

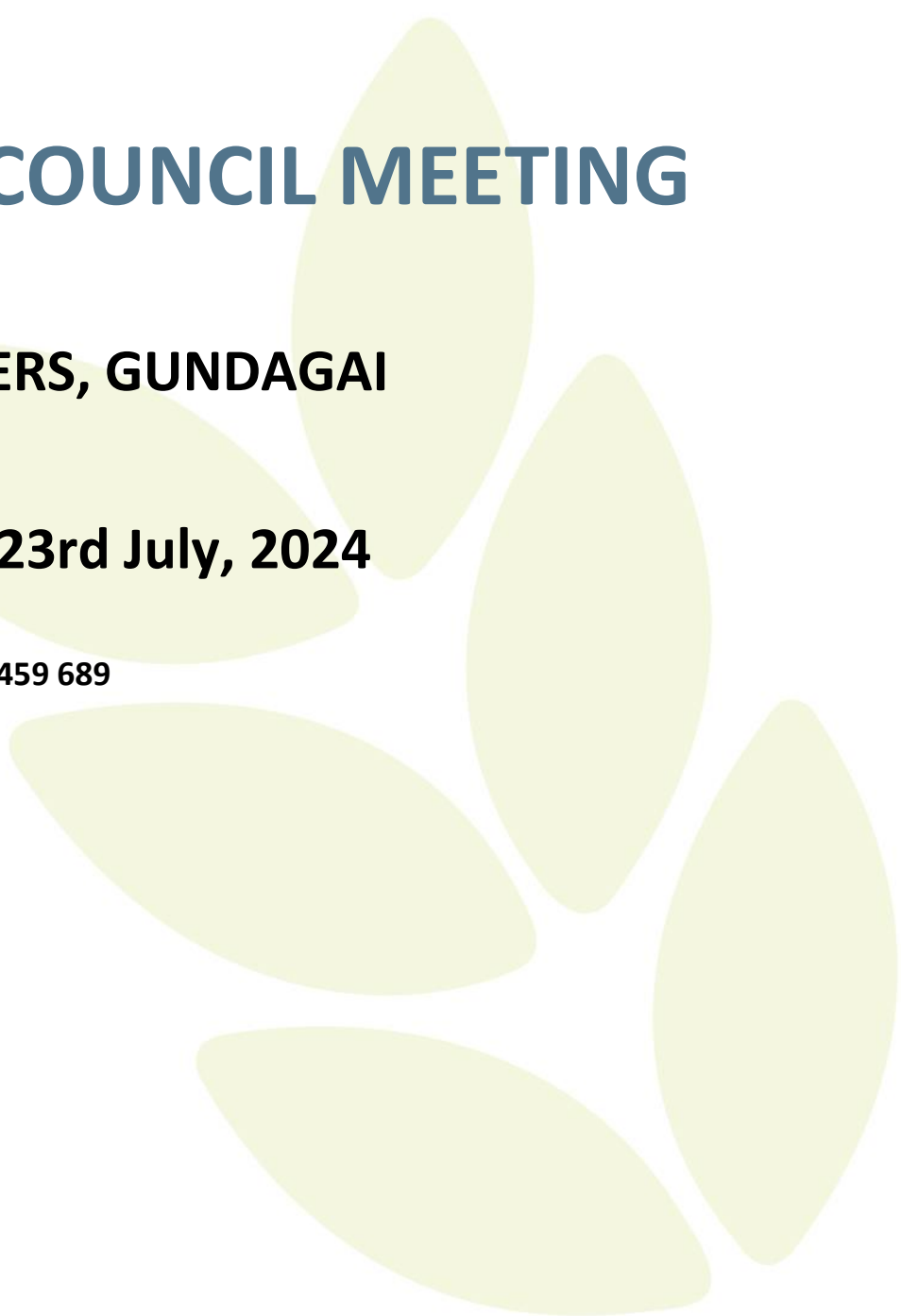
# Business Paper

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, Tuesday 23rd July, 2024**

**Administration Centres: 1300 459 689**



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

#### NOTICE OF MEETING

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

**Tuesday, 23rd July, 2024 at 6:00PM**

The agenda for the meeting is enclosed.

Steve McGrath  
Interim General Manager

#### **Live Streaming of Meetings Statement**

**This meeting is streamed live via the internet and an audio-visual recording of the meeting will be publicly available on Council's website.**

**By attending this meeting, you consent to your image and, or, voice being live streamed and publicly available. Please refrain from making any defamatory statements.**

#### **Statement of Ethical Obligations**

**The Mayor and Councillors are bound by the Oath/Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of Cootamundra-Gundagai Regional Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.**

**It is also a requirement that the Mayor and Councillors disclose conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with Council's Code of Conduct and Code of Meeting Practice.**

# AGENDA

## Order Of Business

<b>1</b>	<b>Acknowledgement of Country</b> .....	<b>5</b>
<b>2</b>	<b>Open Forum</b> .....	<b>5</b>
<b>3</b>	<b>Apologies</b> .....	<b>5</b>
<b>4</b>	<b>Disclosures of Interest</b> .....	<b>5</b>
<b>5</b>	<b>Confirmation of Minutes</b> .....	<b>6</b>
5.1	Minutes of the Ordinary Meeting of Council held on Tuesday 25 June 2024 .....	6
5.2	Minutes of the Extraordinary Meeting of Council held on Tuesday 16 July 2024 .....	25
<b>6</b>	<b>Mayoral Minutes</b> .....	<b>29</b>
6.1	Mayoral Minute - Councillor Engagement .....	29
<b>7</b>	<b>Reports from Committees</b> .....	<b>31</b>
<b>8</b>	<b>General Manager’s Report</b> .....	<b>31</b>
<b>8.1</b>	<b>General Manager Office</b> .....	<b>32</b>
8.1.1	Land Classification of Council Owned Land - Lot 50 DP 1270489 .....	32
8.1.2	Draft Equal Employment Opportunity (EEO) Policy .....	33
8.1.3	2024 National General Assembly - Building Community Trust.....	38
<b>8.2</b>	<b>Business</b> .....	<b>43</b>
8.2.1	Authority to Affix the Common Seal of Council - Riverina Regional Library Deed of Agreement .....	43
8.2.2	The Arts Centre Cootamundra s.355 Committee Meeting Minutes.....	69
8.2.3	Muttama Hall Management s.355 Committee Meeting Minutes .....	86
8.2.4	Cootamundra Showground Users s.355 Committee Meeting Minutes .....	92
<b>8.3</b>	<b>Finance</b> .....	<b>96</b>
8.3.1	Investment Report - June 2024 .....	96
<b>8.4</b>	<b>Sustainable Development</b> .....	<b>101</b>
<b>8.5</b>	<b>Engineering Cootamundra</b> .....	<b>102</b>
8.5.1	Cootamundra Engineering Report - July 2024 .....	102
8.5.2	South East Weight of Loads Group (SEWOLG).....	104
<b>8.6</b>	<b>Engineering Gundagai</b> .....	<b>106</b>
8.6.1	Draft Motor Vehicle Leaseback Participants Policy .....	106
8.6.2	Gundagai Engineering Report - July 2024 .....	112

<b>8.7</b>	<b>Regional Services Gundagai .....</b>	<b>114</b>
8.7.1	Review of Gundagai Waste Management and related Transfer Station Operations.....	114
8.7.2	Sportground & Public Open Space Fees & Charges 2023/2024 .....	127
8.7.3	Gundagai Regional Services Works Report .....	130
<b>8.8</b>	<b>Regional Services Cootamundra .....</b>	<b>134</b>
8.8.1	Draft Keeping of Animals Policy .....	134
8.8.2	Regional Services - Cootamundra Divisional Monthly Report to Council.....	155
<b>9</b>	<b>Motion of which Notice has been Given.....</b>	<b>170</b>
<b>10</b>	<b>Questions with Notice .....</b>	<b>170</b>
<b>11</b>	<b>Confidential Items .....</b>	<b>171</b>
11.1	Closed Council Report .....	171
11.2	Contract for Sale - Dog on the Tuckerbox - Proposed Lot in unregistered plan of subdivision of Lot 2 in DP160191 and Lot 529B in DP203601. ....	171
11.3	Resumption of Open Council Meeting.....	171
11.4	Announcement of Closed Council Resolutions .....	171

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**ADJOURN MEETING FOR OPEN FORUM****2 OPEN FORUM****RESUME OPEN MEETING****3 APOLOGIES****4 DISCLOSURES OF INTEREST**

**5 CONFIRMATION OF MINUTES**

**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 25 JUNE 2024**

REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Ordinary Meeting of Council held on Tuesday 25 June 2024

**RECOMMENDATION**

**The Minutes of the Ordinary Meeting of Council held on Tuesday 25 June 2024 be confirmed as a true and correct record of the meeting.**

# Minutes

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA**

**6:00PM, TUESDAY 25th June, 2024**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
ON TUESDAY, 25 JUNE 2024 AT 6:00PM**

**PRESENT:** Cr Charlie Sheahan (Mayor), Cr Gil Kelly (Deputy Mayor), Cr Leigh Bowden, Cr Les Boyd, Cr Logan Collins, Cr Trevor Glover, Cr David Graham, Cr Abb McAlister, Cr Penny Nicholson

**IN ATTENDANCE:** Steve McGrath (Interim General Manager), Matt Stubbs (Deputy General Manager - Operations), Paul Woods (Interim Deputy General Manager - CCD), Linda Wiles (Manager Business), Zac Mahon (Manager Finance), Wayne Bennett (Manager Regional Services Cootamundra), Michael Mason (Interim Manager Sustainable Development), Thomas Hogg (Acting Manager Engineering Gundagai), Greg Ewings (Acting Manager Regional Services Gundagai), Gary Arthur (Acting Manager Engineering Cootamundra)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 OPEN FORUM**

Nil

**3 APOLOGIES AND LEAVE OF ABSENCE**

**3.1 APOLOGIES**

Nil

**3.2 LEAVE OF ABSENCE**

Nil

**4 DISCLOSURES OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES**

**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 28 MAY 2024**

**RESOLUTION 133/2024**

Moved: Cr Les Boyd

Seconded: Cr Logan Collins

**The Minutes of the Ordinary Meeting of Council held on Tuesday 28 May 2024 be confirmed as a true and correct record of the meeting.**

**CARRIED**



**6 MAYORAL MINUTES****6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT****RESOLUTION 134/2024**

Moved: Cr Charlie Sheahan

Seconded: Cr David Graham

**The information in the Councillor Engagements Mayoral Minute be received and noted.**

**CARRIED**

**7 REPORTS FROM COMMITTEES**

Nil

**8 GENERAL MANAGER'S REPORT****8.1 GENERAL MANAGER OFFICE****PROCEDURAL MOTION****RESOLUTION 135/2024**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

- 1. That Council consider the late report regarding the "14 September 2024 Elections" in terms of clause 9.3 of Council's Code of Meeting Practice.**
- 2. The Mayor/Chairperson ruled that the consideration of the late report "14 September 2024 Elections" is urgent as a decision is required before the next Ordinary meeting of Council.**

**CARRIED**

Mayor/Chairperson announced that the late item will be considered first.

**8.1.6 14 SEPTEMBER 2024 ELECTIONS****RESOLUTION 136/2024**

Moved: Cr David Graham

Seconded: Cr Trevor Glover

**That Council:**

- 1. Note that in the absence of alternate direction from the NSW Minister for Local Government, an election for nine (9) councillors for Cootamundra-Gundagai Regional Council will be required to be held on 14 September 2024;**
- 2. Note that exceptional circumstances exist for Cootamundra-Gundagai Regional Council and the conduct of elections in September 2024, as a result of the then Minister for Local Government's**

approval of a demerger in August 2022 and the subsequent further demerger pathway established by the new Minister for Local Government in October 2023;

3. Resolve in accordance with s296(5) of the Local Government Act 1993, that Cootamundra-Gundagai Regional Council enter an election arrangement with the NSW Electoral Commission and contract the NSW Electoral Commission to conduct the election for Cootamundra-Gundagai Regional Council on 14 September 2024.

<b>VOTING RECORD</b>	
<b>FOR RESOLUTION</b>	<b>AGAINST RESOLUTION</b>
Cr Gil Kelly Cr Logan Collins Cr David Graham Cr Abb McAlister Cr Penny Nicholson	Cr Charlie Sheahan (Mayor) Cr Leigh Bowden Cr Les Boyd Cr Trevor Glover
<b>ABSENT</b>	<b>DECLARED INTEREST</b>
Nil	Nil

**CARRIED**

**8.1.1 2024-25 DETERMINATION OF THE LOCAL GOVERNMENT REMUNERATION TRIBUNAL - COUNCILLOR FEES AND ADDITIONAL MAYORAL FEE**

**MOTION**

Moved: Cr Gil Kelly

Seconded: Cr Logan Collins

1. The Councillors annual fee effective 1<sup>st</sup> July, 2024 remain at \$13,030.
2. The Mayors annual fee effective 1<sup>st</sup> July, 2024 remain at \$28,430.
3. Consistent with resolution 173/2022 Council continues to support superannuation contribution payments for Councillors, subject to individual Councillors nominating an eligible superannuation account, thus enabling superannuation payments to commence.

**AMENDMENT**

Moved: Cr Charlie Sheahan

Seconded: Cr Leigh Bowden

1. The Councillors annual fee effective 1<sup>st</sup> July, 2024 be \$18,340.
2. The Mayors annual fee effective 1<sup>st</sup> July, 2024 be \$39,350.
3. Consistent with resolution 173/2022 Council continues to support superannuation contribution payments for Councillors, subject to individual Councillors nominating an eligible superannuation account, thus enabling superannuation payments to commence.

**THE AMENDMENT ON BEING PUT TO THE MEETING WAS LOST****THE MOTION ON BEING PUT TO THE MEETING WAS CARRIED****RESOLUTION 137/2024**

Moved: Cr Gil Kelly

Seconded: Cr Logan Collins

1. The Councillors annual fee effective 1<sup>st</sup> July, 2024 remain at \$13,030.
2. The Mayors annual fee effective 1<sup>st</sup> July, 2024 remain at \$28,430.
3. Consistent with resolution 173/2022 Council continues to support superannuation contribution payments for Councillors, subject to individual Councillors nominating an eligible superannuation account, thus enabling superannuation payments to commence.

**CARRIED****8.1.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2024****RESOLUTION 138/2024**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

1. The attendance of the Mayor, Deputy Mayor and Interim General Manager at the 2024 Local Government NSW Conference, be endorsed.
2. The Mayor and Deputy Mayor be nominated as voting delegates for the 2024 Conference.
3. LGNSW be advised of the voting delegates before 5pm Wednesday, 6 November 2024.
4. Council determine Motions for submission to LGNSW at a Councillor Workshop.
5. Motions determined from 4. above, be submitted to LGNSW by Thursday 15 August 2024 (preferred) or by Sunday 20 October 2024 (at the latest), following a further report to council.

**CARRIED****8.1.3 ENERGY AND INNOVATION CONFERENCE 28 & 29 AUGUST 2024****RESOLUTION 139/2024**

Moved: Cr Abb McAlister

Seconded: Cr Trevor Glover

The attendance of Cr Glover and one (1) appropriate staff member, at the 2024 REROC Energy and Innovation Conference, be endorsed.

**CARRIED**

#### **8.1.4 RURAL AND REGIONAL SUMMIT SUMMARY**

##### **RESOLUTION 140/2024**

Moved: Cr Leigh Bowden

Seconded: Cr Trevor Glover

**The 2024 Rural and Regional Summit and Country Mayors Association meeting summary report, be received and noted.**

**CARRIED**

#### **8.1.5 COUNTRY MAYORS ASSOCIATION MINUTES 10 MAY 2024**

##### **RESOLUTION 141/2024**

Moved: Cr David Graham

Seconded: Cr Abb McAlister

**The Minutes of the Country Mayors Association Meetings held on 10 May 2024, attached to the report, be received and noted.**

**CARRIED**

#### **8.2 BUSINESS**

##### **8.2.1 FINAL OPERATIONAL PLAN AND ASSOCIATED DOCUMENTS 2024/2025**

##### **RESOLUTION 142/2024**

Moved: Cr Trevor Glover

Seconded: Cr Penny Nicholson

- 1. Any submissions received in response to the public exhibition of the draft 2024/2025 Operational Plan (incorporating Revenue Policy, Fees & Charges and budget) be considered.**
- 2. The draft Cootamundra-Gundagai Regional Council 2024/2025 Operational Plan, (inclusive of the Revenue Policy, Fees & Charges and budget) be adopted by Council.**
- 3. The amended 2024/25 draft Fees and Charges (Part 5 of the Operational Plan), attached to the report, be adopted.**
- 4. Council note that on receipt of the final decision by the Minister for Local Government, following the Local Government Boundaries Commission review, in regard to the demerger proposal, that either Cootamundra-Gundagai Regional Council, or the two new Councils as the case may be, will need to undertake reviews of the services provided by the council/s and the revenue available for operations, with a view to achieving a balanced or surplus operating result for the council/s over the medium to longer term.**

**CARRIED**

**8.2.2 APPLICATIONS FOR COMMUNITY DONATIONS 2024**

**RESOLUTION 143/2024**

Moved: Cr Gil Kelly

Seconded: Cr Abb McAlister

1. The Annual Community Donations budget be increased annually in line with the consumer price index.
2. Council approve community donations for the following applicants totalling \$40,200.00

Organisation	Amount granted
Cootamundra Sports Foundation	\$ 500.00
Gundagai Shed	\$ 4,000.00
Gundagai Drawing Group	\$ 1,146.00
Gundagai Business Network	\$ 5,000.00
Gundagai Neighbourhood Centre Inc	\$ 3,300.00
Cootamundra Rifle Club Inc	\$ 2,676.00
Cootamundra Food Bank	\$ 5,000.00
Cootamundra High School	\$ 200.00
Lions Club of Cootamundra	\$ 750.00 (plus \$500 in-kind)
Cootamundra Rodeo and Equine Sporting Centre	\$ 4,000.00
Muttama Hall Management s.355 Committee	\$ 1,175.00
Cootamundra Strikers Soccer Club Incorporated	\$ 2,000.00
Cootamundra Scout Group	\$ 728.00
Gundagai Historical Museum Incorporated	\$ 3,000.00
Australian Road Transport Heritage Centre	\$ 3,525.00
Intereach Ltd	\$ 2,000.00
Cootamundra District Cricket Association	\$ 1,200.00
<b>TOTAL:</b>	<b>\$ 40,200.00</b>

**CARRIED**

**8.2.3 OPEN STREETS GRANT - STARRY NIGHTS FESTIVAL**

**RESOLUTION 144/2024**

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

1. Information and funding from Open Streets Program be noted.
2. Council invite local community groups in both Cootamundra and Gundagai to submit Expression of Interest (EOI) to manage individual events.

**CARRIED**

**8.2.4 APPOINTMENT OF INDEPENDENT CHAIR AND MEMBER TO AUDIT, RISK AND IMPROVEMENT COMMITTEE****RESOLUTION 145/2024**

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

1. Council accepts the application of Mr Nick Tobin to the position of ARIC Independent Chair for the period of 1 July 2024 to 30 June 2028.
2. Council accepts the application of Mr Stephen Dunshea to the position of Independent ARIC Member for the period of 1 July 2024 to 30 June 2028.
3. Council accepts the application of Mr Chris Weber to the position of Independent ARIC Member for the period of 1 July 2024 to 30 June 2028.
4. That Council determines a Councillor to be appointed as the non-voting observer to the ARIC, or in the alternate if no Councillor will be appointed.

**CARRIED**

**8.2.5 COOTAMUNDRA SHOWGROUND USERS S.355 COMMITTEE MEETING MINUTES****RESOLUTION 146/2024**

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

**The Minutes of the Cootamundra Showground User s.355 Committee Ordinary Meeting held on 17 April 2024 attached to the report, be received and noted.**

**CARRIED**

## 8.2.6 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

### RESOLUTION 147/2024

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd

The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held 1 April 2024, attached to the report be, received and noted.

CARRIED

## 8.2.7 COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES

### RESOLUTION 148/2024

Moved: Cr Les Boyd

Seconded: Cr Abb McAlister

The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Meeting held 2 June 2024, attached to the report, be received and noted.

CARRIED

## 8.3 FINANCE

### 8.3.1 2025 FINANCIAL YEAR RATES & ANNUAL CHARGES

#### RESOLUTION 149/2024

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

##### 1. ORDINARY RATES

In accordance with the provisions of Section 535 of the *Local Government Act 1993* Cootamundra Gundagai Regional Council hereby resolves to make the following rates for the 2024/25 rating year:

- a) Farmland Category Rate of 0.134184 cents in the dollar, with a base amount of \$437.67 per assessment, for all rateable land within the Farmland Category in Council's area, as defined in Section 515 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2022. The base amount for the Farmland Category is estimated to realise 10.38% of the total yield in this category.
- b) Residential Category Rate of 0.399976 cents in the dollar, with a base amount of \$437.67 per assessment, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2022. The base amount for the Residential Category is estimated to realise 44.87% of the total yield of this category.
- c) Business Category Rate of 1.200139 cents in the dollar, with a base amount of \$437.67 per assessment, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2022. The base amount for the Business Category is estimated to realise 18.84% of the total yield of this category.
- d) Mining Rate of 0.300854 cents in the dollar, with a base amount of \$437.67 per assessment, for all rateable land within the Mining Category in Council's area, as defined in Section 517 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2022.

##### 2. WASTE MANAGEMENT CHARGES

In accordance with the provisions of Sections 535, 496 and 501 of the Local Government Act 1993 Council hereby resolves to make the following domestic waste management and waste management charges for the 2024/25 rating year:

- a) **Domestic Waste Management Charge** of \$546.00 per annual service for each parcel of rateable residential land within the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 120 litre bin for domestic rubbish and a fortnightly service of one 240 litre bin for recyclable domestic rubbish.
- b) **Green Waste/Organics Charge** of \$71.00 per annual service for each parcel of rateable residential land within the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular fortnightly service of one 240 litre bin for green domestic waste.
- c) **Residential Waste Management – Other Charge** of \$546.00 per annual service for each assessment of residential land outside of the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas, for which the service is available and required. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 140 litre bin for domestic rubbish, a fortnightly service of one 240 litre bin for recyclable domestic rubbish. (Ratepayers for whom this service is requested and available, may also elect to be provided with a Green Waste/Organics service subject to the charge as noted in d) below.)
- d) **Green Waste/Organics Charge – Other Charge** of \$71.00 per annual service for each assessment of residential land outside of the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas, for which the service is available and required. The levying of such charge is to entitle the ratepayer to a regular fortnightly service of one 240 litre bin for domestic green waste
- e) **Rural Waste Charge** of \$81.00 on each parcel of rateable land outside the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging areas, and for which there is no service being provided as noted in c) above.
- f) **Commercial Waste Management Charge** of \$546.00 per service for the removal of waste (one 240 litre general waste pickup per week and one 240 litre recyclable waste pickup per fortnight) from Non-Residential properties for which the service is requested and available. Multiple services will be charged for multiple bins and/or collections per week.
- g) **Unoccupied (Vacant Land) Waste Charge** of \$81.00 on each parcel of rateable land within the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging areas for which a domestic waste management service is available, but the land is vacant and unoccupied.

### 3. **STORMWATER MANAGEMENT SERVICE CHARGE**

In accordance with the provisions of Section 535, 496A and 510A of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual stormwater management service charges, in respect of occupied rateable land within the urban area of Cootamundra, excepting Council owned or controlled parks, land and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*, for the 2024/25 rating year:

- a) **Residential Stormwater Management Charge** of \$25.00 per annum per residential assessment of occupied rateable land within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*, and excluding land that is part of a residential strata allotment.
- b) **Residential Strata Stormwater Management Charge** of \$12.50 per annum per residential Strata assessment within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.
- c) **Business (Non-Residential) Stormwater Management Charge** of \$25.00 for each 350 square meters of area of land or part thereof of land categorised as business, subject to a minimum of \$25.00 per annum per assessment and a maximum charge of \$250.00 per annum per assessment within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.
- c) **Business (Non-Residential) Stormwater Management Charge** being the greater of \$5.00, or the assessment's proportion of the charge that would apply if the total land area was not strata'd, per annum per business strata assessment within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.

### 4. **ON-SITE SEWERAGE MANAGEMENT ADMINISTRATION CHARGE**

In accordance with the provisions of Sections 535 and 501 of the Local Government Act 1993 Council hereby resolves to make the following domestic waste management and waste management charges for the 2024/25 rating year:



**On-Site Sewerage Management Administration Charge** of \$53.00 per annum for properties for which on-site sewerage services are available and connected.

**5. WATER CONSUMPTION CHARGES**

In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following water consumption charges for the 2024/25 rating year:

- a) **Water Usage Charge** of \$2.35 per kilolitre for usage up to and including 39 kilolitres per quarter, and thereafter \$3.53 per kilolitre for water usage exceeding 39 kilolitres per quarter, for all land connected to the water supply, excepting that land as identified as subject to the charges in 5.b) below.
- b) **Non-Residential Community Water Usage Charge** of \$1.86 per kilolitre for usage up to and including 39 kilolitres per quarter, and thereafter \$2.68 per kilolitre for usage exceeding 39 kilolitres per quarter, for land to which the water supply is available and connected and whereby Council has by resolution identified the assessment as being subject to Non-Residential Community Water Usage charges.

**6. NON-RESIDENTIAL SEWER USAGE CHARGES**

In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following non-residential sewer usage charges for the 2024/25 rating year:

**Non-Residential Sewer Usage Charge** of \$3.13 per kilolitre of the volume of sewerage discharged. The volume of sewerage discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the sewerage discharge factors (SDF) for the predominant use of the land as follows:

PROPERTY USE	SDF %
Concrete Plant, Park Watering	2
Pool	10
Bowling Green, Clubhouse	20
Caravan Park	60
Community use (as defined in Community Based Not For Profit Organisations)	50
Hospital, Motel	85
General business, RLPB, Pharmacy, Medical Centre, Bakery, Restaurant/Hotel/Club, Takeaway food, McDonalds, Service Station, Dentist, Butcher, Hairdresser, Supermarket, Carwash	95
Sewer Well	100

**7. WATER ACCESS CHARGES**

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

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual water access charges for the 2024/25 rating year:

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

Water Meter Size	Annual Charge
20mm	\$470.00
25mm	\$736.00
32mm	\$1,206.00
40mm	\$1,884.00
50mm	\$2,944.00
63mm	\$4,675.00
75mm	\$6,624.00
80mm	\$7,537.00
100mm	\$11,777.00

- b) **Residential Strata Water Access Charge** of \$470.00 per annum per residential Strata assessment for which the water supply is available and connected.
- c) **Non-Residential Water Access Charge** in respect of non-residential land to which the water supply is available and connected, excluding land that is part of a strata allotment and that land that is identified as liable for charges outlined in 7.e) below, in accordance with the number and size of water service meters connected to the parcel as follows (excluding fire service meters);

Water Meter Size	Annual Charge
------------------	---------------

20mm	\$470.00
25mm	\$736.00
32mm	\$1,206.00
40mm	\$1,884.00
50mm	\$2,944.00
63mm	\$4,675.00
75mm	\$6,624.00
80mm	\$7,537.00
100mm	\$11,777.00

- d) **Non-Residential Strata Water Access Charge** of \$470.00 per annum per non-residential Strata assessment for which the water supply is available and connected.
- e) **Non-Residential Community Water Access Charge** in respect of non-residential land to which the water supply is available and connected, and whereby Council has by resolution identified the assessment as being subject to Non-Residential Community Water Access charges, in accordance with the number and size of water service meters connected to the parcel as follows (excluding fire service meters):

Water Meter Size	Annual Charge
20mm	\$235.00
25mm	\$368.00
32mm	\$604.00
40mm	\$942.00
50mm	\$1,472.00
80mm	\$3,768.00
100mm	\$5,888.00

**8. VACANT WATER ACCESS CHARGES**

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual vacant water access charges for the 2024/25 rating year:

- a) **Vacant Residential Water Access Charge** of \$470.00 per annum per residential assessment to which the water supply is available but not connected.
- b) **Vacant Non-Residential Water Access Charge** of \$470.00 per annum per non-residential assessment to which the water supply is available but not connected.
- c) **Vacant Non-Residential Community Water Access Charge** of \$235.00 per annum per non-residential assessment whereby Council has by resolution identified the assessment as being subject to the Vacant Non-Residential Community Water Access Charge.

**9. SEWER ACCESS CHARGES**

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

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual sewer access charges for the 2024/25 rating year:

- a) **Residential Sewer Access Charge** of \$707.00 per annum per residence to which sewerage services are available and connected.
- b) **Non-Residential Sewer Access Charge** in respect of non-residential land to which sewerage services are available and connected, excepting land identified as liable for the charges as outlined in 9.c) below, in accordance with the number and size of the water service meters connected to the land as follows (excluding fire service meters);

Water Meter Size	Annual Charge
20mm	\$589.00
25mm	\$707.00
32mm	\$824.00
40mm	\$1,130.00
50mm	\$1,413.00
63mm	\$1,780.00
75mm	\$2,120.00
80mm	\$2,260.00
100mm	\$2,827.00

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

Water Meter Size	Annual Charge
20mm	\$295.00
25mm	\$353.00
32mm	\$412.00
40mm	\$565.00
50mm	\$707.00
80mm	\$1,130.00
100mm	\$1,413.00

**10. VACANT SEWER ACCESS CHARGES**

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual vacant sewer access charges for the 2024/25 rating year:

- a) **Vacant Residential Sewer Access Charge** of \$413.00 per annum per residential assessment to which the water supply is available but not connected.
- b) **Vacant Non-Residential Sewer Access Charge** of \$413.00 per annum per non-residential assessment to which the water supply is available but not connected.
- c) **Vacant Non-Residential Community Sewer Access Charge** of \$206.00 per annum per non-residential assessment to which sewerage services are available but not connected, and whereby Council has by resolution identified the assessment as being subject to Vacant Non-Residential Community Access Charges.

**11. LIQUID TRADE WASTE CHARGES**

The annual trade waste charges as identified below are charged bi-annual in arrears. In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Council hereby resolves to make the following trade waste charges for the 2024/25 rating year:

- a) **Trade Waste Annual Fee** on non-residential land connected to the sewerage service of \$250.00 where liquid trade waste is discharged.
- b) **Trade Waste Usage Charge** on (Category 2) non-residential land connected to the sewerage service of \$4.33 per kilolitre of the estimated volume of liquid trade waste discharged to the sewerage system with prescribed pre-treatment. The volume of liquid trade waste discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the trade waste discharge factors (TWDF) for the predominant use of the property as follows:

PROPERTY USE	TWDF %
Concrete Plant, Park Watering & Sewer Well	1
Pool, Bowling Green, Clubhouse & General Business	10
RLPB, Pharmacy, Medical Centre	20
Caravan Park, School & Bakery, Community use (as defined in Community Based Not For Profit Organisations)	25
Motel, Restaurant, Hotel, Club	30
Takeaway food	50
McDonalds	62
Service Station	70
Dentist	80
Hospital	85
Butcher, Hairdresser, Supermarket, Carwash	90

**12. INTEREST ON OVERDUE RATES & CHARGES**

Interest on overdue rates and charges for the 2024/25 rating year has been set by Council at the maximum rate of interest payable as determined by the Minister of Local Government of 10.5% per annum, calculated daily, in accordance with Section 566 of the *Local Government Act 1993*.

