAlister  
Mayor

## MESSAGE FROM THE GENERAL MANAGER – PHIL MCMURRAY

The past year has certainly been a stimulating and rewarding time. My focus has been on the financial stability of our Council, and certainly in the latter part of the fiscal year, with the COVID-19 pandemic, the health and wellbeing of staff.

Financially it has been a challenging year, along with my team of committed Managers and Staff we have worked hard on financial sustainability. Reviews undertaken by Dr Joseph Drew and the team at University of Technology (UTS) have assisted with a clear direction of financial stability. The rates harmonisation and review of fees and charges has been a huge task. The many different rate categories, sub-categories and structures of the former shire councils have been reduced to just 4 (in accordance with the Local Government Act, 1993), and Council has simplified the rates structure. The various water and sewer charge amounts and structures of the former shire councils have been reviewed and consolidated, with uniform charge amounts and structures now applying throughout the Cootamundra-Gundagai Regional Council area.

Council has also reviewed the fees and charges in their entirety, with changes necessary to meet the current and future funding challenges faced by Council to replace and maintain water and sewer infrastructure, to ensure modern supply and environmental standards are met.

I am pleased that we have developed a dedicated team made up of skilled managers and qualified staff, who are all enthusiastic and steadfast in providing our residents with services and facilities that make our region unique. We are committed to working cohesively to maintain an established and economically viable community for the region.

The projects program has progressed successfully, often faced with challenges due to the COVID-19 situation, our teams have overcome these tests by being resourceful, inventive and showing great initiative. We have delivered some exciting community facilities and futureproofed infrastructure for upcoming generations.

The resourcefulness, inventiveness and initiative attributes have manifested across the whole team at CGRC and I delighted with the achievements that have been delivered to our region and residents.

The 2019-2020 Annual report contains some of these achievements we have accomplished in the previous 12-month period.

Phil McMurray  
General Manager



## VISION STATEMENT – COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

### ABOUT COUNCIL

Cootamundra -Gundagai Regional Council encompasses an area of 3,981 square kilometres of the Riverina region in New South Wales. The population is 11,504, and it includes the towns of Cootamundra and Gundagai, as well as the villages of Adjungbilly, Brawlin, Coolac, Frampton, Muttama, Nangus, Stockinbingal, Tumblong, and Wallendbeen.



## COUNCILLORS

At the Local Government Election held on 9 September 2017 Cootamundra-Gundagai Regional Council elected 9 representatives to Council.

At the Ordinary Council Meeting held on Tuesday 24 September 2019, Cr Abb McAlister was elected Mayor and Cr Dennis Palmer elected Deputy Mayor.

### Mayor – Cr Abb McAlister

Abb was born in Gundagai and spent 42 years as a Stock and Station Agent, running his own business for 25 years. Married to Pip, with children Ben and Emma, Abb has been involved in numerous local sporting, business and charitable organisations for many years both in Executive and advisory roles. He is currently a member of the Tourism Action s.355 Committee in Gundagai. In the year 2000, Abb received the Australian Sports Medal for his contribution to sport.

Abb McAlister was elected to the former Gundagai Shire Council in September 2004, he was elected Deputy Mayor in September 2005 and served in this role until he was elected as Mayor in September 2010. Abb was elected Mayor to the Cootamundra-Gundagai Regional Council in September 2019.



### Deputy Mayor – Cr Dennis Palmer

Dennis was elected as a Councillor for the former Cootamundra Shire Council in 1999 and elected as Deputy Mayor in September 2013. Dennis was elected Deputy Mayor to the Cootamundra-Gundagai Regional Council in September 2019. Dennis is Council's delegate on the Board of Goldenfields Water County Council.



### Cr Leigh Bowden

Leigh holds a BA Dip Ed, MA and an Advanced Diploma in Applied Aboriginal Studies.

Leigh is the Council representative on The Arts Centre Cootamundra s.355 Committee, Cootamundra Tourism Action Group s.355 Committee, the Stockinbingal Ellwood's Hall s.355 Committee and the Gundagai Cultural Group.

Leigh is also one of the two Council representatives on the Cootamundra Development Corporation Board and is a non-Indigenous/non-voting member of the Cootamundra Aboriginal Working Party.

In March 2019 Leigh was elected to the Executive of the Australian Local Government Women's Association NSW. She is the CGRC representative on the Eastern Riverina Arts Advisory Committee and the Riverina Regional Library Advisory Committee.

In 2014, Leigh convened AWARE Cootamundra and Surrounds Social Justice and Environment Group, which among other things, in 2019 established Politics in the Pub.



### Cr David Graham

David Graham was elected to the former Gundagai Shire Council in September 2004. He was elected Deputy Mayor in September 2011.

David was elected to Cootamundra-Gundagai Regional Council at the Local Government Election held in September 2017.



### Cr Gil Kelly

Gil Kelly was born in Cootamundra. This is Gil's first term on Council but is no stranger to community service. He is currently Deputy Captain of the Cootamundra Rural Fire Service, and a committee member and Treasurer of the Combined Emergency Services Ball and is also former Director of the Cootamundra Ex-Services Memorial Club. Gil is also a representative on the Cootamundra Showground Users Group s.355 Committee. Gil is employed as an Area Manager with a market leading international supply company.



### Cr Penny Nicholson

Penny Nicholson was born in Gundagai, later moved away for work and returned to the area to marry and raise a family. Penny was a small business owner/operator for over 18 years and is now employed by a local business. Penny has been a long standing member of Gundagai Regional Enhancement Group and Gundagai Tourism Action s.355 Committee. Actively involved in the community, Penny has a great interest in the development, promotion and prosperity of our Local Government Area.



### Cr Doug Phillips

Doug Phillips held the position of Councillor with the former Cootamundra Shire Council from 2004. Mr Phillips held the position of Mayor from 2011 to 2013 and Deputy Mayor in 2010.

Doug and his wife are both partners with members of their family in a local joinery business operating since 2000 and a local boutique hotel since 2016. Along with his other commitments Doug teaches full time at the local high school in Cootamundra.



### Cr Charlie Sheahan

Charlie Sheahan, married to Susan, grew up in Jugiong, now resides in Cootamundra and has done so since 2014.

Charlie is employed as a farm manager at Coolac for the same employer since 1997. Charlie has been an active member of the Cootamundra Lions Club since 2009. Charlie is also a member of Rural Fire Service Coolac Brigade and a representative on the Muttama Hall Management s.355 Committee and Muttama Creek Regeneration Group s.355 Committee. Previously Charlie served on the Jugiong Park Trust; Jugiong P&C as Secretary and President and the Jugiong Parish Pastoral Council.



### Cr Craig (Stewie) Stewart

Better known as 'Stewie' the father of one was first elected to the Cootamundra Shire Council in 2012. Now in his second term and elected to the Cootamundra-Gundagai Regional Council. Stewie has been on the board of the Cootamundra Development Corporation since 2012 and an active member of the Cootamundra Heritage Centre Management s.355 Committee since 2005. Stewie also has been on the board of the Cootamundra Country Club since 2012 and has worked at Mitre 10 since 2006.



*Group photo of Cootamundra-Gundagai Regional Council's elected officials.*

## ACHIEVEMENTS IN IMPLEMENTING THE DELIVERY PROGRAM & OPERATIONAL PLAN

Council delivers a diverse range of services and projects annually, which are published in the yearly Operational Plan.

The following section provides an overview on Council's progress in delivering the actions detailed in the 2019/2020 Operational Plan. This includes the Disability Inclusion Plan actions.

### A Vibrant and Supportive Community

#### 1.1 Our Community is inclusive and connected

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (1)	Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	Develop a Civic Events and Ceremonial Functions Policy	Coordinator Business	Ongoing	The Policy was adopted by Council at the February 2020 Council Meeting (Resolution 051/2020) with minor amendments to the presented draft.
1.1a (2)	Work with our community to promote community spirit by assisting with the administration, organisation and promotion of events and community gatherings as required.	Develop and conduct a community survey to gauge community interests and expectations regarding local events and activities	Coordinator Business	In Progress	Survey under development. Covid impact to be noted on any future events possible.
1.1a (3)	Encourage the development of initiatives to welcome new residents and make them aware of	Develop and retain current centralised information on the LGAs attributes in the towns and	Manager Community and Culture	In Progress	New Cootamundra Website launched. Ongoing updates to New Resident Packs, Country Change information and Coota/Gundagai local sites.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
	the opportunities which exist in the local government area.	villages including features, events and services			
		Promote and make available, Liveability Information to residents via Councils website	Manager Community and Culture	Ongoing	Tourism websites updates, Coota/Gundagai local and support to a number of community events.
1.1a (4)	Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	Consider the needs of stakeholders in developing library collections and services	Manager Community and Culture	In Progress	Customer requests, collection weeding (based on loans) and program based feedback used to respond to stakeholder needs effectively.
		Implement program to encourage Library membership and increase overall membership numbers	Manager Community and Culture	In Progress	* Sign Up September, RRL membership drive, saw memberships double from the previous month in Gundagai, also giving welcome packages (including book bag, pencil and book mark) and entering all new members into the new member draw to be decided at the end of November.  * Cootamundra Library had 33 new members sign up in September.  * Cootamundra Library Manager spoke to the local ladies Probus group in September to highlight library services and to attract new library members.
1.1b (1)	Build and sustain partnerships with cultural and arts bodies, and the local arts community, to support activities and to secure funding for cultural and arts development in the local government area.	Pursue available grant opportunities	Manager Community and Culture	In Progress	Worked with the Arts Centre Cootamundra to develop SCCF3 Funding applications. Ongoing work in developing the Old Mill Cultural Centre in Gundagai.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1b (2)	Provide assistance to art and cultural bodies to promote and develop programs and facilities.	Advocate for funding for the Fit for the Future masterplan project for The Arts Centre Cootamundra	Manager Community and Culture	Completed	Funding application submitted to SCCF3.
1.1b (3)	Undertake development of Cootamundra library outdoor area.	Develop outdoor space adjoining the Stephen Ward Rooms Cootamundra Library for indoor/outdoor meeting space	Manager Facilities	In Progress	Additional funding received for internal remodel. Designs underway to complete renovation as a whole, to incorporate the outdoor pond area into the refurbished children's area
1.1c (1)	Ensure the best interests of local volunteer and community organisations are promoted where ever possible.	Identify appropriate avenues to promote and support the best interests of local volunteer and community organisations where ever possible	Manager Community and Culture	In Progress	Promotion of various community events and activities through print, radio and online.
1.1c (2)	Encourage volunteerism across the local government area.	Identify appropriate avenues to promote, support and encourage volunteerism across the local government area	Manager Community and Culture	In Progress	Planning underway for new Friend of Gundagai Gaol Group and support to Bradman Museum and Heritage Centre volunteers.
1.1c (3)	Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	Investigate funding opportunities	Manager Community and Culture	Ongoing	Several SCCF3 and other funding program applications of community groups supported.
1.1d (1)	Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	Ongoing support to museum operations.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1d (2)	Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	Investigate funding opportunities	Manager Community and Culture	Ongoing	Funding application for the Old Mill at Gundagai. Successful funding for the WW2 Heritage site at Cootamundra.
		Secure funding for Main Street Heritage Paint Scheme in Gundagai and the Wallendbeen Heritage Study	Manager Community and Culture	Completed	Funding secured for Main Street Heritage Paint scheme in Gundagai and the Wallendbeen Heritage Study.
1.1d (3)	Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	Identify ways to promote the different historical groups and heritage assets within the local government area	Manager Community and Culture	In Progress	Promotion through social media.
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	In Progress	Engaging in industry discussion and keeping informed of changes.
		Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	In Progress	Keeping informed of industry and changes.
		Conduct a triennial survey of service providers to garner information on access issues in the area	Manager Community and Culture	Completed	Pending new appointee.
		Ensure information concerning accessible public transport	Manager Community and Culture	Ongoing	Information is available and council is aware of where to refer people.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan	including Community Transport is readily available			
		Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Ongoing	Official audit yet to be completed but new signage installed.
		Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	In Progress	Strategies have been identified and are being implemented to ensure the needs of all stakeholders are considered on council committees.
		Ensure the Councils Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Ongoing	DIAP actions incorporated into the Community Strategic Plan.
		Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	Ongoing	Appropriate information being developed and provided where applicable.
		Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Ongoing	Provided through council complaints process and the Access & Inclusion Committee.
		Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	Support provided to community organisations, wherever possible, to assist with sourcing funding.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	Review Council documents to make them easy to complete for people of all abilities. All forms to include how people can access assistance in completion	Manager Community and Culture	In Progress	Changed newsletter to larger print.
		Update existing Council channels to ensure that they have the ability to include access information and other stakeholder requirements, and that this is collected	Manager Community and Culture	Ongoing	Still ongoing.
		When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	Ongoing	Some updates have been made as identified. Project will be ongoing, and is still underway.
		In reviewing Council purchasing policy consider ways we can better support businesses which employ people with disabilities	Coordinator Business	In Progress	Reviewing industry best practice for baseline intervention.

