

Business Paper

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00 PM, TUESDAY 28TH SEPTEMBER, 2021

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, 28th September, 2021 at 6:00 PM

The agenda for the meeting is enclosed.

Phillip McMurray
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.

AGENDA

Order Of Business

1	Acknowledgement of Country	5
2	Open Forum	5
3	Apologies	5
4	Disclosures of Interest	5
5	Confirmation of Minutes	5
6	Mayoral Minutes.....	6
6.1	Mayoral Minute - Proposed Infrastructure Contribution Reforms.....	6
6.2	Mayoral Minute - Councillor Engagement	21
7	Reports from Committees	23
8	General Manager's Report.....	23
8.1	Business	24
8.1.1	Election of the Mayor 28th September - 3rd December, 2021	24
8.1.2	Election of the Deputy Mayor 28th September - 3rd December, 2021	26
8.1.3	Local Government NSW Annual Conference 2021	28
8.1.4	Cootamundra-Gundagai Regional Council and CWP Renewables Voluntary Planning Agreement	42
8.1.5	Draft Communication and Engagement Strategy	45
8.1.6	Draft Community Engagement Strategy for the Community Strategic Plan 2022-2033	70
8.1.7	RV Friendly Sites	81
8.1.8	Australia Day 2022	82
8.1.9	Cootamundra and Gundagai Tourism s.355 Committees.....	85
8.1.10	Cootamundra Tourism Action Group s.355 Committee Meeting Minutes	87
8.1.11	Refugee Welcome Zone	91
8.1.12	Updated Council Meeting Action Report	98
8.1.13	Information Bulletin - September 2021	116
8.2	Finance	225
8.2.1	Corporate Credit Card Use and Management	225
8.2.2	Investment Report - August 2021	260
8.2.3	Monthly Finance Report for August, 2021.....	263

8.3	Community and Culture	267
8.3.1	Gundagai Tourism Action Group s355 Committee Meeting - 6th September, 2021	267
8.3.2	Old Gundagai Murrumbidgee River Access Project	271
8.3.3	Cootamundra-Gundagai Youth Program Funding	274
8.4	Development, Building and Compliance	276
8.4.1	Development Applications August 2021	276
8.5	Regulatory Services	278
8.5.1	Regulatory Report August 2021	278
8.6	Assets	281
8.6.1	Construction of Gundagai Sewage Treatment Plant Report.....	281
8.6.2	Irrigation Using Recycled Water at Cootamundra	321
8.7	Civil Works	324
8.7.1	Civil Works and Technical Services Report - September 2021.....	324
8.8	Technical Services	326
8.8.1	LG Grants Commission Special Submission.....	326
8.8.2	Softwoods Working Group - Growing Local Economies Funding Support.....	345
8.9	Facilities	349
8.9.1	Facilities Works Report September 2021.....	349
8.9.2	Gundagai Memorial Swimming Pool Master Plan	352
8.10	Waste, Parks and Recreation	357
8.10.1	Domestic Rural Waste Initiative.....	357
9	Motion of which Notice has been Given.....	359
10	Questions with Notice	359
11	Confidential Items	360
11.1	Closed Council Report	360
11.2	RFQ2021/29 - Water Main Replacement - Mackay Street Cootamundra	360
11.3	South West Fuels Electricity Provision Financial Considerations.....	361
11.4	Resumption of Open Council Meeting	361
11.5	Announcement of Closed Council Resolutions	361

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**

Nil

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - PROPOSED INFRASTRUCTURE CONTRIBUTION REFORMS

DOCUMENT NUMBER	357400
AUTHORISING OFFICER	Phillip McMurray, General Manager
REPORTING OFFICER	Abb McAlister, Mayor
ATTACHMENTS	<ol style="list-style-type: none"> 1. Infrastructure Contributions - Background Brief ↓ 2. Infrastructure Contributions Reforms - LGNSW forum ↓

RECOMMENDATION

1. Council call on the NSW Government to Withdraw the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 (the Bill) from the NSW Parliament.
2. Council call on the NSW Government to undertake further consultation with the local government sector on any proposed reforms to the infrastructure contributions system.
3. Council call on the NSW Government to de-couple the Independent Pricing and Regulatory Tribunal led review of the rate peg to include population growth from the infrastructure contributions reforms.
4. Council write to the local State Members, the Premier the Hon. Gladys Berejiklian MP, Treasurer the Hon. Dominic Perrottet MP, Minister for Planning and Public Spaces the Hon. Rob Stokes MP and Minister for Local Government the Hon. Shelley Hancock MP seeking them to withdraw the Bill.
5. Council write to the Shadow Treasurer the Hon. Daniel Mookhey MLC, Shadow Minister for Planning and Public Spaces Mr Paul Scully MP, Shadow Minister for Local Government Mr Greg Warren MP, The Greens Mr David Shoebridge MLC, Shooters, Fishers and Farmers Party the Hon. Robert Borsak MLC, Pauline Hanson's One Nation the Hon. Mark Latham MLC, Animal Justice Party the Hon. Emma Hurst MLC, Christian Democratic Party (Fred Nile Group) the Hon. Fred Nile MLC, Independent Mr Justin Field, Portfolio Committee Chair The Greens Ms. Cate Faehmann, Portfolio Committee Deputy Chair Animal Justice Party the Hon Mark Pearson MLC and Committee members Liberal Party the Hon Catherine Cusack MLC and the Hon Shayne Mallard MLC, The Nationals the Hon Ben Franklin MLC and Australian Labor Party the Hon Rose Jackson MLC and the Hon Adam Searle MLC seeking their support in securing the withdrawal of the Bill from the NSW Parliament and outlining council's concerns with the Bill.
6. Council alert the local media to the threat of future ratepayer funds being expended rather than developer levies for new infrastructure brought about by increased development under the proposed legislation and shares and promotes these messages via its digital and social media channels and via its networks.
7. Council affirms its support to LGNSW and requests LGNSW continue advocating on our behalf to protect local government from any amendments to infrastructure contributions which leaves councils and communities exposed to expending ratepayer funds on new

infrastructure made necessary by new development, currently the responsibility of developers.

Introduction

The Infrastructure Contributions Bill was introduced into Parliament on 22nd June, 2021 and the referred to the Upper House Planning and Environment committee for inquiry and report. The committee called for submissions and held a hearing on 16th July, 2021 where local government representatives, including Local Government NSW (LGNSW), appeared as witnesses.

LGNSW made a submission to the inquiry, opposing the passage of the Bill in this form calling for it to be withdrawn. The Committee tabled its report on 10th August, 2021 recommending that the bill not proceed until the draft regulations have been developed and released for consultation and the reviews into the rate pegging system, benchmarking and the essential works list have been published by the Independent Pricing and Regulatory Tribunal.

Discussion

The Infrastructure Contributions - Background Brief and Infrastructure Contributions Reforms - LGNSW forum, attached to the report detail why the contributions are important, what is being proposed, what the potential impacts are and the advocacy being conducted on behalf of NSW councils.

I am calling on Councillors to support our local government sector's campaign on infrastructure contributions reforms.

The Bill was subsequently referred on 24th June, 2021 to the Upper House Portfolio Committee No. 7 – Planning and Environment for inquiry and report by 10th August, 2021.

Councils support efforts to reduce complexity, cut red tape and improve transparency and equity. However, implementation of the reforms will have far reaching financial implications for our council and community that are unknown at this stage and there is concern that we may be worse off under the reforms.

These reforms may force our Council to delay or completely remove projects from our expenditure plan with a detrimental impact not only on community wellbeing and participation in civic life, but also crucially on job creation.

Developer Contributions can assist Council in planning and funding a range of infrastructure projects; everything from roads and footpaths, playgrounds, public toilet upgrades, cycleways, community facilities and projects such as the Cootamundra Swimming Pool, the Wallendbeen Silo Art Project and the Old Gundagai Town Site.

Councils need to be in a position to deliver quality infrastructure and open spaces if they are to attract homebuyers, housing and commercial development and business investment and these reforms put this at risk.

Councils also object to the Government's decision to tie reform of the rate peg to cater for population growth to reductions in infrastructure contributions. Reform of the rate peg is required independent of changes to contributions. This presents a concerning cost shift from developers onto local government and ratepayers.

It is premature to push forward with this legislation while so much of the infrastructure reform agenda remains unknown.

Local Government NSW (LGNSW) has been advocating this position on our behalf and has met with the Minister for Planning and Public Spaces the Hon. Rob Stokes, MP on several occasions to stress that councils and their communities must not be worse off under any reforms.

LGNSW has made a submission to the parliamentary inquiry, opposing the passage of the Bill, and on Friday, 16th July, 2021 LGNSW President Linda Scott spoke at the inquiry hearing alongside other local government representatives to present a united front on this issue.

LGNSW will continue its advocacy efforts on our behalf and is asking councils in NSW to add their voice in calling on the NSW Government to withdraw the Bill from the NSW Parliament.



Infrastructure Contributions Reform

- Infrastructure contributions are made by developers to help deliver the infrastructure needed as communities grow. They are a means of financing public infrastructure that is required as a direct or indirect result of new development.
- This is based on a long-standing impactor/beneficiary pays principle of the existing planning system i.e. new development makes a contribution towards the cost of infrastructure that will meet the additional demand it generates and benefits from.
- This local infrastructure ranges from critical infrastructure components such as roads, footpaths, street lighting, stormwater and drainage facilities, to community facilities that improve amenity, such as parks, playgrounds, playing fields, skate parks, basketball courts, libraries, childcare centres and public pools.
- The NSW Planning and Public Spaces Minister Rob Stokes is proposing to amend a number of planning rules, including the rules governing developer contributions, through the *Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill*. The Bill, and regulations associated with it, could:
 - Reduce the type of community infrastructure that could be funded by developer contributions; and
 - Pour developer contributions into four regional funds, with no guarantees that the money would be funnelled back into projects in the local areas where the levies had been collected.
- Essentially the reforms remove the right of local communities to ensure the development in their area is matched by the community infrastructure they want and need. Without developer contributions, councils will be forced to either forgo the infrastructure or raise rates.
- They take funding from the areas of greatest need and put it into a pot that can be dispersed anywhere by the State Government with no accountability on where or on what it is spent.
- Communities will still expect councils to provide the same infrastructure and facilities but without the funding to do so. Councils' contributions revenue will decrease while rates will need to increase, cost-shifting the delivery of infrastructure to ratepayers.
- A survey of councils has found that a reduction in developer contributions would have a significant financial impact on any council's ability to deliver community infrastructure. For example, a 50% reduction in developer contributions over a 10-year period would cost:
 - About \$3 million for a small local government area
 - More than \$1 billion for a large local government area

BACKGROUND

- The NSW Government introduced the [Infrastructure Contributions Bill](#) into Parliament on 22 June, which was then referred to the Upper House Planning & Environment Committee for inquiry and report.
- The Committee called for [submissions](#) and held a [hearing](#) on 16 July 2021 where local government representatives, including LGNSW, appeared as witnesses.
- LGNSW made a [submission](#) to the inquiry, opposing the passage of the Bill in this form and calling for it to be withdrawn.
- The Committee tabled its [report](#) on 10 August 2021 and recommended that the Bill not proceed until the draft regulations have been developed and released for consultation and the reviews into the rate pegging system, benchmarking and the essential works list have been published by the Independent Pricing and Regulatory Tribunal.





Background

- The Infrastructure Contributions Bill was introduced into Parliament on 22 June, and then referred to the Upper House Planning & Environment Committee for inquiry and report.
- The Committee called for submissions and held a hearing on 16 July 2021 where local government representatives, including LGNSW, appeared as witnesses.
- LGNSW made a submission to the inquiry, opposing the passage of the Bill in this form and calling for it to be withdrawn.
- The Committee tabled its report on 10 August 2021 and recommended that the Bill not proceed until the draft regulations have been developed and released for consultation and the reviews into the rate pegging system, benchmarking and the essential works list have been published by the Independent Pricing and Regulatory Tribunal.



Why are contributions important?

- **Helps to deliver the infrastructure needed as communities grow.**
- **A means of financing public infrastructure that is required as a direct or indirect result of new development.**
- **Based on a long-standing impactor/beneficiary pays principle of the existing planning system.**
- **Local infrastructure delivered via contributions includes roads, footpaths, street lighting, stormwater and drainage facilities, parks, playgrounds, playing fields, skate parks, basketball courts, libraries, childcare centres and public pools.**



What's being proposed?

- **Led by the Treasurer Dominic Perrottet and Planning and Public Spaces Minister Rob Stokes.**
- **Changes to planning rules, including rules governing developer contributions, through the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill.**



Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021

Explanatory note

This explanatory note relates to this Bill as introduced into Parliament.
This Bill is cognate with the *Appropriation Bill 2021*.

Overview of Bill

The object of this Bill is to amend the *Environmental Planning and Assessment Act 1979* and other instruments as follows—

- to enable a contributions plan to identify land in a land value contributions area for the purpose of requiring a land value contribution for the land,
- to establish a regional infrastructure contributions scheme,
- to make further provision for existing local infrastructure contributions,
- to make other consequential amendments.

Infrastructure Contributions Reforms

Industrial relations, awards, governance, communication, advocacy, leadership



What's the potential impact?