**13. COMMUNITY BASED NOT FOR PROFIT ORGANISATIONS**

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

Charges, Non-Residential Community Water Usage Charges, and Community Use Sewerage and Trade Waste Discharge Factors shall apply as follows:

<u>Assessment</u>	<u>Name of Owner/Occupier</u>	<u>Use of Land</u>
<u>Religious Organisations</u>		
10001451	Sacred Heart Parish	Convent and Place of Worship
10001477	Catholic Church Trustees	Place of Worship Minister's Residence/Place of Worship
10001485	Catholic Church Trustees	Place of Worship
10008142	Presbyterian Church	Place of Worship
10013340	Jehovah's Witnesses Congregations	Place of Worship Minister's Residence/Place of Worship
10013423	Salvation Army	Place of Worship
10015444	Church Of The Foursquare Gospel	Place of Worship
10015832	Baptist Church Of NSW	Place of Worship Minister's Residence/Place of Worship
10017119	Anglican Church Property Trust Diocese	Place of Worship
10017135	Anglican Church Of Australia	Church Hall and Place of Worship
10029445	Uniting Church	Place of Worship
10029478	Uniting Church	Place of Worship
10039766	Australasian Conference Association Ltd	Place of Worship
11011715	Anglican Church Property Trust Dc & G	Place of Worship
11018389	Anglican Church Property Trust Dc & G	Place of Worship
11019627	Roman Catholic Church	Place of Worship
<u>Local Sporting, Charitable &amp; Community Groups</u>		
10006328	Society of St Vincent de Paul	Public Charity
10008399	Boy Scouts Association	Community Group
10008431	Cootamundra Ex-Servicemen's and Citizens Club	Community Facility
10008837	Australian Red Cross Society	Public Charity
10008845	Australian Red Cross Society	Public Charity
10009660	Showground Users Committee	Community Facility
10010320	The Cootamundra Country Club Ltd	Community Facility
10010882	CADAS Coota West	Community Group/Facility
10011955	Southern Cross Care - Retirement Village	Community Facility Public Charity/Community Organisation
10012060	Elouera Association Incorporated	Community Group/Facility
10015725	Cootamundra Wattle Guides	Community Sporting Facility
10017556	Cootamundra Squash Assoc	Public Charity/Community Organisation
10018877	Elouera Association Incorporated	Community Sporting Facility
10030450	Town Tennis Club	Community Sporting Facility
10030468	Cootamundra Rugby League Club	Community Facility
10033223	Cootamundra Preschool Incorporated	Community Group
10035780	Cootamundra Lions Club	Community Facility
10039246	Coota Health Care Co-Op - Nursing Home	Public Charity/Community Organisation
10039865	Elouera Cootamundra Assn Pty Ltd	Community Sporting Facility
10045698	Cootamundra Strikers Soccer Club	Public Charity/Community Organisation
10046159	Elouera Association Incorporated	Community Facility
11011913	Gundagai Pre-School Kindergarten	Community Group/Facility
11015922	Gundagai Common Trust	Community Group/Facility

<b>11016136</b>	<b>Gundagai Racecourse and Showground Land</b>	<b>Community Sporting &amp; Rec Facility</b>
<b>11019452</b>	<b>Gundagai District Services Club Ltd</b>	<b>Community Facility</b>
<b>11019460</b>	<b>Gundagai District Services Club Ltd</b>	<b>Community Facility</b>
<b>11019569</b>	<b>Valmar Support Services Ltd</b>	<b>Community Facility</b>
<b>11019965</b>	<b>Gundagai District Services Club Ltd</b>	<b>Community Facility</b>
<b>11019973</b>	<b>Gundagai District Services Club Ltd</b>	<b>Community Facility</b>
<b>11021318</b>	<b>Gundagai Scout Group</b>	<b>Community Group/Facility</b>
<b>11021730</b>	<b>Gundagai District Services Club Ltd</b>	<b>Community Facility</b>
<b>11032836</b>	<b>Gundagai Historic Bridges Committee Inc.</b>	<b>Community Group/Facility</b>
<b>11037132</b>	<b>South Gundagai Common Trust</b>	<b>Community Group/Facility</b>

**CARRIED**

**8.3.2 FINANCE UPDATE - MAY 2024****RESOLUTION 150/2024**

Moved: Cr Logan Collins

Seconded: Cr Les Boyd

**The Finance Update report, be received and noted.****CARRIED****8.3.3 RESTRICTED CASH RECONCILIATION - MAY 2024****RESOLUTION 151/2024**

Moved: Cr Abb McAlister

Seconded: Cr Les Boyd

- 1. Receive and note the Restricted Cash Reconciliation report; and**
- 2. Approve the potential de-restriction of up to \$1,500,000 from the plant replacement fund prior to 30 June 2024, with the restriction of up to \$1,500,000 to the plant replacement fund to be reinstated by 31 July 2024.**

**CARRIED****8.3.4 INVESTMENT REPORT - MAY 2024****RESOLUTION 152/2024**

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

**The report detailing Council Cash and Investments as at 31<sup>st</sup> May 2024, be received and noted.****CARRIED****8.4 SUSTAINABLE DEVELOPMENT**

Nil

**8.5 ENGINEERING COOTAMUNDRA****8.5.1 COOTAMUNDRA ENGINEERING REPORT - JUNE 2024****RESOLUTION 153/2024**

Moved: Cr Gil Kelly

Seconded: Cr Logan Collins

**The Cootamundra Engineering Report for the month of June 2024 be noted.****CARRIED**

**8.6 ENGINEERING GUNDAGAI****8.6.1 GUNDAGAI ENGINEERING REPORT - JUNE 2024****RESOLUTION 154/2024**

Moved: Cr David Graham

Seconded: Cr Logan Collins

**The Gundagai Engineering Report for the month of June 2024 be noted.****CARRIED****8.7 REGIONAL SERVICES GUNDAGAI****8.7.1 NSW CEMETERIES AND CREMATORIA LEVY****RESOLUTION 155/2024**

Moved: Cr Leigh Bowden

Seconded: Cr Abb McAlister

**1. The introduction of the NSW Cemeteries and Crematoria Levy on July 1, 2024, be noted.****2. The CCNSW levy amounts be included in Councils 2024/2025 Fee & Charges.****CARRIED****8.7.2 NSW WEEDS ACTION PROGRAM 2023-2024****RESOLUTION 156/2024**

Moved: Cr Logan Collins

Seconded: Cr David Graham

**That Council's successful 2023/2024 Weed Action Plan application and Funding be noted.****CARRIED****8.7.3 DRAFT BIOSECURITY WEEDS COMPLIANCE AND ENFORCEMENT POLICY****RESOLUTION 157/2024**

Moved: Cr Abb McAlister

Seconded: Cr Gil Kelly

**The Draft Biosecurity Weeds Compliance and Enforcement Policy, attached to the report, be adopted.****CARRIED****8.7.4 GUNDAGAI REGIONAL SERVICES WORKS REPORT****RESOLUTION 158/2024**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**The Gundagai Regional Services Department, Monthly works report be received and noted.**

**CARRIED**

**8.8 REGIONAL SERVICES COOTAMUNDRA**

**8.8.1 REGIONAL SERVICES - COOTAMUNDRA DIVISIONAL MONTHLY REPORT TO COUNCIL**

**RESOLUTION 159/2024**

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd

**The Regional Services Cootamundra Department Monthly Works Report be received and noted.**

**CARRIED**

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

Nil

**10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS**

**The Meeting closed at 7:31pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 23 July 2024.**

**CHAIRPERSON**

**GENERAL MANAGER**



**5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON TUESDAY 16 JULY 2024**

REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Extraordinary Meeting of Council held on Tuesday 16 July 2024

**RECOMMENDATION**

**The Minutes of the Extraordinary Meeting of Council held on Tuesday 16 July 2024 be confirmed as a true and correct record of the meeting.**

# Minutes

## EXTRAORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**5:00PM, TUESDAY 16th July, 2024**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 16 JULY 2024 AT 5:00PM**

**PRESENT:** Cr Gil Kelly (Acting Mayor), Cr Charlie Sheahan, Cr Leigh Bowden, Cr Logan Collins (virtual), Cr Trevor Glover, Cr David Graham, Cr Abb McAlister, Cr Penny Nicholson

**IN ATTENDANCE:** Steve McGrath (Interim General Manager), Paul Woods (Interim Deputy General Manager - CCD), Linda Wiles (Manager Business), Michael Mason (Interim Manager Sustainable Development)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 OPEN FORUM**

Nil

**3 APOLOGIES AND LEAVE OF ABSENCE**

**3.1 APOLOGIES**

Nil

**3.2 LEAVE OF ABSENCE**

Nil

**4 DISCLOSURES OF INTEREST**

Nil

**5 GENERAL MANAGER'S REPORT****5.1 GENERAL MANAGER OFFICE****5.1.1 ELECTION OF THE MAYOR - FILLING OF CASUAL VACANCY - JULY 2024 TO SEPTEMBER 2024**

The returning officer then assumed control of the election process as follows:

Mayor

The returning officer advised that one nomination for the position of Mayor had been received and declared Councillor Gil Kelly elected as Mayor for the period 16 July 2024 to 14 September 2024.

**RESOLUTION 160/2024**

Moved: Cr Abb McAlister

Seconded: Cr David Graham

**Council resolve to elect a Deputy Mayor.**

**CARRIED**

Deputy Mayor

The returning officer advised that one nomination for the position of Deputy Mayor had been received and indicated that council could adjourn for a few minutes to allow time for other councillors to express interest, if desired given that a timeline for submission of Deputy Mayor nominations had not been provided.

*At 5:05 pm, Cr Logan Collins attended the meeting via ms-teams.*

The Mayor suggested that a show of hands would be sufficient to indicate if there was any further interest for nomination of Deputy Mayor. No further nominations were received.

The returning officer advised that one nomination for the position of Deputy Mayor had been received and declared Councillor Penny Nicholson elected as Deputy Mayor for the period 16 July 2024 to 14 September 2024.

**The Meeting closed at 5:07pm.**

**The minutes of this meeting were confirmed at the Extraordinary Council Meeting held on 23 July 2024.**

**CHAIRPERSON**

**GENERAL MANAGER**

## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	417279
AUTHORISING OFFICER	Charlie Sheahan, Mayor
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	Nil

To keep the community aware of Councillor and my engagements, on behalf of Council I intend to provide regular updates through my Mayoral Minutes.

#### RECOMMENDATION

**The information in the Councillor Engagements Mayoral Minute be received and noted.**

#### 19 June 2024

I, Cr Sheahan (Mayor) attended a catch-up meeting with the Interim General Manager and Deputy General Managers.

#### 25 June 2024

I, Cr Sheahan (Mayor) attended a catch-up meeting with the Interim General Manager and Deputy General Managers.

Crs Kelly (Deputy Mayor), Bowden, Boyd, Collins, Glover, Graham, McAlister, Nicholson and I, Cr Sheahan (Mayor) attended a Council Meeting and Workshop in Cootamundra.

#### 27 June 2024

I, Cr Sheahan (Mayor) attended an Office of Local Government (OLG) fortnightly meeting with the Interim General Manager.

#### 28 June 2024

I, Cr Sheahan (Mayor) attended a Riverina Eastern Regional Organisation of Council (REROC) Board Meeting with the Interim General Manager.

#### 2 July 2024

Cr Bowden attended the Regional Cooperation and Development Forum in Canberra.

#### 3 July 2024

Cr Bowden attended the Australian Local Government Women's Association (ALGWA) Networking Breakfast in Canberra.

#### 2 - 4 July 2024

Cr Charlie Sheahan (Mayor) attended the Australian Local Government Association (ALGA) National General Assembly in Canberra, with the Interim General Manager.

5 July 2024

Cr Charlie Sheahan (Mayor) attended the Australian Council of Local Government forum in Canberra, with the Interim General Manager.

8 July 2024

Crs Kelly (Acting Mayor), Bowden, Glover and Sheahan attended the NAIDOC Week Flag Raising Ceremony in Cootamundra.

9 July 2024

Crs Kelly (Acting Mayor), Boyd, Collins, Graham, McAlister and Nicholson attended a Council Workshop in Gundagai.

10 July 2024

Cr Bowden attended the Intereach NAIDOC Celebration.

11 July 2024

Cr Kelly (Acting Mayor) attended the Middle East Area of Operations Commemoration Service at Albert Park Cenotaph.

12 July 2024

Crs Kelly (Acting Mayor) and Nicholson attended the NAIDOC Week Flag Raising Ceremony in Gundagai.

15 July 2024

Cr Kelly (Acting Mayor) attended the Pioneer Park Cootamundra upgrade official opening.

16 July 2024

Crs Kelly (Acting Mayor), Bowden, Boyd, Collins, Glover, Graham, McAlister, Nicholson and Sheahan attended an Extraordinary Council Meeting in Gundagai.

**7      REPORTS FROM COMMITTEES**

Nil

**8      GENERAL MANAGER'S REPORT**

## 8.1 GENERAL MANAGER OFFICE

**8.1.1 LAND CLASSIFICATION OF COUNCIL OWNED LAND - LOT 50 DP 1270489**

DOCUMENT NUMBER	417486
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.2 We have attractive towns and villages
FINANCIAL IMPLICATIONS	There are Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with s.31 of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

**Council classify Lot 50 DP 1270489 as *Operational Land*.**

#### Introduction

At its Ordinary Meeting of 23 August 2022, Council resolved to endorse the acquisition of proposed Lot 47 (*now amended to Lot 50*) DP 1270489, and to delegate authority to the General Manager to negotiate the terms of the acquisition. (*RES 286/2022*).

#### Discussion

Settlement has now taken place on the 16th July 2024, subsequently this recommendation is presented to council to classify the land as Operational Land in accordance with [s.31 of the Local Government Act 1993](#), as follows:

*Classification of land acquired after 1<sup>st</sup> July, 1993 - (2) before a council acquires land, or within 3 months after it acquires land, a council may resolve (in accordance with this Part) that the land be classified as community land or operation land.*

Council has also been made aware of the following changes to the property.

1. Lot number has been amended to lot 50
2. Addition of Easement for multipurpose electrical installation 4.2 wide - marked EE

#### Financial

There are no financial implications associated with this report.

#### OLG 23a Guideline consideration

This report does not conflict with the guidelines.



**8.1.2 DRAFT EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY**

DOCUMENT NUMBER	410263
REPORTING OFFICER	Katrina Smith, Coordinator Human Resources
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Equal Employment Opportunity (EEO) Policy <a href="#">↓</a>

**RECOMMENDATION**

**The Draft Equal Employment Opportunity (EEO) Policy, attached to the report, be adopted.**

Introduction

The Equal Employment Opportunity (EEO) Policy outlines Council’s strategy for the recruitment, attraction, engagement, and development of all candidates in Council and outlines our approach to fostering meaningful relationships and culture that is supportive of Equal Employment Opportunity (EEO) principles in the workplace.

Discussion

TfNSW have recently requested that council provide them with a copy of its policy that outlines its commitment to employment of Aboriginal and Torres Strait Islander persons. This is a requirement pertaining to the RMCC contracts with TfNSW for main road maintenance. Consequently, it was determined that the creation of a comprehensive EEO policy would be a better solution and would simultaneously satisfy the TfNSW requirement.

The development of this policy was conducted in consultation with Executive, Management, and applicable staff. The draft EEO policy is now presented to council for consideration.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Does not conflict with guidelines.



# Draft Equal Employment Opportunity Policy

## Policy Approval and Distribution

Approved by	Council Resolution
Responsible Officer	Katrina Smith, Human Resources Coordinator
Council Service Unit	Human Resources
Next Review Date	23-July-2026

## Version Control

Ref	Date	Description	Resolution Number
0.1	23-07-2024	Presented to Council for Adoption.	TBA

## Purpose

This document outlines the Cootamundra-Gundagai Regional Council policy for the recruitment, attraction, engagement, and development of all candidates in Council and outlines our approach to fostering meaningful relationships and culture that is supportive of Equal Employment Opportunity (EEO) principles in the workplace.

## Objectives

To achieve our objectives, we commit:

- to promote equal employment opportunity for women and men, members of racial minorities and people with disabilities;
- to ensure that people with equal skills and qualifications have an equal chance of securing a position and advancing with Council;
- to demonstrate management and staff commitment to the principles of equal employment opportunity (EEO);
- increase and enhance the existing indigenous workforce in Council by embarking on specific recruitment, educational and career development programs where possible.
- acknowledge, respect and increase awareness throughout Council on indigenous culture and values.

## Scope

This policy applies to all Cootamundra-Gundagai Regional Council staff, volunteers and elected members.

## Definitions

**Affirmative Action** is taking positive steps to overcome or remedy past disadvantage and prevent future disadvantage. It is a way of gaining equal employment opportunity for target groups.

**Discrimination**, as described in both State and Federal legislation, refers to any distinction, exclusion or preference made on the basis of irrelevant personal characteristics, such as sex, race, colour, religion or political opinion, which has the effect of impairing equality of opportunity or treatment in employment or occupation.

**Direct discrimination** is treating someone unfairly or unequally based on personal characteristics or characteristics (actual or presumed) of a particular group or category of people to which they belong.

**Equal Employment Opportunity** is based on the merit principle and is a right to fair and unbiased conduct, practices and decisions in all employment related activities.

**Harassment** is any conduct, which is considered by the person to whom it is directed to be offensive or intimidating. It covers a range of unsolicited behaviour, which constitutes an affront to another person.

**Indirect discrimination** is where the application of a workplace practice, procedure, policy, system, rule or requirement that is the same for everyone has an unequal or disproportionate effect or result on particular groups of people.

**Merit Principles** is where people are to be assessed according to their skills, abilities, qualifications, experience and standard of work performance relevant to the duties of the nominated position or training and development opportunity and disregarding any personal characteristics which are irrelevant to the position or training and development opportunity.

**Target Groups** are identified as experiencing high levels of discrimination and disadvantage in the workplace and for whom EEO strategies are developed to address these disadvantages.

**Unlawful discrimination** refers to discrimination on any of the grounds specified by either the NSW Local Government Act (1993) or the NSW Anti-Discrimination Act (1977) and subsequent amendments, or the Commonwealth Sex Discrimination Act (1984) or the Racial Discrimination Act (1975).

**Aboriginal and/or Torres Strait Islander** is defined as any person who:

- i. is of Aboriginal and/or Torres Strait Islander descent;
- ii. identifies as an Aboriginal and/or Torres Strait Islander; and
- iii. is recognised by the Aboriginal and Torres Strait Islander community in which he or she lives as an Aboriginal and/or Torres Strait Islander.

## Policy Statement

Cootamundra-Gundagai Regional Council supports the principles of equal employment opportunity as it relates to recruitment, training and staff development programs, advancement within the organisation and conditions of employment. Prospective and current employees are entitled to be treated on the basis of their true ability and to work in an environment that is free of discrimination and harassment.

Council recognizes that anti-discrimination legislation has been introduced to protect individuals from unfair attitudes and practices that may exist within the work environment and accordingly is committed to achieving equal employment opportunity for all employees as a means of increasing the effectiveness of Council and to ensure that employees are able to reach their true potential.

Accordingly all employees are entitled to access employment, promotion, training, transfers and the benefits of employment on the basis of merit and will be assessed the basis of their skills, qualifications, abilities, work performance and aptitudes.

Discrimination in employment and in the supply of goods and services is unlawful under Commonwealth and New South Wales legislation. Cootamundra-Gundagai Regional Council is committed to creating a workplace that is free from discrimination and harassment regardless of:

- Race (including colour, nationality and ethnic or national origin)
- Religious belief or activity
- Marital status
- Gender
- Sexual preference
- Pregnancy
- Age
- Physical disability or intellectual impairment (where such impairment does not affect safe work performance)
- Membership of unions or staff association

Discrimination and harassment will not be tolerated at Cootamundra-Gundagai Regional Council. Employees are required to comply with this policy. Where instances of discrimination or harassment occur, they will be investigated in a confidential manner. If proven, the person(s) responsible will be disciplined and counselled. In serious cases this may lead to dismissal.

Cootamundra-Gundagai Regional Council is committed to the employment of Aboriginal and Torres Strait Islander persons.

## Responsibilities

The overall responsibility for implementation and monitoring of this policy lies with Management. However, all employees of Council have a legal and moral responsibility in the practical application of the policy as a condition of employment. Where employees believe they may have been discriminated against, they are encouraged to raise the matter with their Supervisor.

Management is obligated to treat reports of possible discrimination seriously and sympathetically with a thorough, impartial investigation that preserves confidentiality. Results of all investigations shall be reported to the General Manager, who will also ensure fair treatment for those making or involved in a discrimination complaint.

As EEO is the responsibility of all staff, Council will ensure that training and advice on EEO matters is available on an on-going basis to all staff.

## Legislative Framework

NSW Local Government Act 1993, Section 345

NSW Anti-Discrimination Act 1977

NSW Industrial Relations Act 1996

Disability Discrimination Act 1992

Sex Discrimination Act 1984

Racial Discrimination Act 1975

Work Health & Safety Act 2011

Equal Employment Opportunity Act 1987

Age Discrimination Act 2004

Local Government (State) Award 2023

Fair Work Act 2009

## Related CGRC Policies

Equal Employment Management Plan

Code of Conduct for Council Staff, Councillors and Committee Members.

Grievance Policy and Procedure

## Review Period

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

**8.1.3 2024 NATIONAL GENERAL ASSEMBLY - BUILDING COMMUNITY TRUST**

DOCUMENT NUMBER	417613
REPORTING OFFICER	Steve McGrath, Interim General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.2 Proactive, practical Council leaders who are aligned with community needs and values
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. National General Assembly Communique 2024 <a href="#">↓</a>

**RECOMMENDATION**

**The 2024 National General Assembly report, and attachment, be received and noted.**

Introduction

The Australian Local Government Association (ALGA) annually conducts the National General Assembly (NGA) of Local Government in Canberra and this year the NGA was held from 2 to 4 July 2024, with the Australian Council of Local Government (ACLG) conducted on Friday 5 July 2024. Mayor, Cr Charlie Sheahan, and the Interim General Manager attended the NGA and the ACLG.

Discussion

Following the conduct of the ALGA NGA, a Communique was issued by ALGA to all delegates. This Communique is attached to this report as Attachment 1 and provides a summary of the proceedings of the NGA.

In addition to the items summarised in the Communique, it is worth mentioning several other Panel discussions/sessions that were of interest:

- Politics and Civic Engagement – Anabelle Crabb, ABC Writer and Presenter;
- Intergenerational Equity and Fairness – Simon Kuestemacher, Director and Co-Founder, Demographics Group: followed by a Panel – Addressing Intergenerational Trust;
- Community Trust in the Built Environment – Stephen Yarwood, Urbanist and former Lord Mayor of Adelaide;
- Keynote Address – Samuel Johnson, philanthropist and co-founder of the charity Love Your Sister;

During the conduct of the ACLG on Friday 5 July 2024, various Panels of Federal Ministers, and senior Federal Department Leaders, presented during the day and importantly provided significant opportunity for questions from the Delegates in attendance. Examples of the ACLG panels include:

- Service Delivery, Housing, Communications, Skills and Capacity;

- Disaster Recovery and Resilience;
- Climate Change and Renewable Energy.

ALGA have provided recordings from the Assembly and The ACLG Forum are available at the following link: [NGA 2024 - Virtual Portal](#)

#### Financial

There are no financial implications associated with this report.

#### OLG 23a Guideline consideration

There are no implications arising from the 23A Guidelines issued by the NSW Office of Local Government.



## Communique

### National General Assembly 2024

More than 1,200 local government leaders from across Australia gathered in Canberra from 2-4 July for the 30th National General Assembly of Local Government (NGA).

We were welcomed to country by Ngunnawal, Kambri and Ngambri custodian Paul Girrawah House. The Assembly recognised the Ngunnawal and Ngambri peoples as traditional custodians of the ACT and recognised any other people or families with connection to the lands of the ACT and region. The Assembly paid its respects to their elders past, present and emerging, and acknowledged the vital and ongoing contributions First Nations peoples continue to make to our nation.

Opening the NGA, and speaking in her first major public address, Her Excellency the Honourable Ms Sam Mostyn AC, Governor General of the Commonwealth of Australia, spoke about increasing civic engagement with our future leaders and the importance of kindness and care in our leadership.

We welcomed and thanked the many federal members of parliament who attended and spoke at the NGA or associated events, including the Hon Catherine King, the Hon Kristy McBain, Senator the Hon Bridget McKenzie, the Hon Darren Chester, and Luke Gosling OAM MP.

Delegates received a presentation on new local government financial sustainability research, which highlighted that sustainable federal funding to





councils would deliver a \$7 billion increase to Australia's GDP. The 2024 National State of the Assets report was also launched, outlining the condition of one third of Australia's public infrastructure, which is part of the \$643 billion worth of assets councils manage. This new research reinforces the urgent need for federal Financial Assistance Grants to local government to be restored to at least one percent of Commonwealth taxation revenue.

Across two days, numerous presenters spoke on the theme of building community trust, and how local government is integral to holding and building this trust.

This year's NGA included new listening sessions on housing and community infrastructure, emergency management, roads and transport and energy transition, that provided a free-flowing exchange of ideas between councils, the federal public service, and other stakeholders.

This year's Assembly program included consideration of 160 motions submitted by councils, outlining opportunities for the Federal Government to better support councils and Australian communities.

These motions included solutions to address the financial sustainability of councils, support councils to deliver cost of living relief, facilitate more affordable housing, maintain safe and productive local roads, cycleways and footpaths, better prepare for and recover from natural disasters, and Close the Gap between Indigenous and non-Indigenous Australians.

In the lead up to the next federal election, ALGA will work with our state and territory member associations, and Australia's 537 local governments, to



advocate for critical Financial Assistance Grants to be restored to at least one percent of Commonwealth taxation revenue, and for local government to be restored as a full voting member of National Cabinet.

These are critical to ensuring that local government continues to play a role in the ongoing sustainability and liveability of every community.

**8.2 BUSINESS**

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

DOCUMENT NUMBER	416757
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.2 Proactive, practical Council leaders who are aligned with community needs and values
FINANCIAL IMPLICATIONS	To facilitate the execution of the deed.
LEGISLATIVE IMPLICATIONS	To grant approval to affix the seal of Council by the Mayor and Interim General Manager
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. RRL Deed of Agreement 2022/2026 <a href="#">↓</a>

**RECOMMENDATION**

**Authority be granted to the Mayor and Interim General Manager to affix the common seal of Council and sign the Riverina Regional Library (RRL) Deed of Agreement for the period 2022/2026.**

Introduction

The amended Riverina Regional Library (RRL) Deed of Agreement for the period 2022/2026 requires the signature of the Mayor and General Manager under the common seal of Council. Authority to affix the seal can only granted by Council resolution.

The Agreement was amended to include Berrigan Shire Council into the membership and to revise some clauses in accordance with legal advice received.

Discussion

This report requests that Council grant authority to affix the common seal of Council to the amended Riverina Regional Library (RRL) Deed of Agreement for the period 2022/2026.

Financial

To facilitate execution of the deed.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.



Deed of Agreement  
between  
the Council of Coolamon  
and the Councils of  
Berrigan, Bland, Cootamundra-Gundagai, Federation,  
Greater Hume, Junee, Leeton, Lockhart, Snowy  
Valleys and Temora  
for the Provision of Library and Information Services

1 July 2022 – 30 June 2026

## CONTENTS

	Page
Agreement Preamble	3
1. Riverina Regional Library Service	4
2. Riverina Regional Library Advisory Committee	4
3. Membership of the Committee	4
4. Proceedings of the Committee	5
5. Responsibilities of the Member Councils	7
6. Responsibilities of the Advisory Committee	8
7. Responsibilities of the Administering Council	10
8. Riverina Regional Library Management and Administration	11
9. Management Plan	12
10. Assets	13
11. Entry and Exit of Parties	13
12. Dispute Resolution	15
13. Dissolution	15
14. Expulsion of a Member Council	16
15. Standards of Service	17
16. Currency of Agreement	17
17. Appointment of Administering Council	18
18. Eligibility for State Subsidy Payments	18
19. Review of Agreement	18
20. Other	19
Appendix One	20
Appendix Two	21
Member Council Signatories to Agreement	22

---

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ two thousand and twenty four BETWEEN THE COUNCIL OF COOLAMON AND THE COUNCILS OF BERRIGAN, BLAND, COOTAMUNDRA-GUNDAGAI, FEDERATION, GREATER HUME, JUNEE, LEETON, LOCKHART, SNOWY VALLEYS AND TEMORA, (hereafter called "the Member Councils") WHEREAS the Councils have by individual resolutions resolved to adopt the *Library Act 1939* (as amended) AND WHEREAS it is provided in Section 12(2) of the said Library Act that:

- (a) Two or more local authorities may enter into an agreement whereby the local authority of one area undertakes to exercise, for and on behalf of the local authority or local authorities of any other area or areas, within such other area or areas, any specified power or duty of a local authority in relation to the provision, control and management of libraries, library services and information services.
- (b) Any such agreement shall specify the terms and conditions upon which such power or duty shall be so exercised.

WHEREAS the Member Councils have agreed to delegate to the Council of Coolamon (hereafter called the Administering Council) any specified power or duty of a local authority in relation to the provision, control and management of libraries, library services and information services within the abovementioned Local Government Areas in accordance with the provisions of the said Library Act (as amended) and with the conditions hereinafter appearing, the following specified powers or duties of a local authority in relation to the provision, control and management of libraries, library services and information services to be undertaken by the Administering Council are agreed for the purpose of this Agreement:

- Administration of the RRL Advisory Committee and Executive Committee
- Appointment and management of RRL Administration Centre staff
- Administration of RRL finances
- Administration of RRL vehicles

With the conditions hereinafter appearing AND WHEREAS the Member Councils have agreed that this agreement shall replace any other library agreements existing between the Administering Council and Bland, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Leeton, Lockhart, Snowy Valleys and Temora (hereafter called the other Councils):

**1. RIVERINA REGIONAL LIBRARY SERVICE**

1.1 A joint library service to be known as the Riverina Regional Library (hereafter called RRL) shall operate throughout the entirety of the areas of the Councils.

1.2 The Mission Statement of the RRL shall be:

*Creatively connecting people, information and knowledge*

1.3 The residents of the Administering Council and the other Councils shall be entitled to the same privileges in regard to the services provided under this agreement.

**2. RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE**

2.1 The Administering Council (as defined in clause 7) shall appoint a library committee, in accordance with s 11 of the *Library Act 1939*, to be known as the Riverina Regional Library Advisory Committee (hereafter referred to as the Advisory Committee).

2.2 The Advisory Committee shall advise the Councils on matters of library, information management, policies and strategies, and Management Plans for the overall development of library and information services for the RRL and within the Areas of the Councils for adoption by the Councils.

**3. MEMBERSHIP OF THE ADVISORY COMMITTEE**

3.1 Each Council shall nominate two persons, one of which must be a Councillor of the nominating Council, to be members of the Advisory Committee.

3.2 Each Member Council shall nominate one alternate nominee to the Advisory Committee to attend in the absence of any member of the Advisory Committee that was nominated by that Member Council.

3.3 The Member Councils shall make nominations under clauses 3.1 and 3.2 at the first Council meeting held after any ordinary election of councillors within the meaning of the *Local Government Act 1939* (hereafter referred to as an ordinary election).

3.4 The Administering Council shall appoint nominees under clauses 3.1 and 3.2 as members and alternate members of the Advisory Committee, respectively.

- 3.4 Any vacancy by a member or alternate member of the Advisory Committee, by death, resignation, disqualification or otherwise, shall be filled by the nomination of a new nominee or alternate nominee, as the case may be, by the relevant Member Council before the next meeting of the Advisory Committee, inclusive of the relevant nominees details, and the Administering Council shall confirm the appointment of the member or alternate member to the Advisory Committee at the next meeting of the Advisory Committee for the remainder of the term of this Agreement (as determined in accordance with clause 16).
- 3.5 Each member or alternate member of the Advisory Committee may be removed at any time by the resolution of the nominating Member Council, such removal shall be confirmed by the Administering Council before the next meeting of the Advisory Committee.
- 3.6 Each Member Council shall indemnify the Administering Council in respect of any liability incurred in relation any member or alternate member of the Advisory Committee nominated by that Member Council.

#### **4. PROCEEDINGS OF THE ADVISORY COMMITTEE**

- 4.1 The Advisory Committee shall meet on not less than two occasions each year.
- 4.2 The meeting of the Advisory Committee immediately following nominations under clause 3.3 shall elect Office Bearers and the Executive Committee (as defined in clause 4.7) for the remainder of the term (as determined in accordance with clause 16) and shall be the Annual General Meeting (AGM).

The order of business to be conducted at the first AGM after an ordinary election shall be as follows:

- i) Election of Chairperson
- ii) Election of Deputy Chairperson
- iii) Election of Executive Committee
- iv) Any other business that is necessary for the due and proper conduct of the RRL, including receipt of Annual Reports for financial year preceding
- v) The meeting place for the forthcoming year shall be the RRL Administration Centre unless otherwise decided

In years without an ordinary election the final meeting for the year shall be the AGM. The order of business to be conducted shall be as follows:

- i) Any business that is necessary for the due and proper conduct of the RRL, including receipt of Annual Reports for financial year preceding
- ii) The meeting place for the forthcoming year shall be the RRL Administration Centre unless otherwise decided.



- 4.3 The election for the Chair, Deputy Chair and Executive Committee will be carried out in accordance with Appendix One.
- 4.4 The RRL Manager (as appointed under clause 8) shall call an extraordinary meeting on the request of the Chairperson or any three members of the Advisory Committee.
- 4.5 The procedure for the conduct of Meetings and General Business of Councils, as provided for in the *Local Government Act 1993* (as amended from time to time) and the regulations made there under, shall apply to the conduct of Meetings and General Business of the Advisory Committee.
- 4.5.1 The quorum for a meeting of the Advisory Committee is a majority of members of the Advisory Committee
- 4.5.2 In determining a quorum:
- i) alternate members of the Advisory Committee shall not be counted in determining the total number of members of the Advisory Committee; however
  - ii) alternate members of the Advisory Committee shall be counted in determining the number of members present where any member of the Advisory Committee nominated by the same Member Council is absent.
- 4.5.3 If a quorum is not present at a meeting, the Executive Committee (see 4.7 below) has the power to make recommendations on behalf of the Advisory Committee to the Administering Council on matters arising from that meeting
- 4.6 Each member of the Advisory Committee has one vote at any meeting of the Advisory Committee. Members of the Advisory Committee must be present at Advisory Committee meetings, either in person or online, to cast their vote. Where a member of the Advisory Committee is absent, and an alternate member nominated by the same Member Council is present, that alternate member has one vote in the absent members stead.
- 4.7 A working group of the Advisory Committee, known as the Executive Committee, shall be formed comprising the Chairperson, Deputy Chairperson, RRL Manager and four other delegates appointed by the Advisory Committee, two of which must be Councillors and two of which must be Council officers, from time to time. The Executive Committee shall act on urgent issues as required by the Advisory Committee and develop plans and policies for presentation to the Advisory Committee. Business shall not be transacted at any meeting of the Executive Committee unless a majority of members of the Executive Committee are present.