## 1.2 Public spaces provide for a diversity of activity and strengthen our social connections

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2a (1)	Enhance the amenity and appearance of our towns main streets.	Commence preparation for the creation of a Masterplan for Cootamundra CBD	Manager Community and Culture	In Progress	Planning to present a report to council for stage 2.
		Construct Gundagai Main Street Public Toilet	Manager Assets	Completed	Completed
			Manager Community and Culture	Completed	Gundagai Main Street Public Toilet project completed.
		Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	General Manager	In Progress	Majority of civil works undertaken, landscaping and pavements to follow.
1.2a (2)	Provide and maintain a clean and attractive streetscape.	Provide an attractive streetscape, by implementing the strategies identified in the Open Spaces Strategy	Manager Community and Culture	Ongoing	Strategies are being implemented.
			Manager Waste, Parks and Recreation Service	Ongoing	Continuing to be maintained on a weekly basis, within Time, Costs and Quality expectations.
1.2a (3)	Plan for and manage the construction of public space upgrades as funding permits.	Investigate options for improving access to local businesses	Manager Community and Culture	In Progress	Waiting on recruitment of relevant staff
1.2b (1)	Improve the amenity of town and village entrances.	Plan signage upgrades for entry to towns and villages	Manager Community and Culture	In Progress	Quotes and design in progress

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (1)	Maintain and improve Council buildings and properties in accordance with asset management plans.	Create an Outdoor Reading Space adjoining the Gundagai Library	Manager Facilities	Completed	All works completed and in use by the public
		Design new Council developments with accessibility to the main entrance	Manager Facilities	Ongoing	All new works go to planning for access consideration and approval. Existing buildings are considered when any construction works are required
		Future Council building upgrades to include all access considerations	Manager Facilities	Ongoing	All construction projects are having access issues investigated and considered as part of any upgrade
		Investigate modifications to Council buildings to improve accessibility for staff	Manager Facilities	Ongoing	As budgets allow for remodels. Access issues are being addressed at time of lodging development applications and design phase
1.2c (3)	Maintain and improve Councils parks and recreation and sporting facilities.	Complete revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks and Recreation Service	Ongoing	Works for 2019/2020 have been completed Works will recommence 2020/2021 pending the allocation of funds.
		Sporting Grounds maintained as per the current adopted schedules and specifications	Manager Facilities	Ongoing	Staff committed to ongoing maintenance and improvements to all sporting grounds. Staff discussing better ways of carrying out works and improvements to grounds for a better outcome
		Construct Country Club Oval Clubhouse/Amenities Building	General Manager	In Progress	A loan was approved by council to undertake outstanding works.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (4)	Co-ordinate the provision of Council facilities for community use.	Public open spaces maintained, and capital improvement works identified and managed, as detailed in the Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Ongoing	Works for this 19/20 financial year are completed.
		Public open spaces maintained, and capital improvement works identified and managed, as detailed in the Open Spaces Strategy	Manager Facilities	Ongoing	Current round of Capital works projects continuing with new ideas being put forward by staff for future works
1.2c (5)	Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	Provide Council representation on relevant Section 355 Committees	General Manager	In Progress	Reports tendered. Investigating options prompted by external audit of s355 Committees.

### 1.3: Our community members are healthy and safe

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3a (1)	Continue to consult with local health services providers and identify and advocate for opportunities to improve the quality and range of health services provided in the local government area.	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	Ongoing	Attended meetings and provided assistance where able.
		Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	Continuing liaison. Daily Covid-19 reports being received.
1.3a (2)	Promote a wide range of health and community services offered by various agencies in the local government area.	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	Shared information given to Council by service providers. Listings of Health and Community Services promoted on Cootta local/Gundagai local and CGRC website.
1.3a (3)	Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	Undertake improvements at Mirrabooka Community Centre	Manager Community and Culture	In Progress	Works underway, some remain.
1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities.	Promote programs which encourage healthy lifestyle choices and activities as identified in the Recreation Needs Study and Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Ongoing	Consultant to finalise the Recreation Plan.
			Manager Facilities	Ongoing	Sporting facilities continually improved and new items being added to the area's to promote outdoor activities
1.3b (1)	Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the	Develop Recreation Needs Study and Open Spaces Strategy	Manager Community and Culture	In Progress	Draft is being internally reviewed.
			Manager Facilities	In Progress	Report being prepared for council adoption.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (1)	community, active sporting associations and visitors.  Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the development of the Public Open Spaces Strategy	Manager Community and Culture	Completed	Sports Council meetings and recreational needs study consultation.
		Undertake a full review of Councils Recreational Officers position descriptions to maximise opportunities for future recreational development	Manager Facilities	Completed	Consultation was undertaken as part of the recreational needs study and also the open spaces being itemized for council staff for budget proposals
		Undertake Fisher Park lighting upgrade	Manager Waste, Parks and Recreation Service	Completed	Completed PDs currently with Human Resources for review and submission to the Consultative Committee for consideration.
		Undertake improvements to the Gundagai Netball Courts lighting and amenities	Manager Waste, Parks and Recreation Service	Completed	Works completed to Time, Cost and Quality guidelines.
		Upgrade Community Fitness infrastructure in Gundagai and Cootamundra	Manager Facilities	Ongoing	Discussions underway with sewer team for works to be undertaken in this area to allow new build. Contractor discussions underway for the build. Development Application being completed and to be submitted on receipt of construction plans
1.3b (2)	Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	Commence planning for the installation of a Regional Playground at Jubilee Park in Cootamundra	Manager Community and Culture	Completed	Playground completed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (2)		Complete maintenance and revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks and Recreation Service	Ongoing	Continuing to be maintained on a weekly basis, within Time, Costs and Quality expectations.
			Manager Facilities	Ongoing	New junior football field has been constructed in sporting precinct at Gundagai. Gardens being improved and maintained to a high standard. Construction of new gardens throughout the area. Continued improvements throughout CGRC.
		Complete re-development of border gardens to Gundagai playground areas	Manager Facilities	Completed	All playgrounds have had improvements incorporated into the landscape items. Council staff have reconfigured some gardens, replaced plants with more suitable choices and allow less maintenance. Staff choosing more suitable plants for the area.
1.3b (3)	Construct a large-scale Adventure Playground in Gundagai.	Commence construction of the Gundagai Large Scale Adventure Playground	Manager Facilities	Completed	Playground completed. A successful project which has become a major draw card to the town. Minor defect issues have been addressed and landscaping works completed. Further funding to be obtained for the installation of shade sails for the area
1.3b (4)	Develop and implement an inspection and maintenance plan for playground equipment.	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	Ongoing	Grant applications have been submitted.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Playground inspection and maintenance program developed and implemented for Cootamundra	Manager Waste, Parks and Recreation Service	Ongoing	Ongoing as required. There is only one more scheduled inspection before the end of this financial year.
		Playground inspection and maintenance program developed and implemented for Gundagai	Manager Facilities	Ongoing	Inspections ongoing, with recording keeping being undertaken. System being improved continually.
1.3b (5)	Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	Conduct a full operational review and report to council on the Cootamundra Aquatic Centre	Manager Waste, Parks and Recreation Service	Completed	Report to May council meeting.
		Project manage and deliver a new splash play area at Cootamundra Pool	Manager Waste, Parks and Recreation Service	Completed	Project completed on Time, to required Cost and Quality standards.
		Commence and complete re-painting works during off season to Gundagai Pool	Manager Facilities	Completed	Painting works completed before season started. Minor issues in middle pool found during the season but these have been repaired and pool ready for next year
		Commence planning & tendering for disable ramp to Gundagai Pool	Manager Facilities	Completed	Constructions works completed and ramp well utilized during this years season.
		Encourage the pool & gymnasium managers/ leasees to conduct activities for people of all abilities	Manager Facilities	Completed	Activities continually changed to encourage increased membership and designed for all types of community members

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (6)	Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	The current and future community needs of Councils Public Open Spaces are identified and actions implemented as per the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Ongoing	No further action for 2019/2020 as there was no funding allocated
		Commence construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	In Progress	Discussions being had with sewer team regarding old concrete vent pipe. Discussions currently underway with preferred contractor and development application being completed for site after plans received
		The current and future community needs of Councils Public Open Spaces are identified and actions implemented as per the Public Open Spaces Strategy	Manager Facilities	Ongoing	Budget works undertaken and major projects identified. Grant funds to be sourced for ongoing works
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	chasing funding as available
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Technical Services	Ongoing	Routine maintenance ongoing. Creation of an updated PAMP has been discussed and is in the early stages of development.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Waste, Parks and Recreation Service	Ongoing	Regular checks are ongoing and works are continuing.
		Develop a Detail Works Activity Program that will review the asset and condition, maintenance programs and unit costs to annually maintain these assets to an adopted standard	Manager Waste, Parks and Recreation Service	Ongoing	Adopted plan is now ready for consideration and implementation for the next 2020/2021 financial and operation plan review.
		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	Ongoing	Grant applications have been submitted.
			Manager Facilities	Ongoing	Grant opportunities continually investigated and projects being made shovel ready.
1.3c (1)	Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	RSO working with TfNSW on projects.
1.3c (2)	Develop and operate safe food handling and public health controls.	Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	In Progress	Education material is currently being developed and will be rolled out upon lifting of restrictions in relation to COVID-19.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	In Progress	Register is currently being developed and will be rolled out upon lifting of restrictions in relation to COVID-19.
1.3c (3)	A range of programs are supported, promoted and controlled to encourage and enforce responsible companion animal ownership.	Continue Companion Animals Audit	Manager Regulatory Services	Ongoing	Animal Registrations increased from January to March.
		Analyse data captured through Companion Animals Management System (CAMs) for resource reviews	Manager Regulatory Services	Ongoing	Data captured through CAMs system and analysis recorded.
		Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	Ongoing	Community Education sessions held at Libraries.
		Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Ongoing	Both Gundagai and Cootamundra held successful free microchipping events.
1.3d (1)	Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	Local Emergency Management Committee Meetings held every 2 months.
1.3d (2)	Develop and maintain effective and well tested emergency management plans.	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Ongoing	Updated EMPLAN & CMGs Completed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3d (3)	Maintain an active involvement and positive relationship with FRNSW, RFS and SES, Health, Ambulance, Police, Local Land Services and all emergency services organisations within the legislative framework and for the benefit of the community.	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	Local Emergency Management Officer liaising with Emergency Management Officer on daily basis.
1.3d (4)	Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	Local Emergency Management Office present to assist at all Local Emergency Management Committee meetings.
		Establish and equip functional Emergency Operations Centres at Cootamundra and Gundagai	Manager Regulatory Services	In Progress	EOC in Cootamundra well established, require a Generator and Emergency Operations Centre in Gundagai currently under investigation.