- **The Bill could:**
 - **Reduce the type of community infrastructure that could be funded by developer contributions;**
 - **Siphon-off developer contributions into four regional funds, with no guarantees that the money would be funnelled back into projects in the local areas where the funds have been collected;**
 - **Dictate to councils on what and how they can spend their contributions (through Ministerial directions); and**
 - **Enable future governments to make further potentially-damaging changes to the system without parliamentary scrutiny.**



What's the potential impact?

- Council contributions will be significantly reduced....while State Government revenue (via regional contributions) will increase.
- Councils will be forced to either forgo the infrastructure or raise rates, cost-shifting the delivery of infrastructure from developers to ratepayers.
- Significant financial impact on councils' ability to deliver community infrastructure ranging in the millions to tens of millions of dollars.
- IPART "essential" infrastructure works list review - may further restrict the type of community infrastructure that could be funded via contributions.
- Won't reduce housing prices....Parliamentary Committee concluded it would 'just move costs between developers and landowners'.



LGNSW advocacy on your behalf

- **LGNSW has opposed the Bill in its current form and has called for it to be withdrawn from the NSW Parliament.**
- **We need a guarantee that councils and their communities are not left worse off as a result of these reforms, including in any current or future financial year taking into account projected future increases local governments are likely to receive under the current system.**



NSW councils to oppose rule changes to infrastructure contributions

16 July 2021

Local Government NSW (LGNSW) will oppose infrastructure contribution rule changes that threaten to defer and reduce critical developer payments to councils at a Parliamentary inquiry this week.

Infrastructure Contributions Reforms

industrial relations advocacy leadership governance communication



LGNSW advocacy on your behalf

Dear Treasurer

Environmental Planning & Assessment Amendment (Infrastructure Contributions) Bill

I write to advise that Local Government NSW (LGNSW) opposes the passage of the Environmental Planning & Assessment Amendment (Infrastructure Contributions) Bill 2021 (the Bill) at this stage.

The Bill introduces a major overhaul of the infrastructure contributions system in NSW and has wide ranging implications for councils and the communities they serve.

LGNSW is concerned about the lack of broad consultation on the Bill and the attempt to expedite its passage by making it a cognate Bill of the NSW Budget Appropriation Bills, therefore avoiding the level of scrutiny that it deserves.

Engagement with Government

Submission
No 98

INQUIRY INTO ENVIRONMENTAL PLANNING AND ASSESSMENT AMENDMENT (INFRASTRUCTURE CONTRIBUTIONS) BILL 2021

Organisation: Local Government NSW
Date Received: 11 July 2021

Submission

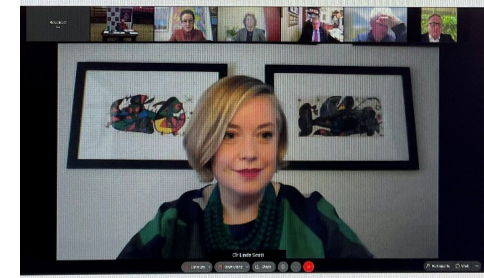


Councils concerned about infrastructure contribution rule changes

25 June 2021

Local Government NSW says State Government infrastructure contribution rule changes sneaked into Parliament this week have the power to defer and reduce critical developer payments to councils.

Media



Inquiry

Dear Mr Shoebridge,

Environmental Planning & Assessment Amendment (Infrastructure Contributions) Bill

I write to advise that Local Government NSW (LGNSW) opposes the passage of the Environmental Planning & Assessment Amendment (Infrastructure Contributions) Bill 2021 (the Bill) at this stage.

The Bill introduces a major overhaul of the infrastructure contributions system in NSW and has wide ranging implications for councils and the communities they serve. LGNSW is concerned that these reforms will result in further cost shifting from developers onto local government and ratepayers.

LGNSW is also concerned about the lack of consultation on the Bill and the attempt to expedite its passage by making it a cognate Bill of the NSW Budget Appropriation Bills, therefore avoiding the level of scrutiny that it deserves.

It is premature to push forward with this legislation while so much of the infrastructure reform agenda remains unknown. More detail is required about regulations and subordinate legislation that will follow.

I have written to the Treasurer outlining our concerns and requesting that the Bill be withdrawn, and further consultation undertaken (copy attached).

Will you commit to opposing this Bill?

Engagement with cross benchers

Infrastructure Contributions Reforms

Industrial relations, awards, governance, communication, advocacy, leadership



LGNSW advocacy on your behalf

- **Campaign microsite and TVC under development – to raise public awareness of the importance of developer contributions to neighbourhoods – show what’s at stake:**
 - **Fact sheet/Infographics**
 - **Customisable/shareable assets**
 - **Downloadable letter/email**
 - **Petition functionality**
 - **Facebook/Twitter/LinkedIn links**
 - **Testimonials/stories**



What can you do?

- Resolve a Mayoral Minute
- Write to Government Ministers
- Write and seek meetings with your local MPs
- Issue a media release and speak to your local media to raise community awareness
- Share the TVC and other campaign materials on your social media networks

ITEM MAYORAL MINUTE – INFRASTRUCTURE CONTRIBUTIONS REFORMS

Department

Author

Recommendation

1. That (Council) calls on the NSW Government to withdraw the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 (the Bill) from the NSW Parliament.
2. That (Council) calls on the NSW Government to undertake further consultation with the local government sector on any proposed reforms to the infrastructure contributions system.

Infrastructure Contributions Reforms

Industrial relations advocacy governance communication leadership



6.2 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	356832
AUTHORISING OFFICER	Phillip McMurray, General Manager
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
ATTACHMENTS	Nil

So as to keep Councillors and the community aware of my engagements on behalf of Council I intend to provide regular updates through my Mayoral Minutes.

RECOMMENDATION

The information in the Mayoral Minute be received and noted.

24th August, 2021

Cr Palmer (Deputy Mayor), Cr's Bowden, Nicholson, Sheahan and I attended a Planning Workshop regarding the proposed Gundagai Solar Farm development.

25th August, 2021

I attended an online Riverina Eastern Regional Organisation of Councils Board Meeting with Telstra via Zoom.

27th August, 2021

I attended a Riverina Joint Organisation Board Meeting via Zoom.

I attended a Riverina Eastern Regional Organisation of Councils Board Meeting via Zoom.

Cr Bowden attended an Extraordinary Cootamundra Development Corporation Board Meeting.

30th August, 2021

Cr Sheahan attended an Adina Court Board Meeting.

31st August, 2021

Cr Palmer (Deputy Mayor), Cr's Bowden (Teams), Graham, Kelly, Nicholson, Sheahan and I attended a Councillor Workshop.

2nd September, 2021

Cr Bowden attended an online Cootamundra Tourism Action Group s355 Committee meeting.

6th September, 2021

I attended a Gundagai Tourism Action Group s355 Committee meeting.

8th September, 2021

Cr Graham and I attended a Finance Committee workshop.

9th September, 2021

I attended a meeting with representatives from Australian Meat Group

16th September, 2021

Cr Bowden attended a Cootamundra Development Corporation Board meeting.

Cr Bowden attended The Arts Centre Cootamundra s355 Committee meeting.

17th September, 2021

I attended a Riverina Eastern Regional Organisation of Councils Executive meeting.

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 ELECTION OF THE MAYOR 28TH SEPTEMBER - 3RD DECEMBER, 2021

DOCUMENT NUMBER	355725
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	The election of a Deputy Mayor may be conducted pursuant to Section 231 of the Local Government Act, 1993. Such election is conducted in accordance with Schedule 7 of the Local Government (General) Regulation, 2005.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. Council determine the method of electing the Mayor with it being noted that in accordance with Schedule 7 of the Local Government (General) Regulation 2005, the method must be either:
 - I. Preferential Ballot, or
 - II. Ordinary Ballot, or
 - III. Open Voting.
2. The election of the Mayor for the 28th September - 3rd December, 2021 term proceed.
3. Council determine to elect a Deputy Mayor.

Introduction

Due to the current Delta strain of the COVID-19 pandemic, and the lockdown restrictions imposed by the State Government, the Local Government Elections which were scheduled to be held Saturday, 4th September, 2021 have been deferred to Saturday, 4th December, 2021. However, even though the elections have been deferred, the term for the current mayor deputy mayor lapses in September, 2021. As such, the election of mayor and deputy mayor, if Council resolves to elect a deputy mayor, for the term of 28th September - 3rd December, 2021 still needs to proceed.

Discussion

1. Nomination papers for the election of Mayor for the 28th September - 3rd December, 2021 term have been circulated to all Councillors.
2. In accordance with Clause 1 of Schedule 7, of the Local Government (General) Regulation, 2005, the General Manager is the Returning Officer.
3. Nominations will be accepted by the Returning Officer, until the time the matter is before Council at this Meeting and the Returning Officer declares nominations to have closed.
4. The election is to be conducted in accordance with the Local Government (General) Regulation 2005 (Clause 394 and Schedule 7). Clause 394 and Part 1 of Schedule 7 are reproduced below:

Clause 394

If a Mayor or Deputy Mayor is to be elected by the Councillors of an area, the election is to be in accordance with Schedule 7.

*Schedule 7 Part 1**Returning Officer*

- 1. The General Manager (or a person appointed by the General Manager) is the returning officer.*

Nomination

- 2. 1) A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.
2) The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
3) The nomination is to be delivered or sent to the returning officer.
4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

Election

- 3. 1) If only one Councillor is nominated, that Councillor is elected.
2) If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
3) The election is to be held at the Council meeting at which the Council resolves on the method of voting.
4) In this clause:
 - *ballot has its normal meaning of secret ballot;*
 - *open voting means voting by a show of hands or similar means.**

8.1.2 ELECTION OF THE DEPUTY MAYOR 28TH SEPTEMBER - 3RD DECEMBER, 2021

DOCUMENT NUMBER	355724
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	The election of a Deputy Mayor may be conducted pursuant to Section 231 of the Local Government Act, 1993. Such election is conducted in accordance with Schedule 7 of the Local Government (General) Regulation, 2005.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **Subject to Council resolving to elect a Deputy Mayor (previous Item on the agenda) the election of the Deputy Mayor for the 28th September - 3rd December, 2021 term proceed.**
2. **Council determine the method of electing the Deputy Mayor with it being noted that in accordance with Schedule 7 of the Local Government (General) Regulation 2005, the method must be either:**
 - i. **Preferential Ballot, or**
 - ii. **Ordinary Ballot, or**
 - iii. **Open Voting.**

Introduction

Due to the current Delta strain of the COVID-19 pandemic, and the lockdown restrictions imposed by the State Government, the Local Government Elections which were scheduled to be held Saturday, 4th September, 2021 have been deferred to Saturday, 4th December, 2021. However, even though the elections have been deferred, the term for the current mayor deputy mayor lapses in September, 2021. As such, the election of deputy mayor, if Council resolved to elect a deputy mayor, for the term of 28th September - 3rd December, 2021 still needs to be held.

1. Section 231 of the Local Government Act, 1993, provides that Councillors may elect a person from among their number to be the Deputy Mayor. The Councillor may be elected as Deputy Mayor for the Mayoral term or a shorter term.

2. The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.

Discussion

3. The provisions of the Local Government (General) Regulation 2005, Clause 394 and Schedule 7, apply to the election of the Deputy Mayor in the same manner as they apply to the election of the Mayor.
4. Nomination papers for the election of Deputy Mayor for 28th September - 3rd December, 2021 term have been circulated to all Councillors.
5. In accordance with Clause 1 of Schedule 7 of the Local Government (General) Regulation 2005, the General Manager is the Returning Officer.
6. Nominations will be accepted by the Returning Officer, until the time the matter is before Council at this meeting and the Returning Officer declares nominations to have closed.
7. It is noted that the election of Deputy Mayor will only proceed if Council resolves to elect a Deputy Mayor in the previous item on this agenda.

8.1.3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2021

DOCUMENT NUMBER	356784
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Approximate cost to attend for the conference is \$2000 per person.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Letter of Invitation 2021 Annual Conference ↓ 2. Rural Medical Workforce Gundagai - LGNSW Conference Motion ↓

RECOMMENDATION

1. The Mayor and Deputy Mayor be nominated as voting delegates for the Annual Conference.
2. The Mayor be nominated as the Voting Delegate – Board Nomination.
3. LGNSW be advised of the voting delegates before 5pm Tuesday, 5th October, 2021.
4. The Mayor, Deputy Mayor and General Manager be registered to attend both components for the Local Government NSW Annual Conference 2021.
5. The Rural Medical Workforce – Recruitment and Retention of Doctors, attached to the report, be submitted as a Motion for the Local Government NSW Annual Conference 2021.

Introduction

The postponement of the local government elections in NSW has had a significant flow-on effect for Local Government NSW's Annual Conference. It was previously scheduled to take place at the Hyatt Regency Sydney from 28th - 30th November, 2021.

As a result, Local Government NSW (LGNSW) has decided to the event into 2 (two) components:

- A one (1) hour Annual Conference to present the annual report and financial reports, which will be conducted online from 9:30am on Monday 29th November, 2021; and
- A Special Conference – including the debate and resolution of motions setting the advocacy agenda for 2022 – to be held in person at the Hyatt Regency Sydney from Monday, 28th February to Wednesday, 2nd March 2022.