- 4.8 In the event of a vacancy occurring in the Executive Committee by reason of death, resignation, disqualification or otherwise, the Advisory Committee shall fill the vacancy by appointment of a member of the Advisory Committee to the Executive Committee.
- 4.9 Any notice of motion recommending amendment of this Agreement by the Advisory Committee shall be given in writing by the Member Councils at least one month before the meeting of the Advisory Committee at which the motion is to be discussed.
- 4.10 No alteration shall be made to this Agreement unless the proposal for alteration has the support of at least two thirds of the Advisory Committee.

## **5. RESPONSIBILITIES OF THE MEMBER COUNCILS**

- 5.1 Member Councils aim to conduct public library and public information services at a standard no less than that recommended from time to time by the Library Council of New South Wales.
- 5.2 The Member Councils shall provide and maintain suitable Branch Library facilities complete with the necessary fittings and furnishings, and any computer and RFID equipment required as specified in the RRL Information Technology Plan. The number of Branch Libraries to be serviced under this agreement shall be determined by individual Member Council.
- 5.3 Should any member Council require an additional Branch facility, that Member Council shall advise the RRL Manager and, at its own expense provide suitable Branch Library buildings within their respective council area complete with the necessary fittings and furnishings, computer hardware and software, RFID resources, and establishment collection. (Establishment collection is defined as a core collection of library material that is of a comparable quantity and standard to the collections held by other branch libraries in the region of a similar size.) Such buildings, fittings and furnishings and establishment stock shall remain the property of the individual member Council.
- 5.4 In planning new buildings for branch libraries or the refurbishment of existing libraries, the Member Councils may seek the advice of the RRL Manager. The RRL Manager is to be consulted on all library resourcing matters which relate to the Riverina Regional Library.
- 5.5 Any costs to RRL associated with the establishment of a new and/or additional Branch Library will be met by the associated Member Council.
- 5.6 Staff required at Branch Libraries shall be employed by the Member Council concerned.
- 5.7 The Member Councils shall determine the opening hours of the Branch Libraries in their areas in consultation with the RRL Manager.

- 5.8 RRL shall administer a Mobile Library Service for member Councils that request a Mobile Library Service. All costs for the mobile service shall be met by those Member Councils receiving service in proportion to the extent of service provided and agreed to for each Member Council as provided for in the funding formula. Mobile Library timetables will be established by negotiation.
- 5.9 Any member Council that utilises the Mobile Library Service must provide not less than two years notice of its intention to withdraw from, or reduce its level of, service provision. Requests for increased levels of mobile library service by member Councils currently utilising the service, or requests for the provision of Mobile Library service from member Councils currently not utilising the service, will be considered if service hours become available. Councils currently utilising the service will be given priority for additional service hours.
- 5.10 The Member Councils shall make payment in full of half-yearly membership contributions, as agreed in the annual RRL budget, during the months of July and January each year.

## **6. RESPONSIBILITIES OF THE ADVISORY COMMITTEE**

- 6.1 To conduct its meetings and business and to ensure its records and accounts are kept in accordance with the provisions of this agreement, the *Local Government Act 1993* and *Library Act 1939* (as amended from time to time) and the regulations made there under.
- 6.2 To provide annually to Member Councils the estimates of expenditure and income for the ensuing year in accordance with the requirements of clause 9.5
- 6.3 To provide Member Councils with copies of the Minutes of each meeting of the Advisory Committee.
- 6.4 To submit to the Member Councils an annual report which shall include details of the activities of the Advisory Committee and the RRL service over the preceding twelve months.
- 6.5 To make and consider recommendations on matters pertaining to the provision of library and information services.
- 6.6 To develop, maintain and monitor the implementation of a Management Plan as required of Member Councils in accordance with the *Local Government Act 1993*.
- 6.7 To prepare policy statements on relevant aspects of service for consideration by all Member Councils and periodically review policies as determined by the Advisory Committee when adopting the policy in order to support the consistent provision of high quality library services for residents of the RRL area.

- 6.8 To use its best endeavours to support Member Councils to obtain the full benefit of grants and maximum subsidies made available by the Commonwealth, the State and other respective instrumentalities and agencies for Libraries and Library Services.
- 6.9 To co-operate with libraries and library systems in the wider library network on such terms and conditions as may be agreed.
- 6.10 The Administering Council (on behalf of the Member Councils) shall pay rental for the workspace, furniture, fittings, equipment used by RRL Administration Centre staff in accommodation provided by the Wagga Wagga City Council. The charge shall be based upon the rental charge contained in the 2022-2023 budget with increases applied as prescribed in the associated lease agreement. This amount to be included as part of the annual budget for the RRL.
- 6.11 The Administering Council shall retain an agreed administration fee each year to compensate for the accounting, financial, human resources, fleet management and any other agreed functions performed by the Administering Council. This amount to be included as part of the annual budget for the RRL.

The split of responsibilities between the Administering Council and the RRL Administration Centre shall be as follows:

<b>Administering Council</b>	<b>RRL Administration Centre</b>
Governance and administrative support including RRL Advisory/Executive Committee meetings	Administration of RRL Advisory /Executive Committee meetings
Human resources support services (recruitment, corporate training, staff management, performance review, WHS policies)	Human resources administrative tasks and day-to-day staff management
Financial services (administer payroll, annual budget, procurement, accounts, annual statements, annual audit)	Financial administration and support; prepare annual budget; day-to-day budget management; employee timesheets; processing orders and clearance for payment; EOFY reconciliation; provide information for EOFY financial statements and audit
Fleet management including Mobile Library vehicle (procurement and maintenance of vehicles)	Maintain vehicles in good order; adhere to prescribed maintenance schedules
Provision of access to required council systems	Provide and maintain IT hardware and software
	Provide networking and telephony services and hardware
	Provide and administer rrl.nsw.gov.au domain and associated email, email archive, and website
	Provide and maintain a compliant document management system

6.12 The Administering Council (on behalf of the Member Councils) shall be responsible for meeting the costs of insuring:

- collection of the Riverina Regional Library
- mobile library and collections
- ICT equipment owned by RRL
- motor vehicles used by regional headquarters staff
- regional headquarters public liability and professional indemnity
- RRL Administration Centre furniture, fittings and contents

with the Administering Council named as the policy holder of such insurance(s) renewed each financial year.

Insurance for establishment stock is the individual responsibility of Member Councils, per clause 5.3 within the financial year that the establishment stock is purchased.

## 7. RESPONSIBILITIES OF THE ADMINISTERING COUNCIL

Coolamon Shire Council shall be the Administering Council for the term of this Agreement (as determined in accordance with clause 16) and will be responsible for the formation of the Advisory Committee and the provision of full administrative services to the Advisory Committee.

The service shall be provided in accordance with the policies established by the Administering Council in consultation with the RRL Manager at the time of signing this Agreement and thereafter upon the advice of the Advisory Committee in accordance with the provisions of the *Library Act 1939* (as amended from time to time and including but not limited to sections 10 and 10A) and the terms of this Agreement.

Administrative services provided by the Administering Council to the Advisory Committee shall include:

7.1 Appointment of RRL Administration Centre staff within an organisational structure approved by the Advisory Committee and determination of the desirable qualifications and grading of such staff in consultation with the RRL Manager in accordance with the current Local Government (State) Award.

For the purpose of continuity of service, cessation of service, superannuation contributions, taxation deductions, Workers Compensation Insurance, Holidays, Sick Leave and Long Service Leave, all RRL staff shall be deemed to be employees of the Administering Council. Member Councils shall indemnify and reimburse the Administering Council for all expenditure and any liabilities incurred by the Administering Council under this clause.

If there is a change of Administering Council, employee entitlements shall be transferred by the outgoing Administering Council to the incoming Administering Council in an amount no less than prescribed in the current

NSW Local Government (State) Award and the *Industrial Relations Act 1996*.

- 7.2 The keeping and auditing of all records and accounts in accordance with the provision of all Acts, regulations and by-laws.
- 7.3 The review of agendas and business papers, provided by the RRL Manager, for Committee meetings; the keeping of minutes of the meetings, provided by the RRL Manager; and the implementation of all decisions of the Advisory Committee.
- 7.4 The lodgement of all accountability documents and the signing of all contracts relating to the library service as required by law on decision of the Advisory Committee.
- 7.5 The employment conditions of RRL Administration Centre staff in accordance with the current NSW Local Government (State) Award and the *Industrial Relations Act 1996*.
- 7.6 The procurement, maintenance and sale of all vehicles owned on behalf of the RRL Administration Centre.
- 7.7 The following powers and duties of a local authority relating to the provision, control and management of the RRL as prescribed in Section 12(2) of the *Library Act 1939* as agreed by member Councils:
  - Administration of the RRL Advisory Committee and Executive Committee
  - Appointment and management of RRL Administration Centre staff
  - Administration of RRL finances
  - Administration of RRL vehicles

## **8. RIVERINA REGIONAL LIBRARY MANAGEMENT AND ADMINISTRATION**

- 8.2 The position of RRL Manager shall be appointed by the Administering Council in consultation with the Advisory Committee.
  - 8.2.1 The RRL Manager shall be a qualified Librarian, and/or will hold a degree level qualification in a related field, and/or will have relevant practical experience in the library/information technology/management field/s .
  - 8.2.2 The RRL Manager shall be responsible to the General Manager of the Administering Council for the overall management of the services provided by the library service and to supervise and control RRL staff employed by the Administering Council.
  - 8.2.3 The RRL Manager shall provide administrative services and support to the Advisory Committee and the Executive Committee.

8.2.4 The RRL Manager shall attend meetings of the Advisory Committee and of the Executive Committee, but is not entitled to vote.

## 9. MANAGEMENT PLAN

9.1 The Advisory Committee shall adopt an annual Management Plan by 30 June in each year.

9.2 The RRL Manager shall, by February each year, provide each Member Council with a draft copy of the annual Management Plan, incorporating any requirements under the *Local Government Act 1993* and the *Library Act 1939*.

9.3 The Management Plan shall include the following financial information:

- i) The amount of funds currently held by the Administering Council on behalf of the Member Councils.
- ii) The amount of each Member Council's proposed financial contribution to the RRL for the financial year commencing 1 July in the relevant year.
- iii) The amount of funds to be received from any other source by the RRL in the financial year commencing 1 July in the relevant year.

9.4 The amount to be contributed to the RRL by each Member Council during each financial year shall be the amount specified in the Management Plan adopted by the Administering Council.

9.5 An agreed formula shall be used to determine the budget contribution for each Member Council which shall include a per capita contribution by member Councils (according to the most recent ABS census data available) and such other components as may be determined by the Advisory Committee from time to time. The formula (attached as Appendix Two) shall be reviewed and adopted quadrennially by the Advisory Committee in conjunction with the renewal of the RRL Deed of Agreement.

9.6 Should the Advisory Committee determine that the budget contribution for Member Councils involves an increase above the amount resulting from the application of the agreed funding formula (see clause 9.5 of this Agreement and Appendix Two) in any year, adoption will require the unanimous approval of Member Councils.

9.7 In addition to the contributions payable under this clause, a Member Council shall be responsible for the associated costs determined by RRL in providing any additional service or resource requested by that Member Council. These costs are to be paid within thirty days of the Member Council receiving an invoice from the RRL for the provision of such service or resources.

- 9.8 In the event that the proposed annual RRL Management Plan does not obtain the unanimous approval of the Member Councils, the matter shall be referred back to the Advisory Committee for review and subsequently may be adopted in its original or amended form by a majority of members of the Advisory Committee. In this event, contributions by member councils shall be the amounts specified as per clause 9.5 and Appendix Two. In the event of the proposed annual RRL Management Plan not obtaining a majority approval, the matter will be referred to the Administering Council for resolution and the resolution will be no more than the amounts specified as per clause 9.5 and Appendix Two. The adoption of the annual RRL Management Plan is binding on all Member Councils.
- 9.9 Each Member Council's financial contribution to the RRL shall be paid in half-yearly instalments during the months of July and January of each year.
- 9.10 Any Member Council may make a contribution to the RRL above the adopted contribution in any one year.

## **10. ASSETS**

- 10.1 All Library materials, equipment and other assets held by the Administering Council and Member Councils at branch libraries are the property of individual Councils.
- 10.2 The RRL Manager shall maintain a current register of the assets owned by the Administering Council on behalf of RRL. The Assets Register will be tabled at the Advisory Committee's AGM.
- 10.4 The Administering Council shall be responsible for the maintenance, repair, replacement and operating costs of assets owned by the Administering Council on behalf of the RRL. The costs will be budgeted for and borne by the RRL.
- 10.5 Member Councils shall be responsible for the maintenance, repair, replacement and operating costs of assets owned by the respective Councils and provided for the use of the RRL.

## **11. ENTRY AND EXIT OF PARTIES**

- 11.1 A Council which is not a party to this Agreement may, by supplementary agreement with the Member Councils, be admitted as a party to this Agreement and subject to the provisions of the supplementary agreement, shall have the same rights, duties and obligations of the Councils under this Agreement. The amount payable by the new Council for admission to membership in the RRL shall be as recommended by the Advisory Committee and resolved by the Administering Council.
- 11.2 A Member Council may withdraw from this Agreement having given not less than two years' notice in writing to the RRL Manager of its intention. The final date for providing notice of withdrawal from this Agreement is two years prior to the expiry of the Agreement.



- 11.3 A Member Council which has given notice under clause 11.2 must, unless otherwise agreed to by a majority of Member Councils, withdraw from this Agreement on 30 June in any year.
- 11.4 For the avoidance of doubt, unless this Agreement is dissolved in accordance with clause 13, a Member Council must either:
- a) give notice under clause 11.2 and withdraw from this Agreement under clause 11.3; or
  - b) enter an agreement which supersedes this agreement in accordance with clause 16 of this Agreement.
- or that Member Council will be deemed to have given notice in accordance with clause 11.2 and withdraw from this Agreement under clause 11.3 when the balance of Member Councils enter a superseding agreement.
- 11.5 A Member Council which withdraws from this Agreement shall be entitled to:
- the physical library collection currently allocated to libraries in the Council's area
  - the computer hardware and RFID hardware currently allocated to libraries in the Council's area in accordance with the RRL Information Technology Plan
  - a portion of the unrestricted funds held by the RRL (those being funds not held in reserves for a specific purpose) as at the last day of its membership of RRL, less an agreed amount which represents the administration costs to RRL of the withdrawal.
- 11.6 The portion of unrestricted funds to which a Member Council is entitled:
- i) Shall be calculated according to the value of the unrestricted funds as disclosed by the relevant audited financial statements
  - ii) Shall be in the same proportion as its financial contribution to the RRL over the four-year period prior to exit date, or since joining the RRL if the period is less than four years
  - iii) Will be taken as a cash payment.
- 11.7 A Member Council which withdraws from this Agreement shall be liable for a portion of the liabilities, including contingent liabilities, of the RRL as at the last day of its membership of RRL.
- 11.8 The portion of the liabilities and contingent liabilities to which a Member Council is liable:
- i) Shall be calculated according to the liabilities and contingent liabilities as disclosed by the relevant audited financial statements and reports, and any notes attached to them; and

- ii) Shall be in the same proportion as its financial contribution to the RRL over the previous four-year period or since joining the RRL if less than four years.
- 11.9 It is agreed by all Member Councils that the decision of the RRL Advisory Committee shall be final and binding in respect of calculating the unrestricted funds and liabilities of the Advisory Committee at any time and of the books, computer and RFID hardware, and cash to be apportioned or paid to a Member Council upon termination, withdrawal or expulsion pursuant to this Agreement.
- 11.10 All Member Councils agree that there shall be a right of appeal in respect of any such decision with the Library Council of New South Wales to act as arbitrator in any dispute regarding the allocation of assets to Regional Libraries on the exit of a Member Council.

## **12. DISPUTE RESOLUTION**

In the event of any dispute or difference arising between the Member Councils concerning matters related to the Library Service, and where they are unable to agree on any such matter, then such a dispute, difference or inability to agree shall be submitted by the Advisory Committee to the Library Council of NSW for mediation and advice as prescribed under section 12(5) of the *Library Act 1939* as amended.

*12 (5) It shall be a term of every agreement made under this section, whether the agreement is made before or after the day appointed and notified under section 2 (2) of the Library (Amendment) Act 1977, that any dispute arising under the agreement shall, on the application to the Council of a party to that agreement, be settled by arbitration by an arbitrator appointed by the Council.*

## **13. DISSOLUTION**

- 13.1 The RRL may be dissolved by agreement of at least two thirds of the parties to this Agreement including those admitted as a party by supplementary agreement on the 30th June in the following calendar year. The conclusion of this Agreement, the withdrawal of one or more Member Councils during the term of this Agreement or at the conclusion of this Agreement, or the discontinuation of membership by any one or more Member Councils does not constitute a dissolution unless a dissolution is agreed by at least two thirds of the parties to this Agreement.
- 13.2 If the RRL is dissolved under this clause:
- i) Each Member Council shall be entitled to a portion of the Riverina Regional Library's assets calculated according to its proportion of financial contribution and the assets held at its branch libraries. Distribution of assets shall be determined as follows:

- a) Each Member Council shall be entitled to retain the computer and RFID hardware at the library premises within their local authority area.
  - b) Each Member Council shall be entitled to retain the current collection of books and other library resource materials at the library premises within their local authority area. Items on loan to other libraries should be returned to the home branch.
  - c) The software licences used by the libraries within a Member Council's area should be retained by that Member Council, or assigned to that Member Council for the remainder of the period for which software licences are paid
  - d) The Mobile Library is to be sold at public auction and the proceeds of the sale be distributed between the Member Councils who use the mobile library at the time of the dissolution on the same basis that they contributed to it.
  - e) The remaining tangible property (not dealt with above) which is held at the RRL Administration Centre by the Administering Council on behalf of the Member Councils of the RRL shall be sold at public auction and the proceeds of the sale be distributed between the Member Councils in the same proportion as its financial contribution to the RRL over the previous five-year period or since joining the RRL if less than five years.
  - f) If there are any funds left over after all liabilities have been met by the Administering Council in relation to the RRL, then these funds should be distributed to the Member Councils in the same proportion as their financial contribution to the RRL, over the previous five-year period or since joining the RRL if less than five years.
- ii) Each Member Council shall be liable for a portion of the liabilities and contingent liabilities of the RRL in the same proportion as its financial contribution to the RRL over the duration of this agreement.

#### **14. EXPULSION OF A MEMBER COUNCIL**

14.1 Upon the passing of a recommendation having the support of the members of a majority of the Advisory Committee for the expulsion from the Agreement of a Member Council, and after opportunity accorded to the members of that Member Council to be heard and or make written submissions to the Advisory Committee prior to such a resolution being made, then such Council shall be expelled from the Agreement and from the benefits of this Agreement to take effect on 30 June in the following calendar year after notification by the Administering Council.

14.2 In such case the expelled Council shall be entitled to:

- the physical library collection currently allocated to libraries in the Council's area
- the computer hardware and RFID hardware currently allocated to libraries in the Council's area under the RRL Information Technology Plan

- a portion of the unrestricted funds held by the RRL (those being funds not held in reserves for a specific purpose) in the same proportion as its financial contribution to the RRL over the previous four-year period or since joining the RRL if less than four years, at the date of expulsion and after provision for payment thereof of all the liabilities of the Advisory Committee as prescribed in clause 11 of this Agreement.

## 15. STANDARDS OF SERVICE

- 15.1 The standard of library service to be provided shall be reviewed annually, particularly with regard to expenditure on library resources and staff, with a view to raising the standard by stages towards a target level determined in the approved Management Plan.
- 15.2 Specific Service Level Agreements will be maintained with each Member Council to ensure services are being provisioned to the agreed standards and targets. These Agreements will include collection development, collection management, provision of information services, technical services and systems development, training programs and the provision of library programs.

## 16. CURRENCY OF AGREEMENT

- 16.1 The term of this agreement shall be for a period of not less than four (4) years, and not more than five (5) years, from 1 July 2022 unless:
- a) dissolved in accordance with clause 13; or
  - b) superseded by any subsequent Agreement of the Member Councils expressed to supersede this Agreement.

**Note:** *It is intended that the Member Councils will enter a superseding agreement commencing on the fourth anniversary of this agreement. This agreement provides that it operates for a fifth year in the event that not all Member Councils have entered any superseding agreement, to avoid any disagreement regarding the enforceability of this agreement's terms during that fourth year, and to resolve the entitlements and liabilities of the parties, in that fifth year.*

- 16.2 This Agreement supersedes in all respects all preceding agreements relating to the provision of library services between the Councils of Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Leeton, Lockhart, Snowy Valleys and Temora.
- 16.3 In the event of any amalgamations or de-amalgamations the Administering Council, in consultation with the Advisory Committee, will review the Agreement and provide a report recommending necessary actions for the continuance of the RRL.

- 16.4 Where this agreement has been in force for not less than four (4) years and the agreement has not been dissolved in accordance with clause 13 or superseded by an agreement of all Member Councils, this agreement may be superseded by an Agreement of not less than one third of all Member Councils, such agreement having been offered in good faith to all Member Councils.
- 16.5 If this agreement is superseded under clause 16.4, any Member Council to this agreement who is not a party to the superseding agreement is deemed to have given a notice under clause 11.2 and exited this Agreement on 30 June in the fourth year of this Agreement.

## **17. APPOINTMENT OF ADMINISTERING COUNCIL**

The RRL Manager shall call for expressions of interest to fill the position of Administering Council for any superseding Agreement 12 months prior to the fourth anniversary of this Agreement, and the Advisory Committee may elect, by agreement, a new Administering Council by a majority of its members.

The incumbent Administering Council shall be deemed as the Administering Council for any superseding Agreement unless:

- the Administering Council gives 12 months notice before the fourth anniversary of the current Deed of Agreement to relinquish the role;
- the Administering Council withdraws from the Agreement in accordance with clause 11; or
- a new Administering Council, in agreement to undertake the role, is elected by a majority of the Advisory Committee members.

## **18. ELIGIBILITY FOR STATE SUBSIDY PAYMENTS**

- 18.1 Member Councils of RRL will comply with the provisions of Section 13 of the *Library Act 1939* in order to be eligible for library subsidy payments from the state.

## **19. REVIEW OF AGREEMENT**

Following the granting of Royal Assent to a revised Library Act, all member councils of RRL agree to have this Library Agreement reviewed in accordance with the provisions of the new Act in order to achieve compliance.

**20. OTHER**

Any provision of the Agreement or part thereof which in any way contravenes any applicable law of the Commonwealth of Australia or of the State of New South Wales thereof or which is declared by any court of the Commonwealth or the State of New South Wales to be void or unenforceable shall to the extent of such contravention of law, invalidity or unenforceability be deemed to be separate and shall not affect any other provision or part thereof of this Agreement.

## APPENDIX ONE

### Election of Office Bearers and the Executive Committee

#### (Reference: Item 4.2 of the Riverina Regional Library Agreement)

Any election of the Executive Committee shall be conducted in the form of a mayoral election in accordance with Part 1 of Schedule 7 of the *Local Government (General) Regulation 2005*, whereby any provision in that part that refers to a councillor or councillors shall be taken to refer to a member or members of the Advisory Committee, and any provision of that Part which refers to the mayor or deputy mayor up for election shall be taken to refer to the Executive Committee position(s) to be filled.

A Returning Officer is to be appointed to record the election for the period of the election process, with nominations accepted from the floor, requiring a mover and seconder from the members or alternate members of the Advisory Committee present, as the case may be, with consent of the nominee.

If only one member is nominated for a position and accepts the nomination, that member shall be elected.

If two members are nominated, voting shall be by a show of hands. The member who receives the highest number of votes shall be elected.

If the votes are tied, the member elected will be drawn by lot.

If three or more members are nominated, voting shall be by a show of hands. After the first count, the member with the lowest number of votes (or the members in excess of the number required for the Executive Committee with the lowest number of votes) is/are excluded. If the votes are tied, the member excluded will be drawn by lot.

**APPENDIX TWO****Riverina Regional Library Member Councils' Contributions Model****(Reference: Item 9.5 of the Riverina Regional Library Agreement)**

- i) The total contribution for this agreement will be the adopted 2022-2023 RRL budget.
- ii) The Member Councils' Contributions Model will be indexed to base rate pegging each financial year.
- iii) The model will include a per capita component and a proportion of the total contributions calculated by a calibrated per branch cost formula.
- iii) Adequate provision shall be made for building, IT equipment, office furniture and fittings, and plant through annual contribution to reserves.
- iv) The funding provided for Riverina Regional Library Administration Centre staffing in year one of the Agreement shall not be less than the amount allocated in the adopted 2022-2023 budget. Annual adjustments to actual employment costs of RRL Headquarters staff shall be applied as prescribed in the funding formula, in accordance with current NSW Local Government (State) Award. Any proposed variations to the adopted RRL organisational structure or associated budget shall be endorsed by the RRL Advisory Committee and administered by the Administering Council.
- v) 100% provision for employee entitlements of RRL Headquarters staff for the period of this agreement will be held in reserve.
- vii) Increases in contributions for operational and resourcing costs shall be based on annual base rate pegging increases, unless varied in accordance with clause 9.6
- viii) Increases in contributions for employee costs will be based on actual costs.
- ix) Total expenditure on collection resources in the adopted 2022-2023 budget will be the amount for future base rate pegging adjustments for collection resources expenditure. Any increase in collection resource funding will be applied in accordance with the Member Councils' Contributions Model.
- x) Mobile Library costs will be shared amongst Councils receiving mobile library services based on an hours of service calculation, which includes travel time and opening hours.
- xi) Member Councils shall pay the required contribution to the RRL in accordance with the agreed Member Councils' Contributions Model and retain all state government payments and grant funding other than grant funding for specific projects administered by the RRL Administration Centre.



**IN WITNESS** whereof the parties hereto have signed below on the day and year firstly hereinbefore written.

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF BERRIGAN

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF BLAND

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF COOLAMON

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF COOTAMUNDRA-GUNDAGAI

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF FEDERATION

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF GREATER HUME

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF JUNEE

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF LEETON

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF LOCKHART

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF SNOWY VALLEYS

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF TEMORA

was hereunto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in pursuance of a resolution of the Council dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024, in the presence of:

.....  
Mayor General Manager

**8.2.2 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	415977
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual
ATTACHMENTS	1. TACC Minutes - 18 April 2024 <a href="#">↓</a> 2. TACC Minutes - 20 June 2024 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of The Arts Centre Cootamundra s.355 Committee Meeting held 18 April 2024 and 20 June 2024 attached to the report, be received and noted.**

Introduction

The attached Minutes of The Arts Centre Cootamundra s.355 Committee meetings held on 18 April 2024 and 20 June 2024 are submitted for the information of Council and the community.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

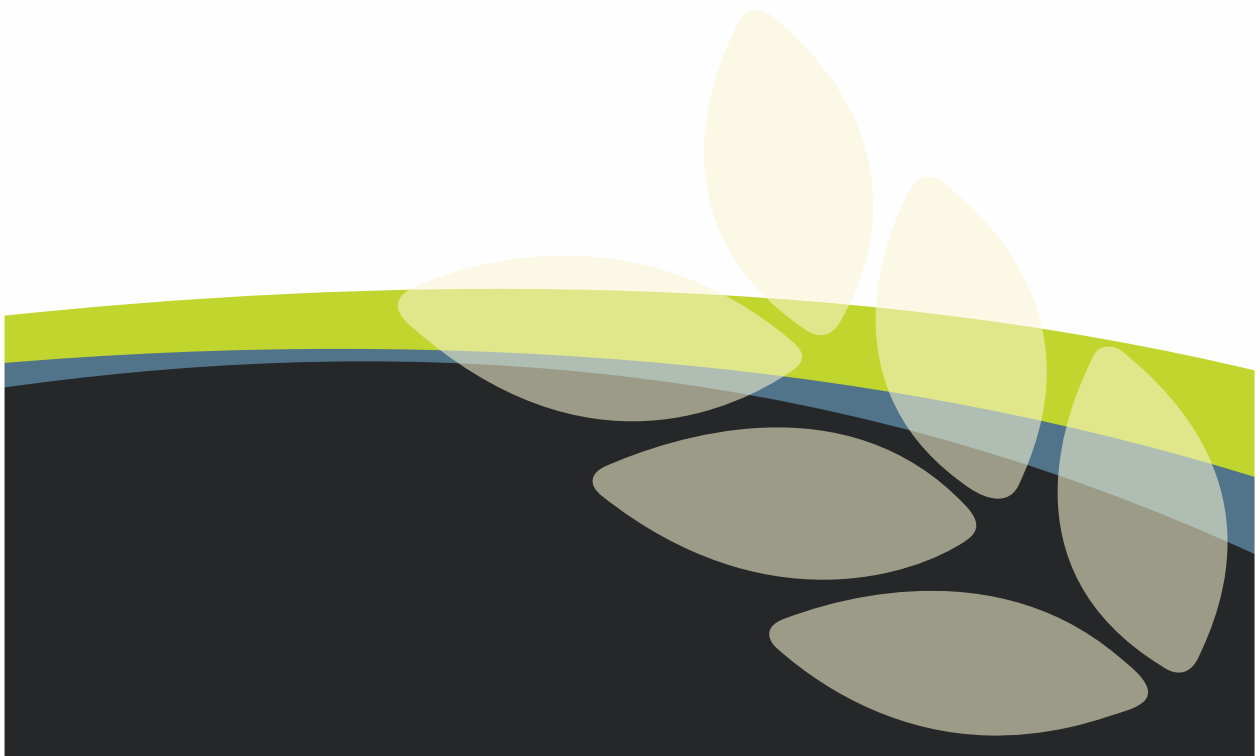


# Minutes

## THE ARTS CENTRE COOTAMUNDRA SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLEDOON STREET

5.15 PM, THURSDAY 18 APRIL 2024



# Minutes

<b>1</b>	<b>MINUTES.....</b>	<b>2</b>
1.1	Attendance and Confirmation of Quorum.....	2
1.2	Apologies .....	2
1.3	Disclosure of Interests .....	2
1.4	Confirmation of previous meeting Minutes .....	2
1.5	Correspondence in/out: .....	2
1.6	WHS .....	2
1.7	Reports: .....	2
1.7.1	Financial Report.....	2
1.7.2	Report for Visual Arts .....	3
1.7.3	Report from Performing Arts.....	3
1.7.4	Report for Administration & Movies .....	3
1.8	Business Arising from previous Minutes .....	5
1.9	New General Business .....	7
1.10	Date and Time of Next Meeting .....	7
1.11	Time Meeting Closed .....	7





**1.7.2 Report for Visual Arts**

Pete to contact Annabel about programs/workshops she is organising for 2024.

Pete will run open nights Tuesdays instead of Thursdays – Pete to go ahead with preferred date. Pete to speak to Lucy about promoting night.

**1.7.3 Report from Performing Arts**

- **Back flats** - Julie has chased up the P.A people once again in regard to the installation of the back curtains and cyclorama. She has proposed June as the best time for installation but has yet to hear back from them.
- **Lighting replacement** - Lights are coming down in dribs and drabs. Currently mostly cluttering up studio 7. Remy from Eastern Riverina Arts has expressed interest in rehoming any lights that we are looking to dispose of, though no one has come to inspect the quality or desire to take them.
- **Theatre maintenance** - The chairs have copped a beating over the years, the backs are giving out periodically. Though they are not being replaced at a great rate of knots we are aware and changing them out as needed. We've received the invoice for the extension of the theatre railing from Spinifex for \$297. We are awaiting installation before paying the invoice.
- **Fire exit** - Thanks to Steven Lowe's concerted efforts we finally have some action on the laneway fire exit. With a proposed rampway and one way traffic to safely exit out of the building during an emergency. We are finally off the mark; Steve is looking into quotes for the ramp and liaising with Julie.
- **RTN:** Remy from eastern Riverina arts has got back in contact regarding some touring performances. Throughout the year. So far, they have put forward:
  - Little wings puppets: 4th December. For \$1330+GST
  - Mr. Snottbottom: a kids comedy show. 12th-15th July or 27-28 July for \$1200+GST, Remy is still liaising with other troupes on potential performances.
- **Social dance:** Julie has been working hard organising for Saturday night social on 4th of May from 7pm to 10pm. We've locked in Lock Stock n' Bingle as our live music for the night. and the dance makers collective are reaching out to our local dance enthusiasts to drum up some support.

**1.7.4 Report for Administration & Movies**

- Maree has agreed to be a second set of eyes on Xero until the AGM or a new treasurer. Thanks Maree She has been invited via Xero 22.2.24. One look thorough has identified two small issues that have now been rectified (mostly naming in Xero - not amounts of money or reconciliations)
- Wed 21 Feb - sent copies of room plans - exhibition (for bar area), foyer and studio 7, for committee to get their imagination going regarding those upgrades. Maybe we could have a tour day (or print out plans and go for a walk at the beginning or end of the next meeting?)
- I also re-send links for the booking forms - I hope that everyone has had a trial run. No-one has replied.
- Creative Kids and Seniors cards Service NSW visit Friday 23 Feb. Seniors cards are not subsidised by Service NSW - we already have movies at discount for concession card holders. For both seniors' registration and active kids, registering can only be done using one person's license and other form of ID. I am not interested in doing this - especially as my business under my name, has registered for active kids vouchers and I do not want them to get confused. Coota Service NSW was NOT knowledgeable about either of those applications as a business rather than a private person.