## A prosperous and resilient economy

### 2.1: The local economy is strong and diverse

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Analyse standardised visitor data to build a visitor profile	Manager Community and Culture	In Progress	Branding and marketing strategy under development.
		Appoint an Economic Development/Tourism Officer in Cootamundra	Manager Community and Culture	Completed	Tourism and Economic Development Officer appointed.
		Arrange two annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	In Progress	One meeting held, further meeting to be held in March 2020.
		Commence preparation for creating and maintaining Councils tourism websites	Manager Community and Culture	In Progress	Cootamundra tourism website complete, Council website yet to be reviewed.
		Consider Assess Trails, Art Trails and Walking and Riding Trails, in budget development deliberations inclusive of capital and operational expenditure, for 2019/20 and beyond	Manager Community and Culture	In Progress	Trail funding sought through SCCF3.
		Coordinate a workshop with businesses and Tourism Action Committees to plan for growth in the visitor economy held	Manager Community and Culture	In Progress	Tourism forum in Cootamundra held, Gundagai to be convened in new year.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	In Progress	Considering funding opportunities.
		Implement standardised visitor data capture'	Manager Community and Culture	In Progress	Yet to be implemented at some sites.
		Implement masterplan improvements to Heritage Centre and have shovel ready for grant applications	Manager Community and Culture	Not Yet Commenced	Need to develop masterplan and seek council endorsement.
		In collaboration with investors/owners, assist in the creation of a masterplan for an outlet for local produce at the Old Gundagai Mill site	Manager Community and Culture	In Progress	Plan for site redevelopment drafted.
		Prepare update reports to Council on achievements, against the action plan contained in the Tourism and Economic Development Strategy	Manager Community and Culture	Not Yet Commenced	Items being reported through IP&R systems.
		Secure and develop The Motorcycle Collection as a tourism attraction in Cootamundra	Manager Community and Culture	In Progress	Need to determine a suitable site.
2.1a (2)	Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Ongoing	Business Networking evenings to be held each October. Next meeting to be postponed due to Covid-19.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (2)	Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	Identify businesses who would partner with Council in a program of regularly updated information distributed from their premises	Manager Community and Culture	In Progress	Information distribution through motels and food outlets has been in place for some time. Need to review information available in food businesses.
		Negotiate new memorandum of understanding with Cootamundra Development Corporation	Manager Community and Culture	Completed	Memorandum of understanding has been negotiated with Cootamundra Development Corporation.
2.1a (3)	Implement strategies which encourage the growth of the local population.	Participate in Country Change initiative	Manager Community and Culture	Ongoing	Council participated in the initiative and will continue.
2.1a (4)	Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	Pursue available grant opportunities	General Manager	In Progress	Advised that several applications have been unsuccessful in this round.
2.1b (1)	Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	Complete Rural Land Strategy	Manager Development, Building and Compliance	In Progress	Currently on exhibition.
2.1b (2)	Develop and operate development control systems which support the protection of agricultural land.	Commence development of new LEP and DCP	Manager Development, Building and Compliance	In Progress	Upon adoption of strategies and studies drafting of new EPIs will commence.
2.1b (3)	Provide, maintain and upgrade as funding permits the saleyards facility which allows the regular sale of animals from this and surrounding districts in a suitable environment.	Current Saleyards facility maintained	Manager Regulatory Services	Ongoing	Saleyards facility maintained on a regular and ongoing basis.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1c (1)	Work with key partners to explore and advocate for opportunities to better utilise and develop transportation and freight networks which meet our community needs.	Investigate options to better use and develop transportation and freight networks in the Local Government area	Manager Community and Culture	In Progress	Invited potential developer to meet with Council.
2.1c (2)	Provide and maintain a safe and well maintained aerodrome for use by commercial and recreational aircraft and promote use by external users.	Provide aerial loading facilities for RFS firefighting aircraft	Manager Civil Works	Completed	Completed.
		Provide asphalt surface for motor sport activities	Manager Civil Works	Completed	Completed.
2.1d (1)	Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	Support and promote the NBN installation in the Local Government area, which drives high quality connectivity to meet business and student needs	Manager Community and Culture	Ongoing	NBN roll out supported and promoted where appropriate.
2.1d (2)	Support and advocate for the installation of the National Broadband Network across the local government area.	Facilitate provision of information on the NBN to the Community on Councils website	General Manager	In Progress	NBN is being rolled out and communicated to rate payers through various media channels.
2.1d (3)	Offer and promote free public Wi-Fi internet access in key public spaces across the local government area.	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Coordinator Business	Ongoing	Service continues uninterrupted.
2.1e (1)	Implement a range of initiatives which support and promote the sustainable development of the towns Central Business Districts and industrial land.	Commence preparation of Cootamundra and Gundagai Town Strategies	Manager Development, Building and Compliance	In Progress	Cootamundra 2050 strategy is complete. Gundagai Strategy will commence upon lifting of restrictions in relation to COVID-19.
2.1e (2)	Promote to the community and industry groups potential growth opportunities and development efficiencies.	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	Ongoing though social media and newsletter.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Identify value adding opportunities (use of new technology, processes and packaging, collaborations, shared transport costs, use of waste materials for new products etc.) to maximise the opportunities in the sectors where Cootamundra-Gundagai's competitive advantage exists	Manager Community and Culture	In Progress	Statistical information obtained ready for opportunities to be determined.
2.1e (3)	Encourage growth in development and construction locally.	Develop factsheets for developing and building in the local area	Manager Development, Building and Compliance	In Progress	Factsheets have been developed and a request made for them to be placed on the website.
2.1f (1)	Work in partnership with agencies and other levels of government to support local businesses.	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	Several training sessions held.
2.1f (2)	Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	Develop a list of available industrial land and publish quarterly updates on Councils website	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.
2.1f (3)	Maintain a close liaison and continue to work with Regional Development Australia.	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	Attended Regional Development Australia forum.
		Participate in the Country Change Initiative	Manager Community and Culture	Ongoing	Council participated in the initiative and will continue.

## 2.2: Strategic land-use planning is co-ordinated and needs-base

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2a (1)	Develop a new, comprehensive Local Environmental Plan for the local government area.	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Local Strategic Planning Statement that identifies aspirations and future land use directions being presented to Council in May 2020.
2.2a (2)	Identify and address current and future land-use needs through integrated strategic planning and development.	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	Not Yet Commenced	Local Strategic Planning Statement that identifies aspirations and future land use directions being presented to Council in May 2020.
		Develop Rural Land Use Strategy	Manager Development, Building and Compliance	In Progress	Currently on Exhibition.
2.2a (3)	Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	All inspections are undertaken within 48 hours of notification with many being undertaken in 24 hours or less.
		Responses to enquiries provided within 5 working days	Manager Development, Building and Compliance	Ongoing	Responses to enquiries provided within 5 working days, many are responded to in less time.
2.2b (1)	Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Pending other advisory studies feedback.

2.2b (2)	Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	Complete construction of roads and provisions of services for subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	Not Yet Commenced	Still awaiting approval to commence.
		Market and promote Bourke Estate residential subdivision in Gundagai	General Manager	In Progress	Marketing being undertaken as required and will continue.
		Prepare preliminary planning proposal for Stage 2 of Claron Estate residential subdivision in Cootamundra, including access to the Cemetery	General Manager	In Progress	Discussions are continuing.

### 2.3: Tourism opportunities are actively promoted

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Implement strategies from the Tourism and Economic Development Strategy	Manager Community and Culture	In Progress	Strategy developed, implementation underway.
2.3b (1)	Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Ongoing	Ongoing, as updates are completed.
		Investigate options for the production of a Mobility Map	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.
2.3b (2)	Work with the community to develop a marketing strategy for the local government area as a tourist destination.	Develop Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	In Progress	Under development.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3b (3)	Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	Create, maintain and promote a Calendar of Activities, Programs and Community Events	Manager Community and Culture	Ongoing	Calendar of Activities, Programs and Community Events have been created for both areas, and are regularly maintained and promoted.
		Develop Cootamundra Tourism Website and both hardcopy and email Events Newsletter	Manager Community and Culture	Ongoing	Cootamundra Tourism Website and both hardcopy and email Events Newsletter developed.
2.3b (3)	Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	Implementing a competitive application based events funding program in the LGA with guidelines for grant process and eligibility criteria to be developed, by 31 December 2019, and advertising for applications, by 29 February 2020	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.
2.3c (1)	Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	Analyse Visitor Services Review conducted in 18/19 and conduct further research as necessary	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.
2.3c (2)	Undertake a redevelopment of the Gundagai Visitors Information Centre.	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatrette space and accessibility improvements	Manager Community and Culture	Not Yet Commenced	Yet to commence. Seeking further funding.
2.3c (3)	Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	Review existing Caravan Park facilities, recommend improvements and consider funding options	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3c (4)	Undertake connection of water supply to the Dog on the Tuckerbox site.	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	In Progress	Consultant is doing the concept and detailed design of the project including concept design to extend the water supply to Coolac village. Due to change in scope of work the progress has been delayed and the concept and detailed design cost are higher than initial forecast. The concept design indicates transmission line pipe sizes required would be DN200 (200 mm diameter pipe) and the DN100 pipe sizes included in the original estimate is inadequate to provide future expansion of the system.
		Commence preparation of an option agreement for the Dog on the Tuckerbox site	General Manager	Completed	Option agreement has been established.
2.3c (5)	Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	Commence implementation of the recommendations of the Gundagai Gaol Masterplan	Manager Community and Culture	In Progress	Drainage work underway.
		Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	In Progress	Consultant engagement to prepare interpretive materials.

## 2.4: Our local workforce is skilled and workplace ready

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.4a (1)	Promote local employment and training opportunities within the Council organisation.	Develop Council Training Plan	General Manager	In Progress	HR Coordinator is currently collecting feedback from Managers and staff.
		Include consideration for disability inclusion in Councils Workforce Management Plan	General Manager	In Progress	To be included in the update of the Workforce Management Plan. Currently updating HR system so that data is correct.
		Investigate barriers that exist for people with a disability and their carers in accessing employment in council positions and standing for council positions	General Manager	In Progress	Coordinator HR to liaise with Disability and Inclusion Action Group.
		Relevant discrimination legislation to be included in EEO Policy, Staff Induction and Recruitment Training	General Manager	In Progress	Integration of EEO Policy and Plan are in the process of being adopted into induction and the recruitment process.
2.4a (2)	Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	Promotion provided through websites, social media and email newsletters on request.