The previous timetable (28th – 30th November, 2021) would have placed the three day event squarely in the last week of the election campaign period. This would have been inconvenient for all councillors and one with potentially far reaching implications.

LGNSW is working hard to navigate the complex interplay between the rules and regulations for registered organisations while helping our members uphold the strict requirements of electoral law.

The attached letter of invitation includes details required to participate fully in the conference.

Cootamundra-Gundagai Regional Council is entitled to 2 voting delegates for both voting on motions and Board Elections. Nominations must be received by 5:00pm Tuesday, 5th October, 2021. Nominations submitted after this time will not be accepted, however, a member may notify LGNSW of a change to the name of an already nominated voting delegate, a substitute delegate, for voting at the Annual Conference subject to the LGNSW rules.

Registration has been made for attendance by the Mayor, Deputy Mayor and the General Manager.

The Costs per person are as follow:

- Member Early bird registration cost is \$979 per person;
- Conference dinner \$176 per person;
- Accommodation Hyatt Regency approximately \$600 (\$300 per night) per person; and
- Any travelling, parking and meal allowances.

The conference costs would be paid from the general manager and councillor annual budgets.



Our ref: Rxx/xxxx Out-
10 August 2021
GMs and Mayors

Dear Member,

OFFICIAL NOTICE

Local Government NSW Annual Conference: 29 Nov (online)

Event: LGNSW Annual Conference 2021

Time & Date: 0930, 29 November, 2021

Venue: Online

As a result of COVID constraints and the further postponement of local government elections, Local Government NSW (LGNSW) will this year truncate the Annual Conference to a one-hour, online event from 0930 on 29 November 2021, followed by a Special Conference from 28 February 2022.

While the Special Conference will incorporate the debate and resolution of motions and a range of keynote speakers, the Annual Conference online event will be limited to the adoption of standing orders, along with reports from the President and Treasurer.

The following letter contains important information to help you to plan ahead and participate fully in the Annual Conference online event.

Registration to attend the Conference

Registrations to the online Annual Conference is free, with attendees asked to register online on [the LGNSW website](#).

Voting Delegates: 2021 Annual Conference and Board election

Separate from Conference registration, members must advise LGNSW of the name(s) of their nominated voting delegates for both or the Annual Conference and LGNSW Board election by **5pm (AEDT) on Tuesday 5 October 2021**.

Details on how to advise LGNSW of the names of their voting delegates for the Special Conference will be emailed directly to members at a later date.

Voting entitlements

The formula for calculating members' voting entitlements is prescribed at rule 23 of the LGNSW rules. A copy of the LGNSW (Federal) rules may be found [here](#).

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The **number of voting delegates** that each member is entitled to send to the Annual Conference and for voting in the Board election is listed in **Appendix A**. Column A indicates the number of voters for voting at the Annual Conference and, where applicable, Column B indicates the number of voters for voting in the Board election.

In accordance with the LGNSW rules, only members that were financial on 1 March 2021 (the 'calculation date') have been allocated voting entitlements. To exercise voting rights, members also need to be financial on the date the 'roll of voters' closes (31 August 2021).

Nomination as a voting delegate

Ordinary members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on Standing Orders and the Treasurer's Report, as well as voting in the Board election.

Associate members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting at the Annual Conference only.

Nominations received after **5pm (AEDT) on Tuesday 5 October 2021** cannot be accepted. However, a member may, subject to the LGNSW rules, notify LGNSW of a change to the name of an already nominated voting delegate for voting on motions (a substitute delegate - see below).

For further information on voting entitlements and processes, [email Adam Dansie](mailto:adam.dansie@lgnsw.org.au) or call (02) 9242 4140.

Substitution of nominated voting delegates for voting on motions

Subject to the LGNSW rules, Ordinary members and Associate members may notify a change to the name of a nominated voting delegate for voting at the Annual Conference under rule 34(b) of the LGNSW rules (a substitute delegate). This is achieved by giving notice in writing signed by either the Mayor/Chairperson (or Deputy Mayor/Deputy Chairperson with the Mayor/Chairperson's written delegated authority), or General Manager/Chief Executive Officer (or Acting General Manager/Acting Chief Executive Officer with the General Manager/Chief Executive Officer's written delegated authority).

Written notice should be sent to Andrew Olivares (LGNSW) at andrew.olivares@lgnsw.org.au.

Further instructions on how to substitute voting delegates, and a link to a 'Substitute Delegate Form' will be provided in future Conference communications.

Business Papers

The Annual Conference Business Paper is expected to be available on the LGNSW website and forwarded to members (in electronic format) approximately two weeks prior to the Conference.



Previously Booked Accommodation

Conference delegates who have booked accommodation directly through the previously-provided Conference booking link will have their rooms all automatically cancelled without penalty. Accommodation at the Hyatt Regency Sydney for the Special Conference (28 February to 2 March 2022) will need to be re-booked via this special link:

[Rebook Hyatt Regency Sydney for Special Conference](#)

Delegates who had already reserved accommodation for November 28 (with the Hyatt Regency Sydney or other hotels) through other means will need to cancel their original reservations via their original booking platform.

Privacy Statement

LGNSW, which is regulated by the *Privacy Act 1988* (Cth), collects private information about registered attendees to the Conference such as names, addresses, telephone numbers, credit card information and email addresses. We use the private information you give us to process your registration and to send you information in relation to the Conference.

If you choose not to provide some or all of the private information that we have sought, LGNSW may be unable to process your registration, or it may result in you being unable to vote at the Conference. Further information about how LGNSW collects, holds and uses private information is contained in LGNSW's Privacy Policy which is available on the [LGNSW website](#).

Further details

Further details about the Conference can be found on the [LGNSW website](#).

I look forward to seeing you online at the Conference in November.

Yours sincerely

Cr Linda Scott
President



Appendix A

Members' voting entitlements: 2021 Annual Conference and Board election

Member	Column A – Number of voters for voting on motions	Column B – Number of voters for voting in Board election
Albury (R/R)	4	4
Armidale Regional (R/R)	3	3
Ballina (R/R)	3	3
Balranald (R/R)	1	1
Bathurst Regional (R/R)	3	3
Bayside (M/U)	9	9
Bega Valley (R/R)	3	3
Bellingen (R/R)	2	2
Berrigan (R/R)	1	1
Blacktown (M/U)	11	11
Bland (R/R)	1	1
Blayney (R/R)	1	1
Blue Mountains (R/R)	4	4
Bogan (R/R)	1	1
Bourke (R/R)	1	1
Brewarrina (R/R)	1	1



Broken Hill (R/R)	2	2
Burwood (M/U)	3	3
Byron (R/R)	3	3
Cabonne (R/R)	2	2
Camden (M/U)	6	6
Campbelltown (M/U)	9	9
Canada Bay (M/U)	5	5
Canterbury-Bankstown (M/U)	11	11
Carrathool (R/R)	1	1
Castlereagh-Macquarie County (R/R)	1	0
Central Coast (R/R)	7	7
Central Darling (R/R)	1	1
Central Tablelands Water County (R/R)	1	0
Cessnock (R/R)	4	4
Clarence Valley (R/R)	4	4
Cobar (R/R)	1	1
Coffs Harbour (R/R)	4	4
Coolamon (R/R)	1	1
Coonamble (R/R)	1	1
Cootamundra-Gundagai Regional (R/R)	2	2
Cowra (R/R)	2	2
Cumberland (M/U)	9	9
Dubbo Regional (R/R)	4	4
Dungog (R/R)	1	1

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Edward River (R/R)	1	1
Fairfield (M/U)	9	9
Far West Joint Organisation	1	0
Federation (R/R)	2	2
Forbes (R/R)	1	1
Georges River (M/U)	9	9
Gilgandra (R/R)	1	1
Glen Innes Severn (R/R)	1	1
Goldenfields Water County (R/R)	1	0
Greater Hume (R/R)	2	2
Griffith (R/R)	3	3
Gunnedah (R/R)	2	2
Gwydir (R/R)	1	1
Hawkesbury City (M/U)	5	5
Hawkesbury River County (M/U)	2	0
Hay (R/R)	1	1
Hilltops (R/R)	2	2
Hornsby (M/U)	9	8
Hunters Hill (M/U)	2	2
Inner West (M/U)	9	9
Inverell (R/R)	2	2
Junee (R/R)	1	1
Kempsey (R/R)	3	3
Kiama (R/R)	3	3

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Kimbriki Environmental Enterprises Pty Ltd (M/U)	1	0
Ku-ring-gai (M/U)	6	6
Kyogle (R/R)	1	1
Lachlan (R/R)	1	1
Lake Macquarie (R/R)	7	7
Lane Cove (M/U)	3	3
Leeton (R/R)	2	2
Lismore (R/R)	3	3
Lithgow (R/R)	3	3
Liverpool (M/U)	9	9
Liverpool Plains (R/R)	1	1
Lockhart (R/R)	1	1
Maitland (R/R)	4	4
Mid-Coast (R/R)	4	4
Moree Plains (R/R)	2	2
Mosman (M/U)	3	3
Murray River (R/R)	2	2
Murrumbidgee (R/R)	1	1
Muswellbrook (R/R)	2	2
Nambucca (R/R)	2	2
Narrabri (R/R)	2	2
Narrandera (R/R)	1	1
Narromine (R/R)	1	1
Newcastle (R/R)	7	7

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New England County (R/R)	1	0
Norfolk Island Regional Council (R/R)	1	0
North Sydney (M/U)	5	5
Northern Beaches (M/U)	10	10
Northern Sydney Regional Organisation of Councils (M/U)	1	0
Oberon (R/R)	1	1
Orange (R/R)	3	3
Parkes (R/R)	2	2
Parramatta, City of (M/U)	10	9
Penrith (M/U)	9	9
Port Macquarie-Hastings (R/R)	4	4
Port Stephens (R/R)	4	4
Queanbeyan-Palerang Regional (R/R)	4	4
Randwick (M/U)	9	9
Richmond Valley (R/R)	3	3
Riverina Water County (R/R)	1	0
Rous County (R/R)	1	0
Ryde (M/U)	6	6
Shellharbour (R/R)	4	4
Shoalhaven (R/R)	5	5
Singleton (R/R)	3	3
Snowy Monaro Regional (R/R)	3	3
Snowy Valleys (R/R)	2	2
Southern Sydney Regional Organisation of Councils	1	0

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(M/U)		
Strathfield (M/U)	3	3
Sutherland Shire (M/U)	9	9
Sydney, City of (M/U)	10	9
Tamworth Regional (R/R)	4	4
Temora (R/R)	1	1
Tenterfield (R/R)	1	1
The Hills Shire (M/U)	9	9
Tweed (R/R)	4	4
Upper Hunter (R/R)	2	2
Upper Lachlan (R/R)	1	1
Upper Macquarie County (R/R)	1	0
Uralla (R/R)	1	1
Wagga Wagga (R/R)	4	4
Walcha (R/R)	1	1
Walgett (R/R)	1	1
Warren (R/R)	1	1
Warrumbungle (R/R)	1	1
Waverley (M/U)	5	5
Weddin (R/R)	1	1
Wentworth (R/R)	1	1
Western Sydney Regional Organisation of Councils (M/U)	1	0
Willoughby (M/U)	5	5
Wingecarribee (R/R)	4	4

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Wollondilly (R/R)	4	4
Wollongong (R/R)	7	7
Woollahra (M/U)	5	5
Yass Valley (R/R)	2	2
LGNSW Board (M/U)	10	10
LGNSW Board (R/R)	8	8
TOTAL:	476	458

Rural Medical Workforce - Recruitment and Retention of Doctors

Background

In spite of the hundreds of millions of dollars that have been invested by taxpayers into the problem, the recruitment and retention of doctors and other health professionals into rural and remote Australia remains problematic and many communities across Australia are at crisis point.

Rural and remote communities are significantly disadvantaged and there are clear health consequences for individuals and social and economic problems for towns in not being able to source appropriate comprehensive and continuing health care, locally.

Successive governments have implemented a range of structural reforms to support recruitment and retention. These include (among others):

1. regionalisation of medical undergraduate education and post graduate training with a significant increase over ten years of the number of Australian medical graduates
2. implementation of incentives for rural and remote practice
3. development and support for rural generalist training for rural and remote medical practice medical, including support for the Australian College of Rural and Remote Medicine with 400 rural generalist training positions training

In NSW the Murrumbidgee Local Health District, with the support of the Australian and NSW Governments, has begun a cost effective pilot program, trialling a four year rural generalist workforce service, support and training pathway under a sole employer model that provides improved training, flexibility and workforce support for rural communities and rural practices. This is not a new program but a model that integrates current initiatives and programs to improve outcomes for rural communities.

Prior to entering training for a medical specialty, including training for general practice, Australian graduates are required to complete at least two years basic training in a hospital. This training involves basic training in a range of specialties such as surgery, emergency medicine, paediatrics and general medical specialties. There is currently no requirement that trainees complete any community based training in a general or rural practice, which regardless of the ultimate career goal would be just as important in creating a well grounded doctor as hospital based training.