Creative kids' vouchers can only be used in structured, ongoing classes. So, until we have those, there's not much point in one of us (I bags not me!!) applying using two ID types and completing the online kids elearning course and the rest of the application as noted in this link. <https://mybusiness.service.nsw.gov.au/vouchers/active-creative-kids/ready-to-start>

- Emailed FoT committee to ask for volunteering specifics to be able to advertise in a targeted fashion for more help. Rin Middleton offered to usher for S&C. Lynette Neal may also help with S&C (or be in the ensemble choir)
- Re-emailed Linda Wiles at CGRC about the Arts Trust. Damian Smith replied, and I sent him the last trust deed from 2019. The ABN and Bank account are still valid by the DGR is not. I asked for more input from CGRC as to how we can get the DGR back for that as a 355 committee. Isabel found and brought in the original paperwork, and it has been scanned, saved and sent to Damian.
- I have uploaded all available grant files to the g drive and shared it to the TACC email addresses it would probably be handy to have a vis art and performing arts address? There is a vicechair - which I do not presently use. I know that we have extras (like lindsey@thearts..... annabel@thearts... etc - any chance that we could clean those up?
- Steven agreed to provide workers to help Eric take all of the lights down on a half day. Eric to organise that timing with Steven. Thurs 29 Feb - big lights down. Eric has been working on the others. Biggest lights are down - thank you to the council workers who came in to help.
- Emailed Steph Cooke including a special find - a thank you letter to Steph for TACC being awarded the \$60K regional cultural fund (which we hope will be used to upgrade the electricity) as well as a note about the \$3K that was also given to CGRC to upgrade the theatre exit. Let's see what she says about that!!
- Emailed the Cowra glass door company again - no reply, but I also contacted Taylors Windows to ask for a quote for the two front doors. No reply
- Emailed Baptist Care to ask for vacation of the larger room by 20 April (before the MOU twelve-month update). I said that the small room could be hired at \$33/week and would be lockable, so we would have to have a builder do that. Sarah Peverell was here on Wednesday 28 Feb. She is happy to reduce the storage items to be able to fit in the Studio 2B little section. We will need to employ a builder to put a wall and lockable door for that room, as well as adding lock to the door of studio 2A.
- Began event management audit Thurs 22 Feb (lots of the same info) and will use our set risk assessments for most of the application.
- Isabel was successful with the ERA grant of \$2,500 to pay Fling for youth workshop/performance for Sat 11 May - well done again Is.
- These add to the Sculpture sister Turtles - that will be completed by Peter Hogan - unfortunately, I have had no luck hearing from Peter.
- Due to no meeting last week, it was agreed via emails that Julie will do 1 extra hour a week at the office.
- Community donations from CGRC - discuss. Leigh says that they want to know other avenues of funding that we have explored (such as Transgrid, Inland rail, ERA etc)
- Theatre curtains are not booked for installation date yet - emailed Thurs 11 April for enquiry.
- Theatre railings not finished yet (Spinifex welding)

- Piano dolly not yet finished (Spinifex welding)
- Dance with Miss Em has made some good payments to be nearly one month behind.
- I have emailed Rin to ask about replacing two more chair backs in the theatre. Please report to me if you hear of any damaged ones.
- We have booked Sarah Close end of lease cleaning for a BIG centre clean 27/28/29 April. This will include floors, windows, carpets and walls in the foyer, exhibition room, theatre, green room and all toilets. The cost will be approximately \$2250 for two people for 18 hours. I will ask Sarah about ongoing cleaning after that contract as Eric is being less and less available for that task.
- I have emailed Steven Lowe about the council decision on the laneway and ramp installation, no reply yet. I also asked him about work person that may be able to fix the glass sliding door latch of the red shed, repair the green room-dividers that have their legs falling off, as well as repairing one of the trestle tables. The question covered a builder for studio 2 to create the little storage room for Baptist Care and leave the larger room as a music studio.
- I have sent info to Robina Moore at Temora FM radio and have contacted Sally Bryant at ABC Riverina about an interview for FoT. More when I return.
- Please remember to sell your raffle tickets.
- Well done Isabel, Denise, Rosie, Lucy and Elizabeth Lorenz on Festival of Turtles organisation. Aunty Sharon is being part paid with a grant from Eastern Riverina Arts (Isabel's grant application), and the cocktail party is being sponsored by Inland rail (well done Leigh) It's all coming together.
- We will have to refuse the TransGrid grant as they are not happy to transfer the funding from sister turtles to the less tangent event of play rights and choir master fees (they do not have funding for any staff/contractor payment) We can however apply for the next round (I can do it in the last week of April) for funding for the emergency exit ramp for the theatre. Just need some quotes.
- Movies have gone slightly better in March, but a quick add up and average before the last meeting showed movies bringing in approx \$500/wk and costing \$545. Still getting people through the door. Costs for extended projector warranty accepted by committee via emails.
- There are no movies between 24 April and 1 June.

*(Moved: Eric, Seconded: Shane)*

## 1.8 Business Arising from previous Minutes

- IT updates & changes
  - Event proforma – See Julie's report.
- Celebrate 2024
  - Report from Isabel (Appendix E)
  - Seal Rocks raffle
  - Yarning Circle – Lucy to contact Pete.
  - Kapooka Band 11/5 – Isabel waiting for times etc. Liquor licence – contact Brad (Amanda) also letter to CGRC with details, get police approval.
- Membership for centre
  - Locker location – space suggested by Annabel and Pete, Natalie to put together when time available.
  - Lucy to update website with bank account details for donations.

- FibreFest (Nat)
  - Things going really well – currently we’re at 7 market stalls and multiple demonstrators of various fibrearts have been organised.
  - Batik workshops – Mel has worked hard to organise for her sister and one other to come to Coota to do a series of workshops on batik as part of FF. We will have a display of traditional Indonesian batiks on display.
- Soroptimists sponsorship (Appendix F) – Natalie suggested that TACC sponsor Local Artist award with prize of \$300 plus annual membership (Associate or Single Supporter if the recipient wishes to upgrade and volunteer). (Julie)
- Subcommittee formed to discuss website, style guide, marketing & social media. Amanda-Lee to organise next meeting. (Amanda-Lee, Pete, Eric, Lucy) – On hold until Amanda-Lee back on board.
- Grants – Council have appointed Lauren Eccleston to manage grants for council.
  - Infrastructure Grant for Council buildings due in September. Subcommittee formed to drive work & planning – Isabel, Nat, Julie, Mel.
    - Step 1. Pro-bono drafts person Craig.
    - Step 2. Find plan everyone can live with that will meet safety compliance – Julie to scan map and email to committee and committee to draw plans/notes if interested.
  - Automatic entry door from Craigs plan – As per Julie’s report above.
  - Bar Upgrade - bar design (possibility of movable, definitely lockable) – as part of plan.
- Centre manager position (Nat) – Julie willing to step aside to allow for extra hours as she does not have time to do more. Talk to ERA about subsidies for employees – Julie to invite Tim to discuss employees for Arts Centre. All to think of questions to ask Tim. Tim stated most straight forward way would be for council to hire manager and TACC pays council to pay staff member. Amanda-Lee to email Steve McGrath Interim General Manager to ask about options for perm part time staff – Council staff that TACC pays for. Possibility for part time council worker to do extra workers. WIP
- Marketing/Comms (Lucy)
  - Narelle from ERA coming to meet to discuss marketing potentially related to grant for building up audiences. Volunteering and branding
  - Lucy away for first 3 weeks of May.
- Smart screen quote & Sound system in exhibition room - Quote for screen received for smart screen. \$7500
  - Amanda has emailed but has not heard anything, she will confirm order received - WIP
- Inventory for equipment hire (Eric)
  - Inventory of equipment for lending (e.g. plinths) and having agreement/fee for damages. Natalie suggested that any item that TACC lends out should have a very basic agreement to be returned undamaged or be replaced/repared at borrower’s expense. Will need to create an inventory and price guide.
- Sponsorships/Donation (Outgoing) –how to account for these in accounts system. WIP
- Dance with Miss Em – Request for Emilee to email all issues and concerns for Julie to speak to Council about remediation. WIP
- Exhibition Room/Usage of the Space/Visual Arts Proposal (Leigh) – sponsored exhibitions, member exhibition, etc. Natalie stated that this was part of the purpose of the memberships for the centre. WIP – calendar of potential events?
- Membership for performers to cover insurance – Isabel to look into insurance and pick a price point – WIP
- Registered volunteer organisation for pensioners (Pete)
- Exhibition room floor “signature flooring” needs to be buffed and resealed. Eric spoke to Carpet court, to approach again and ask about getting it professional cleaned.
- Outside front and side wall refresh of paint - Isabel going to request quotes for paint refresh of front and side wall.
- Performer insurance (Isabel)
- Future Planning
  - 1 year plan: compliance (sliding doors, bio box, fireproofing, electrical, egress, etc. see report), roller door in kitchen, ~~clean up~~, paint, foyer lighting.

- Items on hold
  - Photos of various layouts for website (Nat) – For 2024
  - Signage in car park
  - 2-year plan: ceilings, furniture refresh
  - 3-year plan: secure storage, bar area
  - 4-year plan: Men’s shed rebuild
  - 10-year plan: theatre rejig

*(Moved: Denise, Seconded: Rosie)*

### **1.9 New General Business**

- Fees – Hire costs on council site (Appendix G)
- Fees – request for 3-week hire. Via email, committee agreed to 50% discount for hire over 7 days.
- Grant SGC signed off 2017 (Isabel).

### **1.10 Date and Time of Next Meeting**

5.15pm 16 May 2024 (are there any FoT events on this night?) - TBA

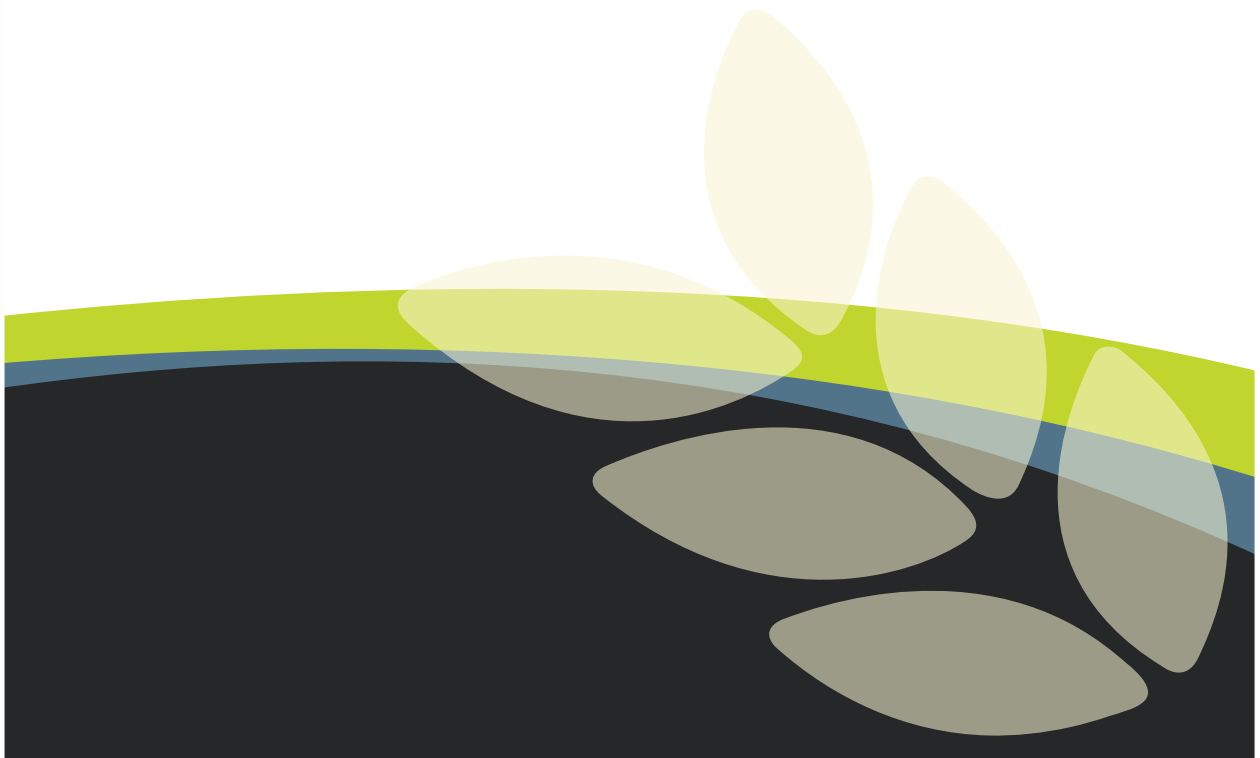
### **1.11 Time Meeting Closed**

6:30 pm



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

ABN: 46 211 642 339  
PO Box 420, Cootamundra NSW 2590  
Phone: 1300 459 689  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)



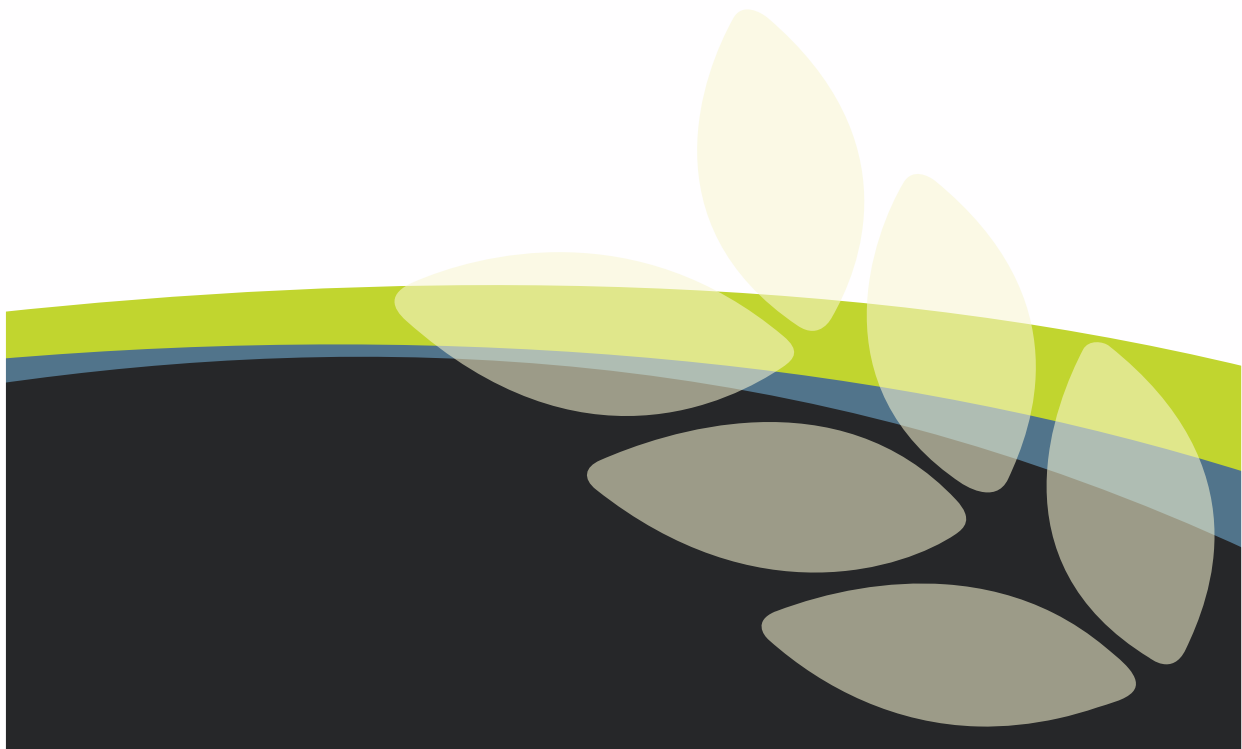


# Minutes

## THE ARTS CENTRE COOTAMUNDRA SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLEDOON STREET

5.20 PM, THURSDAY 20 JUNE 2024



# Minutes

<b>1 MINUTES.....</b>	<b>2</b>
1.1 Attendance and Confirmation of Quorum.....	2
1.2 Apologies .....	2
1.3 Disclosure of Interests .....	2
1.4 Confirmation of previous meeting Minutes .....	2
1.5 Correspondence in/out: .....	2
1.6 WHS .....	2
1.7 Reports: .....	2
1.7.1 Financial Report.....	2
1.7.2 Report for Visual Arts .....	3
1.7.3 Report from Performing Arts.....	3
1.7.4 Report for Administration & Movies .....	3
1.8 Business Arising from previous Minutes .....	4
1.9 New General Business .....	5
1.10 Date and Time of Next Meeting .....	6
1.11 Time Meeting Closed .....	6



## 1 MINUTES

### 1.1 Attendance and Confirmation of Quorum

**Present:**  
**President/Chairperson:** Amanda-Lee Boatswain  
**Vice Chairperson:** Julie Cowell  
**Secretary:** Natalie Cowled  
**Treasurer:**  
**Council Representative:**

**General Members:** Isabel Scott, Eric Steinke, Denise Price, Shane Kovacs, Rosie Sullivan-Fowler

**Other Attendees:** Lucy Main

**Confirmation of a Quorum:** There are **[10]** Members appointed to this Committee.  
 Quorum numbers are met **yes**.

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

***We acknowledge the Traditional Custodians of the land on which we live, work, and create. We pay respect to Elder's past, present and emerging.***

### 1.2 Apologies

Leigh Bowden

### 1.3 Disclosure of Interests

Amanda-Lee in partnership with Miss Em

### 1.4 Confirmation of previous meeting Minutes

The minutes of the last **The Arts Centre Cootamundra** Section 355 Committee meeting dated 18 April 2024 be confirmed as true and correct. (Appendix A).

*(Moved: Rosie, Seconded: Isabel)*

### 1.5 Correspondence in/out:

In - Letter from Steph Cooke – Congratulations on 20<sup>th</sup> anniversary

Out - Letters to sponsors from Isabel on behalf of TACC

### 1.6 WHS

Potential issue identified with ramp to laneway due to drainage – WIP

Policy required re: users to ensuring they remove items they have used

Fireproofing of fabrics in theatre – Julie to resend quote – funds to come from SCC grant funds

Mould removal in Miss Em's building – Amanda-Lee to follow up and inform Julie

### 1.7 Reports:

#### 1.7.1 Financial Report

- Profit & Loss and Balance sheet are attached (Appendix B). We basically have \$23K less in the bank, but our equity is just 10K less than it was at the end of last month. This includes large outgoings including \$6K for the exhibition room audio system, and \$3600 for the handrails in the theatre.
- Note that the raffle final payment has been made out of our working account to the mastercard but not paid to Seal Rocks yet (it is not in the balance sheet)
- Balance sheet TACC (as of 13/6/2024) - (Appendix C)
- \$300 donation towards new lights in theatre

**1.7.2 Report for Visual Arts**

- Annabel is running open nights in the visual arts room on Wednesday nights.

**1.7.3 Report from Performing Arts**

- **Cyclorama:** finally received word back from the P.A people, installation of the new cyclorama/ back curtain is slated to occur on the 24&25/06
- **Hand rails:** were installed in the theatre all the way up the stairs excellent extra assistance for our patrons to reach their seats.
- **Matt Arthur/lazy bones:** put on a great performance; got an excellent response from the audience and they proposed they come back with another show at some undisclosed time in the future.
- Bump in highlighted some issues that we are dealing with, such as the gear we have to provide and the expectations of the hirers. Namely I was to blame for not keeping up with the stage plot provided but regardless we were ill equipped to meet 100% of their requests.  
**Question for the committee is do we invest in acquiring the capacity to meet similar requests?**
  - Vote on upgrading – all agree

**1.7.4 Report for Administration & Movies**

- Memberships
  - Renewals - Nat, Eliza, Anne
  - New - Rachael Magrath - has joined the movie volunteer team and has offered to work in the office every second Wednesday morning. Discuss - I was thinking stickytickets entries and such
  - Gale Cowled - 1.6.24
  - Kaylene Kreuzer - associate 12.6.24
  - Mackenzie Bird (supporter - has RSA and is in the band) 12.6.24
- Wednesday 29 May - Spinifex installed the theatre handrails. Thurs 13 - I will pick up the piano dolly and we can attach it when there are four strong people here
- Please vote on having Sarah Close clean every fortnight for three hours at \$50/hr - YES/NO – Julie to contact Sarah and do trial run to see what can be done in the 3 hours. See more in New business.
- Curtains for the theatre backstage and cyc are getting closer - we have not paid for them yet (about \$18K), but Dance 2590 are doing a Grease the movie screening for their concerts in September as a fundraiser - \$20pp. Dance with Miss Em has also offered fundraising to go toward the curtains.
- FoT money recon attached (appendix D)
- InlandRail acquittal emailed with other supporting documents (advertising and pictures) Wed 22 May
- CASP acquittal for Auntie Sharon Coe-ee - Isabel

- Peter Beath and Amanda-Lee with Isabel's backing for Open Day and Auntie Sharon - I was not here, so no feedback from me!
- Isabel has tried many routes to find a home for the massive screen that is presently in the visual arts room - she agrees that we should ditch it where we can. So I will get on that.
- Snugglepot & Cuddlepie screening will be Friday 28 June 5:30pm for drinks and nibbles BYO drinks and a plate (tell Isabel what you are bringing) for dinner.
- Fibrefest - well done Nat and Team - again I was not here, but great feedback on facebook and people contacting us after the event (and my mother-inlaw said it was great!) With the stall holders, scarf entries and door donations against the marketing and table hire, it was a break even type of event so Very well done and lots of extra work by Natalie and with Mel and her relatives doing Batik.
- Request for funds to sponsor Thomas Bradley Award – Committee does not believe this is suitable at this time.

**Movies**

- CinemaLive was good with An American in Paris. Fall Guy did not go as well as we had hoped, but the next three are action movies, so we will see how that goes!!
- Still getting good feedback from patrons. Moves are now booked into September, with some good ones coming in December. Report attached

Date	Movie name	adults	seniors	children	comp & n/c	total income (inc gst)	
Wed 3 Apr	Wicked Little Letters	1	26	0	1	\$353.00	
Sun 7 Apr	The Beekeeper (Roadshow)	5	12	0	2	\$231.00	
Wed 10 Apr	The Beekeeper	0	17	0	6	\$221.00	
Sun 14	Kung Fu Panda 4	10	0	20	0	\$370.00	
wed 17	Kung Fu Panda 4	8	7	54	10	\$805.00	
Sun 21	Inspector Sun	2	0	3	0	\$59.00	
Wed 24 Apr	Inspector Sun	3	0	12	0	\$177.00	
Saturday 1 June	An American in Paris (CinemaLive)	8	3			\$260.00	All \$25
Sunday 2 June	An American in Paris	19	5			\$575.00	Season \$20
Sunday 9 June	Fall Guy (Universal)	8	8	0	0	\$224.00	
Wed 12 June	Fall Guy	2	2	0	2	\$56.00	
		<b>Adults</b>	<b>Seniors</b>	<b>Children</b>	<b>Complimentary</b>	<b>Total Income (inc GST)</b>	
		66	80	89	21	\$3,331.00	

(Moved: Rosie, Seconded: Eric)

**1.8 Business Arising from previous Minutes**

- IT updates & changes
  - Event proforma – Julie to resend links and committee to try
- Celebrate 2024 – Isabel spoke about the month long celebration and wrap up work. Grant acquittal complete for Inland Rail and Eastern Riverina Arts. Staging to be stored onsite safely. Huge thanks from the committee to Isabel for all the hard work and perseverance to pull off the month-long celebration!
  - Reunion on Friday 28<sup>th</sup>
- FibreFest (Nat) – Day went really well, over 300 people through the doors. 6 market stalls, multiple demos, next years date is set up for May 31<sup>st</sup>! Massive thanks to Julie, Eric and Lucy in particular!
- Batik workshop (Nat) – Day went well with 12 attendees.
- Soroptimists sponsorship – Art Show cancelled. Julie approached and offered TACC but was told the space was not large enough.
- Subcommittee formed to discuss website, style guide, marketing & social media. Amanda-Lee to organise next meeting. (Amanda-Lee, Pete, Eric, Lucy) – Amanda-Lee to set up meeting.

- Grants (Nat)
  - Infrastructure Grant for Council buildings due in September. Subcommittee formed to drive work & planning – Isabel, Nat, Julie, Mel, Eric, Amanda-Lee.
    - Step 1. Pro-bono drafts person Craig.
    - Step 2. Find plan everyone can live with that will meet safety compliance – Julie to scan map and email to committee and committee to draw plans/notes if interested.
  - Automatic entry door from Craigs plan – As per Julie’s report above.
  - Laneway decision
  - Bar Upgrade - bar design (possibility of movable, definitely lockable) – as part of plan.
  - Natalie to set meeting to discuss – 2 weeks? Stronger communities grant funds usage
- Centre manager position (Julie) – Julie willing to step aside to allow for extra hours as she does not have time to do more. Julie and Amanda-Lee to create proposal for council about the possible hire. Council staff that TACC pays for. Possibility for part time council worker to do extra work. WIP likely to stay on hold until council demerger confirmation.
- Marketing/Comms (Lucy)
  - Lucy to produce stats for website, social media, mailchimp etc to go in reports above.
  - Mr SnotBottom – colouring comp suggested, Amanda-Lee to work with Lucy to run digital photo competition.
- Smart screen quote – Amanda-Lee to requote
- Inventory for equipment hire (Eric)
  - Eric has started on inventory – suggested hire fee 15% of cost for equipment, replacement cost if damaged or broken.
- Sponsorships/Donation (Outgoing) – Julie to speak to Marie how to account for outgoing sponsorships in Xero. WIP
- Dance with Miss Em – Request for Emilee to email all issues and concerns for Julie to speak to Council about remediation. Amanda-Lee to speak to Emilee
- Exhibition Room/Usage of the Space/Visual Arts Proposal (Leigh) – sponsored exhibitions, member exhibition, etc. Natalie stated that this was part of the purpose of the memberships for the centre. WIP – discuss after AGM
- Registered volunteer organisation for pensioners (Pete)
- Exhibition room floor “signature flooring” needs to be buffed and resealed. Eric spoke to Carpet court, to approach again and ask about getting it professional cleaned. WIP
- Future Planning
  - 1 year plan: compliance (sliding doors, bio box, fireproofing, electrical, egress, etc. see report), roller door in kitchen, ~~clean up~~, paint, foyer lighting.
- Items on hold
  - Photos of various layouts for website (Nat) – For 2024
  - Signage in car park
  - 2-year plan: ceilings, furniture refresh
  - 3-year plan: secure storage, bar area
  - 4-year plan: Men’s shed rebuild
  - 10-year plan: theatre rejig

*(Moved: Eric, Seconded: Julie)*

## 1.9 New General Business

- July AGM planning – 18<sup>th</sup> July 6pm for 630pm start. Catering – Woolies platters (Julie). Advertising – Lucy. Lucy to create an invite. Invite directly – Mayor Charlie Sheehan & Sue Sheehan, Steve McGrath Steven Lowe, and all sitting council members (Nat). Members, user groups, leasees & volunteers (Julie). All committee members to send a list of names to be invited. Isabel will deliver invites with thank you notes. (Denise sends apologies but is happy to be reappointed). Trista Willoughby will play acoustic guitar 6-630pm.

- Policy reviews – cleaning up after selves.
- Caroline Killen running exhibition in Sept/Oct
- Julie requests that we divvy up some of the work responding to users hiring the space as they often make enquiries out of hours. To be further discussed after AGM.
- Memberships & ticketing – Julie to create discount codes and email members. Lucy to change wording on memberships pages to qualify language around what events are TACC run.

### **1.10 Date and Time of Next Meeting**

AGM 18 July 2024, abbreviated July monthly meeting to follow.

### **1.11 Time Meeting Closed**

6:30 pm

**8.2.3 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	416349
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. MHMC Minutes - 12 June 2024 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Muttama Hall Management s.355 Committee Ordinary Meeting held, 12 June 2024, attached to the report, be received and noted.**

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee Ordinary Meeting held, 12 June 2024, attached to the report, are submitted for the information of Council and the community.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.



ABN: 46 211 642 339  
PO Box 420, Cootamundra NSW 2590  
Phone: 1300 459 689  
Email: mail@cgrc.nsw.gov.au  
www.cgrc.nsw.gov.au

# Minutes

## MUTTAMA HALL MANAGEMENT COMMITTEE SECTION 355 COMMITTEE

### MUTTAMA HALL

6.00 PM WEDNESDAY, 12<sup>TH</sup> JUNE 2024

#### 1 MINUTES

##### 1.1 Attendance and Confirmation of Quorum

**Present:** **President/Chairperson:** Robert Flint

**Secretary:** Cathy Last

**Treasurer:** Lien Puddicombe

**Councillor:** Trevor Glover

**General Members:** Kaede Ingold, Sam Puddicombe, Hilary Connors,  
Eliza Butt, Anne Last, Sarah Ingold, Emily Flint.

**Cootamundra-Gundagai Regional Council representatives:** Darrell Edwards

**Confirmation of a Quorum:** There are **11** Members appointed to this Committee.

Quorum numbers are met **yes**

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

##### 1.2 Apologies

Bill Buckley

##### 1.3 Disclosure of Interests

There were **no** Disclosures of Interest.

##### 1.4 Confirmation of previous meeting Minutes

The minutes of the last **Muttama Hall Management Committee** Section 355  
Committee meeting dated **22<sup>nd</sup> May 2024** are confirmed as true and correct.

##### 1.5 Business Arising from previous Minutes:

**1.6 Correspondence in/out: (as per agenda)**

**1.7 Report from the Treasurer:**

**\$5,267.49**

**1.8 General Business (List Agenda Items)**

1. Community War Memorials Fund Round 1 2024/2025 opens Anzac Day closes 25<sup>th</sup> July, announced 31<sup>st</sup> October.

**Action:**

1.1 Grant application for \$10,000 was successful and is listed on the CWMF website.

1.2 The Committee is eligible to reapply for another grant under Community War Memorials funding which would close later in the year.

1.3 Hilary contacted the contractor regarding the quote to instal mini-orb ceiling in the back room. The original quote is still valid. Hilary to apply for the grant.

**Moved:** Anne Last

**Seconded:** Robert Flint

**Carried**

2. Donation to Lions Club for use of the Jumping Castle at the fund raiser.

**Action:** Trevor to liaise with the Cootamundra Lions Club as it will be paid a \$100.00 donation when bank details are provided.

3. Fund-raising events. Sarah suggested that a Trivia Night BYO drinks and nibbles, 100 Club for the hall's 100year celebration perhaps a silent auction.

**Action:** The committee decided that it would be better to hold these fund-raising events later in the year.

4. 100 Year Anniversary opening of the Muttama Hall

The date Saturday 17<sup>th</sup> & Sunday 18<sup>th</sup> May 2025 has been set for the 100 Year Anniversary of the opening of the Hall. It was decided that a dinner dance will be held on Saturday 17<sup>th</sup> May, numbers for the dinner will be limited to 100 guests and it will be BYO - Sunday family



fun day, activities for the fun day yet to be decided. It was suggested that information be provided on social media to gauge interest in the 100 Year celebration.

The question was asked if Council would be a sponsor for this event.

Anne Last has contacted The Land newspaper by phone regarding the 100 Year celebration. The Land would be interested in coming to Hall to do an article on the history of the hall and suggested that the interview be scheduled in February next year.

The 100 Year celebration has been posted on Muttama Facebook page so far the feedback has been very positive a lot of interest expressed in attending this event. It was suggested that we need a logo for the 100 Year Celebration. Sam & Lien will investigate and report back to Committee. It was suggested a logo similar to Muttama Hall caps.

**Action:** Anne will forward an email to The Land giving details of the 100 Year anniversary.

**Action:** Sam and Lien to investigate a logo design for the 100 Year Celebration

**Action:** Anne Last's daughter Katie Last is happy to set up a web site and we will be informed as to the cost of maintaining the site.

**Action:** Anne Last will contact caterers regarding menu and prices.

5. Draft letter to corporates seeking sponsorship of the 100 Year Event - President advised he had approached some business and feedback was a general interest to some level towards the sponsorship.

**Action:** Emails and letters to be sent to various organisations seeking sponsorship. It was discussed that the Council be asked about in kind sponsorship in the form of printing resources for the 100year celebration.

**6. Maintenance:**

**(6.1)** The concrete paths have established two island beds for planting and mulching. Bark chips from fallen tree on the Recreation Ground will be used as mulch.

**Action:** Bark chips to be placed around garden beds along with suitable plants for added colour. Rosemary to be planted in keeping with the rosemary plants at the front of the hall. Council suggested it would be best to keep planting to a minimum, to reduce ventilation issues and allow space for stalls

**(6.2)** Recoating of floor in the Hall.

**Action:** The recoating of the hall floor will be done after the 100 Year Anniversary, May 2025

**(6.3)** Light at the back of the hall is needed as it is a safety issue.

**Action:** The Committee will investigate the installation of the light.

**(6.4)** Fire safety at hall - A tap and hose reel needs to be installed at the back of the hall in case of fire.

**Action:** This is a safety issue and tap needs to be installed.

**7. GST - Clarification of whether GST will have to be paid to CGRC on the MHMC's cash contribution towards the CWMF if the grant is successful. The Muttama Hall Management Committee will contribute \$2,976.00 plus GST.**

**Action:** The Hall Committee is subject to GST should they be successful with the grant application. Trevor confirmed the GST of \$297.00 will have to be transferred to Council to cover the expenses of the grant.