## Sustainable natural and built environments

### 3.1: The natural environment is valued and protected

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (1)	Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	Ongoing and continued assessment of all applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	Representative Peer Review Audit found no anomalies or non-compliance.
3.1a (2)	Operate an efficient quarrying service in an environmentally responsible manner that meets all statutory requirements and standards.	Renew permit with Forestry Corporation to access Nanangroe Quarry	Manager Civil Works	Completed	completed
3.1a (3)	Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Civil Works	In Progress	works nearing completion
		Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Technical Services	In Progress	Significant works completed on Stormwater Infrastructure including O'Hagan, Tor St, Luke St, South St, Punch and West St. Some outstanding works in Cootamundra area are being planned.
		Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	Further detailed analysis would be required on the potential location and the type of gross pollutant traps required.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (4)	Develop and implement a street tree planting plan which enhances amenity and our natural environment.	Street Tree planting undertaken in accordance with Gundagai Street tree planting Masterplan	Manager Facilities	Ongoing	Continuation of Gundagai's master street tree policy. Replacements undertaken and additional care being given to new trees. Dangerous trees identified and budgets being prepared for removal works to be undertaken
3.1b (1)	Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	Proposals being evaluated.
3.1b (2)	Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Councils environmental impact.	Investigate funding sources for solar energy works for Council buildings	Manager Facilities	Ongoing	Funding opportunities have been investigated and proposals received. Some new solar works being undertaken as part of current grant funding.
3.1c (1)	Undertake a review of waste services across the Local Government area and develop a waste strategy that provides equitable waste services for all residents.	Undertake waste strategy review and community consultation	Manager Waste, Parks and Recreation Service	Completed	Strategy completed and adopted in principal, report to April council meeting seeking approval to go to public exhibition.
3.1c (2)	Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	Commence planning for construction of a re-use shop at Cootamundra Waste depot	Manager Waste, Parks and Recreation Service	Not Yet Commenced	Not to proceed at this point in time. Future works will depend on the outcome of the MRF contract and Waste Strategy. This has been incorporated into the new MRF contract. It now comes under the control of Elouera.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Commence planning for construction of Waste Facilities and methods of operation as determined by the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	Ongoing	has been incorporated into the 2020/2021 financial plan
		Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	Ongoing	No further action for 2019/2020. Future works will depend on financial allocation from council sometime in the future
3.1c (3)	Provide a facility through which used chemical drums can be disposed of correctly.	Provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Ongoing	Over 1000 drums collected from January to March 2020.
3.1c (4)	Provide a facility for the composting and re-using of greenwaste.	Implement Cootamundra Regional Organics Project (CROP)	Manager Waste, Parks and Recreation Service	Completed	The first of the compost manufacture has been completed and is now ready for sale. Currently in negotiations with a contractor for contract of sale.
3.1c (5)	Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	In Progress	Design work undertaken and budgets put together. Require additional funding sources to allow the new design works to be undertaken. New sewer treatment plant has incorporated additional re-use water to sporting ovals within the current design
3.1d (1)	Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	Investigate opportunities to use raw water	Manager Assets	Ongoing	An external consultant has been working on this to obtain raw water licence to supplement the treated effluent irrigation supply during peak

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
					demand. Approval is sought from Natural Resources Access Regulator.
3.1d (2)	Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	Investigate funding opportunities and community consultation to locate a suitable adult change room in Cootamundra	Manager Waste, Parks and Recreation Service	Not Yet Commenced	No funding allocated for 2019/2020
		Undertake construction of a new Adult Change facility to Gundagai	Manager Waste, Parks and Recreation Service	Not Yet Commenced	No funding allocated for 2019/2020, no further action at this stage.
3.1d (3)	Encourage the best use of treated water through water saving measures.	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	Demand for treated water and effluent reuse is very high at Cootamundra during summer 2019/20 the plant output was unable to meet the demand. Similar situation exists in Gundagai to irrigation demand for sporting fields and Bidgee Bank Golf Club. Pumps at the effluent pump station Cootamundra was replaced. The effluent recycled water delivery system need to be refurbished with capital expenditure.
3.1d (4)	Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	Submissions made on local, regional, state and federal policy directions as appropriate. Statutory returns lodged on time
		Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	Statutory returns lodged on time

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (5)	Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	Grant Funding opportunities pursued and secured when available	General Manager	In Progress	Advised that several applications have not been successful this round.
3.1d (6)	A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	In Progress	Obtaining quotes for Cameras and signage. Writing Policy on Covert surveillance operations.
		Undertake illegal dumping surveillance	Manager Regulatory Services	In Progress	There have been 6 Incidents from January to March.
3.1e (1)	Noxious weeds will be contained, reduced or eliminated as appropriate.	Develop a Community Education and Awareness program in regards to weed management	Manager Regulatory Services	In Progress	There have been 6 Incidents from January to March.
		Undertake Weed Control program in conjunction with Riverina Regional Strategic Weed Management Plan 2017-2022	Manager Regulatory Services	Ongoing	Biosecurity & Regulatory staff undertaking active weed management, using electronic weed capture and reporting.
3.1e (2)	Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Ongoing	Bio Security Officers attended Cootamundra Library Event. Councils website updated with educational & resource information.

### 3.2: Our built environments support and enhance liveability

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2a (1)	Develop and operate development control systems to ensure compliance with	Provide Development Applicants with relevant information	Manager Development,	Ongoing	This is a standard condition on all applications.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
	appropriate legislation and to achieve the best possible development outcomes for the community.	concerning Disability Discrimination legislation	Building and Compliance		
3.2a (2)	Ensure new development is considerate of our heritage.	Assessment of all Development Applications includes heritage considerations as applicable and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	All applications are assessed in accordance with legislative requirements, including heritage. The assessment reports and decisions are recorded as required by legislation.
3.2b (1)	Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Pending feedback from other studies to inform content in wider formal instrument.
3.2c (1)	Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	Draft Report is submitted by PWA in March and a Project Reference Group has to be established to provide response. Draft IWCM position paper has been finalised and forwarded to DPIE for further review and comments.
3.2c (2)	Undertake Cootamundra Water Main Replacement Program.	Continue Cootamundra Water Main Replacement Program	Manager Assets	Completed	Most of the works have been completed except a rail crossing along Yass Road. Approval is sought from ARTC to proceed with the work. WAC drawings are to be obtained and GIS system will have to be updated with new asset.  Approval to proceed with the work was received from ARTC and the construction of water main across the

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
					railway crossing at Yass Road was completed in early August 2020.
3.2c (3)	Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	In Progress	Feasibility Study report has been submitted to the Council and consultants are being engaged to do a business case for the preferred option.
3.2c (4)	Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	Commence construction for the Gundagai Sewer Treatment Plant replacement	Manager Assets	Ongoing	Tenders received were assessed and a tender evaluation report has been prepared. Early earth works and the construction of the retaining wall is progressing tender award target date June 2020.
		Invite tenders and enter into contract for the relining of Sewer Mains			Tender was awarded on 10 June 2020 and the construction works is in progress.
3.2c (5)	Provide and maintain a stormwater disposal system which allows the removal of stormwater from the towns in the most economical and efficient manner possible whilst minimising impact on natural environment.	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	Design and construction of stormwater improvement projects in Cootamundra and Gundagai has been substantially completed.  Most of the works under \$1m program was completed and works capitalised.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (6)	Implement effective integrated risk management strategies and practices.	Undertake Cootamundra Flood Study	Manager Assets	In Progress	<p>Cootamundra Flood study is in progress. Community consultation and draft hydrological assessment was done and a presentation was made to the Council flood Committee on 29 January 2020 on the flood model calibration.</p> <p>Some delays on the progress due to staff changes and other issues with the consultant. Final report to the Flood Study Management Committee is scheduled to be presented in September 2020.</p>
3.2c (7)	Manage Councils waste collection, disposal and processing facilities.	Manage Councils waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks and Recreation Service	Ongoing	Being implemented in accordance with councils financial and implementation plan.
3.2c (8)	Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	Finish construction of the Gundagai Main Street Public Toilet	Manager Facilities	Completed	Construction of toilets completed with discussions on defects being undertaken with builder and investigating cause of problems.
3.2d (1)	Develop and implement strategies to improve safety and accessibility of all road users.	Ensure information is available for users of scooters and electric wheelchairs on footpaths. Pedestrian safety information should also be made available	Manager Civil Works	In Progress	No public forums or updates due to Covid. Plan to resume ASAP.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	Projects ongoing- some delays due to no public meetings (Covid).
3.2d (2)	Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	Undertake annual road maintenance program	Manager Civil Works	Ongoing	Works progressing as conditions and resources permit.
		Undertake Adjungbilly Road Heavy Vehicle Access Project	Manager Technical Services	Completed	Adjungbilly Rd works have been completed.
		Undertake annual road maintenance program	Manager Technical Services	Ongoing	Ongoing Maintenance Grading and other routine works as appropriate.
3.2d (3)	Undertake the annual footpath renewal and extension program.	Undertake Footpath Renewal and Extension Program	Manager Civil Works	In Progress	Several lengths replaced.
		Undertake Footpath Renewal and Extension Program	Manager Technical Services	Ongoing	Footpath works are programmed in accordance with allocated budget.
3.2d (4)	Develop and implement asset management plans and strategies for all transport assets.	Review and update condition assessment data across the local government area	Manager Assets	Ongoing	Moloney Asset Management Systems was engaged to do condition assessment of road and bridge assets and the work is in progress. Road and bridge asset condition assessment and valuation work has been completed and report was presented.
3.2e (2)	Advocate for State and Federal departments to improve public transport networks to meet the needs of our community.	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Working with REROC on procurement of items among member council. On going no direct meetings held due to COVID -19 and liaison with Riverina Joint Organisation is ongoing.

## Good Governance

### 4.1: Decision-making is based on collaborative, transparent and accountable leadership

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1a (1)	Councillors will support and advocate for the needs of all members in our community.	Councillors available and contactable by community members	General Manager	Ongoing	Councillor's contact information is available on Council's website and can be obtained upon request.
4.1a (2)	Implementation of the Cootamundra-Gundagai Regional Councils suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	Present half-yearly Progress Reports on 19/20 Operational Plan to Council and the Community	Coordinator Business	Ongoing	Report to May Meeting (this report).
4.1a (3)	Councils corporate plans are informed by community expectations and are reviewed and updated on a regular basis to meet the changing needs of our community members.	Conduct 6 monthly review of Operational Plan and resourcing strategies	Coordinator Business	In Progress	Report to May Meeting (this report). Draft Plans for 2020/2021 also to be submitted.
4.1b (1)	Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	Seek funding opportunities when available	General Manager	In Progress	Several applications have been unsuccessful under this funding round.
4.1b (2)	Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Ongoing	Ongoing.
4.1b (3)	Participation in relevant REROC activities that will benefit the local government area.	Participation in REROC events and activities	General Manager	Ongoing	Continued participation has taken place in REROC board meetings and other events and activities hosted by REROC.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1b (5)	Continue to foster and support the Youth Council.	Develop a Youth Council in Cootamundra	Manager Community and Culture	In Progress	Role of Youth & Inclusion Officer advertised.
4.1b (6)	Work in partnership with community members, businesses and all levels of government to deliver community priorities.	Participation in Stakeholder events and activities	General Manager	In Progress	Covid-19 impacts, especially on large scale events.
4.1c (1)	The development of the Cootamundra-Gundagai Regional Councils integrated suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans, provide a clear strategic direction and drives the organisations activities.	Develop and adopt Operational Plan for next financial year	Coordinator Business	Ongoing	20/21 Operational Plan adopted.
4.1c (2)	Councils decision-making and future planning shows evidence of being linked to Councils integrated suite of plans and the needs of our community.	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Coordinator Business	In Progress	Linkages to the Community Strategic Plan are included in the Business Paper Reports.
4.1c (3)	Determine development applications in an efficient and effective manner based on merit	80% of DAs determined within statutory 40 days timeframe	Manager Development, Building and Compliance	Ongoing	Development applications are assessed within legislative timeframes. 80% of applications meet this requirement.
4.1c (4)	Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1d (1)	Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	Pulse software Program is fully operational and used by all relevant staff	Coordinator Business	Completed	Investigation of additional modules for integration of payroll and project management under consideration.
4.1d (2)	The integrated planning and resourcing documents will be reviewed and updated on a regular basis to meet the changing needs of our community members.	Develop a strategy to update Councils Integrated planning suite of plans and resourcing strategies on a regular basis to meet the changing needs of our community	Coordinator Business	Not Yet Commenced	Noting extension to Council term and Covid related impacts, process to commence in 2020/2021 year.
		Integrated planning and resourcing strategies reviewed and updated as legislatively required	Coordinator Business	In Progress	Ongoing. Regular reviews and updates are carried out as required.
4.1d (3)	Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	Develop and present report identifying Community communication options and strategies	Coordinator Business	In Progress	Communication Officer will finalise report once the Community Survey is complete.
4.1e (1)	Support for Councillors to attend training, conference and development opportunities will be provided.	CGRC attendance at the Local Government NSW Annual General Conference	General Manager	Completed	CGRC attended the Local Government NSW Annual General Conference. Report provided to the November Council Meeting.
4.1e (2)	Programs and activities which encourage and develop the capacity of current and future community leaders is provided.	Identify programs and activities which encourage and develop the capacity of current and future community leaders	General Manager	Ongoing	Councillors have attended various seminars and training.
4.1e (3)	Provide and maintain services and infrastructure that assists the efficient and effective undertaking of the duties of the elected Council.	Continue to provide and maintain services and infrastructure to assist elected representatives in undertaking their duties	General Manager	Ongoing	Ongoing support