Currently the Australian Government classifies towns across Australia under the Modified Monash Model. This model takes into account isolation and population metrics and it forms the basis for a number of programs. MMM 1 and 2 include cities and major metropolitan areas. MMM 3 towns include regional centres such as Wagga Wagga. MMM 4 includes larger rural towns such as Young in NSW, Roam and Emerald in QLD, MMM5 towns include small rural towns such as Gundagai, Temora and Cootamundra in NSW and Inglewood in QLD, with towns in MMM 5 and MMM 6 being progressively more remote and smaller.

Further information about the MMM is available at

<https://www.health.gov.au/health-topics/health-workforce/health-workforce-classifications/modified-monash-model>

This motion seeks to leverage the structural reforms, which are by their nature support medium to longer term outcomes with a short term solution that would provide immediate relief for struggling towns while

giving all medical graduates regardless of their ultimate specialty goal, a positive training experience in rural and remote community and small hospital practice.

Motion

That while recognising the policy of the Morrison Government to increase the number of rural generalist training positions through the Australian College of Rural and Remote Medicine to 400, this meeting calls on all jurisdictions to:

mandate that all Australian medical school graduates undertake a compulsory supervised training and service term in a specified rural or remote location, consistent with their experience, skills and basic qualifications, on completion of their basic hospital training and prior to, or before completion of their specialist training as a mandatory component of registration and recognition as a specialist.

The mandatory service and training time shall be a minimum of:

- *three (3) months in a town classified as MMM 5 and above; or*
- *six month (6) in a town classified as MMM 4*

Funding for the employment should be through the sole employer model and local state health authorities

8.1.4 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL AND CWP RENEWABLES VOLUNTARY PLANNING AGREEMENT

DOCUMENT NUMBER	357629
REPORTING OFFICER	Phillip McMurray, General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p> <p>2. A prosperous and resilient economy: we are innovative and 'open for business'</p> <p>2.2 Strategic land-use planning is co-ordinated and needs-based</p> <p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.1 The natural environment is valued and protected</p>
FINANCIAL IMPLICATIONS	The financial implications associated with this report are detailed within the body of the report.
LEGISLATIVE IMPLICATIONS	The Legislative implications associated with this report are detailed in the body of the report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. The voluntary Planning Agreement and explanatory note between Cootamundra-Gundagai Regional Council and CWP Renewable be placed on public exhibition for a period of not less than twenty eight (28) days seeking submissions from all interested parties be endorsed by council.
2. The General Manager and Mayor be authorised to sign the Voluntary Planning Agreement between Cootamundra-Gundagai Regional Council and CWP Renewables on the provision that no objections are received at the end of the 28 day exhibition period.

Introduction

The Report on the Voluntary Planning Agreement (VPA) between Cootamundra-Gundagai Regional Council (CGRC) and CWP Renewables seeks the endorsement of Council to place the draft Voluntary Planning Agreement (VPA) and explanatory note of the Jeremiah Wind Farm on exhibition for a period of 28 days in accordance with 7.5(1) of the *Environmental Planning and Assessment Act, 1979* (the Act), and to undertake consultation with landowners in the immediate locality of the wind farm.

The VPA establishes the mechanism for collecting and distributing funds for a community enhancement program.

If any objections are received as a result of public exhibition, a further report will be presented to Council for consideration, including all submissions received during the exhibition period.

Discussion

Council has been negotiating with CWP Renewables (on behalf of the Proponent, Jeremiah Wind Farm Pty Ltd) to establish terms of a Voluntary Planning Agreement. It is common among similar State Significant Development projects that a VPA would form part of the conditions of consent issued by the Department of Planning, Industry and Environment (DPIE). The VPA would serve as a mechanism for establishing a community enhancement fund, in accordance with Section 7.4 of the Act, and the VPA will establish the terms of reference for the expenditure of funds collected under the agreement.

The Project (known as the Jeremiah Wind Farm) is proposed to consist of up to 65 wind turbine generators and associated infrastructure and will be located in the Adjungbilly area, wholly within the Cootamundra-Gundagai Regional Council area. The draft VPA establishes the following:

- \$3,500 per installed wind turbine generator.
- Indexed annually from the date of the agreement.
- Contributions made on a per turbine installed basis from the commencement of construction for the lifetime of the Project.
- Payments will be allocated by per cent across two (2) funding streams: transport asset maintenance and community purposes.
- The first two (2) years of the community enhancement fund will be allocated to projects in the local area of Adjungbilly. Future funds will be available to community projects across the LGA, however projects undertaken in or in proximity to the Adjungbilly area will be highly considered.

The draft VPA is an agreement that has been reached between CGRC and the proponent for the development to provide a monetary contribution each year in the form of a community enhancement program payment to be used to benefit the community impacted by the proposed development. The amount of \$3,500 as negotiated is commensurate with other recent wind farm approvals issued by the DPIE.

FINANCIAL IMPLICATIONS

Should this proposal be granted consent Council can expect to receive \$3,500 per turbine constructed per year; the proposal contains up to 65 turbines in total. The negotiated annual amount for each turbine is indexed annually for the life of the project. This will have positive implications for the community in allowing additional public purpose infrastructure amenities and services.

LEGISLATIVE IMPLICATIONS

Section 7.4 of the Act provides that planning agreements may be entered into by a planning authority and a developer (for development proposals or changes to environmental planning instruments) where the developer is required to pay a contribution, dedicate land or provide material benefit which is to be used for a public purpose. A voluntary planning agreement may, but does not necessarily need to, exclude the application of Section 7.11 and Section 7.12. Entering into

such an agreement does not oblige the planning authority to grant consent; rather it is a means for obtaining a negotiated public benefit should consent be granted.

In entering into an agreement under Section 7.4 the Council is required to provide an explanatory note on exhibition with the VPA. The explanatory note summarises the objectives, nature and effect of the proposed agreement as well as an assessment of the merits of the proposed agreement.

CONSULTATION

The VPA and explanatory note must, in accordance with the provisions of legislation, be placed on public exhibition for a period of no less than 28 days.

Attachments will be circulated to Council separately.

8.1.5 DRAFT COMMUNICATION AND ENGAGEMENT STRATEGY

DOCUMENT NUMBER	357366
REPORTING OFFICER	Linda Wiles, Coordinator Business
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Communication and Engagement Strategy ↓

RECOMMENDATION

The draft Communication and Engagement Strategy, attached to the report, be endorsed.

Introduction

The Communication and Engagement Strategy has been prepared as a framework to support all of Council's plans, programs, and key activities, as part of Council's commitment to encourage open, transparent and active relationships between Council and the Community.

The strategy proposes a marketing communications program for Council, designed to achieve the goals of engaging the community, building awareness of Council brand, culture, and reputation, promote characteristics of the region and reinforce positive community sentiment.

Discussion

The primary objectives are to:

- Achieve broad community engagement.
- Build trust in the organisation.
- Encourage community interaction and response.
- Improve communication within the organisation for the benefit of the community.

The objectives of developing this strategy were to:

- Understand community satisfaction and expectations of Council in the areas of communication and community engagement.
- Analyse Council's current process in Engagement and Communications to ensure Council is effectively reaching the community.

- Identify new initiatives that will assist with providing a service that supports Council in its commitment to communicate and engage in a way that encourages an open and transparent relationship between community and Council.
- Increase awareness within the community of Council's objectives.
- Increase knowledge and understanding.
- Change attitudes (i.e., gain acceptance).
- Change behaviours (i.e., build commitment).



**COOTAMUNDRA -
GUNDAGAI** REGIONAL
COUNCIL

DRAFT COMMUNICATION AND ENGAGEMENT STRATEGY

September 2021



Table of Contents

INTRODUCTION.....	3
VISION STATEMENT	4
SOCIAL JUSTICE PRINCIPLES.....	5
STAKEHOLDERS.....	5
DEMOGRAPHICS AND AREA PROFILE	5
APPROACH	7
ELECTED REPRESENTATIVES/COUNCILLORS.....	8
Community consultation:	8
CGRC staff consultation:	8
Council communication with elected representatives:.....	8
Councillor buy-in:.....	9
STAFF COMMUNICATION	9
Staff buy-in:	9
COMMUNICATING WITH THE COMMUNITY	10
BRANDING	12
SIGNAGE	13
WEBSITE.....	13
WEBSITE STRATEGY	14
TESTIMONIALS AND CASE STUDIES	14
SOCIAL MEDIA.....	14
Statistics.....	15
MAINSTREAM MEDIA	15
ADVERTISING	16
DIRECT MAIL	16
DIGITAL CONNECTIVITY	17
DIGITAL COMMUNITY PANEL	18
VIDEO	18
RESULTS & MEASUREMENT.....	18
RESPONSIBILITIES & BUDGET	19
COMMUNITY COMMUNICATION AND ENGAGEMENT STRATEGY – ENGAGEMENT METHOD.....	20
COMMUNICATIONS STRATEGY	21
RECOMMENDATIONS	22

INTRODUCTION

The Communication and Engagement Strategy has been prepared as a framework to support all of Council's plans, programs, and key activities, as part of Council's commitment to encourage open, transparent and active relationships between Council and the Community.

The document is intended to be a living document, continually edited and updated as demographics, communication platforms and our community requirements change. Council to seek community feedback to further develop the plan into the future.

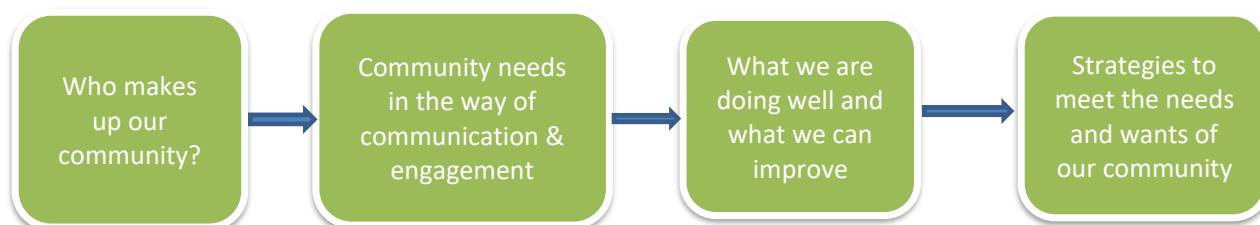
The objectives of developing this strategy were to:

- Understand community satisfaction and expectations of Council in the areas of communication and community engagement.
- Analyse Council's current process in Engagement and Communications to ensure Council is effectively reaching the community.
- Identify new initiatives that will assist with providing a service that supports Council in its commitment to communicate and engage in a way that encourages an open and transparent relationship between community and Council.
- Increase awareness within the community of Council's objectives.
- Increase knowledge and understanding.
- Change attitudes (i.e., gain acceptance).
- Change behaviours (i.e., build commitment).

The document proposes a marketing communications program for Council, designed to achieve the goals of engaging the community, building awareness of Council brand, culture, and reputation, promote characteristics of the region and reinforce positive community sentiment.

The strategy specifically seeks to support the following goals:

- Communities can readily identify with their council.
- A shared vision and direction for the whole community.
- Increase pride in the region.
- Increase awareness and support for community's vision.
- Increase awareness of major projects and how Council is progressing with milestones.
- Cultivate a positive and proactive culture.
- Increase internal awareness and commitment to the Communication and Engagement Strategy.
- Appropriately communicate with the demographic of the area using a variety of media platforms.



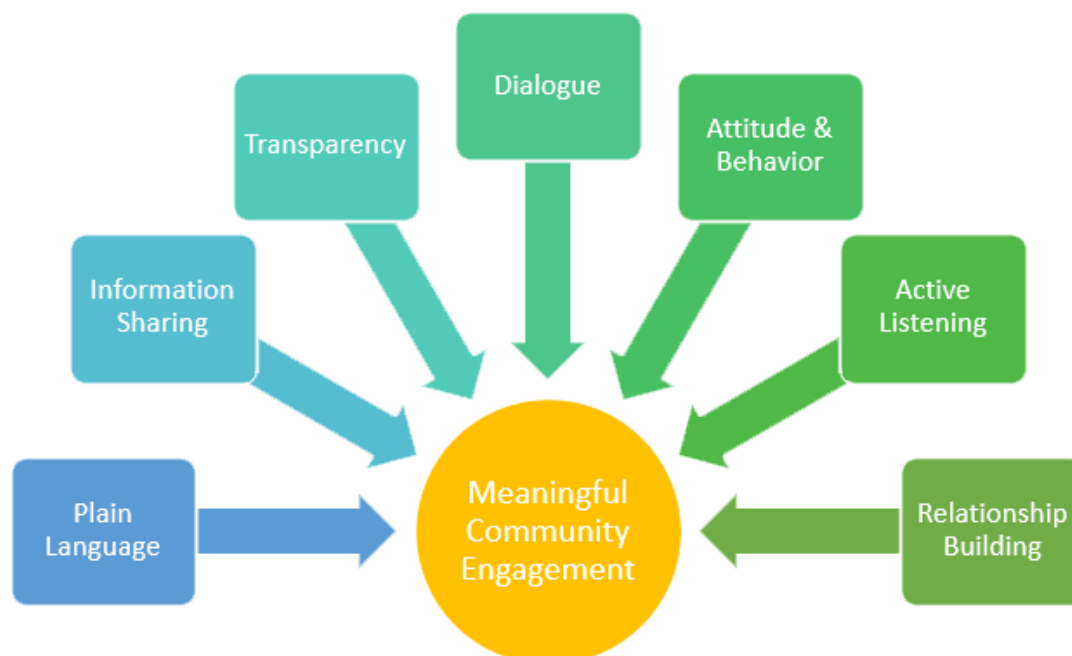
VISION STATEMENT



OBJECTIVES

The primary objectives of the Communication and Engagement Strategy are to:

- Achieve broad community engagement.
- Build trust in the organisation.
- Encourage community interaction and response.
- Improve communication within the organisation for the benefit of the community.