**8. Application to Cootamundra – Gundagai Regional Council for a grant under the Annual Community Donations program.**

The Committee has been informed that a grant of \$1,175.00 has been

awarded to the Hall Committee. Council has informed the committee that priority should be given to installing fire extinguishers: one in the kitchen two others in the hall, fire blanket and a first aid kit, before kitchen appliances are purchased.

**Action:** Committee will investigate the cost of installing the fire extinguishers.

**9. NSW Government Arts and Cultural Program – closes 3<sup>rd</sup> July, 2024**

**Action:** The application closes in a couple of weeks which does not give the Committee time to prepare an application.

**10. Tax Invoice for Ingold wedding.**

**Action:** Invoice has been raised.

**1.9 Date and Time of Next Meeting**  
6:00PM Wednesday 10<sup>th</sup> July, 2024.

**1.10 Time Meeting Closed 7.35pm**

**8.2.4 COOTAMUNDRA SHOWGROUND USERS S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	417346
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To Comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. CSUG Minutes - 19 June 2024 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Cootamundra Showground User s.355 Committee Ordinary Meeting held on 19 June 2024 attached to the report, be received and noted.**

Discussion

The attached Minutes of the Cootamundra Showground User Group s.355 Committee Ordinary Meeting held on 19 June 2024 are submitted for the information of Council and the community.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The report purpose does not conflict with guidelines.



ABN: 46 211 642 339  
PO Box 420, Cootamundra NSW 2590  
Phone: 1300 459 689  
Email: mail@cgrc.nsw.gov.au  
www.cgrc.nsw.gov.au

# MINUTES

## COOTAMUNDRA SHOWGROUD USERS SECTION 355 COMMITTEE

ALBY SCHULTZ ROOMS, COOTAMUNDRA  
5.00PM, WEDNESDAY 19 JUNE 2024

### 1 AGENDA ITEMS

Sign On in the Volunteer Attendance Register

Meeting Open 5.05pm

#### Meeting open

##### 1.1 Attendance and Confirmation of Quorum

**Attendance:** Chairperson: Rod Jones

Nominated Members David Manwaring, Bec Medhurst, Jeff

Price, Trish Taylor

Other Attendance: Olwen Smith, Steven Lowe

**Confirmation of a Quorum:**

There are [6 ] Members appointed to this Committee.

Quorum numbers are met [yes/no]

*Note: If quorum numbers are not met no actions can be made at this meeting. An informal discussion on items on the agenda can only take place. All agenda items from this meeting will be transferred to the next meeting for determination. Notes on the informal discussion can be made for reference at the next meeting. See Section 355 Committee Manual to identify if quorum numbers are met.*

##### 1.2 Apologies

Wayne Eschbank

##### 1.3 Disclosure of Interests

Identify if there are any Conflict of interests that need to be disclosed in the Minutes.

##### 1.4 Confirmation of previous meeting Minutes

### 2 The minutes of the Showground Users Group Section 355 Committee ordinary meeting date 17 April 2024.

Amendment to 17 April 2024 minutes. David Manwaring was present at the meeting. He was a late arrival after the apologies had been accepted.

Amendment to 17 April 2024 minutes that the new power box in the camping area has been

**2.1 Business arising from previous Minutes-Action List**

Item/Discussion	Action	Status
Ned Stieger – Led Lights	Still to be completed	Steven to follow up
Ned Stieger roof sheeting to be inspected and reattached if required.	Sheeting did require reattaching and this has been completed.	Completed
Tree/Hedge Plantings Cnr Berthong & Pinkerton as well as along Florence Gardens area to obscure view to houses from camping area.	Steve to arrange with parks & gardens	Ongoing
Water Tank / Measuring bay	-Water Tank has been installed. -Pipes etc still to be completed. -Measuring bay slab has been laid. -Slab requires council engineers to certify levelness and provide a letter to this. -Leaf guard for gutters. Quotes to be sourced.	-Completed -Quotes in -Completed -To be completed -Ongoing
Top Dressing Main Arena	Steve to arrange for council to undertake the work. Can be done in stages if required. Next show on the arena is June long weekend.	TO BE COMPLETED
Calendar of Events	Some events are still not showing on calendar but were updated at meeting	RECEIVED CALENDAR to 31/12/24
CSUG resume financial control of grounds	Bec provided information from Westpac & SWS Bank regarding requirements to open an account.	Ongoing
Electrician to check power on grounds prior to Annual Show in October Electrician cut through speaker wires AGAIN	Steve will arrange for Ben Tregear to check electricity at grounds prior to October show. It is also noted that the electricians have cut through the speaker wires when crossing the track on the livestock side of the main arena AGAIN.	

**2.2 Correspondence in/out:**

- Incoming correspondence:  
NIL
- Outgoing Correspondence  
NIL
- Moved:
- Second:

**2.3 Report from the Treasurer/Chairperson/Secretary:**

Steve Lowe presented meeting with some financial information from CGRC covering mostly 2024. We still do not have all the transactions and funds allocated to the CSUG account codes for financial year 2023/24 and previous financial years. A rough estimate is that there should be around \$60,000 income from 2023/24. This is not the figure showing. Also the opening balance for 2023/24? Steve Lowe has

spoken to councils finance department on a number of occasions to try and resolve this but has not been able to get it done at this stage. Steve has spoken to Gil Kelly and Gill has made enquiries on behalf of the CSUG.

Bec to speak to Gill and see if he has been able to get any further information regarding this.

The CSUG is seeking clarification regarding the obligations of the CSUG and also CGRC in relation to taking the finances back to the CSUG.

Steve advised the meeting that CGRC has received funding from the Floods to provide work to the Showground luncheon Pavilion so it is better able to meet the needs of an evacuation centre if required in the future. Scope of works includes outside lights, air conditioning, more seating, concrete paths outside etc.

There is also another grant that has been received. Steve to confirm the total of these grants but it is believed they are around \$150,000.

Moved: David Manwaring

Second: Jeff Price

## 2.4 General Business:

- RDA require tree to be removed which is damaging pipes to toilet system.
- Trees require trimming down roadway in camping area. High vehicles are hitting them.
- RDA paddocks require spraying
- 20 extra garbage bins required for Youth Hereford Show in July
- 20 extra Garbage bins required for Swap meet in September
- 20 extra Garbage bins required for Annual Show in October.

## 2.5 Date and Time of Next Meeting

The next meeting is scheduled for **Wednesday 21 August 2024 5pm** Alby Schultz Meeting Centre.

Time Meeting Closed 6.25pm

**Sign Off in the Volunteer Attendance Register**

**8.3 FINANCE**

**8.3.1 INVESTMENT REPORT - JUNE 2024**

DOCUMENT NUMBER	417581
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	Council’s cash and investment portfolio increased \$4,880,794.43 from \$28,460,949.39 as at 31 <sup>st</sup> May 2024 to \$33,341,743.82 as at 30 <sup>th</sup> June 2024.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021.
POLICY IMPLICATIONS	Investments comply fully with the Council’s Investment Policy.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The report detailing Council Cash and Investments as at 30<sup>th</sup> June 2024, be received and noted.**

Introduction

A report on Council’s Investments is required to be presented for Council’s consideration in accordance with Clause 212 of the Local Government (General) Regulation 2021.

Financial

Council’s cash and investment portfolio increased \$4,880,794.43 from \$28,460,949.39 as at 31<sup>st</sup> May 2024 to \$33,341,743.82 as at 30<sup>th</sup> June 2024.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.



**Cash and Investment Portfolio**

Type	Long Rating	Short Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	BBB-	A3	Judo Bank	At Maturity	15/12/2023	16/07/2024	214	5.30	4.37	\$2,000,000.00
TD	BBB	A2	AMP Bank	At Maturity	15/12/2023	16/07/2024	214	5.20	4.37	\$2,000,000.00
TD	AA-	A1+	NAB	At Maturity	9/01/2024	5/08/2024	209	5.10	4.37	\$4,000,000.00
TD	BBB+	A2	Bank of QLD	At Maturity	31/01/2024	13/08/2024	195	4.95	4.37	\$3,000,000.00
TD	AA-	A1+	CBA	At Maturity	13/02/2024	10/09/2024	210	5.06	4.37	\$4,000,000.00
TD	AA-	A1+	NAB	At Maturity	12/03/2024	15/10/2024	217	5.10	4.37	\$3,000,000.00
TD	BBB-	A3	Judo Bank	At Maturity	12/03/2024	29/10/2024	231	5.15	4.37	\$1,000,000.00
TD	BBB	A2	Beyond Bank Australia	At Maturity	11/06/2024	12/11/2024	154	5.20	4.37	\$4,000,000.00
TD	BBB-	A3	Judo Bank	At Maturity	14/05/2024	10/12/2024	210	5.20	4.37	\$2,000,000.00
CASH	AA-	A1+	CBA	Monthly				4.35	4.35	\$6,703,288.54
CASH	AA-	A1+	CBA	Monthly				4.35	4.35	\$1,522,888.48
CASH	AA-	A1+	NAB	Monthly				3.10	4.35	\$115,566.80
<b>Total</b>										<b>\$33,341,743.82</b>

\*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

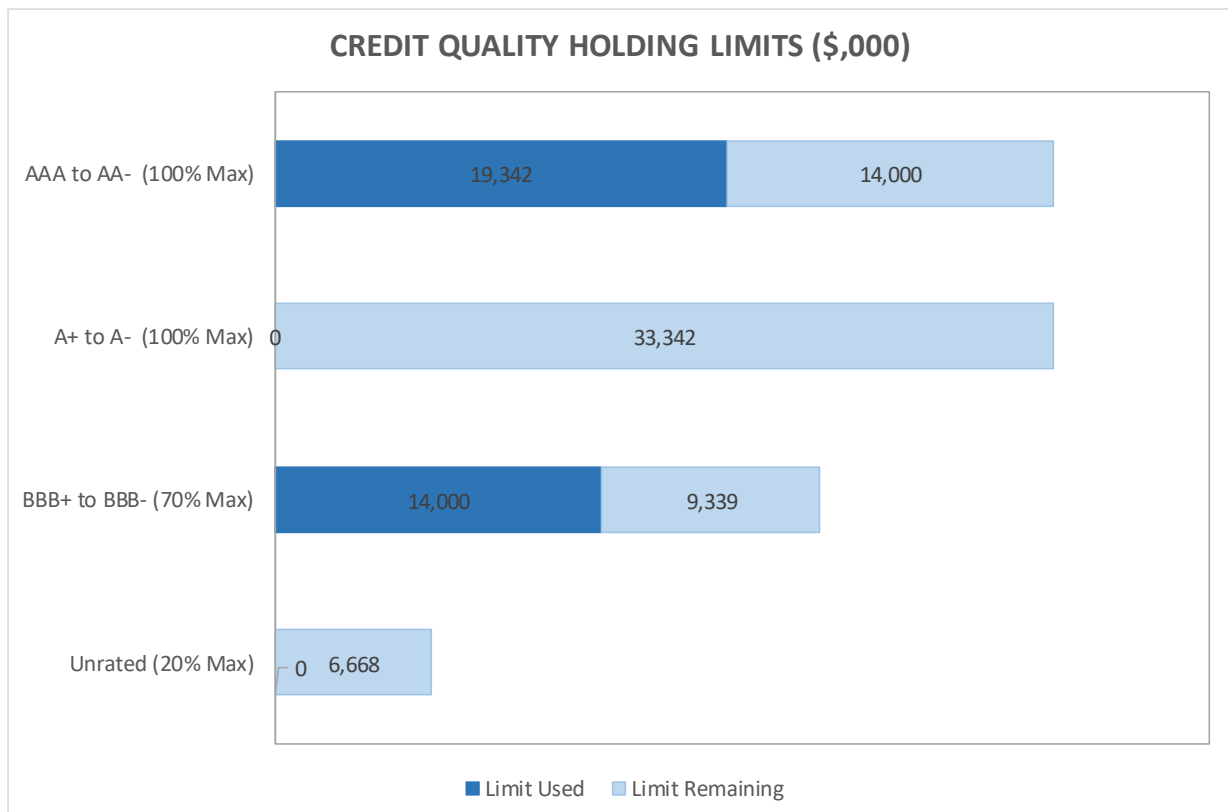
**Performance**

Cootamundra-Gundagai Regional Council’s investment portfolio outperformed the relevant BBSW Index benchmark by 8.86%. The average weighted yield for June was 4.93%, over an average weighted term of 53 days, with a benchmark of 4.37%.

<b>Total Cost</b> <b>33,341,744</b>	<b>Monthly Interest Received</b> <b>112,961</b>	<b>Weighted Average Term</b> <b>53 Days</b>
<b>Total Value</b> <b>33,341,744</b>	<b>Yearly Interest Received</b> <b>1,464,079</b>	<b>Weighted Average Yield</b> <b>4.93%</b>

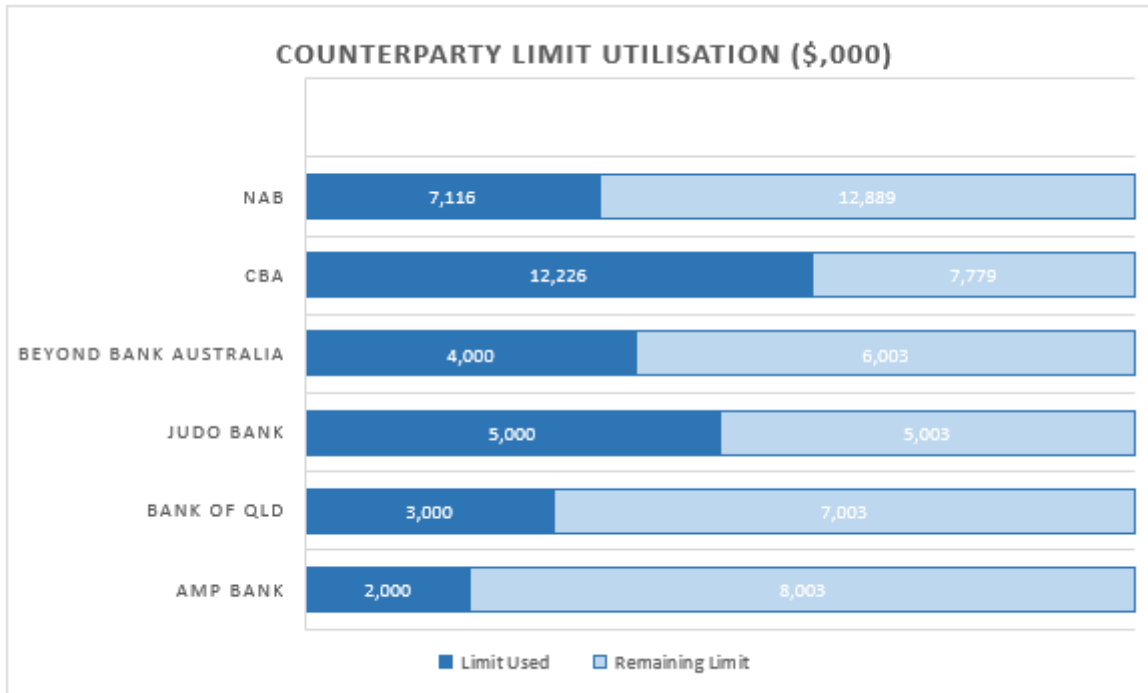
**Credit Quality Compliance**

Council’s investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.



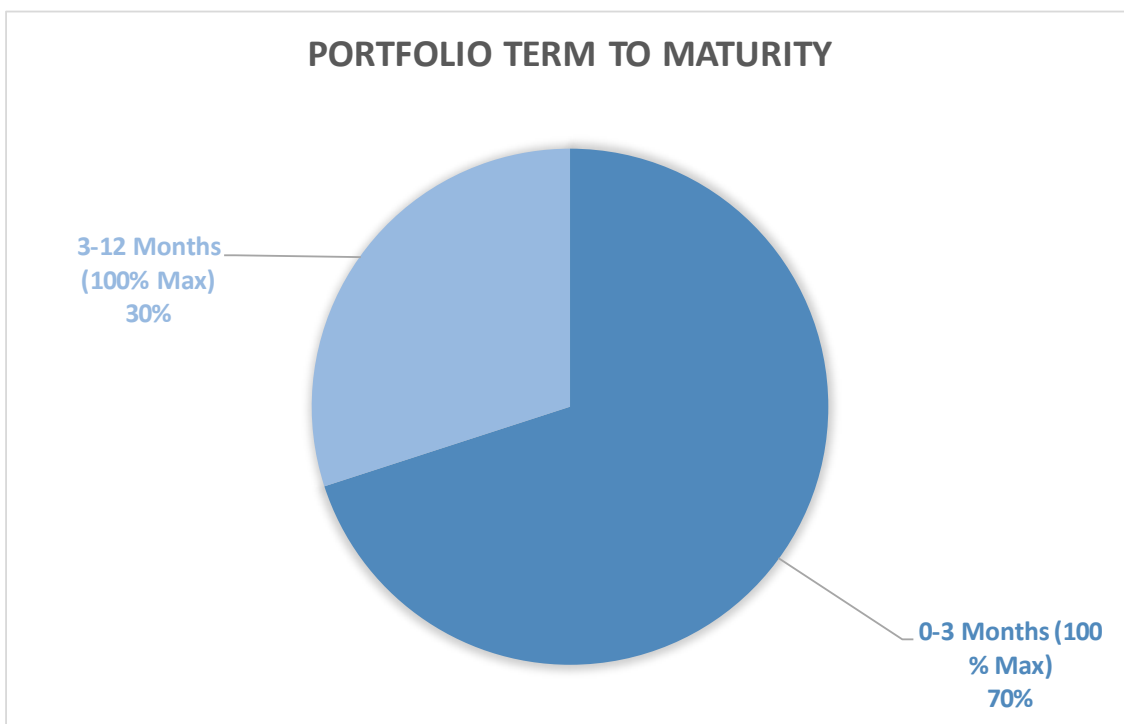
**Counter Party Compliance**

As at the end of June, Council was compliant with policy. It is worth noting that capacity limits are affected by changes in the on-call account balance compared to the total portfolio balance.



**Term to Maturity**

Council’s investment portfolio maturities shown graphically below were also compliant with policy requirements. All of the investments are short term to deal with liquidity and to be prepared for the demerger split.



**Declaration**

I hereby certify that investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

Signed

A handwritten signature in black ink that reads "Zac Mahon". The signature is written in a cursive style with a large, looped 'Z' and 'M'.

Zac Mahon  
Responsible Accounting Officer

**8.4 SUSTAINABLE DEVELOPMENT**

Nil

## 8.5 ENGINEERING COOTAMUNDRA

### 8.5.1 COOTAMUNDRA ENGINEERING REPORT - JULY 2024

DOCUMENT NUMBER	417287
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

**The Cootamundra Engineering Report for the month of July 2024 be noted.**

#### Introduction

The Cootamundra Engineering Report for the month of July 2024 is submitted for the information of Council and the community.

#### Discussion

##### Fixing Local Roads

Service relocations have been completed on the Hovell Street Rehabilitation Sutton/Cowcumbra Streets project together with the water main completion in Campbell Street.

##### State Roads

Heavy patching works for 2024-25 are currently in the planning process.

Council’s RMCC crew are currently undertaking routine maintenance works on the State Roads.

##### Water and Sewer

The water main rehabilitation project is complete in Ursula and Queen Streets and has now commenced in Hay, Adams, and Victoria Parade. The installation of 3 vent shafts is now complete.

##### General Works

Line marking has been carried out on the following roads:

- Parker St School Pedestrian Crossing
- Poole St School Pedestrian Crossing
- Old Cootamundra Road Line marking
- Boundary Road Line Marking

Gravel re-sheeting has been completed on Ryans Lane.

Maintenance grading has been carried out on Lewins Lane and Smithers Lane.

Open drain maintenance works have been carried out on Old Cootamundra Road.

Roadside slashing, jet patching and minor concrete works, including footpath defects and kerb restoration works have been carried out in the Cootamundra township and villages.

Council's Town Attendant has been carrying out sign replacements in Cootamundra.

#### Financial

Projects funded from various funding sources, as noted above.

Maintenance works funded from the General Fund.

#### OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

**8.5.2 SOUTH EAST WEIGHT OF LOADS GROUP (SEWOLG)**

DOCUMENT NUMBER	417688
REPORTING OFFICER	Kylie Grybaitis, Road Safety Officer
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	Financial implications are detailed in the report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**Council support continued membership of the South Eastern Weight Of Loads Group (SEWOLG)**

Introduction

SEWOLG is the South Eastern division of the local government-based Weight of Loads Groups that operate in New South Wales. The group is made up of the following members:

- Cooma-Monaro Shire Council
- Cootamundra Gundagai Regional Council
- Goulburn Mulwaree Council
- Hilltops Council
- Queanbeyan Palerang Council
- Shoalhaven City Council
- Wollondilly Shire Council
- Yass Valley Council

With Queanbeyan Palerang Council being the Administrating Council.

SEWOLG liaise with heavy vehicle operators to assist with legislative compliance and work in conjunction with the National Heavy vehicle Regulator to ensure that the provisions of the Roads Act 1993, the Road Transport (General) Act 2005 and their corresponding regulations are complied with.

Discussion

As documented in the Cootamundra-Gundagai Regional Council Annual Report, Council is a member of the South East Weight of Loads Group (SEWOLG) which was formed to ensure that road pavements are protected against the overloaded vehicles in the South Eastern Region of New South Wales. SEWOLG continue to work with Council to prevent and mitigate the impacts of heavy vehicle overloading on road infrastructure, road safety and the economic position of Local Road Managers.

Illegally overweight trucks impose a substantial economic burden on Councils ability to maintain roads. CGRC’s local road network includes numerous bridges, culverts, rail level crossings and other civil infrastructure that are not designed to accommodate overweight loads. These loads are



responsible for increased infrastructure damage and reduced pavement life which results in reduced road safety and extra expenses for Council. By preventing heavy vehicle overloading and reducing instances of critical road damage, road safety is dramatically improved, and maintenance costs are greatly reduced.

SEWOLG enforcement improves road safety by reducing two main hazards on the local road network:

1. Overloaded vehicles: pose additional threats to road users due to poor manoeuvrability, reduced braking capability and a higher probability of overturning as a result of uneven weight distribution.
2. Pavement damage: a contributing factor in motor vehicle crashes, including vehicle damage due to potholes and vehicle control issues due to uneven surfaces.

SEWOLG patrol State, Regional and Local Roads of the participating Council areas and conduct random mass checks on heavy vehicles to ensure operation is within legislated mass limits. SEWOLG also maintain regular contact with Council to discuss local concerns, share traffic data and provide assistance with the NHVR portal. The group plays a vital role in road user safety in the region through compliance enforcement and education.

#### Financial

As part of the long-standing agreement Council has with the SEWOLG, Council administers the investments of the Group for a fee of 0.25% of the investment returns and pays an annual contribution for the operations of the Group. The 23/24 contribution/fee being \$43,512.97.

#### OLG 23a Guideline consideration

N/A

## 8.6 ENGINEERING GUNDAGAI

### 8.6.1 DRAFT MOTOR VEHICLE LEASEBACK PARTICIPANTS POLICY

DOCUMENT NUMBER	417459
REPORTING OFFICER	Thomas Hogg, Acting Manager Engineering Gundagai
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	This policy will guide the management of leaseback vehicles to ensure that any financial implications will be in the best interest of Council.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	This policy will guide the management and usage of leaseback, pool and commuter use vehicles for CGRC.
ATTACHMENTS	1. Draft Motor Vehicle Leaseback Participants Policy <a href="#">↓</a>

### RECOMMENDATION

**The draft Motor Vehicle Leaseback Participants Policy be adopted.**

#### Introduction

Cootamundra-Gundagai Regional Council operate a fleet of light vehicles to support its day-to-day operations. This policy sets out the framework for ensuring that the light vehicle fleet relating to leaseback, commuter use, and pool vehicles is fit for use, sustainable and value for money.

#### Discussion

Council operates a fleet of light vehicles for commuter use and leaseback purposes for a variety of reasons including (but not limited to):

- Ensuring that staff are able to quickly respond to callouts after hours
- Ensuring that staff have the most appropriate mode of transport for the work they carry out on a day-to-day basis
- Incentive for employment for certain positions based on industry demands.

This policy aims to allow Council to adapt to vehicle technology which is constantly evolving. By ensuring that Council’s policy for leaseback vehicles is robust enough to allow for these changes will ensure that Council selects the most appropriate vehicle at the time of purchase. It also encourages the selection of vehicles which are more environmentally sustainable. At the present time, Electric Vehicles (EV’s) are a popular option, however, should new technologies emerge they will also be encouraged by this policy.

Financial

This policy guides the procurement requirements of light vehicles purchased by Council. Any financial implication will be as per the adopted budget for plant replacement set each year. This policy also encourages staff to select vehicles which have Fringe Benefits Tax incentives if they are appropriate for the role, they are in. This will reduce Councils FBT liability.

This policy also ensures that when a vehicle is selected the whole of life costs are considered as well as its suitability to undertake multiple tasks where possible. Whilst this may cause vehicles with a slightly higher purchase cost to be procured, it will ensure that there is a financial benefit over the life of the vehicle.

OLG 23a Guideline consideration

This policy supports the procurement of vehicles which will likely become an asset in the proposed new Councils, should demerger occur. Council would already purchase vehicles to sustain its day-to-day operations, This policy gives additional incentives for sustainability and whole of life costs which would likely benefit the demerged Councils.



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

# Motor Vehicle Leaseback Policy

Includes Pool Vehicles, Leaseback Arrangements and Commuter use.

DRAFT



## Table of Contents

### Contents

- A. Policy Objectives ..... 3**
- B. Responsibilities..... 3**
- C. Criteria for Vehicle Allocation ..... 3**
- D. Standard of Vehicles to be offered ..... 3**
- E. Sustainability..... 3**
- F. Replacement of Vehicles..... 3**
- G. Variations to this Policy ..... 4**

#### Policy Approval and Distribution

<b>Approved Resolution Number:</b>	
<b>Responsible Officer</b>	Fleet Manager
<b>Council Service Unit</b>	Fleet Manager
<b>Next Review Date</b>	3 years from date of resolution

#### Version Control

Ref	Date	Description
0.1	19/01/2024	Draft for review

## A. Policy Objectives

This policy sets out steps to ensure that fleet is utilized properly, maintained in good condition whilst service as an incentive to employment within Council. It also supports decision making which promote Council as environmentally and financially sustainable.

## B. Responsibilities

Council will adopt a Motor Vehicle Leaseback Participants Procedure which will outline the responsibilities of the leaseback participants and Council's obligations.

## C. Criteria for Vehicle Allocation

Council will maintain a properly utilized and sustainable fleet of leaseback vehicles. Vehicles will be allocated on the priority basis in accordance with the Motor Vehicle Leaseback Participants Procedure and the following criteria:

- **Level of position** as specified in the Motor Vehicle Leaseback Participants Procedure, this includes all Executive and Managers, unless extenuating circumstances arise.
- **Job Requirement** as specified by the Motor Vehicle Leaseback Participants Procedure, that access to the vehicle lease back scheme is necessary for the employee to carry out the role and responsibilities of the position.
- **Attraction and Retention** as specified by the Motor Vehicle Leaseback Participants Procedure, that access to the vehicle lease back scheme is necessary to attract/retain staff.
- **Commuter use** for travel between home and work only and remain associated with departments in Councils operational fleet. Must be approved by the fleet manager and department manager as a situation where access to the vehicle is required outside of normal business hours, E.G. Employees on-call.

## D. Standard of Vehicles to be offered

Council will purchase vehicles which are fit for use for the given role. When selecting a vehicle Council shall consider a minimum of the following:

- Purchase price at purchase and residual value at disposal
- Operating costs throughout the life of the vehicle
- Suitability of the vehicle to be used elsewhere should it need to be redeployed
- Environmental impact/sustainability of the vehicle

## E. Sustainability

The Motor Vehicle Leaseback Participants procedure shall have appropriate tables and/or equations for the calculation of leaseback fees. These fees shall ensure that Council encourages the selection of vehicles which are environmentally friendly, have additional safety features and/or assist with Council's financial sustainability of fleet.

## F. Replacement of Vehicles

Replacement vehicles will be arranged by the Fleet Manager in accordance with the Motor Vehicle Leaseback Participants Policy and the yearly Plant Replacement Program.

## **G. Variations to this Policy**

Requests for Variations to this policy are to be instigated by the Fleet Manager, endorsed by the General manger before being approved by Council resolution.

**8.6.2 GUNDAGAI ENGINEERING REPORT - JULY 2024**

DOCUMENT NUMBER	417494
REPORTING OFFICER	Belle Mooney, Operations Support Officer
AUTHORISING OFFICER	Thomas Hogg, Acting Manager Engineering Gundagai
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The Gundagai Engineering Report for the month of July 2024 be noted.**

Introduction

The Gundagai Engineering Report for the month of July 2024 is submitted for the information of Council and the community.

Local Roads and Community Infrastructure Program (LRCI)

**Sheridan Street Block 3 Stage 2 upgrade:**

Council is currently working with Telstra to resolve location issues of Telstra assets. A resolution is expected in the following weeks which will see contractors back on site and working towards completing the next stages of the Sheridan Street Block 3 upgrade.

Gundagai Works

Council’s concrete team have now completed the construction of the footpath located on West Street as well as the retaining wall and traffic island.

General maintenance continues across all areas with various bridge and culvert cleaning, and maintenance and shoulder grading on the Old Hume Highway.

Rural & Regional Roads

Natural Disaster repairs continue with:

- Gravel Resheeting and grading on Edwardstown Road, Readfords Road and Snowball Road.
- Vegetation removal in underway on Caulderwood Road



Stage 5 of Annie Pyers Drive reconstruction has seen the completion of landscaping, line marking and sealing. This is the final stage of the project with the removal of bollards and opening of the entrance to traffic occurring on 10<sup>th</sup> July.

Contractors have been engaged for the Hillas Creek Bridge project. They are currently getting underway with planning and preparations with offsite construction set to commence this month.

#### Water and Sewer

Council staff are completing general maintenance works across all water and sewer assets and responding to breakages as required. The inspections of valves and hydrants continues across the area by the Water and Sewer team when time permits, to ensure they are in working condition.

Offsite work continues on the Telemetry upgrades for Water and Sewer in Cootamundra and Gundagai. This sees the initial preparations and designs being completed with installation works anticipated to commence in the coming months.

#### Financial

Projects funded from various funding sources, as noted above.

Maintenance works funded from the General Fund.

#### OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

## 8.7 REGIONAL SERVICES GUNDAGAI

### 8.7.1 REVIEW OF GUNDAGAI WASTE MANAGEMENT AND RELATED TRANSFER STATION OPERATIONS

DOCUMENT NUMBER	409247
REPORTING OFFICER	Greg Ewings, Acting Manager Regional Services Gundagai
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 2.2 A thriving region that attracts people to live, work and visit
FINANCIAL IMPLICATIONS	Financial implications are detailed at 2.3.3
LEGISLATIVE IMPLICATIONS	Section 469 of the Local Government Act 1993 (NSW).
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### RECOMMENDATION

1. Council acknowledges receipt of the report on the financial feasibility of transfer stations across the CGRC area.
2. Council endorses the following decisions regarding Adjungbilly Transfer Station:
  - 2.1. Based on the information presented in this report, Council does not proceed with the construction of a transfer station at Adjungbilly at this time.
  - 2.2. That Council at this time, retain the external operations of servicing Councils Transfer Stations.
  - 2.3. That Council staff continue to research and identify options in the provision of the most effective and efficient waste service to the community and seek estimates/quotes as to determine the most cost effective process to have the current Transfer Stations serviced by internal or external resources

#### Introduction

This report serves as an initial overview of the comprehensive investigation conducted in response to Council resolution 255/2022 from Council’s July 2022 Council meeting. The resolution specifically tasked staff with assessing the feasibility of establishing a transfer station at Adjungbilly and conducting a thorough cost-benefit analysis of transfer station services throughout the council area.

The management of waste operations is complex, and decision-makers must consider all factors that may influence the impact of their choices. Therefore, it is essential to recognise that when contemplating the development of any new waste services including transfer stations, the potential impacts on other areas of waste operations and broader council operations must be thoroughly understood and considered.

The subsequent sections will address the resolutions individually.