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1e (4)	Support Councils elected representatives in undertaking their role in the community.	Continue to provide administrative support to Councils elected representatives to assist in undertaking their role in the community	General Manager	Ongoing	Ongoing

#### 4.2: Active participation and engagement in local decision-making

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2a (1)	A range of consultation and engagement activities will be offered to our community in order to plan the long term future direction of the local government area and to inform Councils decision-making.	Establish Digital Communication Panel	Coordinator Business	Completed	Panel developed for surveys and for documents on Public Exhibition.
4.2b (1)	Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	Relevant staff to undertake Community Engagement Training (IAP2)	Coordinator Business	Not Yet Commenced	Training be rescheduled for late 2020.
4.2b (2)	Cootamundra-Gundagai Regional Councils suite of plans will be reviewed and updated on a regular basis to meet the changing needs of our community members.	Develop a strategy to update the Community Strategic Plan on a regular basis to meet the changing needs of our community	Coordinator Business	Not Yet Commenced	Strategy to update the Community Strategic Plan will commence in 2021.
4.2c (1)	Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	Continue to promote the objectives of the community strategic plan via Councils media channels	Coordinator Business	Ongoing	Media channels including the community newsletter, social media and media releases are being utilised to promote council's strategies and plans.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2c (1)	Promote the objectives of the Community Strategic Plan and work in partnership with community members, businesses and other local stakeholders to deliver community priorities.	Develop a Community Engagement Strategy to assist with delivering the objectives in the Community Strategic Plan	Coordinator Business	In Progress	Strategy Development has commenced.
4.2d (1)	Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	Continue to promote the objectives of the community strategic plan via Councils media channels	Coordinator Business	Ongoing	Media channels including the community newsletter, social media and media releases are being utilised to promote Council's strategies and plans

#### 4.3: Cootamundra-Gundagai Regional Council is a premier local government Council

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (1)	Ensure Councils long term financial planning supports the delivery of community expectations and financial stability.	Undertake processes to consolidate Councils rating structure	Manager Finance and Customer Service	In Progress	Rating system developed and configured in Authority. New land values uploaded to system, reconciliation ongoing.
4.3a (2)	Ensure the availability of finances are managed, controlled, reviewed and regularly reported on in order to provide the appropriate services and facilities within the allocated budget and achieve the maximum value for expenditure.	Prepare and implement procedures to enable all staff with budget responsibility to effectively operate Councils integrated budgeting process	Manager Finance and Customer Service	In Progress	Adjustments to system configuration have been made while entering 2020/21 budget. Training being provided to managers and other users.
4.3a (3)	Ensure all procurement meets legislative and policy requirements and	Develop a suite of Audit Reports to monitor procurement practices	Coordinator Business	In Progress	Was not progressed. Procurement officer to action in late 2020.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
	delivers best value for the community and the Council.	Undertake assessment and improvement of procurement processes	Coordinator Business	In Progress	Review of the Procurement Policy and Guidelines ongoing and will be completed in the final quarter.
4.3a (4)	Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Yet Commenced	Pending feedback from other studies to inform content.
4.3a (4)	Identify and follow-up opportunities to increase Councils revenue base including grant funding opportunities to deliver additional income to fund major projects.	Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	Grants are applied for as appropriate and when available.
4.3a (5)	Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	Implement works programs to improve asset condition	Manager Assets	Ongoing	Asset Management Plans are updated and roads and bridges are being condition assessed and revalued. Moloney Asset Management Systems was engaged to do asset condition assessment and valuation. Capital works completed during 2019/20 are being capitalised.
		Review and improve Asset Management Plans	Manager Assets	Ongoing	Asset capitalisation for assets created during FY 2019/20 will be done after June 2020. During this asset data will be updated. Ongoing monitoring and review of Asset Management Plan.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (6)	Improve functionality and amenity within Councils work depots.	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	Not Yet Commenced	Project on hold
		Complete construction on Gundagai Depot Training Facility	Manager Technical Services	Completed	Training Facility is operational.
	Councils fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	Undertake plant replacement in accordance with related policies and programs	Manager Technical Services	Ongoing	Plant replacement for 19/20 completed in accordance with program.
4.3b (1)	Council ensures statutory compliance is achieved and demonstrates good governance practices.	Participate in the Alliance Legislative Compliance Framework Methodology	Coordinator Business	Ongoing	Active participant in the Alliance Audit Risk and Improvement Committee, complete s 355 review with records management external audit underway.
4.3b (2)	Support and funding for elections is provided as required.	Make provision in the Long Term Financial Plan for funding of the 2020 Council elections	Manager Finance and Customer Service	Not Due to Commence	Elections postponed, to be included in 2021/22 budget.
4.3b (3)	Implement effective integrated risk management strategies and practices.	Undertake development of a Corporate Risk Register	Coordinator Business	In Progress	Investigating use of Pulse software module and other 3rd party sources to create register parameters.
		Develop and implement an Internal Audit and Fraud Control Plan	Coordinator Business	In Progress	Internal Fraud Control Plan has been approved by Council.
4.3c (1)	Current, informative and easy access to Council information is made available to the community using a range of communication methods, including	Develop Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Coordinator Business	In Progress	Strategy Development has commenced.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
	traditional media and digital channels, Councils website, Community News newsletter and social media.	Improve services available on Councils websites through the development of eServices and online forms	Coordinator Business	Not Due to Commence	To commence with the implementation of the Authority Upgrade to 7.1 which has been delayed due to scheduling issues until 2021.
4.3d (1)	Provide quality customer service during all front line interactions between Council and the community and in all other interactions between staff, agencies, Council and the community.	Develop and implement a new Customer Service Charter	Manager Finance and Customer Service	In Progress	Implementation has been delayed due to the closure of the customer service areas.
4.3d (1)	Provide quality customer service during all “front line” interactions between Council and the community and in all other interactions between staff, agencies, Council and the community.	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Coordinator Business	In Progress	Investigation was put on hold pending software upgrades of Authority system.
4.3d (2)	Adopt and maintain information technology and communication services and infrastructure that assists the efficient and effective undertaking of Councils operations, increases productivity and adequately supports the organisation and our community's needs.	Integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Coordinator Business	In Progress	Research indicates cost benefit of improving quality of existing data for migration uneconomic.
		Review Business Systems and identify services that can be delivered on Councils Website	Coordinator Business	Not Yet Commenced	To commence with the implementation of the Authority Upgrade to 7.1.
4.3d (3)	Councils records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	Review infoXpert workflows to streamline record keeping	Coordinator Business	In Progress	Comprehensive review by external audit due in fourth quarter

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (4)	Requests for service are processed in an efficient and effective manner.	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Finance and Customer Service	Not Yet Commenced	Postponed to 2020/21 due to coronavirus disruption.
		Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Finance and Customer Service	In Progress	Training booked for handling planning enquiries had to be cancelled due to social distancing laws. Will be re-scheduled in 2020/21.
4.3d (5)	Provide well-maintained cemeteries and efficient, appropriate and dignified cemetery operations and services that create the most peaceful surroundings possible for funeral parties and visitors.	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	In Progress	North Gundagai Monumental Cemetery left to photograph, map and record grave details.
		Develop a Cemetery Services Strategic plan	Manager Regulatory Services	In Progress	Pending completion of mapping project. Developing Plan in conjunction with CCANSW.
		Construct non-denominational beams at Coolac, Nangus, South Gundagai and Tumblong Cemeteries	Manager Regulatory Services	Completed	All beams installed. Project Completed.
		Provide signage, seating and additional landscaping for the Gundagai Area Cemeteries	Manager Regulatory Services	In Progress	Additional row marker signage still required at all cemeteries and extension of irrigation at Gundagai North Lawn to be completed.
4.3e (2)	Ensure adequate project management techniques are in place to ensure the delivery of projects which meet the changing needs of our community on time, within budget and to an acceptable standard.	Undertake monitoring of project implementation	General Manager	Ongoing	A spreadsheet detailing each of the projects has been developed and distributed to Councillors via the monthly major project report.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3f (1)	Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	Review and enhance recruitment practices	General Manager	Not Yet Commenced	Review of recruitment practices will commence in the fourth quarter.
4.3f (2)	Review the efficiency and effectiveness of Council's adopted Organisational Structure and ensure the structure and staffing mix can adequately deliver the activities approved by Council.	Implement Operational Plan activities	General Manager	In Progress	Operational plan being delivered.
4.3f (3)	Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	Update statistics and demographics in the Workforce Management Plan	General Manager	In Progress	Currently updating HR system so that data is correct.
4.3f (4)	Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	Develop internal Council newsletter and incorporate WHS messages to all staff	General Manager	Not Yet Commenced	Scheduled for initiation in second half 2020.
		Monthly WHS reports and statistics discussed at Managers Meetings	Manager Civil Works	Ongoing	Reports presented.
			Manager Technical Services	Ongoing	WHS Reporting ongoing
4.3f (5)	Develop and implement a Staff Wellbeing Program	Develop and implement Staff Wellbeing Program	General Manager	Not Yet Commenced	To be actioned in second half of 2020.
4.3g (1)	Implement a training plan to enhance the skills and knowledge of staff across the organisation.	Develop Staff Training Plan	General Manager	In Progress	HR Coordinator is currently collecting feedback from Managers and staff.
4.3g (2)	Provide learning and development opportunities to staff to develop the	Develop succession plans for each Section of Council	General Manager	Not Yet Commenced	To be initiated with performance reviews.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
	individual's potential and meet the needs of the community and organisation.	Performance Review Program implemented and the first cycle undertaken	General Manager	Not Yet Commenced	Pending.
4.3g (3)	Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	Provide ongoing enhancement to Staff Intranet	Coordinator Business	Not Yet Commenced	Internet enhancement to commence in 2021.
		Undertake integration of Mapping Systems with Councils Corporate Systems	Manager Assets	Ongoing	Additional survey and drafting work is required to update the asset Mapping systems. Additional funds / budget allocation would be needed to complete outstanding works. Ongoing NSW spatial services is providing the aerial map for Council GIS. The Map sis not up to date. Following up with map upgrading work.

## **STRONGER COMMUNITIES FUND R1 & R2 (SCF), STRONGER COUNTRY COMMUNITIES FUNDS R1 & R2 (SCCF), NEW COUNCIL IMPLEMENTATION FUND R1 & R2 (NCIF), MISCELLIOUS GRANT FUNDING PROJECTS.**

The Cootamundra-Gundagai Regional Council Project Management Team are currently responsible for works to the value of \$54.6 million.

### **Adjungbilly Road Upgrade and Resealing Project:**

This project will alleviate some of the most dangerous sections along the Gobarralong Adjungbilly Road. The upgrade has addressed the winding, narrow and steep curves of the Adjungbilly Hill section and provides continuity of access for *HPVs (High Productivity Vehicles) creating the opportunity to carry the same amount of freight in fewer freight movement numbers.* Other benefits from these works will allow the quarry industry to expand. Enable the pine timber industries to utilise direct access to the Hume Highway and eliminate an existing connectivity and provide an alternate route for Trucks and other haulage traffic to the Hume Highway.



### **Road Resealing Program:**

The program included works on rural bitumen roads and town streets in both Cootamundra and Gundagai. New line marking was carried out following the reseal, to replace the old lines and markings and in some cases to refresh the old faded markings. The line marking has included Dragon's Teeth in the school zone areas, which are a painted series of triangular road markings placed in pairs on each side of a lane or road. The aim of Dragon's Teeth line marking is to further increase the visibility of school zones for motorists and provide a constant reinforcement to slow down to 40 km/h around schools.