SOCIAL JUSTICE PRINCIPLES

The Communication and Engagement Strategy is based on the social justice principles:

- Equity
- Access
- Participation
- Rights

STAKEHOLDERS

- Residents
- Students/Youth
- Business and industry groups
- Local Government Area (LGA) Landowners
- Potential residents, developers, and investors
- People who may wish to live, work, or invest in the LGA
- Visitors
- Government Departments and Agencies
- Adjoining local government areas and Regional Organisations
- Reference Groups, Advisory Committees
- Section 355 Committees of Council
- Local community organisations and groups
- Members of Parliament
- Local members and State/Federal Ministers
- Councillors
- Staff

DEMOGRAPHICS AND AREA PROFILE

The Cootamundra-Gundagai Regional Council area is in the Southwest Slopes and Riverina Regions of New South Wales, about 390 kilometres south-west of the Sydney CBD, and about 95 kilometres north-west of the Canberra CBD.

The Cootamundra-Gundagai Regional Council Estimated Resident Population for 2019 is 11,235, with a population density of 0.03 persons per hectare. The land area of the LGA covers 398,181 hectares / 3,982 km².

Who we are

Dominant population groups

Analysis of the service age groups of Cootamundra-Gundagai Regional Council in 2016 compared to Regional NSW shows that there was a lower proportion of people in the younger age groups (0 to 17 years) and a higher proportion of people in the older age groups (60+ years). Overall, 21.4% of the population was aged between 0 and 17, and 33.1% were aged 60 years and over, compared with 22.1% and 27.2% respectively for Regional NSW. The major differences between the age structure of Cootamundra-Gundagai Regional Council and Regional NSW were:

- A larger percentage of “Seniors” (14.7% compared to 11.4%)
- A larger percentage of “Empty nesters and retirees” (14.9% compared to 13.1%)
- A smaller percentage of “Young workforce” (8.7% compared to 11.0%)
- A smaller percentage of “Parents and homebuilders” (16.3% compared to 18.0%)

Draft Communication and Engagement Strategy

Emerging population groups

From 2011 to 2016, Cootamundra-Gundagai Regional Council's population increased by 148 people (1.3%). This represents an average annual population change of 0.27% per year over the period.

Between 2011 and 2016, there were notable changes in several age brackets within the local population, in particular an increase in the nominal population of Seniors and Retirees, with decreases among middle-aged adults and youth:

- Seniors (70 to 84 year): +206 people
- Empty nesters and retirees (60 to 69 years): +123
- Parents and homebuilders (35 to 49 years): -185
- Secondary schoolers (12 to 17 years): -120



What we do

There were 4,277 jobs located in Cootamundra-Gundagai Regional Council in the year ending June 2020.

In the Cootamundra-Gundagai Regional Council catchment, Agriculture, Forestry and Fishing is the largest employer, generating 670 local jobs in 2019/20. The Agriculture, Forestry and Fishing industry had the largest number of total registered businesses in Cootamundra-Gundagai Regional Council, comprising 31.8% of all total registered businesses, compared to 6.6% in New South Wales as a whole.

What we want

Australians feel strong emotional connections to the local areas in which they live, which is in turn linked with emotional wellbeing and a strong sense of personal identity. Research undertaken by the Australian Centre of Excellence for Local Government has shown that local government is about being a “place shaper” – in other words, meeting the needs of citizens and their attachment to and satisfaction with the areas in which they live.

Australian communities want to be involved with government in making decisions about how and what services should be delivered in their local area. This view is strongest among people living in rural and remote council areas, and those who have lived longer in their area. Furthermore, respondents living in rural and remote areas are generally more concerned about the consequences of amalgamation on local representation, cost of rates and services and their sense of belonging to the local area.

In the Cootamundra-Gundagai Regional Council area, long standing members of the community have expressed a desire for more input into how Council operates. These residents are a particularly valuable demographic as they have the history and knowledge of their respective communities to give Council the vital feedback needed to ensure community needs are delivered.

Above-average median community age and community feedback have determined the way in which Council can most effectively communicate with the wider population, with printed information (primarily in the form of the Community newsletter, newspaper advertising and media releases) most favoured.



APPROACH

In line with Council's communication objectives the following communication strategies should be applied.

- Develop Council's positioning and brand equity to achieve awareness and to be recognised as an excellent local Government organisation servicing a place that is desirable to live, work and invest.
- Improve current platforms to facilitate effective engagement with key audiences including staff, customers, the wider community, industry groups, schools, potential visitors, and investors.
- Develop positive perceptions of the organisation and the region by using strategic advertising, printed materials, banners, video collateral, testimonials, social media and imagery that connect with key audiences.

The role of Council personnel and elected officials in community outreach and communication is a critical one. Furthermore, the present CGRC Code of Conduct mandates staff, elected members, and members of Council committees to engage ethically with the community. The proposed Communication and Engagement Strategy will assist the aforementioned to meet these obligations, in particular:

- **Engaging with the community.** The Council strives to meet the environmental, economic and social needs of the community. Representatives must be responsive to community needs and treat people with courtesy and sensitivity. The Council is to have effective communications and protocols, internally and externally, and be open to, and encourage feedback from the Community and interested parties. Services are to be delivered professionally and effectively,

Draft Communication and Engagement Strategy

responding quickly with a willingness to be flexible where necessary. Allowances and adjustments must be made to communicate with people from different linguistic and cultural backgrounds.

- **Contact with the community.** Elected Members, Committee Members and Employees must make every effort to be positive, helpful, and effective when communicating with the community. Elected Members represent the community on various issues and present their position at Council meetings. It is therefore important for representatives to ensure decisions, processes and policy information which affect the community are communicated accurately and in a timely way; and confidential information remains confidential unless it is determined by law or otherwise that release of the information is appropriate.

ELECTED REPRESENTATIVES/COUNCILLORS

Councillors are the ears, eyes, and voice of the community. Councillors make decisions on all key matters at Council and Committee meetings.

Community consultation:

Councillors consult with our communities regularly, both formally through public forums and, committee engagements and informally. These engagements seek the opinions and concerns of residents, business owners and other interested parties to ensure Councillors are in touch with community sentiment and attitudes. Councillor communications with the community are bound by the regulations set out in the CGRC Code of Conduct and Media Policy.

CGRC staff consultation:

Councillors are encouraged to attend regular workshops, usually held prior to each monthly Ordinary meeting, to discuss any issues that require clarification, investigation, or research. These workshops are held in an informal setting, with Councillors interacting with staff to discuss an issue or agenda item.

Council communication with elected representatives:

Councillors are issued with all media releases at the time of release, to ensure they have the information to hand and can answer questions from the public or media. This practice keeps them in the loop and gives them subject matter for discussion with residents.

Councillors will be kept updated with key messages via existing and new channels. Suggested enhancements include:

- Regular Community Consultation Sessions, under the heading – “Meet your Councillor Open Day”
- Participate and engage with participants during Local Government Week, Seniors Week, and other dedicated days, where the public is invited to participate.
- Hold small group listening sessions – e.g. “A cuppa and scone” session to foster two-way communication and continuous improvement.
- Encourage community members to attend Ordinary Council Meetings.
- Encourage residents to voice opinions, ideas, and concerns at public forums held at each Ordinary Council meeting.
- Form solid, respectful working relationships with staff to foster trust and confidence.
- Attend and participate in public events.
- Attend and contribute to S355 committees.
- Follow the guidelines set out in the Code of Conduct and Media Policy.



Councillor buy-in:

For a Communication and Engagement Strategy to be effective, the philosophy behind the strategy must have Councillor endorsement. Councillor education will include the following tenets:

- Some information is confidential and sensitive.
- The sharing of information from individual departments to others is important and relevant.
- Responses to requests for information is acknowledged, forwarded promptly, and responded to.
- Courtesy and respect for fellow colleagues and staff is shown especially in regards for requests for information.
- There are procedures in place (CARS), for the registering of complaints and community concerns.
- The role of a Councillor is to represent the community regardless of political philosophy, religious beliefs, socio-economic status, and social custom.
- Embrace a working as team attitude, with each other and the staff they lead. Dispel the “us against them” approach and work together for best outcomes.

STAFF COMMUNICATION

Council staff are a key interface with various audiences and stakeholders. Council staff are kept updated about internal Council business, policies and with key messages via existing and new channels. Suggested enhancements include:

- Regular line managers’ team meetings - with key messages provided for cascading.
- FAQ responses and key messages for staff to promulgate.
- Small group listening sessions - ‘Brown bag lunches’ to foster two-way communication and continuous improvement.
- Whole of staff meetings / events.
- Weekly email updates on dedicated header (“What’s new at Council”, “This week at Cootamundra-Gundagai Regional Council (CGRC)” or “Today at Cootamundra-Gundagai Regional Council”).
- Cost effective video messages could be developed for important communications and issued as required as a bulletin then housed on the intranet site.
- Council customer service team be kept abreast of key changes to services or potential issues and provided with the holding statements and question and answer documents to mitigate potential issues before they arise.
- Adherence must be kept within writing guidelines, Branding and Style Guide.

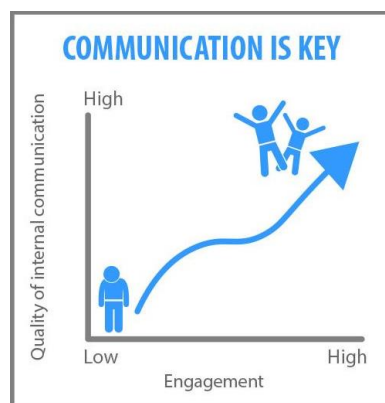
Staff buy-in:

For a Communication and Engagement Strategy to be effective, the philosophy behind the strategy should have staff endorsement. A staff education campaign will include:

- CGRC Media Policy and Writing and Style Guidelines.
- Some information is confidential and sensitive.
- The sharing of information from individual departments to others is important and relevant.
- Responses to requests for information is acknowledged, forwarded promptly, and responded to.
- Courtesy and respect for fellow colleagues is shown especially in regards for requests for information.

It should be recognised that Council staff are residents too and have relationships with members of the community that are not directly involved with Council. The subject of Council and what is happening within Council will always be a topic for discussion. Staff should be given information that is consistent and relevant for matters that will create conversation within the community.

- Staff have information before it becomes public.
- Supplied with a script or explanation that presents Council's view.
- Training supplied on public relations/responding to community requests.



COMMUNICATING WITH THE COMMUNITY

Cootamundra-Gundagai Regional Council (CGRC) is a public service. Our communities expect an open transparent line of communication that informs them of Council services. They also expect to be notified of issues that may impact their way of life, standard of living and on services provided.

Council communicates and engages with the community through:

Customer Service Teams



- ✓ Customer Service Charter.
- ✓ Highly trained in dealing with customer requests.
- ✓ Provided with advanced information.
- ✓ Collaboration with communications team.
- ✓ Provide input and feedback on customer queries.
- ✓ Supported with additional information to assist with enquiries.
- ✓ Digital notice boards.
- ✓ Flyers, pamphlets, and posters.

Regular Media Releases, issued to

- ✓ Local and regional newspapers, television, and radio stations.
- ✓ Council websites.
- ✓ Facebook page.
- ✓ Email contact list, including Councillors and all staff.
- ✓ Monthly newsletter.
- ✓ Extract in Snippets advertising.

Monthly Community Newsletter

- ✓ Posted to all mailboxes within the LGA.
- ✓ Posted to Council website.
- ✓ Emailed to Newsletter contact list.
- ✓ Copies for pick up at Council venues.
- ✓ Facebook page.

Fortnightly Snippets Advertising

- ✓ ½ page advertisement in Cootamundra Times & Gundagai Independent newspapers each fortnight.
- ✓ Can be weekly if need arises.
- ✓ Sent to all staff and councillors.

Draft Communication and Engagement Strategy 10

Regular Facebook Posts

- ✓ At least 10 Facebook posts weekly, which include regulatory notices, events, library news, resident reminders and extracts from media releases.
- ✓ Scheduling of Facebook posts to create reminders on date sensitive events.

Citizen Juries

- ✓ Conducted to gauge a broad community opinion and general feedback on the implementation of an issue.

Open Forum Sessions

- ✓ Held prior to each Ordinary Council Meeting. Residents can attend in person or have correspondence read out.

Public Meetings

- ✓ Held for workshopping or to present detailed information relating to a particular issue.

Committee Meetings

- ✓ Members of various S335 committees.