Discussion

To enhance clarity, this report is structured into Four distinct sections:

1. AVAILABILITY OF A SUITABLE SITE FOR A TRANSFER STATION AT ADJUNGBILLY
2. COST BENEFIT ANALYSIS OF SERVICE TO TRANSFER STATIONS – INHOUSE - FULL COST FOR COUNCIL TO UNDERTAKE FULL SERVICE, THEN PLACE COST AGAINST A COMPETITIVE TENDER.
3. COST ESTIMATES TO CONVERT REMAINING VILLAGE LANDFILLS TO TRANSFER STATIONS AND REHABILITATE OLD LANDFILL SITES.
4. SUMMARY

**1. AVAILABILITY OF A SUITABLE SITE FOR A TRANSFER STATION AT ADJUNGBILLY**

**1.1. History and Comparable Distances**

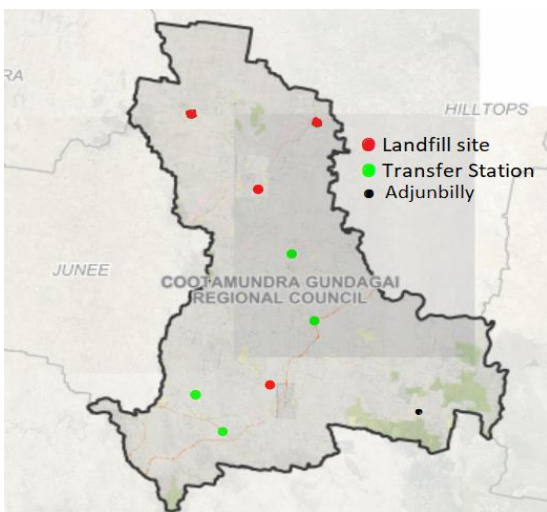
Adjungbilly is approximately 29 kilometres southeast of Gobarra, 35 kilometres northeast of Tumut and the town’s elevation stands at 513 meters above sea level, covering an area of 438.101 square kilometres (according to the 2021 Census).

Up until the 1980’s Adjungbilly residents utilised a small unregulated rural landfill site approximately 3km south of the Adjungbilly School on the Red Hill Road. Since the site was closed Adjungbilly residents have had to make their own arrangement regarding there waste disposal.

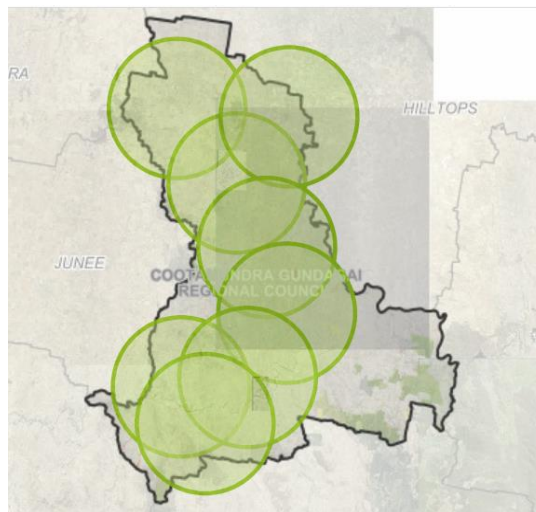
Small unregulated landfill sites were located in or near most small NSW rural communities and villages up until the 1980’s and since then there has been moves from the state government to regulate waste landfills and incentivise changes in waste management and this has led to the gradual closure of small landfills across the state since. Following the closure of the Adjungbilly landfill site the then Gundagai Council moved to close all of its remaining village landfills with the Tumblong, Nangus, Coolac and Muttama landfill sites being closed and replaced with transfer stations by 2015.

The replacement of the closed landfills with transfer stations in the same or nearby locations seems to indicate that the overall provision of waste services to all the community was not appropriately considered at the time. The placement of the transfer stations in the current locations has left the Adjungbilly residents with an unequitable travel burden to dispose of their waste compared to the majority of CGRC residents. This can be clearly seen in **Map 1** which indicates the locations between Councils existing transfer stations serving their local communities and their nearest Landfill site with waste management facilities within the LGA and **Map 2** with a 15km radius ring from each.

**Map 1**



**Map 2**



The distance between Adjungbilly and the Gundagai landfill is approximately 46 kilometres via the non-stop route along Gobarralong Road. By car, this journey would take approximately 45 minutes.

The distance between Adjungbilly and its closest CGRC waste facility being the Coolac Waste Transfer Station is approximately 39 kilometres, following the Gobarralong Road, with a similar travel time of around 45 minutes. Currently, Adjungbilly residents are using a Transfer Station which is closest to their premises which is averaging a travel distance well in excess of 30km's one-way.

This distance far exceeds the average distance required by residents in other areas of the LGA.

### **1.2. Land Availability – Potential Adjungbilly Location**

There are four (4) locations that had been initially identified for possible location of the proposed Transfer Station that being three (3) road reserves and one (1) on a TSR.

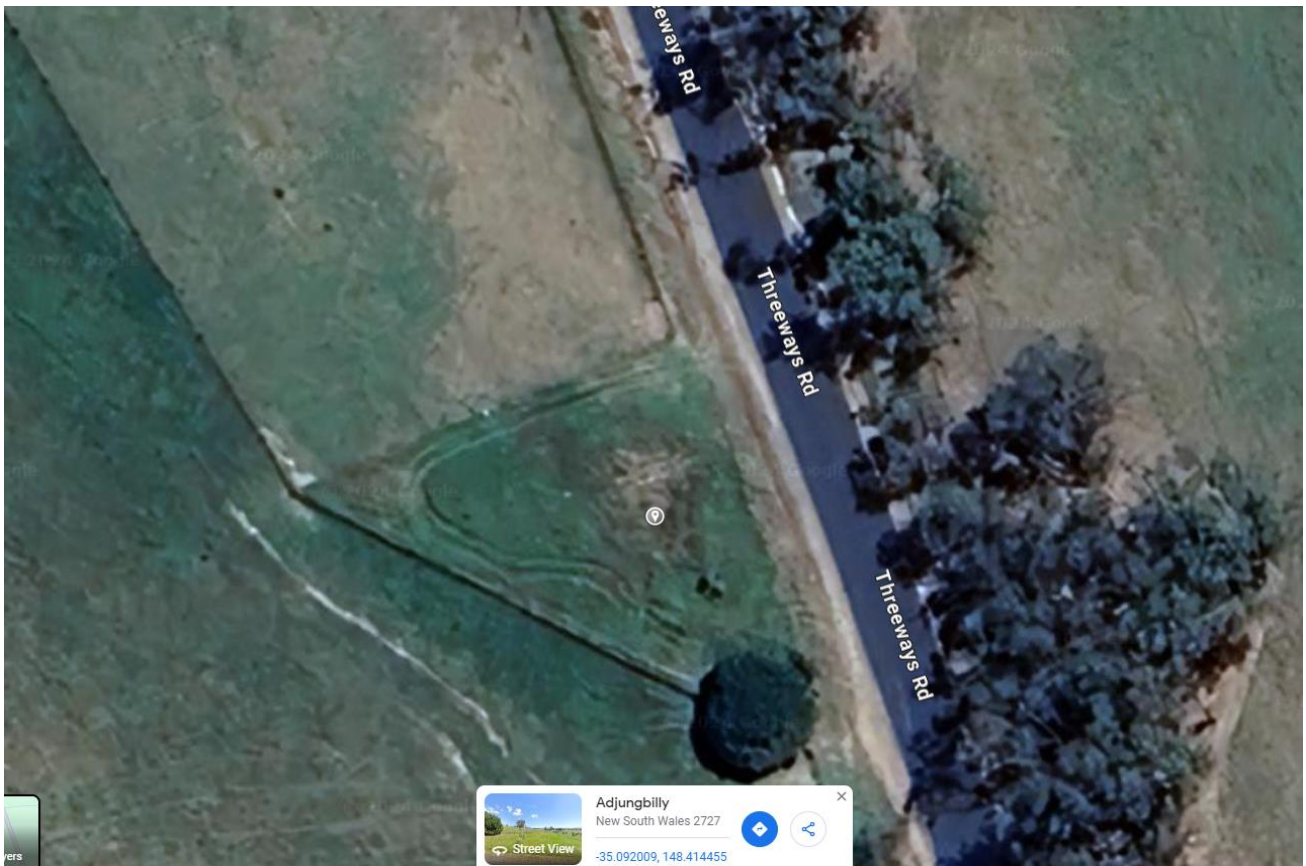
Finding an appropriate location is one thing, having it approved or considered appropriate for use as a waste disposal/storage site is something else. Once a preferred site is identified, the approvals must be sort and obtained prior to any development proceeding. This includes reference to the EPA Handbook for Design and Operation of Rural and Regional Transfer Stations.

It is important to note that each rural site may have unique circumstances, so flexibility and adaptability are essential. Engaging with local stakeholders and seeking professional advice (e.g. EPA) will contribute to a successful waste transfer station that meets community needs while minimising environmental impact.

The sites identified in **Map 3** and detailed below have potential to be approved for the proposed purpose however at this stage there has not been communication with or applications to relevant departments.

**Map 3**

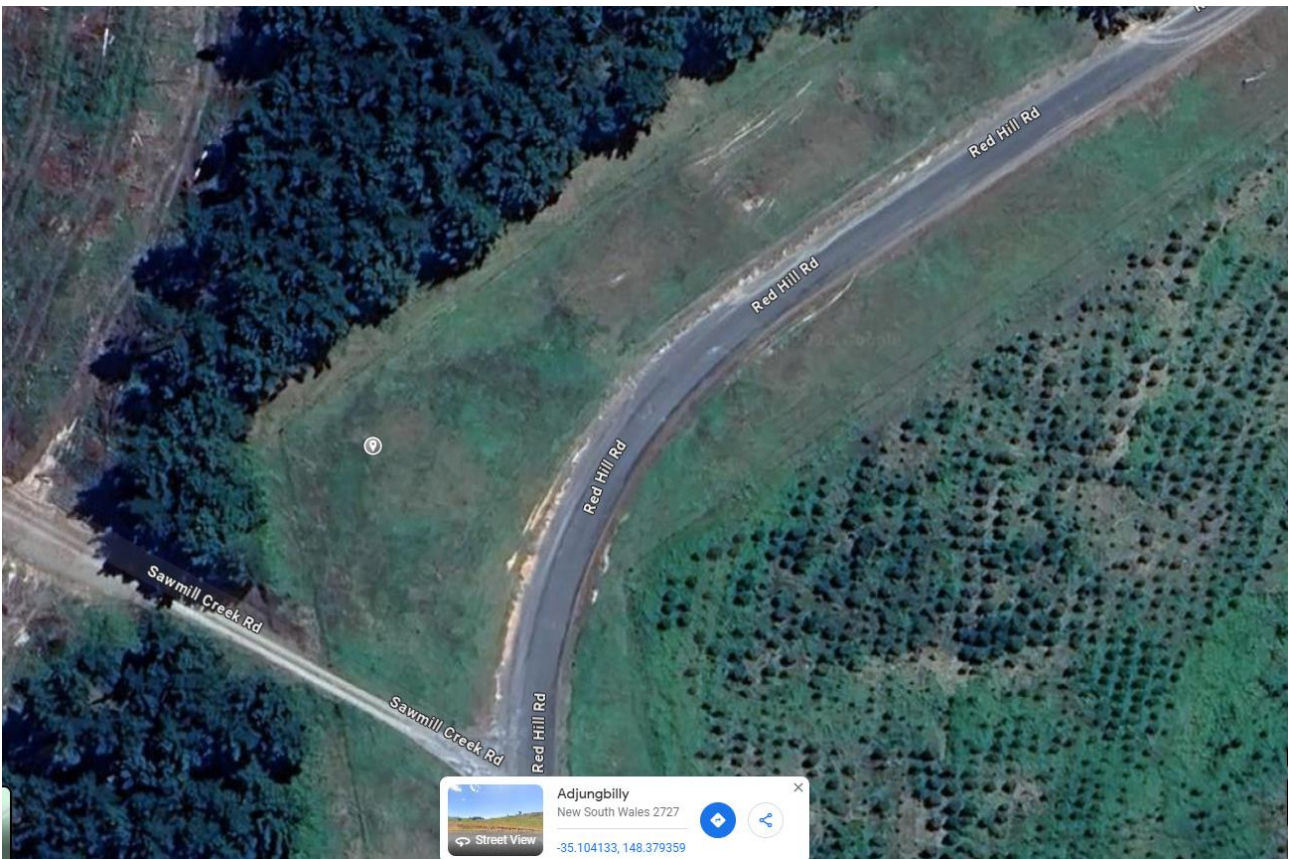




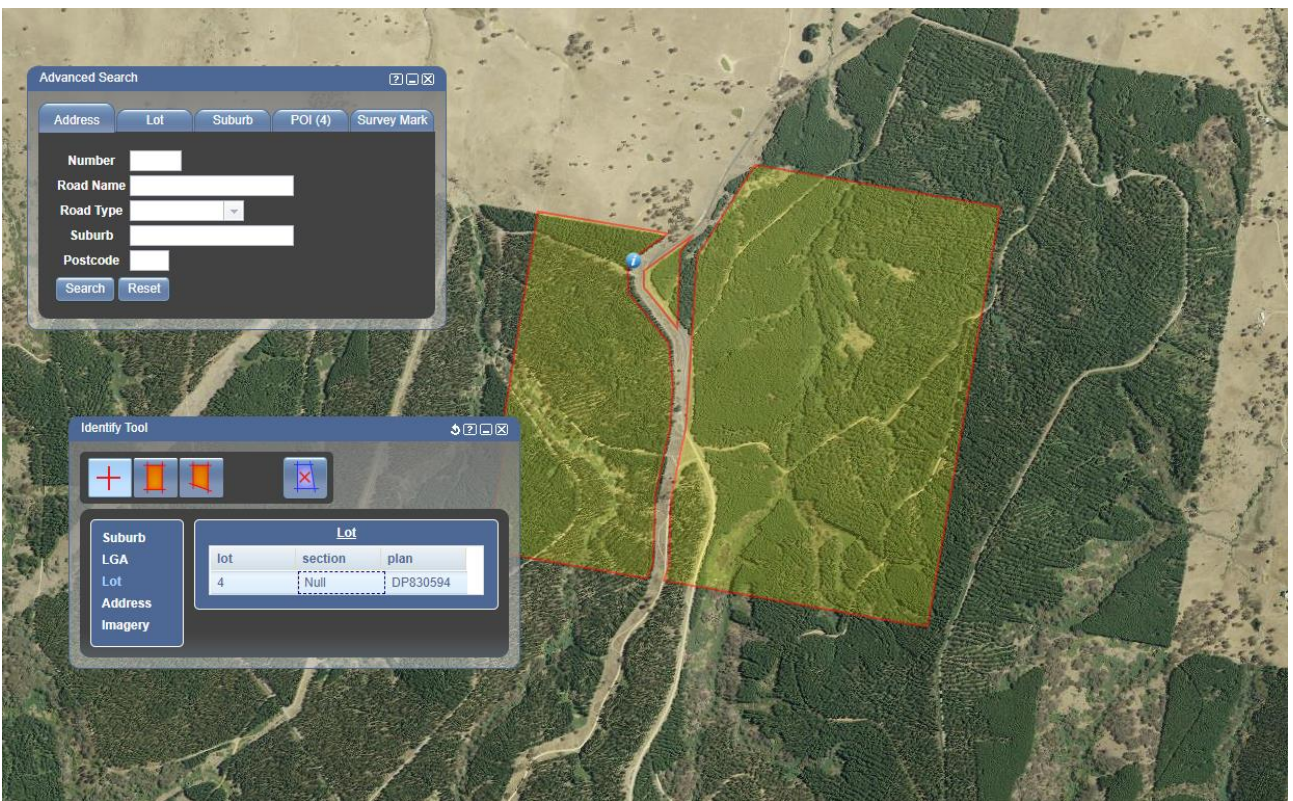
Proposed site 1a Transfer Station Adjungbilly



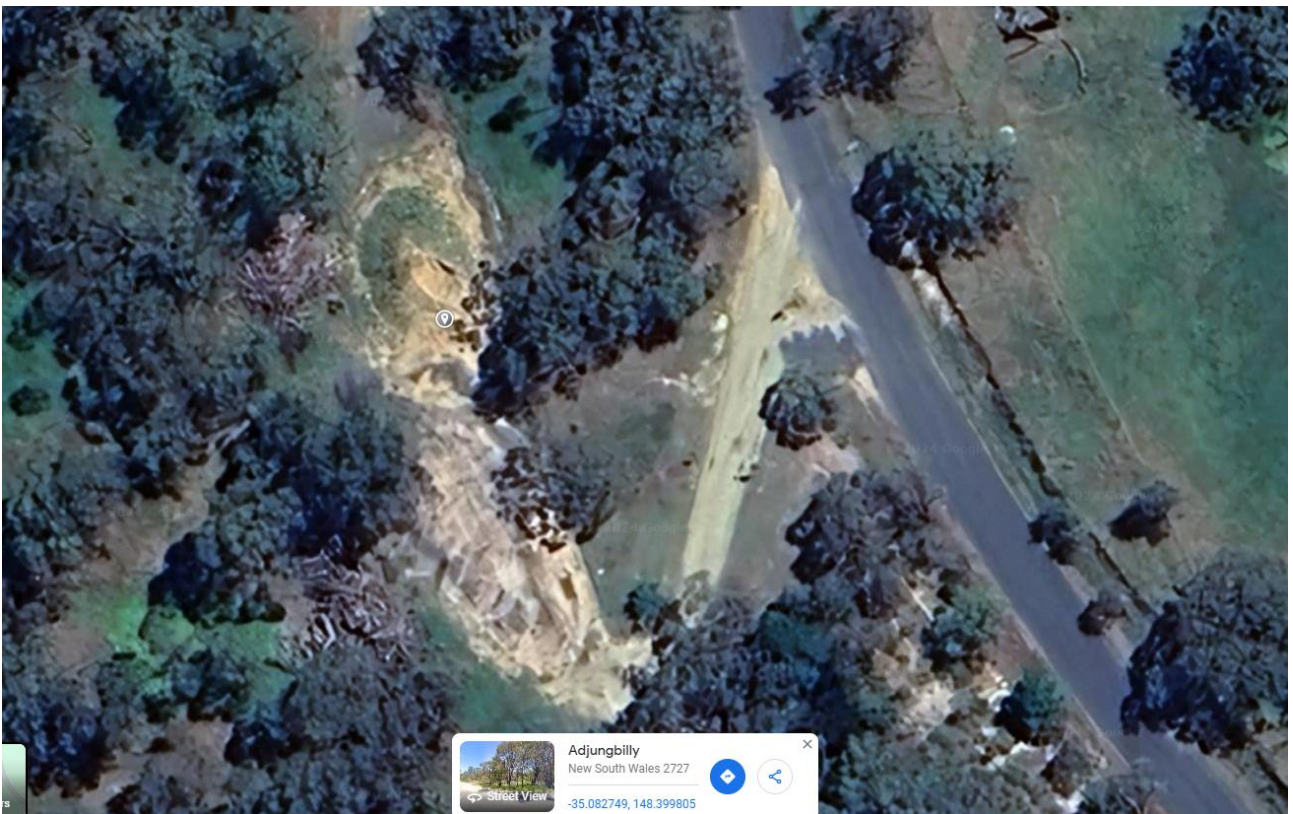
Proposed Site 1b Adjungbilly



Proposed site 2a Adjungbilly



Proposed site 2b Adjungbilly

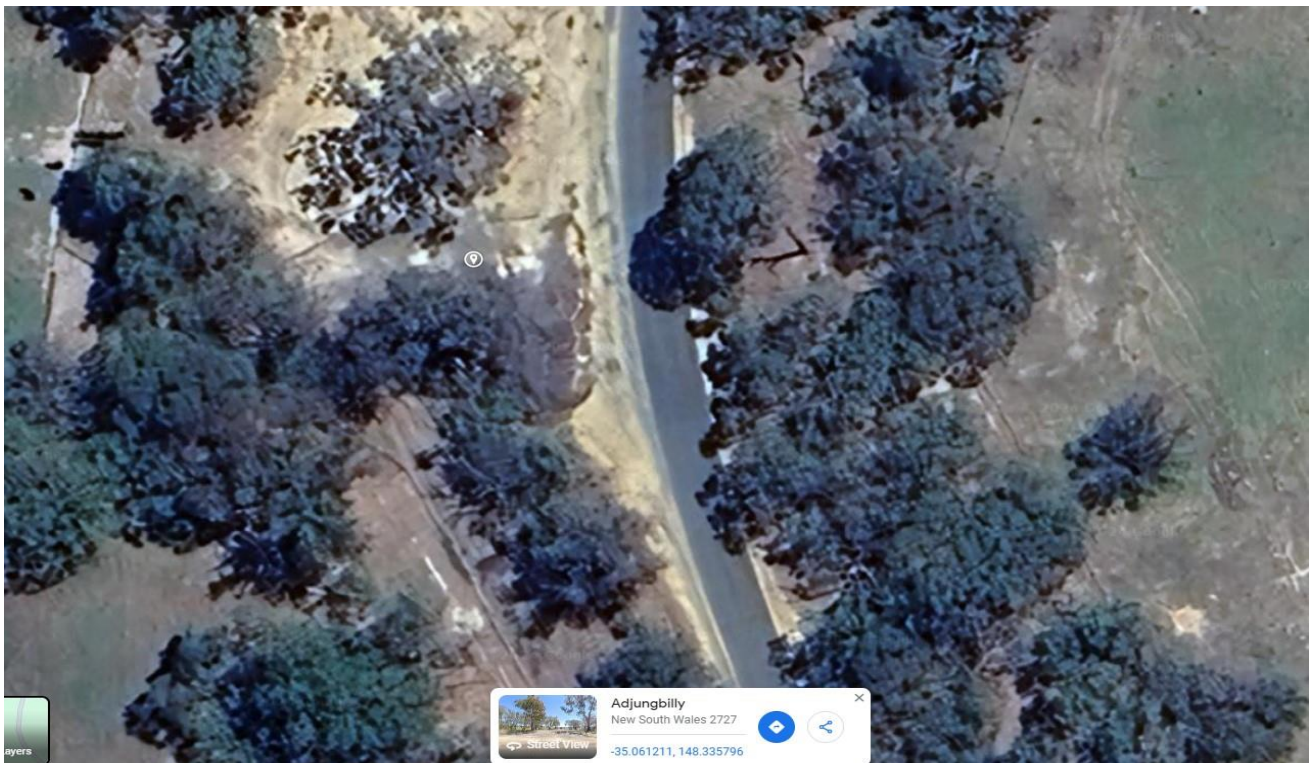


*Proposed site 3a Adjungbilly*



*Proposed site 3b Adjungbilly*





*Proposed site 4a Adjungbilly*

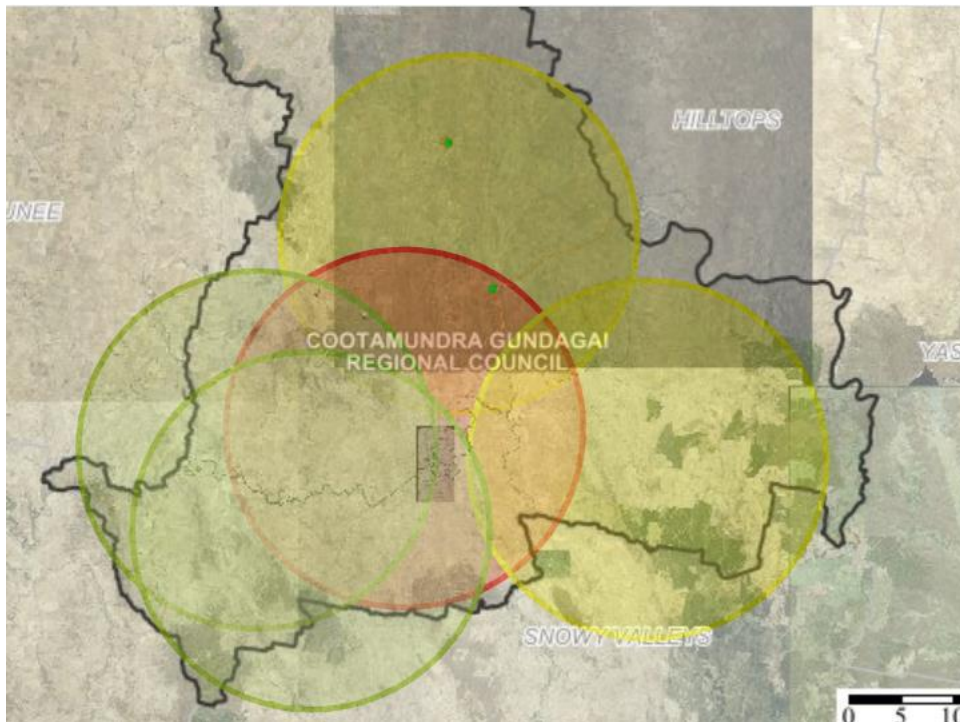


*Proposed site 4b Adjungbilly*

If the location of Council’s waste transfer stations was to be determined so to enable 95% of residents to access a council waste service or facility within a 20km journey, then this could be achieved by adding a new or relocating an existing transfer station to any of the above Adjungbilly

locations. The below **Map 4** indicates the accessibility and coverage at 17.5km radius if the Coolac and Muttama Transfer stations were combined to a new location between each village and a new transfer station was to be installed at the proposed site 4 being the eastern most site.

#### Map 4



## 2 - COST BENEFIT ANALYSIS OF SERVICE TO TRANSFER STATIONS – INHOUSE - FULL COST FOR COUNCIL TO UNDERTAKE FULL SERVICE, THEN PLACE COST AGAINST A COMPETITIVE TENDER.

### 2.1. Current Transfer Station Operation and Cost.

Council currently operates four (4) transfer stations all within the former Gundagai Shire area, as follows:

- Muttama
- Tumblong
- Nangus
- Coolac

The Council presently oversees day-to-day operations at these stations, which encompass tasks such as litter collection, bin repairs, fence and gate maintenance, scanner and camera monitoring, tag issuing, and skip bin management.

Previously, the Council held a Service agreement with Cleanaway for servicing the skip bins, but this Agreement expired in 2019. Since 2019, Cleanaway continued to provide service on an ad hoc basis until March this year when new 12 month agreements were negotiated and signed for their service to sure up security of the service, while Council was under 23a guidelines due to the pending state

government demerger decision. The new contracts had the added bonus of securing Council reductions in the cost of the Cleanaway services which averaged 11% across the sites.

Below, is provided a breakdown of the issues and costs associated with the two (2) options that were considered. This only includes the servicing of the Skip Bins which included the collections and transportation of the waste from the Transfer Station facility to the Bald Hill Landfill facility.

Currently within the financial structure, the Gundagai Landfill is also classified as a Transfer Station, but this needs to be rectified, as a Landfill is technically not just a Transfer Station. For the purposes of this report, I have excluded the Gundagai Landfill from all Transfer Station finances and have placed it under its own independent operations with a cost comparison in **2.3.3** below.

### **2.1. External Contract:**

The primary advantage of an external contract is that the Council incurs no initial capital expenses or overheads related to the infrastructure or operations necessary for bin collection services. The absence of an existing contract also allows for the possibility of exploring financial benefits through competitive tendering.

The 2022/2023 agreement for four (4) Transfer Stations carries an annual cost of \$127,180.00.

### **2.3. Internal Operation (Option):**

When comparing internal operations, the main challenge lies in ensuring an apples-to-apples comparison. The Council lacks the current infrastructure and equipment required for service delivery. Establishing this service would necessitate a significant upfront capital investment. Additionally, hiring an additional waste employee would be essential, given the absence of available resources. Costs that would need to be further investigated would need to cover the following inclusions,

#### **2.3.1. Internal Operating Cost:**

- Plant Operator costs
- Truck Hire costs
- Depreciation on Assets

#### **2.3.2. Upfront Capital Costs:**

- New Truck: Estimated
- Skip Bins: Five bins for four transfer stations,

The total capital costs alone may be in the vicinity of \$490,000. This figure serves as an estimate, and until the Council seeks competitive pricing, the precise costs remain undetermined. However, it provides a reasonable worst-case scenario.

It would appear on initial estimates and evaluation that having the Council take over the service delivery of the Transfer Stations in their current locations and configurations using the bulk cubic metre front lift bins would not be financially viable at this time.

The investigation to establish if the current bulk cubic metre front lift bins is the most efficient way to deliver the waste service to the rural areas and while investigating these options the locations that the transfer stations are located should also be investigated to ensure service delivery within parameters that include types of waste, waste collection intervals, waste containers or bins allowed and maximum travel distance or circumference area to a waste facility to all residents within the Council area.

### **2.3.3. Gundagai Landfill / Transfer Station**

When preparing this report the cost of the waste removal, cartage, hire of bulk bins and disposal under the Councils current agreement with Cleanaway for the month of May 2024 were investigated.

Cleanaway details;

In the month of May there was a total of 9.82 tonnes of waste removed and transported from Burra road site for disposal under the contract. The removal of the waste was completed with six separate movements. When considering all fees the cost to Council for the service was \$6662.40 for the month. When the \$6662.40 is divided by the total of the waste removed, being 9.82 tonnes, this equates to a per tonne disposal rate of \$678.45.

South West Regional Waste Management Group (SWRWMG) Comparison;

The details above were then assessed and had the charges that would be applied to the same waste if it was handled and disposed of using the same conditions as the Cootamundra waste under the South West Regional Waste Management Group Agreement.

When all the costs that are applied by South West Regional Waste Management Group to the same 9.82 tonnes of waste the total charge would have been \$1418.68.

When the \$1418.68 is divided by the total of the waste removed being 9.82 tonnes this equates to a per tonne disposal rate of \$144.96.

As can be seen the difference is considerable with a potential saving of \$533.99 per tonne or a total of \$5243.72 for the month of May 2024, noting that a reasonable capital investment would be required. This is a substantial amount however it must be remembered that the saving could be greater as the Compactor trailers used in the SWRWMG average approximately 20 tonnes per trailer movement. Considering that only 9.82 tonnes was disposed of in May it would be reasonable to estimate that the movements would be reduced from the Burra Road site to one trailer of 20 tonnes every seven to nine weeks. The reduced movements would also deliver cost savings as well as environmental benefits.

It must be remembered that to utilise the SWRWMG trailer system requires a compactor unit to be able to compact the waste into the trailer unit at the waste depot. The estimates to have a new compactor unit installed at the Burra road site is \$220,000 however for the amount of use a unit would be used at the site it would be worth getting quotes on refurbishing the old Cootamundra Unit. The used unit was replaced a few years ago and is located at the Cootamundra Waste depot.

### 3. COST ESTIMATES TO CONVERT REMAINING VILLAGE LANDFILLS TO TRANSFER STATIONS AND REHABILITATE OLD LANDFILL SITES.

#### 3.1 Costs to Construct new Transfer Station

The Scope of Works and financial estimates required to build a basic new Waste Transfer Station like those established at council existing sites are as follows:

- Project Management, planning and design preparation and approvals - \$5,000.
- Site preparation and access (i.e. clearing and levelling, surface preparation, environmental protection) - \$55,000.
- Security, fencing and gates, Scanning System, etc - \$25,000.
- Bins - \$16,000.

Estimated establishment costs would be approximately \$101,000.

#### 3.2 Rehabilitation Cost of Old Landfill Sites

In March 2021 council engaged an external contractor (Infrastructure Solutions Pty Ltd) to undertake surveys and prepare a report to detail the preliminary cost estimations for the rehabilitation works required to the Cootamundra, Stockinbingal, Wallendbeen and Gundagai Landfill sites.

A summary of the estimates provided in the report is detailed below;

The estimated cost details for each landfill site to be rehabilitated are provided in Appendix B.

A summary of the estimated, year of rehabilitation works, rehabilitation cost and annual maintenance cost is provided in Table 2 below.

Landfill	Estimated Cost to Rehabilitate Stage 1	Estimate Financial year (20**)	Estimated Cost to Rehabilitate Stage 2	Estimate Financial Year (20**)	Total Rehabilitation Cost Estimate	Estimated Annual Maintenance Costs
Stockinbingal	\$527,000	25-26	-		\$527,000	\$5,600
Cootamundra	\$1,799,000	26-27	\$924,000	70-71	\$2,723,000	\$9,133
Gundagai	\$255,000	22-23	\$1,000,000	23-24	\$1,255,000	\$5,200
Wallendbeen	\$297,000	24-25	-		\$297,000	\$6,000
			<b>TOTAL</b>		<b>\$4,802,000</b>	<b>\$25,933</b>

**Table 2 Summary of Landfill Rehabilitation Estimate of Costs**

Notes:

1. Costs are in 2021 Financial Terms and will need to be adjusted by CPI and cost re-evaluated when detailed designs are completed.
2. The cost estimates are based on current contract construction landfill rehabilitation costs.
3. Stock piling soil on site for rehabilitation works and by Council undertaking the work will reduce costs considerably.
4. The estimated annual maintenance cost is to cover items such as filling up depressions due to differential settlement, weed spraying and groundwater testing.

#### 4. Summary:

Information gathered in this report show that external operations for the transfer stations remain the more cost-efficient method of managing Councils Transfer Station operations at this time. It is the recommendation of this report that at this time Council, retain the external operations of servicing Councils Transfer Stations.

Council staff will continue to research and identify options in the provision of the most effective and efficient waste service to the community and seek estimates/quotes to determine the most cost effective process to have the current Transfer Stations serviced by internal or external resources.

A more detailed financial investigation and analysis are required to determine the current and long-term sustainability of all of Council's waste operations. It is crucial to establish adequate reserves annually to ensure the timely execution of all regulated rehabilitation activities, as outlined in the OLG 23a Guidelines. With Council being in its current demerger status and with Council elections pending it would be timely for any further review in to waste services, fees and charges and management strategies would not be undertaken until the State Government Decision on the Council's future has been made.

It is for the above reasons it is not recommended that Council proceed at this time with the construction of an additional Transfer Station to be located at Adjungbilly however, Council continues to review all of Gundagai's waste operations to ensure they are and continue to be financially sustainable.