### **Cootamundra Watermain Replacement Project:**



Cootamundra's \$7 million watermain replacement project is now complete. The original contract with a number of additional works has seen approximately 22.7 kilometres of new water mains installed in the town. \$ 2 million was sourced from the Stronger Communities Fund, an initiative of the NSW Government and administered by Cootamundra-Gundagai Regional Council (CGRC) and is part of Councils SCF major projects program. \$ 5 million was sourced through CGRC water reserve to complete the works. CGRC reports that water quality complaints have dropped dramatically, and the incidences of main breaks have also significantly reduced, allowing staff to attend to necessary routine maintenance and operational activities that, necessarily, were sometimes delayed in the past. Of the 22.7 kilometres of new water mains installed 6.2km were of important major mains that distribute water from the reservoirs to the network that services the town consumers. This also included two very old and vulnerable sections at railway crossings in Yass Road and Pinkerton Road.

## **Yarri Park Projects:**

Gundagai's Yarri Park underwent major refurbishments with a half-court basketball facility a new pump track, to complement the existing skate park and playground. The public toilets have seen a refurb and new fencing installed around the perimeter. A new water bubbler will be installed. The park boasts shade shelters and a barbecue.

### **Cootamundra Country Club Project:**

A new irrigation system was installed on the Golf Course. The project is the result of a \$1.35 million grant from the NSW State Government. The Project will ensure and enhance the future long-term sustainability of the Cootamundra Country Club facilities. Founded in 1895 the course is the oldest 18-hole country course in New South Wales. The Club uses Cootamundra - Gundagai Regional Council treated sewerage water for irrigation. A new maintenance shed and new cart paths were constructed as part of the grant.



### **Friendship Park Project:**



This \$60,000 Stronger Country Communities Fund round two project is inspired by modern architecture. New playground equipment has been designed and speaks the language of pre-teens. The new equipment has been designed to challenge the pre-teen set, to test their strength and make their own rules when it comes to interacting with each other on the equipment. The ultra-modern, contemporary structure is complemented with a traditional style slippery dip, and swings. A new pod style swing has also been installed and is a safe wraparound cradle swing for toddlers along with softfall mulch and new fencing surrounding the area.

### **O'Connor Park Project:**

Cootamundra's O'Connor Park the home of the Strikers Soccer Club, is now alight at night with the completion of a Stronger Country Communities Fund project. The project has delivered new halogen lights and poles to the playing field, new lights, poles to the car parking area and sensor lights and solar system installed on clubhouse/dressing shed area. The \$98397 project was made possible from the NSW State Government's Stronger Country Communities Fund

Round 2 grant, which has been administered by Cootamundra-Gundagai Regional Council (CGRC). The club will see significant savings with the installation of solar and the clubs use of the ground for training as well as night matches.



## Anzac Park Projects:

Gundagai's popular Anzac Park has seen several improvements over the last year. Funded by the Stronger Country Communities Fund Round Two. The Southside Supporters toilet block is a welcome alternative to the previous Porta Potty. The project will benefit many local organisations who use Anzac Park.

The entrance to Anzac Park has seen new fencing installed, old and diseased trees removed, with a new avenue of trees planted.



Players will be delighted with the refurbishment of the dressing rooms and the installation of gymnasium facilities.

The buildings within the precinct have been given a fresh coat of paint and fencing completed around the area. The improvements at Anzac Park have been made possible with a \$175,000 Stronger Country Communities Round Two grant.



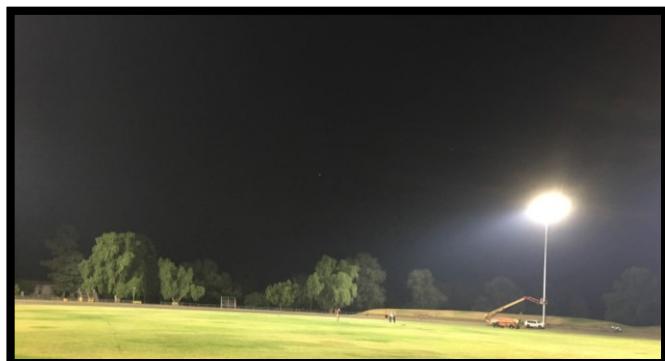
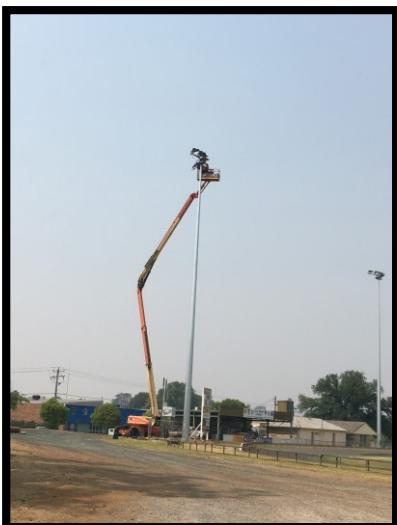
A new electronic scoreboard has been installed and new concrete retaining walls constructed in the grandstand area, replacing the dilapidated timber sections.



## Nicolson and Fisher Parks Projects:

Several projects in this sporting precinct has bought new life into the area.

The installation of a new lighting system on Fisher Park, will see a brighter player area and energy savings.



The Nicholson Park Playing surface rejuvenation and the installation of new netball courts will take the precinct into the future for the regions sporting fraternities.

A Stronger Country Communities Round Two grant for \$60,000 to the Cootamundra Junior Rugby League has seen the surface rejuvenated which included aerating the soil on the playing surfaces across the entire park. A spread a winter grass seed mix along with fertilisers was applied to along with 288 tonnes of topsoil. The sprinkler heads have been raised to ensure maximum coverage when water is applied. Two large trees have been removed to allow an extra football field to be incorporated. This tree removal also allowed for the relocation of the main senior field by moving it further across away from the structural hazards that were originally to close to the playing field. New goal posts that comply with Council's safety act have also been purchased.

Nicholson Park needed attention due to the excessive amount of use these fields encounter. The park is used for multiple sporting groups including Junior Rugby League, NRL/CRL hosted games & Clinics, Junior Rugby Union, Cricket, Touch Football, Junior Touch Football, Schools, Junior Cricket and Netball.

The netball courts have also seen major improvements with a \$275,000 NSW State Government Stronger Country Communities Fund, Round Two grant. The development has provided two courts compliant with current safety standards. The courts come complete with competition standard lighting, enlarged safe run-off areas and a small clubhouse. Contractors have recently completed the resurfacing and line marking, along with the construction of the clubhouse.



## KEY ACHIEVEMENTS

### **1: A vibrant and supportive community: all members of our community are valued**

#### **1.1: Our Community is inclusive and connected**

#### **1.2: Public spaces provide for a diversity of activity and strengthen our social connections**

#### **1.3: Our community members are healthy and safe**

### Cemetery Improvements Projects:

Improvements across the Cootamundra–Gundagai Regional Council's (CGRC) cemeteries has seen the installation of new non-denominational beams at South Gundagai, Nangus, Coolac and Tumblong Cemeteries.

The new non-denominational beams offer another alternative to burial/interment in the monumental sections of each of these cemeteries and have a traditional type granite headstone and vases. The headstone is laser etched with personal inscriptions and can include pictures of a loved ones. The cost is far more economical than the traditional monumental works and the new beams include perpetual maintenance.

Seating and tree planting at North Gundagai Lawn, South Gundagai, Nangus, Coolac and Tumblong Cemeteries also has been installed these seats will give people an opportunity to sit and reflect.

A mapping project, which involves many hours and resources continues and will eventually allow people to trace ancestor's grave sights through the cemetery mapping applications.



### Story Boards Project:



The enjoyment of studying history in Stockinbingal has been enhanced with the replacement of story boards throughout the village.

Cootamundra-Gundagai Regional Council (CGRC), have exchanged the old story boards which were faded and sun damaged. The new boards are easier to read and enhance the history walks around the village.

The sixteen story boards are situated on a site of interest and gives a brief record of the building's history and story over time.

### Cootamundra Men's Shed Project:

The Men's Shed group will move to new premises in Hovell Street Cootamundra. The project is being funded with a grant from the Stronger Communities Fund Round Two initiative. The move to Hovell Street will involve the extension and renovations to the existing facility on the site. Installation of new driveway, fencing and earthworks. The \$100,000 grant will enable the Men's Shed to expand their services and welcome more members.

### Gundagai Stormwater Mitigation Project:

This project will see the replacement and extension of the ageing of the. Gundagai's storm water flows into Morleys and Jones Creeks. In South Gundagai stormwater runs directly into the Murrumbidgee River. These waterways are central to each town's business districts and urban developments.

## KEY ACHIEVEMENTS

**2: A prosperous and resilient economy: we are innovative and ‘open for business’**

**2.1: The local economy is strong and diverse**

**2.2: Strategic land-use planning is co-ordinated and needs-based**

**2.3: Tourism opportunities are actively promoted**

**2.4: Our local workforce is skilled and workplace ready**

### Kerb and Guttering Replacement Project:

Work continued throughout the region on kerb and guttering replacement renewal, damaged by tree roots and deterioration over time. The work included removal and disposal of the existing kerb and replacement of new kerb and gutter. Pictured is the new kerb and gutter in Cooper Street Cootamundra, which included footpath and driveway repairs and replacement.



### Gundagai Sewage Treatment Plant Replacement Project:

Undoubtedly one of the biggest projects undertaken by CGRC is the replacement of the aging sewage treatment plant in Gundagai. The \$17 million project is due for completion in June 2021. The original sewerage system was constructed in 1923 and was a common design for the period. Time, population growth and in particular flood events over the years along with aging technology have taken its toll on the old plant. There is a significant risk that the plant could fail should Gundagai experience another flood. The new plant will be constructed with the latest technological advances in processing and removing contaminants from wastewater. Sited above the 100-year flood level, extensive earthworks and construction have been carried out in the last 12 months.



Left: Gundagai STP 2018



Right: Gundagai STP 2020

## KEY ACHIEVEMENTS

**3: Sustainable natural and built environments: we connect with the places and spaces around us**

**3.1: The natural environment is valued and protected**

**3.2: Our built environments support and enhance liveability**

### Cootamundra and Gundagai Premier Parks Projects:

Cootamundra's Jubilee Park and Gundagai's Carberry Park underwent major transformations throughout 2019-2020 with the establishment of first-class play equipment, seating areas and barbecue stations. Extensive landscaping has been carried out in Carberry Park, whilst a masterplan for landscaping at Jubilee Park is underway. Both parks have seen an increase in visitor numbers and have received positive community feedback. Funds made available through the NSW Government Stronger Communities Fund has made the transformations of these recreational spaces possible.



Carberry Park - Gundagai



Jubilee Park - Cootamundra

## KEY ACHIEVEMENTS

**4: Good governance: An actively engaged community and strong leadership team**

**4.1: Decision-making is based on collaborative, transparent and accountable leadership**

**4.2: Active participation and engagement in local decision-making**

**4.3: Cootamundra-Gundagai Regional Council is a premier local government Council**

### Road Safety Projects:

2019-2020 was a proactive year for road safety programs across the LGA, with active community participation and road safety initiatives covering a broad range of topics.

#### Plan B:

This initiative a humorous and positive approach designed to engage the community about making alternative arrangements to get home after a night out. The campaign emphasises that police mobile random breath testing (RBT) operations can happen anytime, anywhere. The promotion encourages patrons to write their Plan B on an entry form to win a Swag valued at more than \$250.



#### Double Demerits:

CGRC actively promoted double demerits through all media channels, with regular social media posts scheduled over the time period this initiative was in force.

#### The Safer Australian Roads and Highways (SARAH) Group:



Established by Peter Frazer after his 23-year-old daughter Sarah was killed in a road crash on the Hume Highway in February 2012 highlights the impact of road trauma and looks at ways it can be reduced. CGRC promoted the initiative with Road Safety Week 2019. Yellow ribbons, stickers and messages were distributed and displayed on CGRC vehicles and through media channels.

#### The Little Blue Dinosaur Foundation:

Formed by Sydney parents Michelle and David McLaughlin. The Little Blue Dinosaur Foundation is dedicated to the prevention of roadside child pedestrian accidents through

community education and awareness. The McLaughlin's son Thomas was tragically killed in a pedestrian motor vehicle accident while on a family holiday in January 2014. The Little Blue Dinosaur campaign targets motorists to slow down and be aware of unpredictable children near roadways. Council supported the initiative with signage and education messages at local schools and pre-schools.