Listening Posts

- ✓ Council hosts listening posts in the towns CBD to gauge public comment on a variety of issues.



CGRC Website

- ✓ Residents can provide feedback via the CGRC Website.
- ✓ Updated regularly with relevant information

How to contact Council

Maxine Imrie
Media Officer
Cootamundra-Gundagai Regional Council



- ✓ Council phone number, website link, physical address, email address and Facebook link are displayed prominently in all printed material.
- ✓ Consistent electronic signatures, showing contact details, role within the organisation and pointer to website.

P: 1300 459 689
M: 0407 539 870
E: Maxine.Imrie@cgrc.nsw.gov.au
W: www.cgrc.nsw.gov.au



Direct Contact



- ✓ Customer Calls attended to in timely and relevant manner, by appropriate personnel who can answer queries.

Draft Communication and Engagement Strategy

BRANDING

Every Council sign, letter, leaflet, uniform, building, and website is part of the corporate brand. To strengthen the image of the Cootamundra-Gundagai Regional Council (CGRC), the brand reflects a defined, professional logo and visual identity that embraces our shared values and our vision.

The elements of the logo are outlined below.

- Outer charcoal ring: Bound by local industry and the roads that connect us.
- Blue ring: Surrounded by waterways, the lifeblood of the region.
- Green centre: Green pastures and healthy landscapes.
- Seeds: Growth, productivity, and healthy community spirit. We are proud of our roots and look towards future growth.



A strong brand is more than just a logo — it is reflected in everything from your customer service style, staff uniforms, business cards and premises to your marketing materials and advertising.

The CGRC logo should reflect the vision statement –

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

Which will create and further enhance the brand that distinguishes the organisation from others outline the specific future Council has created for itself and give shape and direction for the organisation to achieve the desired outcomes and objectives.



SIGNAGE

The effective use of signage will assist with community engagement and with the identity of the Council and reinforce brand awareness. A review of all Council signage will be required to ensure there are no remnants of the former Council's signage to ensure consistent representation. A stocktake of all items requiring Council's identity should be drawn up. Signage and logo branding on relevant:



- Banners
- Infrastructure
- Vehicles
- Uniforms / badges
- Road / place signs
- Buildings
- Information signs
- Printed and Electronic materials
- Marquees
- Temporary event signage

The review process should consider the priority of each and note an appropriate time frame for refresh.

Consideration should be given to supplying local organisations and events with appropriate signage, banners, shades and other material to acknowledge Council's support either in kind or monetary.



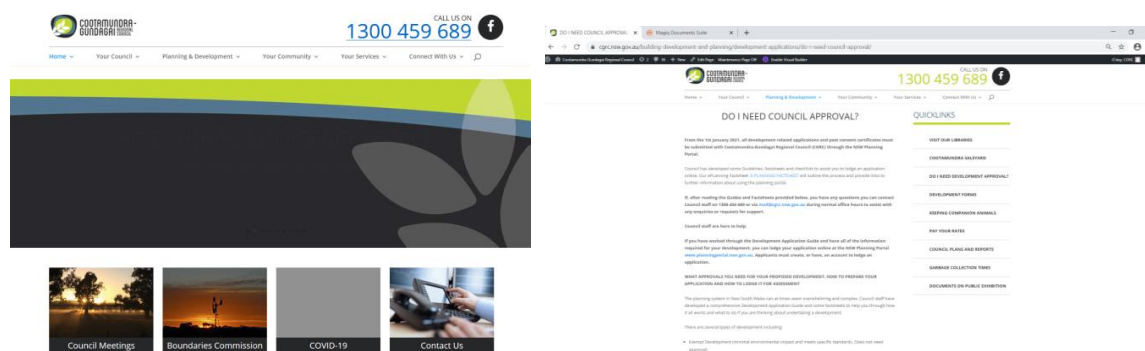
The Cootamundra Beach Volleyball Competition brings many visitors to town. Council's input into the event is extensive. There is little visible evidence of Council involvement throughout the event. Photo Cootamundra Herald

WEBSITE

The website should act as a central hub (and single source of truth) and include information and services for residents, local business, potential investors, and visitors to the Cootamundra-Gundagai Region. It will also be positioned as being the key point of referral. It is now widely expected that council websites host a variety of information and online tools and meeting this expectation will ultimately increase user/customer satisfaction, while also benefiting the Council's internal resourcing.

Draft Communication and Engagement Strategy

To ensure the Council website meets the needs of the community and other users, it should as much as is practicable, include online best practice for Local Government websites.



WEBSITE STRATEGY

The critical nature of an updated and interactive web presence has been demonstrated through the Covid-19 pandemic. Residents are encouraged through media releases and social media posts to visit the website for more information relating to Council announcements and COVID-19 information.

To meet what will only be an increasing need for accessible online information, the following strategies will be employed to ensure Council's website meets community and stakeholder needs:

- Continued monitoring and updating of website to ensure the most recent information is available to residents.
- Development of the website to enhance functionality is continuing, including on-line payment forms and other interface functions to assist with savings on resources.
- Additions such as live support. Councils that provided live support ranked higher overall across all others in the findings from the 2014 Building Better Council Websites evaluation criteria.
- Renewing photos and including further links to relevant and topical public information.
- Regular posting through social media encouraging residents to have their say via the website.

TESTIMONIALS AND CASE STUDIES

Testimonials and case studies can be powerful in articulating the benefits of the Cootamundra-Gundagai Regional area. Brief testimonials can very quickly show a potential investor or visitor about a particular aspect of the region.

Council should consider developing testimonials and case studies for use on the website and in other marketing materials. Case studies are most likely to be relevant to attracting investors or new businesses to the area; these might speak to the opportunities presented by the recent new investment in the area.

Testimonials which tend to be shorter are more suited to articulating the benefits of visiting the area, the tourist drawcards, or why it is a great place to live.

SOCIAL MEDIA

Conversations on social media can be influential. Users have the potential to share valuable experiences with a wide audience and positive online commentary can build trust in a brand and take it to new audiences quickly and efficiently with limited resources. However, social media also needs to be monitored to keep content relevant and fresh.

There is significant potential for the Council to interact with customers, provide information about services and activities in the area, as well as reach an audience beyond the Council area who may be interested in visiting the region. There is also the possibility that tools such as a blog or Facebook page are used by disgruntled individuals to post negative comments about the Council, or its services and this risk needs to be managed. A separate Social Media Strategy and Policy has been developed.



Council's Social Media platform is primarily used for providing information, not for protracted or prolonged engagements. Brief replies to users direct questions are the only replies given via this medium. Staff are prohibited from entering arguments, offering opinions or fuelling contentious issues via this medium.

Council can monitor other social media sites to gain an insight into community sentiment and opinion on issues that members of these sites are raising.

Statistics

Overall – 2560 people like the CGRC Page. 2877 people follow the page. In the period January to February 2021.

An Average 1552 people the Page reached broken down by how many times people saw any content about the Page. (Unique Users).

An average 7876 people who had any content from the Page or about the Page enter their screen. This includes posts, check-ins, ads, social information from people who interact with the Page and more. (Unique Users).

MAINSTREAM MEDIA

This communication channel offers a valuable, 'earned' (i.e., not paid) way to deliver key messages to key audiences and beyond. Council enjoys good relationships with local and regional media in both Gundagai and Cootamundra, and these should continue to be developed with the delivery of targeted media releases and stories. These relationships will be important to continue to foster as part of an overall marketing and communications strategy. Sound relationships based on mutual respect facilitate opportunities to mitigate potential issues before they gain traction.

Whilst local newspapers, regional radio and TV outlets might be the usual channels, state-wide rural publications like The Land, or national reach publications such as specialty tourism, business publications or special features in national newspapers could be included in the current media mix and development of further contacts is ongoing.

- Announcing local Government services, funding programs or news.
- Announcing new or expanded investments or facilities.
- Advocating on behalf of the region.
- Promoting successes in the region such as local businesses achieving awards.
- Celebrating successes among community groups.

Good working relationships with local and rural journalists should be maintained, with Council executives being open to providing comment where appropriate and identifying issues in the media of relevance to the area, for example plans for new infrastructure. Such comment needs to be cognisant of the role of local Government in relation to the NSW and Australian Governments. Retaining sound relationships with the media will enable the Council to proactively clarify any misinformation in the community via stories through relevant media.

Draft Communication and Engagement Strategy

ADVERTISING

Council is bound by Government regulations to ensure residents are advised of information that relates to Council business and activities carried out by Council, recent changes to the legislation have seen the removal of mandatory newspaper advertising.

Advertising in local newspapers, radio and TV are tactics to be employed to meet certain goals advertisements for positions vacant, calling for tenders and various events that are Council operated or endorsed may require advertising in mainstream media outlets to reach targeted audiences.

Due to the structure of the council region, with two vastly different towns in terms of demographic, geological location and collaboration, newspaper advertising must be spread across two publications. The nature of both publications one being an incumbent in the Gundagai region with a loyal and devoted readership. The other, a new publication to the Cootamundra area is still building readership and reach numbers and has yet to establish customer and brand loyalty.

Conventionally the two local newspapers – The Gundagai Independent and the Cootamundra Herald were the choice for the respective Gundagai Shire Council and Cootamundra Shire Council to get their message out to residents. The printed version of the Cootamundra Herald has ceased with the latter replaced by a new independent publication The Coota Times. Council can continue to advertise in each town's respective print products.

Both publications have been very receptive to Council media releases and a good relationship exists amongst all stakeholders. However, the relatively low numbers reached by these publications and the high cost of advertising in both publications requires Council to look at alternatives that achieve the desired result. Council continues to advertise "Snippets" in these publications for mandatory notices.

DIRECT MAIL

Council introduced a regular newsletter that has been mailed directly to all postal addresses within the region. The newsletter does meet with NSW Government OLG mandatory advertising guidelines, advising residents of Council works, public notices, advertisements and other information relating to Council. The newsletter has also been a source for the promotion of events either organized or endorsed by Council or conducted by local community not for profit organisations.

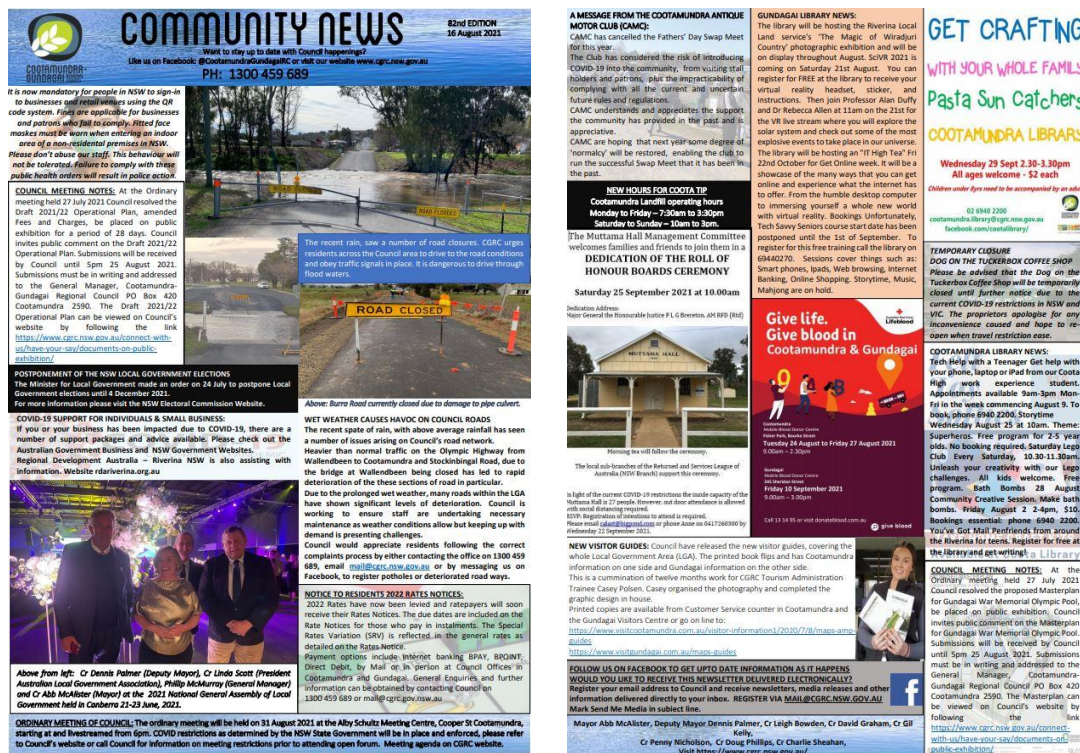
The newsletter allows Council to present a positive and co-operative approach with the capacity to encourage community engagement and input. The direct mail approach ensures Council's information reaches everyone within the region.

A recent survey has revealed:

65% of respondents indicated the community newsletter was their source of information from Council.
40% of respondents indicated "other" as their source of information from Council citing local newspapers in their written response. *Please note: Some respondents indicated both mediums in their responses.*
36% of respondents were in the 40-to-50-year age group.
45% of respondents were in the 50+ year age group.
68% of respondents had access to a computer.
36% of respondents indicated they wanted the community newsletter to be directly mailed to them.