#### Financial Implications

Potential cost savings to the General Waste Budget for 2025/2026 as detailed at 2.3.3.

#### OLG 23a Guideline consideration

N/A

**8.7.2 SPORTGROUND & PUBLIC OPEN SPACE FEES & CHARGES 2023/2024**

DOCUMENT NUMBER	417545
REPORTING OFFICER	Greg Ewings, Acting Manager Regional Services Gundagai
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b>  3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There will be approximately \$18,000.00 reduction in lost revenue for Sports fields & Open Spaces.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

1. **All Sports Ground and Open Space User Fees & Charges invoiced for the 2023/2024 financial year be waived.**
2. **Council contacts the sporting groups that have paid invoices for the 2023/2024 year advising them of the waiver and re-imburse the amount paid.**
3. **Council contacts the sporting groups that have not paid their invoices, or those groups which have not yet received an invoice for the 2023/2024 fees, advising them of the waiver.**
4. **The wavier of user fees doesn't exclude the user groups from the responsibility of paying for the use of their related utilities e.g., water, power etc.**
5. **Council acknowledges that there will be a reduction in revenue received for the hire of Councils Sports Grounds, associated facilities, and Open Spaces.**
6. **Whilst the Fees & Charges for Users of Sports Grounds and Open Spaces remains in Council's Fees and Charges, such Fees & Charges will not be levied on User Groups of Sports Grounds and Open Spaces until a further review/report is carried out following the determination of the Minister for Local Government regarding the demerger proposition.**

Introduction

This report is submitted in response to Councillor enquiries at recent Council Workshops to provide information regarding the Cootamundra Gundagai Regional Council's Sport Ground and Open Space Fees and Charges.

Discussion

A report regarding the Sports Ground and Open spaces Fees & Charges was presented to the July 2022 Council meeting. The report referred to a draft policy that had been developed and presented to Councillors and Management in an attempt to formalise the related ground user charges, and the manner in which the grounds should be managed into the future.

Two of the resolutions from the report from the meeting were that, the sporting ground user fees and charges be removed for the 2022/2023 financial year and that, the adjusted 2022/2023 Sport Ground and Open Space User Fees and Charges be placed on public exhibition for a period of 28 days.

These actions were undertaken and subsequently Council did not issue the fees and charges for the 2022/2023 financial year which led to a reduction in income of approximately \$13,000.00.

It does not appear the sporting ground user fees and charges were reviewed or altered in the budget preparations of the 2023/2024 financial year with the fees and charges being included in the 2023/2024 fees and charges document in the same format as previous years but with the relevant annual increase.

As the structure of the Fees & Charges for the use of the Cootamundra Sporting Grounds is on a fixed cost basis the groups were able to be invoiced as per the 2023/2024 Fees and Charges Document.

Council staff prepared and issued the Cootamundra invoices in March 2024. The total amount invoiced to the Cootamundra user groups was \$15,165.00 and as of June 19 2024 Council had received \$2,199.00 in payments with \$12,966.00 still outstanding.

The Fees & Charges structure for the Gundagai Sporting Groups is different to the Cootamundra fixed cost system as it on a per player basis. This system requires Council to contact each sporting group and ask them to supply registered player or participant numbers and then charge and invoice accordingly. After receiving all the information for the Gundagai Groups in late June it has been determined that there is \$2,625.00 of income for the Gundagai Sporting Grounds.

In regard to the invoicing and payment of the 2023/2024 financial year, as the issue was not addressed prior to the invoicing in March 2024 or before the June 30 2024 then council needs to consider if the invoicing of the Gundagai Sporting Groups should proceed and the payments from the Cootamundra groups previously invoiced be followed up or Council decide to waive the fees and credit all groups their relevant fee for the 2023/2024 period. If the fees are waived Council will need to contact all groups to advise them of the change and given that only a small amount of payments have been received these payments could be refunded to the relevant groups as part of the process.

While harmonisation of many of Councils Fees & Charges has been achieved over the past eight years the sporting ground user fees and charges have not been and apart from the annual increases, they again remain unchanged for the 2024/2025 Financial year.

The issue of user pays is a difficult and controversial one that will most likely stimulate strong debate and feeling. It is fair to say that there is not one perfect system, and it may not be possible to have one policy that fits all, but Council must try to come up with methodology and management guidelines not only for the Sports Ground and Open Space User Fees and Charges but for the overall clarity on the use and maintenance of Council's Sports Grounds, Recreational Facilities and Open Spaces.

The disparity in the current Gundagai and Cootamundra Sports Ground and Open Space User Fees and Charges structures will need to be addressed in the future and with Council being in the position it is in, with possible demerger and the upcoming local government election it would make sense that the best time to undertake the review and potential implementation of any changes would be late in 2024 or early 2025. This would enable all factors to be considered and allow the introduction of any changes to be introduced the current 2024/2025 and the 2025/2026 Financial year budgets be it for one Council or two.



Financial

There will be approximately \$18,000, reduction in lost revenue for Sports fields & Open Spaces for the 2023/2024 Budget.

**8.7.3 GUNDAGAI REGIONAL SERVICES WORKS REPORT**

DOCUMENT NUMBER	417093
REPORTING OFFICER	Donna Britton, Operations Support Officer - Facilities
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 2.3 A region that can accommodate and support strategic growth
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The Gundagai Regional Services Department, Monthly works report be received and noted.**

Introduction

The report is a snapshot of the diverse works Gundagai Regional Services performed over the previous month and intends to give an update on the ongoing works being conducted.

Discussion

This report focuses on the divisions projects as we progress through to completion, details our operational activities, informs, and updates the continued routine duties of this division.

**Gundagai Parks & Gardens Section – Parks, Reserves, Sporting Fields, and Playgrounds - Achievements for the month include:**

- Tree trimming around town has been completed.
- Town street spraying, parks and sporting fields have been sprayed for broadleaf.
- The flying fox in Carberry Park has been repaired.

**Cemeteries – Nth Gundagai Lawn & Monumental, Sth Gundagai, Tumblong, Coolac, Mt Adrah, Muttama, Adjungbilly, Nangus, Wagragobilly (Darbalara). Cemetery happenings this month include:**

- There has been 1 burial in the old RC section of the monumental cemetery in Gundagai.
- New paperwork and contracts have been completed in line with the CCNSW operator licencing conditions as at July 1, 2024.
- Maintenance of all cemeteries continues with broadleaf being sprayed throughout.

**Biosecurity Section - News and Achievements include:**

- Members of the Regional Services team attended WAP funded training to assist with Community Engagement and fostering a better relationship with land holders. This is an accredited course that adds to the education requirements for staff involved in this area of work.
- Staff have recently attended via a Teams meeting held by LLS for the LCA Biosecurity Weeds staff providing updates and planning for the future WAP funding grant as well as looking at the Operational Activities Plan and Weed risk assessments.
- With the financial year now ended, staff will start the task of completing the 23-24 WAP fund reporting. Once this is completed the task of applying for the competitive grant for the 24-25 WAP funds will commence.
- Our Red Guidepost program has been updated with new incursions of Coolati Grass and Tiger Pear being added.

**Spray Records for the month of June 2024**

Regional Services Roadside and General Spray Records for June 2024							
Date	Location	Application	Land Use	Weed	Chemical	Quantity	Amount of Spray Mix
18/06/2024	Sth Gundagai	Spot	Cemetery	All	Glyphosate	9l	600l
					Metsulfuron	120gr	
					Wetter 1000	1l	
					MCPA	1l	
20/06/2024	Coolac	Spot	Reserves/Sporting	All	Glyphosate	6l	600l
					Metsulfuron	120gr	
					Wetter 1000	1l	
					MCPA	1l	
21/06/2024	Muttama	Spot	Reserves/Sporting	All	Glyphosate	6l	600l
					Metsulfuron	120gr	
					Wetter 1000	1l	
					MCPA	1l	
24/06/2024	Darbalara Gundagai Town Streets	Spot	Reserves Roadside	All	Glyphosate	6l	600L
					Metsulfuron	120gr	
					Wetter 1000	1l	
					MCPA	1l	
25/06/2024	Sth Gundagai	Spot	Monumental	Broadleaf	MCPA	6l	600l
					Wetter 1000	1l	
26/06/2024	Tumblong Nangus	Spot	Cemetery Cemetery	Broadleaf Broadleaf	MCPA	6l	600l
					Wetter 1000	1l	
27/06/2024	Coolac Muttama	Spot	Cemetery Cemetery	Broadleaf Broadleaf	MCPA	6l	600l
					Wetter 1000	1l	
28/06/2024	Sth Gundagai	Spot	Reserve	Blackberry	Woody	3l	600l
					Grazon	500ml	
					Glyphosate	3L	
					Metsulfuron	80gr	

No Spraying was completed by the Civil Department for the month of June 2024.

**Gundagai Public & Council Facilities:**

**Carberry Park Public Toilet block –**

All internal walls and ceilings have been sheeted with ceilings being painted.

Works on the automated door system for the Lift & Change facility have commenced.

Works on the area between the toilet block and the VIC are underway for installation of the disable access ramp.

**Gundagai VIC Refurbishment –**

All external windows and doors have been fitted.  
 Rough in for electrical has been completed.  
 All internal walls have been gyprock.  
 All ceiling battens have been installed for gyprocking.  
 Floors have been levelled.



**Sherwood Forest –**

Quotes have been obtained for removal of trees for the dry river bed.

**Gundagai RV Park Income June 2024**

01/06/24 – 30/06/24 - Total Income \$146.15

**Gundagai Waste:**

**Landfill/Transfer Station Operations**

The pods of E Waste have been sorted and collected.

The CRC shed has had a collection of all waste products held collected.

A pad has been levelled for the site office.

Trees and shrubbery in the entry way of the tip have been cleared and trimmed.

The Reroc initiative for green waste shredding and collection has taken place with 4000-5000 cube being condensed.

**Gundagai Landfill/ Transfer Station June 2024**

01/06/24 – 30/06/24 - General Income \$2529.00

**Gundagai Saleyards:**

- Income from the annual Weaner Sale: 3018 Head - \$24,144.00 and Agents Fee - \$9609.24
- Income from the Saleyards Truck wash for the month of June \$973.54

**Compliance:**

Compliance with the Companion Animals Act 1998

Local Government (General) Regulation 2021 – Reg 217(1)(f)

- Council have address complaints regarding barking and roaming dogs. Notices have been issued for unregistered dogs.

Financial

There are no further financial implications as all work has been carried out as per the approved 23/24 budget allocations.

OLG 23a Guideline consideration

There are no implications to the guidelines.

## 8.8 REGIONAL SERVICES COOTAMUNDRA

### 8.8.1 DRAFT KEEPING OF ANIMALS POLICY

DOCUMENT NUMBER	417518
REPORTING OFFICER	Wayne Bennett, Manager Regional Services Cootamundra
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 2.2 A thriving region that attracts people to live, work and visit
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	The revised policy is attached to this report.
ATTACHMENTS	1. Keeping of Animals Policy <a href="#">↓</a>

### RECOMMENDATION

**The 2024 revised edition of the Keeping of Animals Policy be received and adopted.**

#### Introduction

Updating and reviewing the animal keeping policy serves multiple purposes, primarily aimed at providing clear guidance to the public regarding acceptable animals and their limits within the shire.

This proactive measure not only helps maintain harmony within the community but also aids Rangers in their duties by streamlining enforcement efforts and reducing neighbourhood disputes.

#### Discussion

By establishing clear guidelines on the types and numbers of animals permitted in residential areas, the policy aims to prevent potential conflicts among neighbours regarding noise, hygiene, and safety concerns associated with animal ownership. It also ensures that residents understand their responsibilities and rights when it comes to keeping animals, promoting a sense of accountability within the community.

An updated policy enables Council Rangers to enforce regulations more efficiently, as they have a clear framework to refer to when addressing complaints or conducting inspections. This efficiency not only saves time and resources but also enhances the effectiveness of Council Ranger interventions, ultimately contributing to a safer and more harmonious living environment for all residents.

The review and update of the animal keeping policy serve as a proactive approach to managing animal-related issues within the shire, fostering compliance, minimising conflicts, and promoting a greater sense of community wellbeing.

*Attached is the revised Policy and notes from the Council Workshop held on the 9<sup>th</sup> of July 2024.*

Financial

No financial implications.

OLG 23a Guideline consideration

Does not conflict with guidelines.



# DRAFT KEEPING OF ANIMALS POLICY 2024

## Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Manager Regional Services
Council Service Unit	Regional Services
Next Review Date	01/07/2028

## Version Control

Ref	Date	Description	Council Resolution
1.0	2014	Adopted by Council	
	16/1/2024	Amendments	
	March 2024	Presented to council	
	July 2024	Presented to Councillor Workshop	

## Purpose

1. To inform the community of the statutory restrictions and acceptable limits which apply to the keeping of certain animals for domestic purposes.
2. To give guidance and advice to persons inquiring about keeping of animals for domestic purposes.
3. To establish standards, acceptable to the community, for the keeping of animals.
4. To publicly notify the circumstances that Council will consider in determining whether to serve an Order under Section 124 of the *Local Government Act 1993* to prohibit, restrict or in some other way, require things to be done regarding the keeping of animals.
5. To identify which animals are prohibited within Cootamundra-Gundagai Regional Council and the circumstances in which such animals are prohibited.
6. To reduce the adverse impact on adjoining properties.

## Scope

This policy applies to birds and animals kept on premises within the properties located within the following zones as identified in the *Cootamundra Local Environmental Plan 2013* and *Gundagai Local Environmental Plan 2011*.

- RU4 – Primary Production Small Lots
- RU5 – Village
- R1 – General Residential
- R3 – Medium Density Residential
- R5 – Large Lot Residential
- E1 – Local Centre



E2 – Commercial Centre  
E3 – Productivity Support  
E4 – General Industrial  
MU1 – Mixed Use

The principles contained in the prescriptive requirements will also apply to the keeping of animals for commercial purposes including boarding, breeding, grooming, caring, treatment, training, racing, exhibiting, trading, or selling.

Where it is intended to keep animals for any commercial purposes, it is necessary that a development application be submitted to Council and development consent be obtained. Consent to the operation of animal establishments may not be permitted where Council considers that the proposal would be detrimental to the amenity of the locality.

### Legislative Framework

Council's powers to control and regulate the keeping of animals are provided under Section 124 of the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

The Council may, in the appropriate circumstances, issue an Order to:

- prohibit the keeping of various kinds of animals,
- restrict the number of various kinds of animals to be kept at a premises,
- require that animals be kept in a specific manner,
- Stop using a premises as an animal boarding or training establishments if development consent has not been granted under the *Environmental Planning and Assessment Act 1979*.

The Council may also issue Orders requiring:

- demolition of animal shelters built without the prior approval of Council,
- the occupier to do or refrain from doing such things as are specified so as to ensure that land or premises are placed or kept in a safe or healthy condition.

It is advised that Council can exercise further controls over animals under the following Acts and regulations made thereunder:

- *Protection of the Environment Operations Act 1997*
- *Companion Animals Act 1998*
- *Public Spaces (Unattended Property) Act 2021*
- *Cootamundra Local Environmental Plan 2013*
- *Gundagai Local Environmental Plan 2011*
- *Environmental Planning and Assessment Act 1979*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*

### Giving of Orders by Council - Animal Management LGA Section 124 Order No.18

Order No. 18 deals specifically with the keeping of animals and birds under s124 of the *Local Government Act 1993*. This Schedule has been prepared to provide a guideline for all local residents on what is usually considered an appropriate number and kind of birds and animals which may be

kept and secondly, to provide a criteria which Council will use as a basis in investigating any complaint.

Under these provisions, an Order can be issued to require an owner not to keep birds or animals on premises where such birds or animals kept are of an inappropriate kind or number or are kept inappropriately in a manner that adversely impacts on health, safety and wellbeing of the community.

This Order may apply to dogs and cats and any other animal that is prescribed by the regulations as a companion animal in accordance with the NSW Companion Animals Act 1998.

**Note.** *The fact that an animal is not strictly a “companion” does not prevent it being a companion animal for the purposes of the Act. All dogs are treated as companion animals, even working dogs on rural properties, guard dogs, police dogs and corrective services dogs.*

Where a problem is identified with the keeping of animals and it cannot be resolved by consultation, Council will proceed to issue a notice of intention to serve an Order. A person will be given an opportunity to make representation to Council prior to a formal Order being issued. In situations where urgency is required, an emergency Order may be issued without prior notice.

### **Policy Content**

The number of animals that may be kept at a premise should not exceed the number prescribed as appropriate to the kind of animal listed in the table included with this policy.

The kind of animal that is suitable to be kept at any premises will be determined by having regard for the size of the available yard area and the distance to the nearest dwelling or other prescribed building. Certain statutory requirements also apply as noted in the table.

It should not be assumed that animals of all kinds may be kept on premises that are part of a multidwelling development. Where a dwelling is owned within a Strata Plan, it will be necessary for the rules of the Body Corporate to be examined for requirements relevant to the keeping of animals.

Animals should be kept in a manner which does not:

- Create unclean or unhealthy conditions for people or for the animals,
- Attract or provide a harbourage for vermin,
- Create offensive noise or odours,
- Cause a drainage or dust nuisance,
- Create waste disposal or pollution problem,
- Create an unreasonable annoyance to neighbouring residences or fear for safety,
- Cause nuisance due to proliferation of flies, lice, fleas or other insects.

Animals should not be kept at premises used for the manufacture, preparation, sale or storage of food for human consumption.

Suitable shelter(s) should be provided for all animals. Certain species of animals are required to be kept in cages to prevent escape or attack by predators. Generally, other animals are to be securely enclosed with adequate fencing to prevent escape.

Certain animal shelters and facilities should not be erected or located at a premise without the prior approval of Council. Animal owners wishing to erect such structures should consult the NSW 'Exempt and Complying Development Codes SEPP 2008' - to determine which structures can be erected without approval from Council, or alternatively require development approval.

### **Variations to this Policy**

Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council (see attachment 1). Any proposal for a variation to this policy will be considered on a case-by-case basis and must provide the following information as a minimum:

- The size of the property,
- A site plan showing the location where the animals will be kept and the distance from any structures on site or on adjoining properties,
- If rented, consent from the owner of the property,
- Type of animals to be kept,
- Number of animals to be kept,
- Reasons for the variation request,
- The likely impact of the animals on the environment and the amenity of the area,
- Adequate facilities are available,
- Demonstrate that no nuisance or health hazard will be caused to the surrounding neighbourhood,
- The applicant must have the ability to control all odours and waste including litter and bedding, will be disposed of in an approved and lawful manner,
- Information addressing any matters raised by Council in any correspondence,
- Payment of prescribed fee,
- Written support from neighbouring properties may be beneficial in supporting your case for a variation to this policy.

Upon receipt of your application and payment Council will undertake a thorough assessment, including an on-site inspection of the designated area. Following this evaluation, you will receive an official letter detailing the decision reached.

Should your application request be successful, it is imperative that you adhere to the stipulated guidelines outlined in the approval letter. Any deviation from these guidelines may necessitate the submission of a new application.

### **Animal Carcass Disposal**

Deceased animals cannot be placed in a household bin, you can bury deceased pets (**dogs, cats or other small animals only**) in your yard if you are the property owner.

Animal owners have a legal responsibility to ensure that disposal of carcasses does not adversely affect the environment. The NSW EPA has guidelines to minimise environmental contamination

and should also be consulted for advice when considering options for disposal for large animals and large volume of deceased animals.

The preferred methods for carcass disposal methods are

- Cootamundra Landfill.
- Gundagai Landfill.
- Burial – within the NSW EPA guidelines.
- Cremation by licenced Commercial cremation services (Burning).

Carcass disposal should occur as soon as possible after the animal has died. Planning and management of disposal is important to ensure the safety of the community, other stock, the environment and to minimise the risk of disease spread. Poor carcass disposal can result in contamination of soil, ground water and water ways. Access to poorly disposed carcasses can also allow for significant disease spread through scavengers, mosquitoes and vermin.

### **Definitions**

#### ***Property Identification Code (PIC)***

From 1 September 2012, anyone who keeps or owns livestock in NSW is required to ensure the land on which the livestock are kept has a Property Identification Code or PIC. 'Livestock' includes one or more cattle, sheep, goats, pigs, deer, bison, buffalo, camelids, equines (i.e., horses and donkeys), 100 or more poultry birds or 10 or more emus or ostriches.

A PIC is a unique identifier for land. PICs are assigned to individual properties and are allocated by Local Land Services. Local Land Services office can be contacted on 1300 795 299.

PICs are fundamental to the operation and integrity of the National Livestock Identification System (NLIS) for cattle, sheep, goats, and pigs because movements on the NLIS database are recorded between PICs. PICs provide traceability to specific properties.

#### ***Stocking rate***

Stocking rate will be calculated to include all species of animals per the land size.

### **Keeping of Alpacas**

A stocking rate of 2 per acre (a minimum of 1 acre is required)

1. Property must have a registered PIC number.
2. Keep animals a minimum of 9 metres from any dwelling, school, shop, office, factory, workshop, church or other place of public worship, public hall or premises used for the manufacture, preparation, or storage of food.
3. Locate enclosures at least 20 metres from any dwelling or place where food is kept, processed, or stored, or 6 metres from any roadway or 1 metre from any property boundary.
4. Enclose yard areas to prevent escape.
5. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
6. Development consent may be required for enclosures / fences.

### Keeping of Bees

All provisions of the *Biosecurity Act 2015* No 24 must be complied with.

1. The aims and husbandry procedures as defined in the NSW Department of Primary Industries Code of Practice for Bee Keeping must be complied with.
2. On land applicable to this policy no more than two hives per property is permitted, and then only when the following circumstances prevail:
  - a) The hive is more than 9 metres from any neighbouring premises; greater distances apply from childcare centres and schools,
  - b) The hive is regularly re-queened with a recognised mild strain,
  - c) The flight board is not directed at, or within 9 metres of any public thoroughfare or recreation area,
  - d) A permanent water source suitable for bees is established within close proximity to the hive,
  - e) The hive is not within nine metres of any neighbouring swimming pool,
  - f) A suitable barrier is erected close to the landing board to force flight paths above two metres,
  - g) The hive is regularly serviced by a competent manager,
  - h) The swarming of the bees is controlled,
  - i) The flight board is not directed at any neighbour activity area, for example washing area, barbeque area or children's play area,
  - j) Diseases are properly controlled, as is regulated by Department of Primary Industries,
  - k) The keeping of bees in unit developments is not permitted.

In order to keep more than three hives, development consent is required.

### Wild Hives

1. Wild hives must be controlled. Any person having a wild hive on their property must consult Department of Primary Industries for advice.
2. A wild hive is described as feral bees not in a domesticated situation and not kept within a bee frame or a beekeeper's box.

### Keeping of Birds

1. All aviaries and holding facilities must be constructed of appropriate materials and of a quality of construction with material that is of new or good second-hand quality and be designed to be vermin proof, well ventilated, have an impervious surface and not cause or be likely to cause injury to birds.
2. Careful regard must be given to the requirements of neighbours, especially the avoidance of excessive noise and odour.
3. Where the owner operates a business from home related to the commercial trade or retail of birds or associated items, provisions of the *Environmental Planning and Assessment Act 1979* may apply.
4. Extensive aviculture activities are required to submit aviary plans for development approval by Council if the structures exceed the provisions and requirements of the *Exempt and Complying Development Codes SEPP 2008*.

5. Flooring must be constructed of an impervious material or in some external situations, sand or gravel with a rodent proof mesh underlay.
6. All aviaries and other built facilities for the keeping of caged birds require Council consent, except where aviaries do not exceed the following dimensions:
  - a. 5 square metres surface area, a maximum height of 2.1 metres and with a set back from any boundary, fence or wall of 1.0 metres;
  - b. Multiple permissible aviaries may not cover an area greater than 20 square metres without prior Council approval.
7. Enclosed buildings for the primary purpose of holding caged birds require Council consent.
8. An animal trade must not be conducted without prior consent.
9. Vermin proof food storage facilities must be provided.
10. An adequate rodent and pest control program must be in place.
11. Excessive noise and odour must be controlled by the use of sound proofing materials, distance and choice of bird species.

### **Keeping of Camels**

A stocking rate of 1 per acre (a minimum of 1 acre is required)

1. Property must have a registered PIC number.
2. Keep animals a minimum of 9 metres from any dwelling, school, shop, office, factory, workshop, church or other place of public worship, public hall or premises used for the manufacture, preparation, or storage of food.
3. Locate enclosures at least 20 metres from any dwelling or place where food is kept, processed, or stored, or 6 metres from any roadway or 1 metre from any property boundary.
4. Enclose yard areas to prevent escape.
5. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
6. Development consent may be required for enclosures / fences.

### **Keeping of Cats**

A maximum of four (4) cats over the age of six months per household shall be allowed. Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis.

1. All provisions of the *Companion Animals Act 1998* must be complied with
  - a. Micro-chipping requirements
  - b. Registration requirements
2. It is recommended that all cats be desexed by 4 months. Registration fees are cheaper for doing so.
3. Cats must not be permitted to create a nuisance in any form, including straying, interfering with the properties of others or otherwise.
4. Wildlife must be protected where possible from cats.
5. It is recommended that all cats be kept inside at night.
6. Cats should wear collars with a tag displaying their name and contact information

7. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.

Breeding of cats for sale/profit is considered to be an industry and as such requires Development Approval. Cat breeding or boarding facilities are subject to Council approval and compliance with the DPI NSW - Breeding Dogs and Cats Code of Practice.

Any person wishing to conduct a breeding activity for sale/profit should contact Council Environment and Planning Department for details of requirements and approval procedures.

### **Keeping of Cattle**

No cattle may be kept in a residential area with a free land mass area less than 1 acre.

1. Property must have a registered PIC number.
2. Cattle are identified with approved NLIS ear devices, or and a matching ear tag as per the regulations by the NSW Department of Primary industries.
3. The maximum number of cattle at any one time shall be two (2).
4. Cattle must not be within 9 metres (or such a greater distance as the Council may determine in a particular case) of any dwelling.
5. Cattle yards must be enclosed as to prevent the escape of cattle.
6. Where rail fences are not available, appropriate visual additions such as reflective tape, plastic pipe, and so on, must be used on all wire fences.
7. All fences must be constructed and up to a standard of maintenance so that the cattle cannot escape or be injured.
8. No cattle may be kept or taken onto a public reserve unless the permission of Council has been obtained.
9. All noise, must be controlled to prevent interfering with the properties of others or otherwise.
10. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.
11. Odours must be vigorously controlled at all times.

### **Keeping of Deer**

A stocking rate of 1 per 5 hectares (A minimum of 5 hectares is required).

1. Property must have a registered PIC number.
2. Must comply with the requirements of the *Deer Act 2006*.
3. Keep animals a minimum of 9 metres from a dwelling, school, shop, office, factory, workshop, church, or other place of public worship, public hall or premises used for the manufacture, preparation or storage of food.
4. Enclosures at least 20 metres from a dwelling or place where food is kept, processed or stored, or 6 metres from any roadway or 1 metre from any property boundary.
5. Enclose yards areas to prevent escape.
6. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
7. Deer have specific fencing requirements to prevent escape
  - a. Development consent may be required for these enclosures / fences.

8. Environmental degradation caused by feral deer is listed as a key threatening process under the *Threatened Species Conservation Act 1995*; owners must contain animals on site.

### **Keeping of Donkey**

A stocking rate of 1 per acre (a minimum of 1 acre is required)

Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis. Any concession made will be subject to compliance with the requirements of "Guidelines for Minimum Standards for Keeping Horses in Urban Areas" from Department of Primary Industries.

1. Property must have a registered PIC number.
2. Stables and yards may not be kept a minimum of 9 metres from any dwelling, school, shop, office, factory, workshop, church or other place of public worship, public hall or premises used for the manufacture, preparation, or storage of food.
3. No Donkeys may be kept on a public place, including footpath areas and unfenced vacant allotments within the Cootamundra-Gundagai Regional Council Area.
4. Jacks (entire male Donkey) are not permitted.
5. The owner must take all reasonable precautions to prevent the donkey from escaping its property.
6. All noise, must be controlled to prevent interfering with the properties of others or otherwise.
7. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.
8. Odours must be vigorously controlled at all times.
9. Construction of yards and shelters required for the keeping of donkeys may be require a Development Application to be lodged.
10. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
11. Additional requirements for fencing may also apply for the purpose of preventing damage to an adjoining premise.
12. Development consent may be required for enclosures / fences.

### **Keeping of Dogs**

A maximum of four (4) dogs over the age of six months per household shall be allowed. Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis.

1. All provisions of the *Companion Animals Act 1998* must be complied with
  - a. Micro-chipping requirements
  - b. Registration requirements
2. It is recommended that all dogs be desexed by 6 months. Registration fees are cheaper for doing so.
3. Dogs must wear collars with a tag displaying their name and contact information when outside of its property.
4. The owner must take all reasonable precautions to prevent the dog from escaping its property.



5. All noise, including barking, must be controlled to prevent interfering with the properties of others or otherwise.
6. All odours must be controlled.
7. When in a public place, must be under the effective control by means of an adequate chain, cord or leash that is attached to the dog and that is being held by (or secured to) the person unless in a designated off leash area.
8. When in a public place, if the dog defecates the faeces must immediately be removed and disposed of.
9. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.

Breeding of dogs for sale/profit is considered to be an industry and as such requires Development Approval. Dog breeding, training and/or boarding kennels are subject to Council approval and compliance with the DPI NSW - Breeding Dogs and Cats Code of Practice. Any person wishing to conduct a breeding activity for sale/profit should contact Council Environment and Planning Department for details of requirements and approval procedures.

*No attack-trained dog shall be held in a residential area unless managed by a registered owner/security company, Police service or other approved Government instrumentality.*

#### **Keeping of Declared Dogs – Menacing, Dangerous or Restricted**

This section does NOT limit section Keeping of Dogs

1. It is an offence to sell, advertise the sale of or give away a known restricted, dangerous or menacing dog or proposed dangerous or restricted dog. It is also an offence to purchase or receive a menacing dog or proposed dangerous or restricted dog.
2. A menacing dog, must have an enclosure that is sufficient to restrain a child from accessing the dog and it must be muzzled and under effective control by means of adequate chain, cord or leash when it is outside its property
3. A declared dangerous or restricted dog must be kept in a specially constructed enclosure that meets all the requirements of the Companion Animals Regulation 2008 Part 24. The enclosure must display an official dangerous dog warning sign. Whenever the dog is outside of this enclosure, declared dogs must be muzzled and leashed at all times and must be under the effective control of a competent person.
4. One or more signs must be displayed on the property showing the words "Warning Dangerous Dog" in letters clearly visible from the boundaries of the property on which the dog is kept.
5. Declared dogs must at all times wear a collar of the kind prescribed by the regulations.
6. Council must be informed within 24 hours, by owners of declared dogs, of details including change of address or other information regarding the dog.
7. Owners of declared dogs must inform Council within 24 hours if the dog becomes lost or attacks a person or other animal.
8. All provisions of the Companion Animals Act 1998 and regulations must be followed in respect to any dog kept within the Cootamundra-Gundagai Regional Council Area.
9. Declared dogs may be seized where conditions of a notice are not complied with and in some circumstances Council may destroy seized dogs as per Section 58G of the NSW *Companion Animals Act 1998*.

**Restricted Dogs**

1. Restricted breeds including the;
  - a. American Pit Bull Terrier
  - b. Pit Bull Terrier
  - c. Japanese Tosas
  - d. Argentinean Fighting Dogs
  - e. Brazilian Fighting Dogs
2. If an authorised officer of a Council is of the opinion that a dog:
  - a. is of a breed or kind of dog referred to above; or
  - b. is a cross-breed of any such breed or kind of dog,

the authorised officer may give notice to the owner of the dog of the officer's intention to declare the dog to be a restricted dog.

**Keeping of Guard Dogs**

1. Owners and persons in charge of on-site guard dogs are required to undertake the following control requirements:
  - a. To provide and erect appropriate signage that is prominently displayed upon the perimeter fences to those premises being guarded, which reads "Warning – Guard Dog on Premises".
  - b. Such signs must be of a standard to alert any reasonable person of the consequences of entry.
  - c. Such signs must be manufactured in such a manner that they are continually visible and readable in every circumstance.
  - d. Such signs must include an emergency contact phone number to be used in emergency situations.
  - e. Compliance with the Department of Primary Industries Guidelines
2. Owners and lessees of guard dogs must ensure that such dogs are securely contained upon the premises being guarded.
3. No attack trained dog may be held within the Cootamundra-Gundagai Regional Council Area (police dogs and other Government instrumentalities excepted).
4. Declared dangerous dogs or guard dogs, having been declared dangerous, pursuant to the NSW *Companion Animals Act 1998* are not permitted to be utilised as static guard dogs upon any land within the Cootamundra-Gundagai Regional Council Area, on a commercial or private basis.

**Keeping of Racing Greyhound Dogs**

A maximum of six (6) dogs over the age of six months per household shall be allowed. Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis.

1. Greyhounds must be kept under the requirements set out in the *Greyhound Racing Act 2009*.
2. The owner must take all reasonable precautions to prevent the dog from escaping its property.