### Be Bus Aware:

Residents across the region were reminded that a 40km/h speed zone exists when school buses have their wig wag lights on. The rule applies at both formal and informal (roadside) bus stops across the region and whenever children are getting on or off the bus. Cr Charlie Sheahan, Road Safety Officer Anthony Carroll and Riverina Highway Patrol Cootamundra Sergeant Ben Smith were on hand to promote this message through Councils media.



### 40km/h HPPA Zone for Gundagai's Sheridan Street:



The introduction of a 40km/h speed limit in Gundagai's main street, Sheridan Street, has slowed traffic in the street and is achieving the desired result. Council installed traffic counter technology to monitor the speed and types of vehicles using the CBD district. The data from the technology showed a significant decrease in the average speed of motorists as they move along Sheridan Street. The data collected showed that whilst there is a decrease in speed across all time zones, it appears motorists are more likely to speed up between midnight and 4am. CGRC Mayor Cr Abb McAlister was delighted the 40km/h HPPA zone had made a difference to motorist behavior in the town's CBD.

### Fatality Free Friday:

Cootamundra-Gundagai Regional Council (CGRC), endorsed The Australian Road Safety Foundation (ARSF) Fatality Free Friday campaign. May 29 was the date marked for the Fatality Free Friday campaign and is designed to foster community ownership, complex road safety issues and encourage those who can make a significant difference in reducing road trauma.



### 60km/h speed zone extended in Stockinbingal:

Cootamundra-Gundagai Regional Council (CGRC) and Transport for NSW (TfNSW), have extended the 60km/h speed zone on Burley Griffin Way at Stockinbingal. Following requests from residents, TfNSW carried out a review of the existing speed limit zone and recommended that the zone be extended west of Hoskins Street and east of Stockinbingal/Ellwood Street for a total length of approximately 837metres. CGRC Road Safety Officer, Anthony Carroll who along with Stockinbingal residents were advocating for the extension of the speed limit zone.



### Towards Zero:

Council is committed to the NSW State Government Towards Zero Campaign. Towards Zero takes the approach that everyone should be aware that safety is a shared responsibility: The road toll is not just a number; it is real people and could include your family and friends. We shouldn't accept that people die on our roads; we should aim for zero road deaths.

## STATUTORY REPORTING REQUIREMENTS

The following information details Council's response to the statutory reporting requirements of the Local Government Act 1993 under section 428 Annual Reports and the more detailed response to the Local Government (General) Regulation 2005.

### TOTAL RATES AND CHARGES WRITTEN OFF

#### *Local Government Act Cl 132 (5)*

The total rates and charges written off was \$10,800.

### MAYORAL AND COUNCILLOR EXPENSES

#### *Local Government General Regulation Cl 217(a1)*

Total for Financial Year		
	Fee	Travel and IT expenses
W1001.357.462 (355 Travel)		
Councillor Fee		
Doug Phillips	\$ 11,859.96	-
Dennis Palmer	\$ 11,859.96	\$ 3,345.70
Craig Stewart	\$ 11,859.96	\$ 569.40
Penny Nicholson	\$ 11,859.96	\$ 3,910.43
David Graham	\$ 11,859.96	\$ 1,677.00
Abb McAlister	\$ 11,859.96	\$ 10,817.27
Leigh Bowden	\$ 11,859.96	\$ 4,553.23
Charlie Sheehan	\$ 11,859.96	\$ 2,778.30
Gil Kelly	\$ 11,859.96	-
Total Councillor Fee	\$ 106,739.64	\$ 27,651.33
W1001.479.460		
Mayoral Fee		
Dennis Palmer	\$ 12,939.96	
Abb McAlister	\$ 12,939.96	
Total Mayoral Fee	\$ 25,879.92	
Total Mayoral and Councillor Fees	\$ 132,619.56	\$ 27,651.33
	Total for year	

\*NOTE: *Travel and IT Expenses includes necessary travel required for Mayor and Councillors to attend meetings and conferences.*

### DETAILS AND PURPOSE OF OVERSEAS VISITS

#### *Local Government General Regulation Cl 217(a)*

During the year no Councillor, Council Officer or other person undertook an overseas visit as part of their Council duties.

## **CONTRACTORS / WORKS AWARDED**

### ***Local Government General Regulation Cl 217(a2)***

The following table details contracts awarded by Council during the year for sums of greater than \$150,000.

<b>Contractor Name</b>	<b>Description of Goods, Works or Service</b>	<b>Contract sum or estimate<sup>1</sup></b>
<b>Boral Asphalt</b>	Annual resealing of bitumen roads and sealing of new works	\$2M
<b>JMA Legal Pty Ltd, Bradley Allen Love Lawyers, Marsdens Law Group, Kell Moore Lawyers &amp; Conveyancers, Lindsay Taylor Lawyers</b>	Legal Services Panel Contract	\$500,000
<b>Elouera Association Inc</b>	Operation and Management of Cootamundra Materials Recovery Facility and Stockinbingal & Wallendbeen Landfill Sites	\$1,390,800

#### Notes

All amounts are GST inclusive.

## **LEGAL PROCEEDINGS**

### ***Local Government General Regulation Cl 217(a3)***

During the year the total cost of legal expenses in relation to legal proceedings incurred by Council was \$162,612.00.

## **PRIVATE WORKS AND FINANCIAL ASSISTANCE**

### ***Local Government Act s67(3) and Local Government General Regulation Cl 217(a4)***

Section 67(2) of the Local Government Act permits Council to subsidise the cost of works carried out on private land subject to certain conditions.

Council did not undertake any works on private land where there was any decision to charge less than the approved fee.

## **AMOUNTS CONTRIBUTED OR OTHERWISE GRANTED**

### ***Local Government General Regulation Cl 217(a5)***

During the financial year, Council provided funding to external bodies as per section 356 of the Local Government Act, as follows.

#### **Financial Assistance**

Council provided financial assistance to other organisations, totaling \$20,287.00 during the year. Council also approved in-kind assistance to local schools and other community based organisations.

## **FUNCTIONS DELEGATED BY COUNCIL**

### ***Local Government General Regulation CI 217(a6)***

To better engage the community and reflect local community views and needs, Council delegates a range of its functions to volunteer committees and other organisations.

The following committees were involved in the planning and management of Council facilities or functions and were appointed in accordance with section 355 of the Local Government Act.

- Cootamundra Showground Users Group
- Wallendbeen Memorial Hall
- Stockinbingal Ellwood's Hall
- Muttama Hall Management Committee
- Muttama Creek Regeneration Group
- Cootamundra Heritage Centre Management
- Cootamundra Concert Band
- Cootamundra Beach Volleyball Festival Committee
- The Arts Centre Cootamundra
- Tourism Action Committee (Gundagai)
- Cootamundra Tourism Action Group

## **CONTROLLING INTEREST STATEMENT**

### ***Local Government General Regulation CI 217(a7)***

Council held no controlling interests in companies during the 2019-20 year.

## **EXTERNAL BODIES, COMPANIES OR PARTNERSHIPS**

### ***Local Government General Regulation CI 217(a8)***

#### **Cootamundra Development Corporation Limited**

Cootamundra Development Corporation is a company limited by guarantee that provides services to Cootamundra businesses, with the objective to develop Cootamundra and district. Council has representation on the board of management. Council benefits from services provided in accordance with a memorandum of understanding, in exchange for a Council contribution of \$25,649.00 per annum. The services provided relate to tourism and economic development.

#### **Goldenfields Water County Council**

Goldenfields Water County Council is a local water authority that provides water directly to residents within the Council area. In addition, Council purchases bulk water from Goldenfields and supplies it to residents within the Cootamundra township. Council has one Council representative on the Goldenfields Water County Council.

#### **Riverina Eastern Regional Organisation of Councils (REROC)**

REROC is a voluntary association of 9 General Purpose Councils and 2 water county Councils. Initially established with a focus on resource sharing activities which save money for member councils, REROC's activities have grown to encompass regional planning, intergovernmental collaborations and advocacy and lobbying. Virtually every operational area of local government has been touched by the activities of REROC with the purpose of delivering more efficient and effective outcomes by utilising both the number of members and their combined demands and resources to create scale and capacity.

### Riverina Joint Organisation

REROC was selected to work with the NSW Government to develop a new model to replace ROCs, called Joint Organisations (JOs). JOs will become legal entities with additional administrative and compliance requirements imposed by legislation. REROC is one of five groups of NSW councils that are piloting the JO structure. Each of the groups has a strong history and a commitment to partnering with the State to address regional priorities such as economic development, transport and infrastructure.

### Riverina Regional Library

The Riverina Regional Library (RRL) is the largest regional library service in NSW. It provides library services to approximately 137,845 constituents of 10 local government areas in a partnership arrangement with those Councils, being Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Lockhart, Temora, Snowy Valleys and the City of Wagga Wagga. The service consists of 18 stationary library branches and a mobile library spread over an area of 47,830 sq km.

### Thrive Riverina Inc.

Council is a member of the peak regional tourism organisation in the Riverina; Thrive Riverina Inc. The key role of the organisation is as a tourism marketing body for the Riverina. Council contributes to the direction of Thrive Riverina Inc. as a member, working collaboratively with the other member Councils to promote the region. Thrive Riverina Inc. has been responsible for a number of successful tourism campaigns throughout the year, including TASTE Riverina and monthly email marketing of local attractions and events.

### Eastern Riverina Arts (ERA)

ERA enriches, inspires and connects our region by fostering arts, culture, creative industry and community. ERA are the peak body for arts and cultural development in the region and part of a network of arts organisations across regional New South Wales. Eastern Riverina Arts is supported by the New South Wales Government through Create NSW and is a member of Regional Arts New South Wales.

### Softwoods Working Group

Council is a member of the Softwoods Working Group. The group was formed in response to the rapid expansion of the softwood plantation industry. It has a key objective to lobby for adequate funding to upgrade and maintain the road network with a load capacity that can support the heavy haulage vehicles of the timber processing industries.

### South East Weight of Loads Group

Council is a member of the South East Weight of Loads Group which was formed to ensure that road pavements are protected against overloaded vehicles in the South Eastern Region of New South Wales. The Group enforces the weight of loads restrictions within the participating local government areas. Council administers the investment of this group, being their unexpended funding, at a fee of 0.25%.

### South West Regional Waste Management Group

The South West Regional Waste Management Group is a regional collaboration that jointly manages waste management and has long term contracts with the operator of the Bald Hill Quarry (near Jugiong) to use as a landfill site.

## **South West Slopes Zone Rural Fire Service**

Council is a member of the South West Slopes Zone Rural Fire Service, with Hilltops Council. The Group controls the obligations of both Councils under the Rural Fires Act, 1997 and jointly employs a Fire Control Officer and four other personnel to co-ordinate the activities of the group. All positions are based in the township of Harden and utilise the services of an extensive radio network to maintain contact with the volunteer Bushfire Brigades.

## **NSW Local Government Mutual Liability Scheme (Statewide)**

Statewide Mutual is a discretionary mutual pool scheme providing insurance cover for its member councils major insurable risks. It is a self-insurance mutual which is backed by reinsurance placed through local and international underwriters. Members own each scheme and benefit from building equity resulting from surplus contributions.

## **EEO MANAGEMENT PLAN IMPLEMENTATION**

### ***Local Government General Regulation Cl 217(a9)***

Equal Employment Opportunity (EEO) focuses on recognising and valuing diversity within the workplace. This means having workplace policies, practices and behaviours that are fair and do not disadvantage people who belong to particular groups.

Council provides a large number of services to a diverse community and aims to promote an environment free from harassment, bullying, victimisation and discrimination. We have an EEO Management Plan with strategies that assist members of EEO groups to overcome past and present disadvantages.