Delivery and production costs dictate the frequency of newsletter. Distribution has been to reduced monthly in 2021. The publication is distributed directly after the Ordinary Council meeting to ensure residents are aware of Council resolutions and items on public exhibition.



DIGITAL CONNECTIVITY

Council can further engage with the community in a cost-effective manner by increasing its digital audience. Encouragement of the community to sign up for email notifications, text message alerts and use of reporting apps such as Snap, Send & Solve or Neat Streets.

Many Councils have developed their own reporting apps, for example the Moreton Bay Regional Council's app notifies council of playground repairs, graffiti, or other local issues. Using artificial intelligence, council can allocate and respond to requests faster and keeps the reporting resident informed of progress. Residents can report on:

- Fallen trees.
- Potholes.
- Footpath damage.
- Illegal dumping or missed bin collection.



To date these applications have proven to be problematic in this area. The limitations of the app and lack of information contained when Council receives a report, is often a time-consuming exercise for the staff on the ground attending to the report.

The demographics of the area (being a large proportion of over 60 years of age), have not fully embraced the digital connectivity applications. Information entered to these applications requires accuracy and a sound knowledge of the exact area in which the report is being made.

Further investigation into these types of communication could be a further enhancement to community engagement strategies going forward.

Draft Communication and Engagement Strategy

DIGITAL COMMUNITY PANEL

Council has created a Digital Community Panel. The panel is broad cross-section of representatives within the community to ensure all groups have the opportunity to be engaged and involved in raising community ideas and solutions.

This local knowledge and insight supports the continuation of the good work that has already taken place in building a strong future-focused Council, with a view to building a community that has solid, community-lead foundations which deliver a dynamic future to this region.

VIDEO

Video is an excellent way to speak directly to an audience and to demonstrate personal warmth and commitment. It could be effectively engaged to introduce the key personnel, Councillors, and others to the community and staff to deliver key messages about the progress of Council works projects and future plans.

In the longer term, video messaging is a powerful means of promoting the Council area by displaying the natural beauty of the region. A library of video and still images can be used as content for a wide range of media including TV advertisements, website, brochures, and banners. To be inclusive and illustrate the range of landscapes, features and people of the Council area it is recommended that images be shot / filmed across the region.

Short video clips can also be used as shareable content on the website and Facebook. These could highlight certain aspects of the area, for example the sheep industry or the opportunities arising from the meat processing sector. They could also form testimonials with people providing short insights to the area, for example why their business operates in the area, explaining a particular historic feature such as Bradman's birthplace, or praising the virtues of bringing up children in the region.

RESULTS & MEASUREMENT

To determine the success of any communication plan, it is important to determine appropriate KPIs for each of the tactical elements of the communication strategy. Specific indicators will be set to reflect the individual tactics employed once this strategy is approved by Council. However, in general the program should be measured against the five characteristics of a strong Council:

- **Outstanding Service Provision** – Council's ability to provide residents and businesses with an efficient, convenient, and satisfying experience when using Council services, information, and infrastructure.
- **Strong Performance** – The Council is a robust, flexible, and capable organisation that delivers on the needs of the community.
- **Sound Organisational Health** – Council staff, leadership and culture directly contribute to the Council's success and to positive customer-centric culture and delivery.
- **Strategic Capacity** – Council is a strong partner in the system of government, with a strategic outlook, confidently representing and progressing matters of local and regional significance.
- **Robust Community Relationships** – Residents and businesses have a voice in the vision for their community and there is meaningful, open dialogue between Council and community on solving local issues.

Monitoring and reviewing Council's engagement activities is essential to identify areas for improvement and to realise goals more efficiently. Council will use a variety of evaluation and reporting methods to assess and communicate its progress including:

- Undertaking annual audits to check progress against the objectives identified in this strategy.
- Reviewing the strategy, policy, and toolkit every four years.
- Undertaking a community satisfaction survey annually and reporting these outcomes.
- Reviewing participation levels in engagement activities.
- Reviewing verbal and written feedback from stakeholders on the effectiveness of our engagement activities.
- Quantitative and qualitative information collected.
- Quarterly executive level reporting to improve visibility of engagement delivery.

RESPONSIBILITIES & BUDGET

The Communications team is a supporting function within council, providing access to the communication channels available, online panel, providing advice on resources, engagement design, and engagement planning and communicating with the community through a variety of resources.

A dedicated budget for communications and community engagement activities regarding key Corporate Planning documents, such as the Integrated Planning and Reporting framework suite, sits within the Governance portfolios.

The overall effectiveness of our Communication and Engagement Strategy is measured by Council decisions and actions that acknowledge and reflect quantifiable and evidence-based community input. This also includes stakeholder understanding of those decisions and actions, even if there is not always a shared agreement regarding the outcome.

In top-level terms, success will mean:

- There is a commitment by Councillors and staff and a common understanding of when to engage with the community in a meaningful and appropriate way about decisions that affect them.
- We have consistently reached the participation targets in our engagement processes (number of participants/captured views etc).
- Council decisions and advocacy activities are evidenced by community engagement findings.
- We have utilised online communication and engagement techniques, complementing traditional engagement methods.
- We have provided a consistent and easy-to-understand process to guide staff through the engagement process for services, activities, projects or decisions.
- We have met and, in some cases, exceeded legislated engagement requirements.

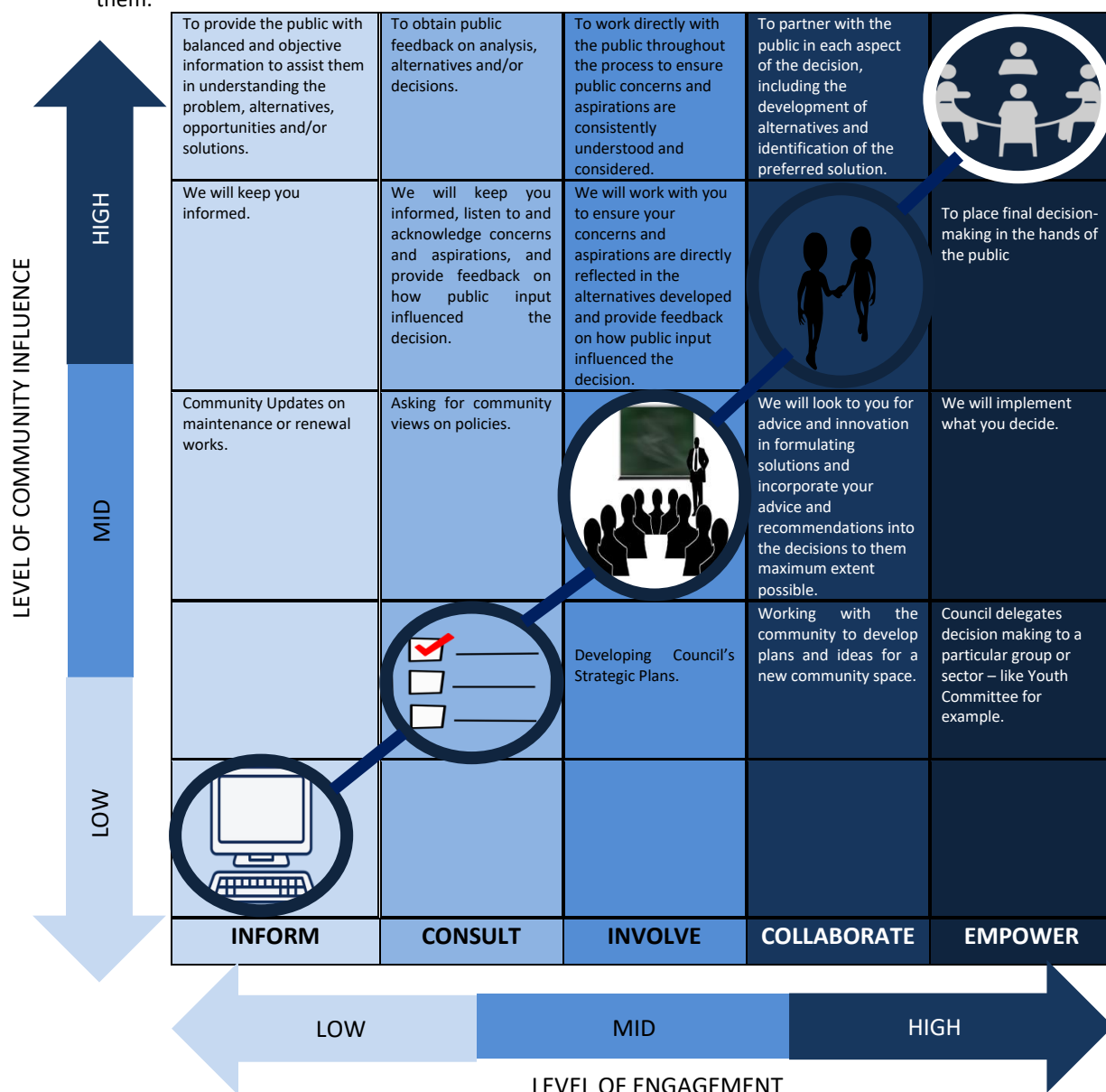
Implementing this Strategy is the shared responsibility of the entire Cootamundra-Gundagai Regional Council organisation and applies to Councillors, staff, contractors, and consultants. The Strategy recognises that the key to successful community engagement is a productive and collaborative partnership between all stakeholders.



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COMMUNITY COMMUNICATION AND ENGAGEMENT STRATEGY – ENGAGEMENT METHOD

CGRC will use the IAP2 Public Participation Spectrum principles to develop engagement strategies to ensure that community and stakeholders are appropriately involved on projects or matters that affect them.



TIME FRAME	ENGAGEMENT STRATEGY	METHOD OF ENGAGEMENT
Quarter 1 -	Listening Posts Held in townships & villages.	Consult & Involve Community Participation.
Quarter 2 -	Meet with selected community/service/sporting clubs in towns & villages across the LGA.	Inform & collaborate with Community
Quarter 3 -	Media Releases, Social Media Posts, Advertising: Invite Public Comment.	Consult, Involve, Empower Community Input.
Quarter 4 -	Monitor & Evaluate	Advise, Collaborate & Inform

COMMUNICATIONS STRATEGY

Department.....Contact Person.....

Project..... Description.....

Timeline/Date..... Is this project a regulatory notice?.....

Project Overview.....

.....

.....

Please attach any photos/flyers or other information you have regarding this project.

Please supply any other contact details if interview/comments/photo shoot opportunities exist for this project.....

Do you require? (Please indicate number and frequency)

Media Releases Facebook Posts

Digital Notice Board Website updates

Listening Posts in CBD Contact with local media outlets

Inclusion in Snippets advertising Inclusion in Community Newsletter

Is your project time sensitive? Date

Will this project require any additional advertising outside of Councils regular advertising?

If yes, please provide frequency and work order number

Facebook Scheduling please provide dates and frequency

Distribution of information and flyers at Customer Service Centres

Public Meetings/Community Interest Group Meetings

Invitation to dignitaries ie Member of Parliament/Mayor/Councillors

Follow -Up. Will there be opportunities for further positive messages to our communities when your

Project is completed. _____ If yes, please provide details and timeline.

Other information

Draft Communication and Engagement Strategy

There are many opportunities to increase the community's awareness of the Council brand and develop positive connections between Council, the community, and stakeholders. However, for any engagement strategy to be effective, it must be embraced by staff, Councillors, and the community.

RECOMMENDATIONS

- Staff awareness of communication channels available to them.
- Continuous improvement on communication between staff and departments.
- Public relations training for staff and councillors.
- Review media policy, writing and branding guidelines with staff and councillors in workshop environment.
- Website development.
- Encourage quick responses to community requests.
- Follow up and report on issues.

- Investigate other digital means of communication.
- Expand newsletter content. More pages or more frequently.
- Continue with website development.
- Engage with community to help understand changing media habits.
- Key communication staff to undertake IAP2 training. (Cost implications).



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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Gundagai Office:

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Fax: 02 6940 2127



8.1.6 DRAFT COMMUNITY ENGAGEMENT STRATEGY FOR THE COMMUNITY STRATEGIC PLAN 2022-2033

DOCUMENT NUMBER	357237
REPORTING OFFICER	Linda Wiles, Coordinator Business
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with section 402A of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Community Engagement Strategy for the Community Strategic Plan 2022-32 ↓

RECOMMENDATION

The draft Community Engagement Strategy for the Community Strategic Plan 2022-2032, attached to the report, be endorsed.

Introduction

Council acknowledges its role in facilitating the development of the Community Strategic Plan (CSP), and remains committed to ensuring the community is informed, encouraged, enabled, and welcomed to participate in the development and implementation of the plan.

A Community Engagement Strategy (CES) has been specifically created to support the development of the Draft Community Strategic Plan. The CES strategy outlines how Council will engage on this Council-wide high impact project with stakeholders during a three (3) month period.

The Community Engagement Strategy for the development of the CSP, has been developed in accordance with s.402a of the Local Government Act, 1993 and adhering to the provisions detailed in the Office of Local Government IP&R Handbook and Guidelines, for Local Councils in NSW.

Discussion

Over the coming months CGRC will be seeking community input into the development of its Integrated Planning and Reporting Framework. The Framework is made up of an integrated suite of documents which will guide the actions that Council, the community and key stakeholders will take to meet the aspirations and priorities of a vibrant, and dynamic community.