3. All noise, including barking, must be controlled to prevent interfering with the properties of others or otherwise.
4. All odours must be controlled.
5. When in a public place, must be under the effective control by means of an adequate chain, cord or leash that is attached to the dog and that is being held by (or secured to) the person unless in a designated off leash area.
6. When in a public place, if the dog defecates the faeces must immediately be removed and disposed of.
7. NSW trainers are required to notify their local Council when they transfer a retired racing greyhound to a new owner by completing a NSW Companion Animals Register form.
8. Racing Greyhounds must be muzzled and be leashed at all times in public places
9. Greyhound trainers must be registered with Greyhound Racing NSW (GRNSW) as per the Greyhound Racing Act 2009. 18.10.7
10. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.

Dog breeding, training and/or boarding kennels are subject to Council approval and compliance with the DPI NSW - Breeding Dogs and Cats Code of Practice. Any person wishing to conduct a breeding activity for sale/profit should contact Council Environment and Planning Department for details of requirements and approval procedures.

### **Keeping of Ferrets**

A maximum of six (6) ferrets per household shall be allowed. Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis.

1. Hutches and cages must be kept clean at all times.
2. Odours must be vigorously controlled at all times. The scent secretions of these animals are particularly pungent and are likely to be found offensive by many people.
3. Hutch or cage construction must be of a standard that will prevent escape.
4. Ferrets must be caged and/or secured at all times and are not permitted to free range.
5. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
6. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.

### **Keeping of Goats**

A stocking rate of 2 per acre (a minimum of 1 acre is required)

Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis.

1. Property must have a registered PIC number.
2. Goats must be ear tagged as per the regulations by the NSW Department of Primary industries.
3. Goats may not be kept within 9 metres of any premises or facility used for the commercial preparation or storage of food for human consumption.

4. No Goats may be kept on a public place, including footpath areas and unfenced vacant allotments within the Cootamundra-Gundagai Regional Council Area.
5. The owner must take all reasonable precautions to prevent the goat from escaping its property.
6. All noise must be controlled to prevent interfering with the properties of others or otherwise.
7. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
8. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.
9. Odours must be vigorously controlled at all times.
10. Additional requirements for fencing may also apply for the purpose of preventing damage to an adjoining premise.

### **Keeping of Guinea Pigs**

A maximum of six (6) Guinea Pigs per household shall be allowed. Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis.

1. Hutches and cages must be kept clean at all times.
2. Odours must be vigorously controlled at all times.
3. Hutch or cage construction must be of a standard that will prevent escape.
4. Guinea Pigs must be caged and/or secured at all times and are not permitted to free range.
5. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
6. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.

### **Keeping of Horses**

A stocking rate of 1 per acre (a minimum of 1 acre is required)

Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis. Any concession made will be subject to compliance with the requirements of "Guidelines for Minimum Standards for Keeping Horses in Urban Areas" from Department of Primary Industries.

1. Property must have a registered PIC number.
2. Stables and yards may not be kept a minimum of 9 metres from any dwelling, school, shop, office, factory, workshop, church or other place of public worship, public hall or premises used for the manufacture, preparation, or storage of food.
3. No Horses may be kept on a public place, including footpath areas and unfenced vacant allotments within the Cootamundra-Gundagai Regional Council Area.
4. Stallions are not permitted.
5. The owner must take all reasonable precautions to prevent the horses from escaping its property.
6. All noise, must be controlled to prevent interfering with the properties of others or otherwise.

7. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.
8. Odours must be vigorously controlled at all times.
9. Construction of yards and shelters required for the keeping of horses may require a Development Application to be lodged.
10. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
11. Additional requirements for fencing may also apply for the purpose of preventing damage to an adjoining premise.
7. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
8. Development consent may be required for enclosures / fences.

### **Keeping of Native Wildlife**

1. No native animal may be taken from the wild and kept as a pet.
2. Carers of injured wildlife must hold a current Native Wildlife Carers license issued by an authorised Wildlife Rescue Organisation.
3. Injured wildlife must not create a nuisance of any kind to interfering with the properties of others or otherwise.
4. Odours must be vigorously controlled at all times.
5. Suitable facilities for the housing of injured animals must be available and used.
6. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.

### **Keeping of Pigeons**

1. The maximum number of pigeons to be kept on land applicable to this policy shall be
  - a. 60 pairs – Registered with relevant association
  - b. 10 Pairs – Not Registered with relevant association
2. Exercising of birds is to be on a planned basis and should not exceed 90 minutes. Exercise should not occur more than twice a day. All neighbours should be made aware of exercise schedules.
3. On no account should birds be allowed to roost on neighbouring buildings. “Free” or “Open” lofts are not to be permitted.
4. Residents are permitted to keep racing pigeons however must submit a development application for approval prior to any birds being kept.
5. Owners must ensure that pigeons do not make an objectionable amount of noise at unreasonable times, or cause a nuisance by emission of sounds/odour.
6. All new lofts shall, from the date of the adoption of this policy, be constructed off ground with a minimum height from the ground floor level of 40cm to allow for free flowing air under floor. Floors can consist of any of the following:
  - a. A trafficable mesh grating, which allows droppings to pass through for collection from below floor level. Trafficable timber floor with suitable moisture absorption qualities, which allows for scrape cleaning (e.g. hardboard or plywood)
  - b. Concrete slab floor.

7. A pigeon loft shall be erected a minimum of 10 metres from any neighbouring dwelling, house or flat or 15 metres from any dwelling, public hall, school or other premises used for the preparation, sale or storage of food.
8. The pigeon loft and associated areas are to be kept clean and free of offensive odours at all times and action taken to minimise the emission of dust from the loft area.
9. Manure is to be cleaned up daily and disposed of correctly. Minimum general cleaning of the loft is to be undertaken once per week.
10. Upon receipt of a complaint, submitted in writing and signed by the person making the complaint alleging:
  - a. That they are householders within the policy boundaries
  - b. That they reside within hearing of the sound or cause of complaint of the said pigeons kept on any land within the policy boundaries
  - c. That said pigeons are the source of the noise/odour, which falls within one or more of the sub paragraphs above.

The matter will be referred to an authorised officer of Council for attention.

11. Where the complaint is proven:
  - a. If an owner or occupier of the premises where pigeons are kept are members of the Association or a recognised racing club, the association/club will be contacted and informed of the complaint.
  - b. If the owner or occupier where pigeons are kept are not Registered with relevant association these groups will be contacted to request their assistance or guidance to the individual concerned.
  - c. In the event that this policy proves to be ineffective in resolving the situation, Council reserves the right to take whatever action appropriate under the Local Government Act (1993). If deemed necessary, Council could include a total prohibition of the keeping of pigeons upon premises, where the complaint is found to be justified.
12. Where the complaint is unfounded:
  - a. Council will take no further action on the matter in relation to the said complaint.
13. Pigeon owners are encouraged to adhere to the Associated Bird keepers of Australia's Code of Ethics in relation to the keeping of their birds.
14. All aviaries and holding facilities must be constructed of appropriate materials and of a quality of construction with material that is of new or good second hand quality and be designed to be vermin proof, well ventilated, have an impervious surface and not cause or be likely to cause injury to birds.
15. Where the owner operates a business from home related to the commercial trade or retail of birds or associated items, provisions of the *Environmental Planning and Assessment Act 1979* may apply.
16. Extensive aviculture activities are required to submit aviary plans for development approval by Council.
17. Flooring must be constructed of an impervious material or in some external situations, sand or gravel with a rodent proof mesh underlay.
18. Vermin proof food storage facilities must be provided.

19. An adequate rodent and pest control program must be in place.
20. Excessive noise and odour must be controlled by the use of sound proofing materials, distance and choice of bird species.

### **Keeping of Swine (Pigs)**

Swine are not permitted in residential areas within the Cootamundra – Gundagai Local Government Area.

1. Persons' seeking to keep swine for breeding and farming purposes outside of residential areas may require a Development Application and must satisfy Council that;
  - a. adequate facilities are available,
  - b. the keeping of swine can be justified and after taking submissions of close neighbours into account,
  - c. Council is satisfied that no nuisance or health hazard will be caused to the surrounding neighbourhood.
  - d. Swine must not be kept in such a place or manner as to pollute any water supplied for use (or used, or likely to be used):
    - i. by a person for drinking or domestic purposes,
    - ii. in a dairy.
  - e. Swine dung must not be deposited in such a place or manner as to pollute any water
  - f. Swine must not be kept (and swine dung must not be deposited) within 60 metres (or such greater distance as the Council may determine in a particular case) of a dwelling, shop, office, factory, church or other place of public worship, workshop, school or public place in a town, village or other urban part of an area.
  - g. A greater distance determined under this clause applies to a person only if the Council has served an order under section 124 of the Act to that effect on the person.

### **Keeping of Poultry**

A maximum of 10 Poultry of all types per household shall be allowed. Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis.

1. Keep chickens and guinea fowl a minimum of 4.5 metres from any dwelling, school, shop, office, factory, workshop, church or other place of public worship, public hall or premises used for the manufacture, preparation, or storage of food.
2. Keep geese, ducks, and pheasants, a minimum of 30 metres from any dwelling, school, shop, office, factory, workshop, church or other place of public worship, public hall or premises used for the manufacture, preparation, or storage of food.
3. Poultry yards must at all times be kept clean and free from offensive odours.
4. The floors of poultry houses must be paved with concrete or mineral asphalt underneath the roosts or perches. However, this does not apply to poultry houses:
  - a. that are not within 15.2 metres of an adjoining property boundary, dwelling, public hall or school
  - b. that are situated on clean sand.
5. Poultry yards must be so enclosed as to prevent the escape of poultry.
6. All food must be stored in sealed vermin proof containers and must not be left uncovered.

7. Vermin and other pests must be controlled.
8. The owner must take all reasonable precautions to prevent the poultry from escaping its property.
9. All noise, must be controlled to prevent interfering with the properties of others or otherwise.
10. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.
11. Odours must be vigorously controlled at all times.
12. All poultry must be housed in purpose built facilities. Council approval may be required for these structures.
13. Outside runs must be free draining, not to discharge to neighbouring properties and not be allowed to become muddy
14. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
15. Construction of yards and shelters required for the keeping of poultry may require a Development Application to be lodged.
16. Additional requirements for fencing may also apply for the purpose of preventing damage to an adjoining premise.

The total numbers of poultry kept on premises must not exceed the maximum amount specified below:

Type of Poultry	Maximum Numbers
Chickens	10
Ducks	2
Geese	2
Peafowl (Peacocks)	Not Permitted
Peafowl (Peahens)	1
Pheasants	10
Quails	10
Roosters	Not Permitted
Swans	Not Permitted
Turkeys	Not Permitted
Maximum total of poultry	10

### Keeping of Rabbits

A maximum of six (6) Rabbits per household shall be allowed. Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis.

1. Hutches and cages must be kept clean at all times.
2. Odours must be vigorously controlled at all times.
3. Hutch or cage construction must be of a standard that will prevent escape.
4. Rabbits must be caged and/or secured at all times.
5. Rabbits must not be released into the wild.



6. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
7. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.

### **Keeping of Reptiles**

The number of reptiles being kept must comply with the appropriate licensing from National Parks and Wildlife

1. No reptile may be taken from the wild and kept as a pet.
2. NSW *National Parks and Wildlife Act 1974* and the *Biosecurity Conversation Act 2016* place a general prohibition on the keeping of reptiles. All provisions of the National Parks and Wildlife Act 1974, must be complied with. This includes obtaining a licence to keep reptiles.
3. Advice regarding the keeping of reptiles must be obtained from the National Parks and Wildlife Service.
4. Reptiles must be housed in a manner that provides appropriate environmental conditions suited to the particular species.
5. All reptiles must be housed in an adequate manner that prevents escape set out by the National Parks and Wildlife
6. Vermin and other pests must be controlled.
7. The owner must take all reasonable precautions to prevent the poultry from escaping its property.
8. All noise, must be controlled to prevent interfering with the properties of others or otherwise.
9. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.
10. Odours must be vigorously controlled at all times.
11. The breeding of rats, mice or other live animals for the purpose of feeding any reptile is not permitted.

### **Keeping of Rats and Mice**

A maximum of four (4) of each rat or mice per household shall be allowed. Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis.

1. The keeping of these animals is permitted as pet companion animals only.
2. The keeping and breeding of rodents as food animals for reptile feeding is prohibited.
3. Only domesticated breeds of rats and mice are permitted to be kept.
4. Rodents, rats and mice must be confined within rodent proof cages or enclosures, kept indoors
5. Any excess rodents must be disposed of in an appropriate and humane manner.
6. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.
7. Odours must be vigorously controlled at all times.

**Keeping of Sheep**

A stocking rate of 2 per acre (a minimum of 1 acre is required)

Variations to this policy may be sought by the occupier of the land, by completing an application to Cootamundra-Gundagai Regional Council. Council will consider altering the above criteria on a case-by-case basis.

1. Property must have a registered PIC number.
2. Sheep must be ear tagged as per the regulations by the NSW Department of Primary industries.
3. Sheep may not be kept within 9 metres of any premises or facility used for the commercial preparation or storage of food for human consumption.
4. No sheep may be kept on a public place, including footpath areas and unfenced vacant allotments within the Cootamundra-Gundagai Regional Council Area.
5. The owner must take all reasonable precautions to prevent the sheep from escaping its property.
6. All noise, must be controlled to prevent interfering with the properties of others or otherwise.
7. Keep feed that is packaged or otherwise requires storage in a manner that prevents access by vermin.
8. Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.
9. Odours must be vigorously controlled at all times.
10. Additional requirements for fencing may also apply for the purpose of preventing damage to an adjoining premise.

**Temporary Care and Accommodation**

Although the number of animals that may be permanently kept at a premise should not exceed the number prescribed as appropriate to the kind of animal included with this policy, special provisions may be given to those who temporarily house additional animals as part of a legitimate foster caring arrangement, or care for friends and family pets who go on holidays etc. for a period not greater than four weeks.

Regardless of the expected time frame for temporarily housed animals, any animal specifically prohibited due to the likely impacts on health an amenity cannot be housed on the property without a specific exemption being granted by Council. If a problem is identified with the keeping of animals under this temporary care and accommodation provision that cannot be resolved by consultation, Council may still instigate legal proceedings as outlined in this policy.

**Policy History**

Version	Date	Changes / Amendments
1.0	2014	Policy adopted 2014

**Reviews**

Every 4 years or sooner as required.

**8.8.2 REGIONAL SERVICES - COOTAMUNDRA DIVISIONAL MONTHLY REPORT TO COUNCIL**

DOCUMENT NUMBER	416797
REPORTING OFFICER	Shelley Liehr, Operations Support Officer
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 2.2 A thriving region that attracts people to live, work and visit
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. L&R Group Monthly Report - June 2024 <a href="#">↓</a>

**RECOMMENDATION**

**The Regional Services Cootamundra Department Monthly Works Report be received and noted.**

Introduction

This report has been prepared to inform Council of the activities undertaken by the Regional Services – Cootamundra Department of the month of June 2024.

Discussion

**Parks & Gardens**

Parker Street annual beds have been planted out with pansies for the colder weather. Maintenance is ongoing throughout the CBD, Jubilee Park and Livvi’s Place playground at Albert Park.

Line marking was completed in time for a school athletics carnival and event bins delivered and serviced for the event held at Albert Park. Fields for both senior and junior league were also line marked in Fisher and Nicholson Parks.

Public toilets are continuing to receive a high incidence of graffiti and vandalism which is removed immediately during daily maintenance and servicing of toilet blocks. Several doors and hand dryer units have been damaged resulting in costly repairs.

**Tree Maintenance**

Staff are continuing to work through a backlog of maintenance requests on street trees throughout Cootamundra, Stockinbingal and Wallendbeen. A number of large trees that have died or are diseased have been removed by contractors. Council staff carried out traffic control for the removals to ensure the safety of pedestrians and motorists.

**Saleyards**

The truck wash within the Cootamundra saleyards continues to be well utilised with 134 usages recorded for June. Income for the month totalled \$7,414.49.

Routine maintenance of the truck wash pits was carried out with approximately 8 tonnes of material removed. The bio pump was replaced due to failure of the existing pump.

**Cemeteries**

For the month of June 2024 there were four interments. These consisted of two burials and two ashes interments. One application to install a memorial was received.

The NSW Biodiversity Conservation Trust have been contacted in relation to the conservation agreements in place at Wallendbeen and Stockinbingal Cemeteries.

Staff are working on a grant application to upgrade the educational signage, holding pad for unused soil, fencing and wand wash stations at the Stockinbingal and Wallendbeen cemeteries. The Trust will need to approve the nominated work to be undertaken with the grant funds. Each cemetery is eligible to apply for grant funding of \$15,000 per year for 3 years to allow approved works to be undertaken.

Discussions have been held regarding the installation of a memorial garden or wall to allow for families who have spread ashes elsewhere to be able to place a plaque within the Cemetery as a lasting memorial, and a place for people to pay their respects to a loved one.

New forms have been completed to comply with the Cemeteries and Crematoria NSW requirements.

**Regulatory Services**

During the month of June 2024 there were a total of seven dogs seized. Two of these were returned to their owner and five were surrendered and rehomed. Multiple barking dog complaints are being investigated by staff. No reports of dog incidents were received.

One report of illegal dumping was received by staff during June. Deterrent signs, which were funded by the EPA, have been erected in dumping hotspots.

Staff attended the Coota Connections Expo with information and games relating to sorting of kerb side bins, CRC shed, Red Guide Post areas designed to prevent the spread of weeds, companion animals and Council's cemeteries.

**Facilities**

Council is currently working with contractors to install security cameras and duress buttons at the Cootamundra Library and both Cootamundra and Gundagai Youth Hub facilities.

Plumbing works to connect the new showground water tank, including installation of a pump, overflow piping and piping to run the water to a washdown bay has been arranged with plumbing contractors.

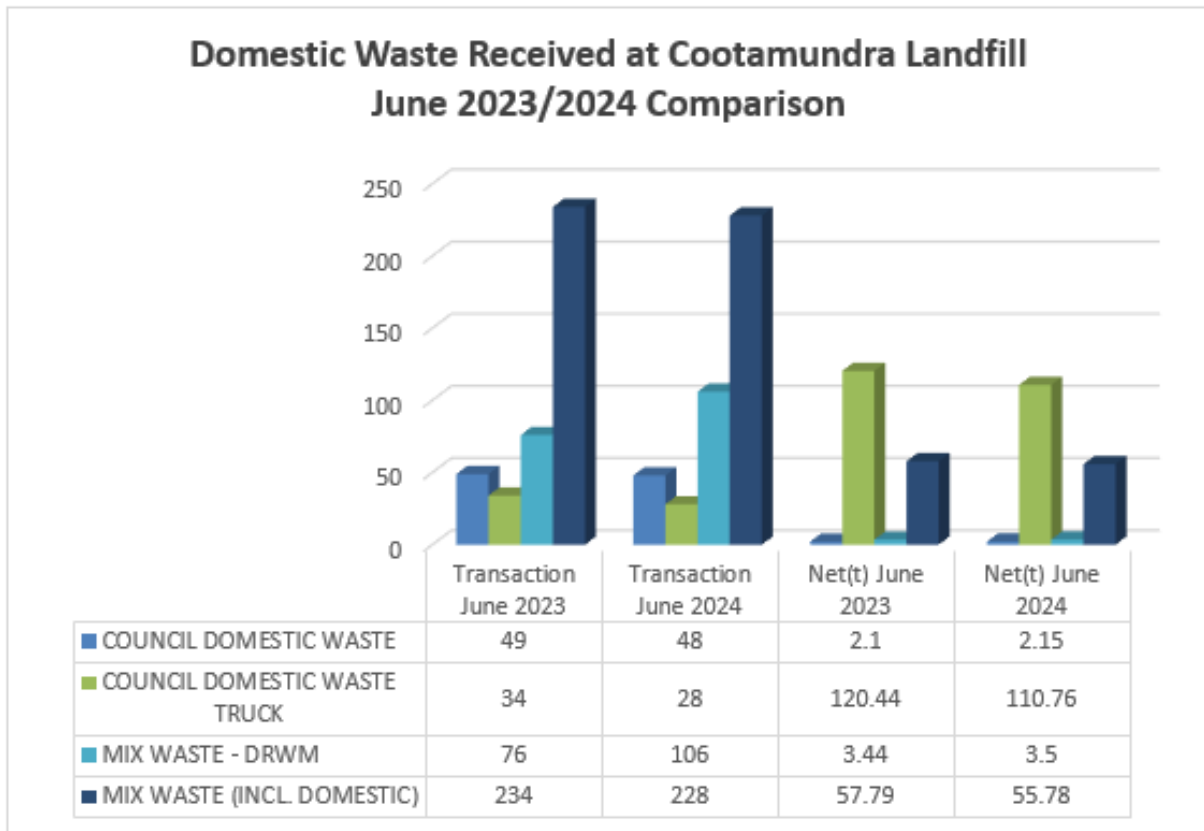
Council have installed a sonic repellent unit that emits audible sounds to deter birds, specifically pigeons. In addition to the sonic repellents, two bird laser deterrents are to be installed which use laser technology at random intervals in red and green combinations that repels birds, forcing them to move on and find calmer landing areas. By combining these deterrents and putting pressure on multiple senses of the pigeons (hearing and visual), with the ability to control volumes and activation times, this is a safe way to deter pigeons from nesting and creating an unhygienic public area.

**Waste**

The South-West Regional Waste Management Group (SWRWMG) carried out interviews for the vacant manager’s position. No appointment has been awarded at this stage.

The SWRWMG advertised the tender for the haulage of waste compactors from member council landfill facilities to Bald Hill. The group will evaluate the tenders and award the contract due to commence on 1<sup>st</sup> January 2025.

The following graphs indicate the number of transactions and tonnages of domestic waste received at Cootamundra Landfill by delivery type.





**Roadside Spraying**

**June**

Date	Location	Application	Land Use	Weed	Chemical/s	Quantity	Amount of Spray Mix
5/06/2024	Saleyards and Truck Wash	Spot Spray	Agriculture	Rye Grass and Weeds	Panzer 450	4L	600L
					Uptake	3L	
14/06/2024	Wallendbeen Cemetery	Spot Spray	Residential	Various Weeds	Panzer 450	3L	300L
					Glyphosate Uptake	600ml	
17/06/2024	Cootamundra Cemetery	Spot Spray	Agriculture	Various Weeds	<u>Glysophate (Panzer 450)</u>	6L	600L
					<u>Metsulfuron</u>	60g	
					Wetter (Deluge)	1L	
19/06/2024	Stockinbingal Lanes & Pump Track	Spot Spray	Sporting	Various Weeds	<u>Glysophate (Panzer 450)</u>	3L	300L
					<u>Metsulfuron</u>	30g	
					Wetter (Deluge)	300ml	
20/06/2024	Stockinbingal Town Lanes & Cemetery	Spot Spray	Roadside & Agriculture	Various Weeds	<u>Glysophate (Panzer 450)</u>	6L	600L
					<u>Metsulfuron</u>	60g	2 x 300L
					Wetter (Deluge)	1L	2 x 300L

27/06/2024	Olympic Highway (Junee End)	Spot Spray	Roadside	African Lovegrass	Glyphosate 470	4L	400L
					<u>Metsulfuron 600 WG</u>	40g	
					Deluge TX	800 ml	
28/06/2024	Stockinbingal Road	Spot Spray	Roadside	African Lovegrass	Glyphosate 470	1L	200L
					<u>Metsulfuron</u>	20g	
					Deluge TX		



**Biosecurity**

Weeds Action Program (WAP) funding applications have now been assessed and funds have been received.

Roadside inspections have been carried out with areas identified to be targeted for the upcoming spring season.

Scheduled inspections of travelling stock routes, high risk sites, waterways and Council lands is continuing in line with WAP requirements. Roadside spraying to control priority weeds is continuing to manage infestations throughout the LGA, including management of Red Guide Post sites.

Council's Biosecurity Officer has continued with private property inspections and landholder engagement for planned biocontrol agent against African Boxthorn.

**Cootamundra Aquatic Centre and Sports Stadium**

L & R Group monthly report for June 2024 is attached. Pages 3, 4 and 6 removed due to containing confidential information.

Financial

All areas of expenditure relating to the operations within the Regional Services Department – Cootamundra are in the most part within the allocated budgets.

OLG 23a Guideline consideration

No impacts associated with this report.



# NAME OF FACILITY

Leisure + Recreation Group



## Facility Report

2023-2024 Season

**REPORT PREPARED BY:**

### 1. INTRODUCTION

The following report outlines all activities and operational items from the pre-season until the end of the season.

This report provides a complete snapshot of the facilities key operational items such as attendance, revenue, WH&S, maintenance, qualifications , marketing and bookings.

*Managing facilities communities love*



**2. AQUATIC ATTENDANCE SUMMARY**

ATTENDANCE	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	TOTALS
ADULT CASUAL ENTRY	160	377	759	1143	877	365	204	136	115				4136
CHILD UNDER 3	10	45	45	85	47	46	14	3	5				300
CHILD CASUAL ENTRY	227	647	130	1704	708	479	194	104	98				4291
CONCESSION CASUAL SWIM	82	106	163	207	166	145	104	83	68				1124
COMPANION CARD	23	16	21	16	42	28	45	17	16				224
SPECTATOR	15	49	129	188	281	88	23	12					785
SCHOOL SWIMMING	7	349	2000	0	193 6	494	10	0	0				4796
PASSES	615	1,099	1978	1433	136 6	827	522	492					8332
FITNESS PASSPORT	12	2	12	2	1	48	20	15					12
LEARN TO SWIM	2766	1,544	2728	200	2,48 8	2,676	2,596	2,570					2766
FREE ENTRY (STAFF)	0	0	0	228	2	0	3	4	0				237
COOTA BEACH VOLLEYBALL	0	0	0	0	500	0	0	0	0				500



**4. STADIUM FACILITY SALES & ATTENDANCE**

ATTENDANCE	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	TOTALS
CASUAL STADIUM	1	0	25	7	0	12	9	13	3				70
CHILD ROCK CLIMBING	51	25	35	122	4	23	37	3	15				315
ADULT ROCK CLIMBING	9	9	3	13	1	4	1	1	2				43
CONCESSION ROCK CLIMBING	1	0	4	2	0	0	0	1	0				8
FAMILY ROCK CLIMBING	5	0	3	6	0	0	2	1	1				18
EXTRA FAMILY MEMBER ROCK CLIMBING	5	0	1	4	0	2	0	1	1				14
SCHOOL/GROUP HIRE	33	45	79	28	0	25	23	0	18				251
ELOUERA	80	49	0	8	0	0	10	86	81				314
BADMINTON	9	12	12	0	24	14	5	7	13				96
BIRTHDAY PARTY (PER PERSON)	11	10	0	10	0	0	10	10	25				76
COOTA CLIMBERS	0	0	0	0	8	0	0	1	0				
JUNIOR SOCCER	0	0	0	0	16	0	0	25	0				
STADIUM HIRE	0	0	0	1	0	2	1	5	9				18

### 5. WH&S REGISTER

The subsequent WH&S register comprises safety issues that were identified and subsequently addressed during the season.

HAZARD	RISK	CONTROL MEASURES	DATE
Microbiological	Illness of swimmers	Shock dosing, water testing, microbiological testing	10/11/23
Slippery mat	Slips and fall	Ensure the mat is put away and maintained correctly	13/11/2023
Duck poo	Health concerns	Regular checks and cleaning	Ongoing over Summer season
Algae build up on Indoor pool deck	Medium-High	Gerni or scrub pool deck area with hard brush and bleach to remove algae build up	Ongoing
Platforms	Low	Ensure there is 2 people helping remove platforms from the water	Ongoing
Broken concrete	Possible cut feet	Sand and cement broken concrete areas	Jan
Low lying branches	Eye injuries	Pruned back any low lying branches	Feb
Tiles indoor pool shower	Possible cut feet	Tiler bought in to repair and grout	April
Roof leaks pool and stadium	Possible slip and falls	Reported to council for trades to repair	12/5/2023

The following incident register displays the recorded number of incidents that were reviewed and acted upon each month, including all incidents and/or complaints.

	MINOR	CHILD SAFETY	EMPLOYEE WORK LOSS	ENVIRO.	Near Miss
OCTOBER	4	0	0	0	0
NOVEMBER	3	0	0	0	0
DECEMBER	4	0	0	0	0
JANUARY	4	0	1	0	0
FEBRUARY	4	0	0	0	0
MARCH	4	0	0	0	0
APRIL	0	0	0	0	0

MAY	1	0	0	0	1
JUNE	1	0	0	0	1
JULY	0	0	0	0	0

MAJOR INCIDENTS	INVESTIGATION / ACTION OUTCOME	DATE
NIL		

## 6. GENERAL OPERATIONS

The following register outlines all operational items that were completed by Council and the L+R Group per contractual responsibilities:

ITEM	L+R GROUP ACTION	DATE
Irrigation System	Test system to find not all zones working properly	10/10/23
Indoor pool dosing system repair	Annual maintenance conducted by ELM	2/10/23
Painted pool wall	Painted shallow end wall	20/10/23
Dan Webber	Leaking stadium in stadium repaired	1/11/23
Air Conditioner	Steve Cross has serviced air conditioner units stadium pool	12/12/23
Wave 300	Gary has installed new PM kit for pool cleaner	10/1/24
Electrical	Plantroom check , Todd BASHMAN fault found plant room	12/2/24
Block Covers	Replaced bungie cord	10/2
Evaporative Units	Taps needed replacing for unit. Done by Dan Webber	27/2/24
Pool shower tiles replaced	Tiler replaced and regrouted broken tiles	June 2024
Heaters installed foyer area	Heaters installed foyer area for exit from indoor pool	June 2024
Toilet seat replaced	Toilet seat replaced broken ladies toilets	June 2024
New reception desk	New desk designed and approved to be installed	July 2024

ITEM	COUNCIL ACTION	DATE
Irrigation system	Steven from council came and repaired the system	14 October
Outdoor pool pump seal perished	Seal removed and replaced	29/10/23
Sprinkler cover	Council replaced broken cover	10/12/23
Diving Board	Replaced bolts in board	2/2/24
Lighting and fan upgrade	Stadium lights to LED and fans in rock wall	June 2024
New outdoor pool cleaner	New outdoor pool cleaner and old repaired	June 2024
Pool roof leaks	Repaired roof leaks in pool and gutters clean	June 2024

The following are recommended improvements for the facility and off season maintenance items for council:

ITEM	IMPROVEMENTS / OUTSTANDING ITEMS
Airlock	Airlock front entry and outdoor exits
Solar heating	Splash Pad pool needs heating system
50m plant room	Plantroom needs some servicing , balance tank cleaning, replacement of valves and flange etc
Stadium Leaks	Stadium still leaks in heavy rain
Facility upgrades	Outdoor pool and stadium need an upgrade. Need to work with a consultant develop feasibility study and concept plans
Mens bathroom	Showers need complete upgrade not water proofed
Mens bathroom	Flooring damaged from showers leaking due to not water proof
Ladies bathroom	Showers need complete upgrade not water proofed

**7. MARKETING & PROMOTION**

<b>Facebook Followers</b>	1.8K	<b>Instagram Followers</b>	227

Marketing and promotional Activities

ITEM	DESCRIPTION
Coota cliff hangers	Facebook post- promoting at ½ price
Companion Cards	What is a companion card? What do we offer?
Term 1 programs	What's on at the stadium? Soccer, volleyball, badminton and community rock climbing

### 8. EVENTS, PROGRAMS & ACTIVITIES

ITEM	COMMENT
School Beach volleyball	with 800 kids in attendance, the day ran smoothly. No major incidents, kiosk remained busy throughout the day
Coota beach volleyball weekend	Ran over 2 days. Over 500 weekend passes were sold. Patrons all well behaved and kiosk consistently busy
Sacred heart PD/H/PE	Multi bookings everyday throughout the week. School ran their own programs and activities
Coota Cliff hangers	First term of Coota Cliff hangers, Numbers started out low. Junior numbers picked up after a ½ price promo was released
School Swimming Carnivals	4 swimming carnivals ran during March, all schools had large numbers
Term 2 programs	What's on at the stadium? Soccer, volleyball, badminton, Cheap Tuesday, Teeball, Netball, Coota Cliff Hangers.
Increased water exercise classes	Gentle stretch and strength Tue and Thursday midday, Aqua Exercise Tues and Thursday nights and Thursday and Friday mornings. Coota Bulldogs aqua fitness sessions Tuesday nights.

### 9. SEASON WEATHER SUMMARY

Insert annual weather at end of year



**10. STAFFING SUMMARY**

The facility summary employment:

<b>Full Time Employees</b>	5	<b>Casual Employees</b>	25
----------------------------	---	-------------------------	----

The facility has the following number of employees with the following qualifications.

<b>Lifeguards</b>	10	<b>Food Safety Supervisor</b>	1
<b>LTS Instructors</b>	8	<b>Swim Coaches</b>	3
<b>Cert III</b>	2	<b>Technical Operator</b>	1- under going
<b>Gas Operator</b>	0		

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

Nil

**10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS**

**11.1 CLOSED COUNCIL REPORT**

DOCUMENT NUMBER	417509
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

Council’s Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

**RECOMMENDATION**

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

**11.2 CONTRACT FOR SALE - DOG ON THE TUCKERBOX - PROPOSED LOT IN UNREGISTERED PLAN OF SUBDIVISION OF LOT 2 IN DP160191 AND LOT 529B IN DP203601.**

Provisions for Confidentiality

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

Public Interest

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