Key EEO activities implemented during the year were:

- Facilitating induction programs for new employees including EEO practices
- Implementing traineeship and apprenticeship programs across Council
- Using merit based recruitment practices
- Reviewing and managing Council's Employee Assistance Program
- Managing the ongoing review and implementation of HR policies and procedures that support staff grievance resolution, anti-discrimination, workplace bullying and harassment.
- Implementing staff training programs.
- Facilitating appropriate workplace communication.

## **SWIMMING POOL INSPECTIONS**

In 2019/2020, One (1) tourist and visitor accommodation was inspected (only 3 sites in Cootamundra Area with next inspection due December 2020 but no program for Gundagai).

Zero (0) inspections were undertaken for premises with more than 2 dwellings.

Twenty (20) inspections that resulted in issuance of a certificate of compliance under s22D of the SP Act.

Five (5) inspections that resulted in issuance of a certificate of noncompliance under cl 21 of the SP Reg.

## **TOTAL REMUNERATION FOR GENERAL MANAGER AND SENIOR STAFF**

***Local Government General Regulation Cl 217(b) and (c)***

During the 2019-20 financial year Council's senior officers were comprised of:

<b>Position Title</b>	<b>Total</b>
<b>General Manager</b>	<b>\$268,529.23</b>
<b>Interim General Manager</b>	<b>\$7,723.70</b>

## **STORMWATER LEVIES AND CHARGES**

***Local Government General Regulation Cl 217(e)***

Council levies an annual Stormwater Management Charge to both residential and business properties, subject to exemptions provided for under the Local Government Act 1993. All funds raised are applied to stormwater management improvements, including the following projects completed during the year:

- General drainage improvements works across the LGA

## **SPECIAL RATE VARIATION EXPENDITURE**

***Local Government Act 1993 s508(2)***

### **2014-15 Ten year variation**

The former Gundagai Shire Council applied for a special rate variation of 12.82% above the rate peg for a period of 10 years from 2014-15 to 2023-2024.

The total income received in the 2019-2020 year was \$451,924.62. The additional income is used for the purpose of financing the debt servicing cost of a bank loan to fund the main street upgrade project.

## **COMPANION ANIMALS MANAGEMENT**

### ***Local Government General Regulation Cl 217(f)***

Council has lodged its Animal Care Facility return with The Office of Local Government on 9 October 2020. A copy of this data is included with this report. Council has recorded 22 dog attacks in this period, 2 dogs were declared Dangerous, one was declared Menacing and 6 dogs were euthanized. 31 infringement notices were issued during this period and Council received \$26,292.00 in Animal Registration fees for the 2019/2020 financial year.

Council staff have introduced a mobile Application called CAMS – Companion Animals Management System to gather records on Companion Animals activities. This application not only enables staff to record impounding activities but also to gather information in regard to all animals that are handled by the Rangers. Prior to the introduction of this system, only impounding data was captured, now if an animal is picked up and returned home because it is Microchipped and Registered this information is also recorded and allows Council to realise accurately, actual cats and dogs being handled by Council Staff.

Council staff have a strong culture and empathy towards the animals that they come into contact with on a daily basis, for the 2019/2020 financial year, 96% of Dogs and 88% of Cats were returned home or rehomed. Council utilises a very large network of Authorised Rescue Organisations to assist in the safe rehoming of all animals.

9 cats were euthanized and only 9 dogs were euthanized. Council staff deemed that the animals were unsuitable for rehoming.

Council has also introduced a Lost and Found page on Council's Website where members of the public are able to report lost pets directly to the Council. This alerts Council's Rangers in real time which fast-tracks the safe return of found animals back to their owners. Members of the Public can also see details, including photographs of all animals that have been impounded and are available for adoption. The Council also utilises a Facebook page to assist with the rehoming of these animals.

Council conducted 2 free microchipping days in the region. One in Cootamundra on 23 November 2019 and one in Gundagai on the 9 November 2019. Unfortunately with COVID restrictions limiting Council's ability to hold further microchipping days, some events have been postponed until 2021.

Council has two Rangers that regularly patrol townships as well as villages. The Rangers maintain a high profile within the community and are proactive in putting education first before prosecution.

Council currently has two (2) unfenced off leash areas in the township of Cootamundra and one (1) fenced area. Gundagai has two (2) off leash areas in the township. These areas along with most parks are serviced with dog tidy bag dispensers and bins.

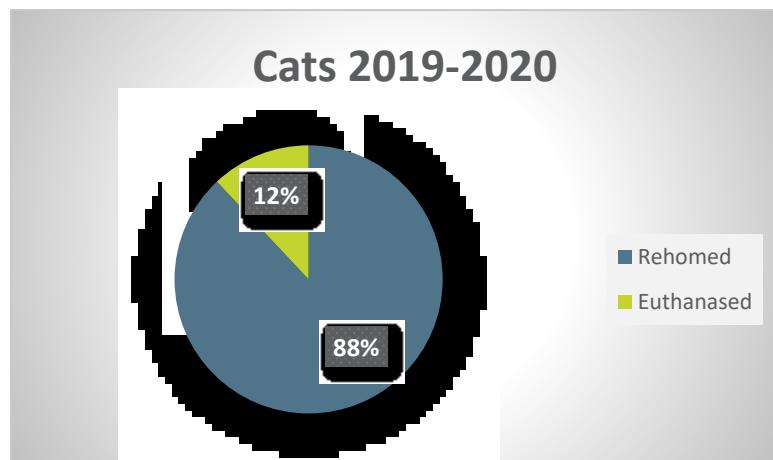
## Cats

Seizure details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Seized by Ranger	3	3	2	6	3	23	8	5	21	1	3	1	79
Returned to Owner no impounding	0	0	0	0	0	0	0	0	0	0	0	0	0
Transferred to Animal Care Facility	3	3	2	6	3	23	8	5	21	1	3	1	79

Release details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Released to Owner from ACF	1	0	0	1	0	0	0	0	0	0	0	0	2
Released for Rehoming	3	2	2	3	3	22	7	3	18	1	3	1	68
Stolen from ACF	0	0	0	0	0	0	0	0	0	0	0	0	0
Euthanased	0	0	0	2	0	1	1	2	3	0	0	0	9

### Summary of Seizures & Impounding's

Cats received	79
Returned to Owner	0
Rehomed	68
Euthanased	9
In Animal Care Facility at 30.6.20	0

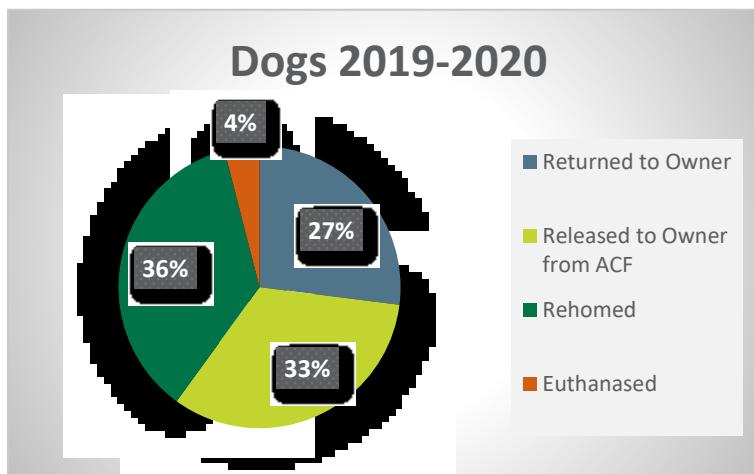


## Dogs

Seizure details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Seized by Ranger	31	17	31	21	11	13	15	20	14	11	13	12	209
Returned to Owner no impounding	6	9	6	6	4	2	3	6	3	3	4	4	56
Transferred to Animal Care Facility	25	8	25	15	7	11	12	14	11	8	9	8	153

Release details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Released to Owner from ACF	6	5	18	5	2	3	10	5	3	3	2	6	68
Released for Rehoming	11	6	3	7	5	8	2	9	8	8	5	4	76
Stolen from ACF	0	0	0	0	0	0	0	0	0	0	0	0	0
Euthanased	0	0	4	3	0	0	0	0	0	0	2	0	9

Summary of Seizures & Impounding's	
Dogs received	209
Returned to Owner	56
Released to Owner from ACF	68
Rehomed	76
Euthanased	9
In Animal Care Facility at 30.6.20	0



## **GOVERNMENT INFORMATION PUBLIC ACCESS (GIPA) ANNUAL REPORT**

### ***Government Information (Public Access) Act 2009 section 125 (1)***

#### **Review of proactive release program**

In accordance with section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publically available. This review must be undertaken at least once every 12 months. Council undertook the following initiatives as part of the review of its proactive release program for the reporting period.

- Proactively updating and adding relevant information on councils website
- Releasing information and keeping the community informed via media channels (social media, media releases, newsletters, website)
- Making further improvements to access to information processes used within Council

#### **Number of access applications received**

During the reporting period, Council received a total of two (2) formal access applications. There were no invalid applications. Zero (0) application were withdrawn. No applications were transferred to other agencies.

#### **Number of refused applications**

No access applications were refused.

#### **Timeliness**

All applications were decided within the statutory timeframe (20 days plus extensions).

#### **Reviews**

There were no reviews of application requests and no requests for any decisions to be reviewed.

#### **Number of applications by type and outcome**

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	-	-	-	-	-	-	-	-
Members of Parliament	-	-	-	-	-	-	-	-
Private sector business	-	-	-	-	-	-	-	-
Not for profit organisations or community groups	-	-	-	-	-	-	-	-
Members of the public (application by legal representative)	2	-	-	-	-	-	-	-
Members of the public	-	-	-	-	-	-	-	-

Number of applications by type and outcome								
(other)								

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Personal information applications	-	-	-	-	-	-	-	-
Access applications (other than personal information applications)	2	-	-	-	-	-	-	-
Access applications that are partly personal information applications and partly other	-	-	-	-	-	-	-	-

## PUBLIC INTEREST DISCLOSURES

### *Public Interest Disclosures Act 1994 Regulation 2011*

Council has adopted Internal Reporting Policy in accordance with the requirements of the Public Interest Disclosures Act 1994 (PID Act). The policy provides a mechanism for Council Officials to make disclosures about serious wrongdoing.

During the 2019/2020 financial year, the following disclosures were made under this policy.

	Total
Number of public officials who made public interest disclosures	Nil
Number of public interest disclosures received	Nil
Of public interest disclosures, number primarily about:	
Corrupt conduct	n/a
Maladministration	n/a
Serious and substantial waste	n/a
Government information contravention	n/a
Pecuniary interest contravention	n/a

## **CODE OF CONDUCT**

### ***Code of Conduct Administration Procedure, Part 12***

All staff and Councillors are bound to comply with the Council's Code of Conduct. All complaints are investigated and dealt with in accordance with the Code of Conduct Policy and Procedure. The following statistics are reported about code of conduct complaints made during the period 1 July 2019 to 31 June 2020.

	<b>Total</b>
a) Complaints made about councillors and the general manager	Nil
b) Referred to a conduct reviewer	N/A
c) Finalised by a conduct reviewer at the preliminary assessment stage	N/A
Outcomes of finalised complaints:	
d) Complaints investigated by a conduct reviewer	N/A
e) Complaints investigated by a conduct review committee	N/A
Outcomes of finalised complaints:	
f) Reviewed by the Office of Local Government	N/A
Outcomes of reviews:	
g) Cost of dealing with complaints about councillors and the general manager, including staff costs	N/A

## COUNCIL CONTACT DETAILS

For a copy of this report or information concerning documents referred to herein please contact

### COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Open: 9am – 5pm Monday to Friday

Postal Address: PO Box 420 Cootamundra NSW 2590

Email: mail@cgrc.nsw.gov.au

Website: www.cgrc.nsw.gov.au

Cootamundra Office

Address: 81 Wallendoon Street, Cootamundra, NSW 2590

Phone: 1300 459 689



Gundagai Office

Address: 255 Sheridan Street, Gundagai NSW 2722

Phone: 1300 459 689