The Framework consists of:

- The Community Strategic Plan (10 years)
- A Resourcing Strategy:
 - Long-Term Financial Plan (10 Years)
 - Strategic Asset Management Plan (10 years)
 - Workforce Plan (4 years)
- Delivery Program (4 years)
- Operational Plan (annual)

The office of local government has recently released an updated [Handbook](#) and [Guidelines](#) to assist councils develop the next round of IP&R documents. A Council Circular has been released and is available within the information bulletin of this business paper.

Councils will need to deliver a new and effective CSP and associated IP&R documentation for the new Council, by 30th June, 2022.



OUR PLACE...OUR FUTURE

ENGAGING WITH OUR COMMUNITY

DRAFT COMMUNITY ENGAGEMENT STRATEGY – COMMUNITY STRATEGIC PLAN 2022/2032

Over the coming months CGRC will be seeking community input into the development of its Integrated Planning and Reporting Framework. The Framework is made up of an integrated suite of documents which will guide the actions that Council, the community and key stakeholders will take to meet the aspirations and priorities of a vibrant, and dynamic community.

The Framework consists of:

- **The Community Strategic Plan (10 years)**
- **A Resourcing Strategy:**
 - **Long-Term Financial Plan (10 Years)**
 - **Strategic Asset Management Plan (10 years)**
 - **Workforce Plan (4 years)**
- **Delivery Program (4 years)**
- **Operational Plan (annual)**

The Framework will ensure Council can plan, within its means, for sustainable maintenance and renewal of infrastructure and provision of services.

Council's Community Strategic Plan aims to outline the community's priorities and aspirations for the future, and the strategies to achieve them. In planning now for the future, Council can begin working in collaboration with the community and other partners to deliver our community's preferred future.

The success of the development of the Community Strategic Plan depends on a collective approach between our community members and Council. This plan can only reflect the community's aspirations for the future with the community's direct participation. The Council will ensure the community is informed, encouraged, enabled, and welcomed to participate in the development of the plan. Involvement of all community members and maximising participation will be achieved by implementing a variety of engagement techniques.

Council will employ a co-ordinated approach to determine the plan's priorities and deliverables and will present to the community a plan that is accessible and fair.

The Community Strategic Plan will be underpinned by a Community Vision Statement, which will be developed with the collation of community input. We will then explore the community's future aspirations by asking:

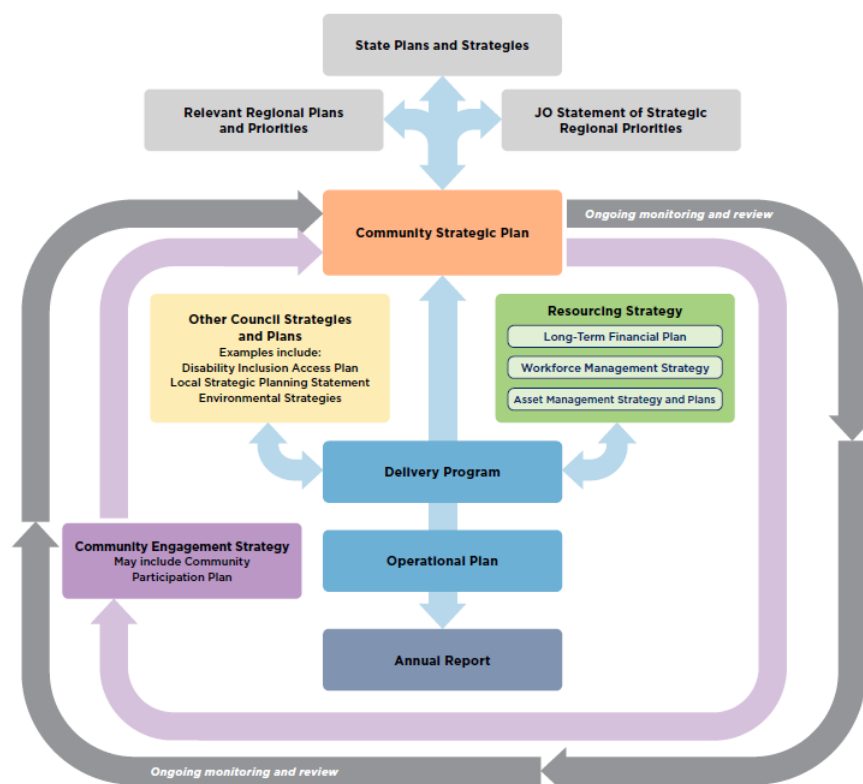
- Where are we now?
- Where are we going?
- Where do we want to be?
- How do we get there?
- How will we know we've arrived?

Council acknowledges its role in facilitating the development of the Community Strategic Plan, and remains committed to ensuring the community is informed, encouraged, enabled, and welcomed to participate in the development and implementation of the plan.

This Community Engagement Strategy is specific to the Draft Community Strategic Plan and outlines how Council will engage on this Council-wide high impact project with stakeholders during a three (3) month period.

The Draft CGRC Community Strategic Plan 2022/2032 poses the question, are we on the right track or are there other priorities the community would like Council to consider?

Everyone has a right and will have the opportunity to participate and share their vision for CGRC. What might be my vision may not be your vision, but together it makes our vision for the future of CGRC.



The Integrated Planning and Reporting Framework

INCLUSION OF PREVIOUS STRATEGIES, POLICIES AND PLANS

It is vital as part of the compilation of the Community Strategic Plan 2022-2032, Council incorporate strategies developed and resolved over the previous 4-5 year period, including but not limited to:

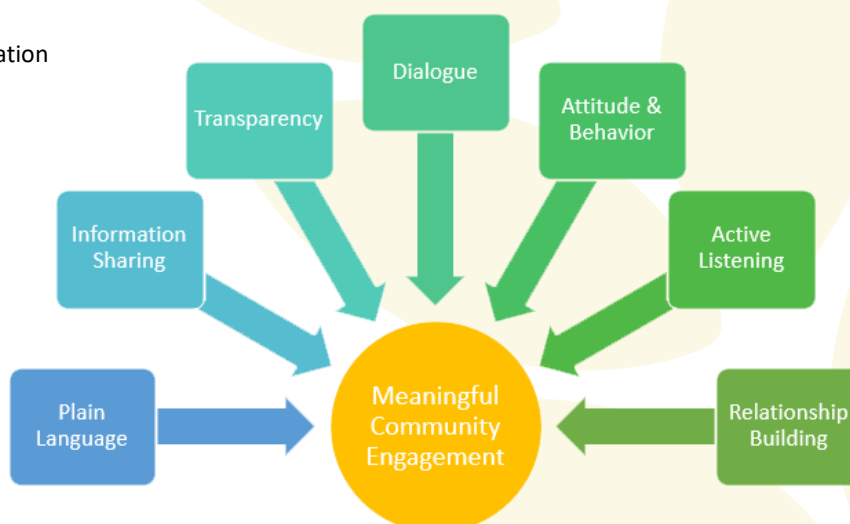
- CGRC Youth Strategy 2020-2030
- CGRC Agritourism Development Strategy
- Cootamundra Flood Study
- Gundagai Flood Study
- Activities Approval Policy
- Local Strategic Planning Statement
- Recreational Needs Study
- Rural Lands Strategy
- Cootamundra 2050 Strategy
- Gundagai LEP
- Cootamundra LEP Amendment
- Tourism and Economic Development Strategy
- Wallendbeen Strategic Heritage Study
- Villages Strategy

PRINCIPALS OF COMMUNITY ENGAGEMENT

Social Justice Principles

The Community Engagement Strategy is based on the social justice principles:

- Equity
- Access
- Participation
- Rights



Meaningful Community Engagement

Five Pillars of Community Engagement

The five pillars of community engagement can be defined as follows:

Inform – Giving information to the local community

Consult – Seeking feedback from the local community

Involve – Working directly with the local community

Collaborate – Creating partnerships with the local community to produce recommendations and solutions.

Empower – Putting final decision-making in the hands of the community.

Engagement Methodology

Effective engagement requires a range of methods to be employed to keep participants willing to be involved throughout the process, or alternatively anticipate in a time and manner of their choosing. It is important that we build on experience and avoid the notion of ‘over consultation’, where stakeholders feel they have provided the same opinion and advice to Council on the same or similar issues.

Council’s community engagement strategy is designed to:

1. Ensure the community and stakeholders are aware of opportunities to have a say in the development of Community Strategic Plan 2022-2032.
2. Inform the community of issues likely to impact on our community across social, Environmental, Economic, and Civic Leadership themes over the next decade.
3. Consult and seek feedback on the future priorities and strategies to address issues facing the community.
4. Involve a broad range of stakeholders in the development and implementation of strategies and actions to address these issues.
5. Collaborate with community groups, government agencies and the community to identify solutions and accountabilities.
6. Seek support for a complete and comprehensive suite of integrated planning and reporting documents.

STAKEHOLDERS

- **Residents** - People who live in the CGRC local government area (LGA).
- **Students/Youth** - Students of local primary and high schools, TAFE, and other training providers.
- **Business and industry groups** - Includes owners, operators, and employees of small, medium, and large businesses, as well as industry representative groups.
- **Landowners** - People who own property in the local government area, whether they live in the LGA or not.
- **Potential residents, developers, and investors**
- **People who may wish to live, work, or invest in the LGA.**
- **Visitors**
- **Government Departments and Agencies** Departments and Agencies that may lead or contribute to the implementation of strategies or actions identified in the Community Strategic Plan.
- **Adjoining local government areas and Regional Organisations**
- **Reference Groups, Advisory Committees Section 355 Committees of Council**
- **Local community organisations and groups** that may partner with Council contributing to the implementation of the strategies or actions identified in the Community Strategic Plan.
- **Members of Parliament Local members and State/Federal Ministers** that Council may lobby/advocate on behalf of the strategies and actions identified by the community in the Community Strategic Plan
- **Councillors** - Throughout the process Councillors will be kept informed of the development of the vision, strategies, and actions to enable them to inform their constituents about the draft proposals and how to be involved.
- **Staff** will be Informed, consulted, involved, and collaborated with about the vision, strategies and actions identified as being a priority in CGRC Strategic Plan and how it influences their work.

PARTNERSHIPS/ STAKEHOLDERS

Successful partnerships with key stakeholders are essential to the success of this Community Engagement Strategy. With the development of key messages, Council staff will work closely with community groups, advisory committees, and volunteers to represent messages and engage on our behalf. For example, a Survey specific to Tourism will be discussed and presented to the Tourism Action Committees and they will further present the survey to their networks. Youth specific surveys and discussion will be managed through Youth Councils in Cootamundra and Gundagai. Businesses and Industry will be addressed through CDC and GREG. s.355 Committees will present to their interest groups.

ENGAGEMENT ACTIVITIES

Whilst communication will be ongoing, community engagement will occur in two (2) distinct phases over 2021/2022

STAGE ONE | September 2021 - January 2022

Consult and seek feedback on the future priorities and strategies to be identified and captured in the Community Strategic Plan 2022-2032 via the following channels: -

DURING DEVELOPMENT OF THE DRAFT 22-33 COMMUNITY STRATEGIC PLAN

Engagement Tool and Target Audience	Timing	Purpose and Key Messages
Managers Workshop	27 September 2021	Introduction/refresher IP&R workshop
Council Meeting	28 September 2021	Resolve Community Engagement Strategy for CSP
Council Meetings	26 October 2021 30 November 2021 25 January 2022	Update on Consultation
Councillor Induction	January 2022	Update on Consultation; how to be involved
Staff Meetings (entire staff or regular team based)	October – January	Key Messages; Engagement Opportunities; How to comment; request for input
Digital Community Panel	October / November	<p>Restore the DCP.</p> <p><i>Want to have your say? Become part of Council's digital community panel.</i></p> <p><i>Council wants to hear from a broad cross-section of representatives within the community to ensure all groups can be engaged and involved in raising community ideas and solutions.</i></p> <p><i>This local knowledge and insight will support the continuation of the good work that has already been done in building a strong future-focused Council. With your input and support, we can continue to ensure that the elected Council has solid, community-led foundations from which to deliver this region a dynamic future.</i></p> <p><i>If you would like to make a difference and be part of the development of your Community Strategic Plan 2022-2023, become part of this panel. Please register your email address at: digitalpanel@cgrc.nsw.gov.au.</i></p>
Community Groups / CDC / GREG consultation	October - January	Engage with key stakeholders to partner with Council to present key messages; Engagement Opportunities; Seek input Through topic specific surveys
S.355 Committees / advisory committees /volunteers consultation	October - January	Engage with key stakeholders to partner with Council to present key messages; Engagement Opportunities; Seek input Through topic specific surveys
Newsletter	WC 4 October 2021 WC 1 November 2021	Key Messages; Engagement Opportunities; How to comment; Link to Website and FB

	WC 6 December 2021 WC 20 December 2021	
Snippets	16/17 September 2021 30 September / 1 October 2021 14 / 15 October 2021 28 / 29 October 2021 11 / 12 November 2021 25 / 26 November 2021 2 / 3 December 2021 16 / 17 December 2021 23 / 24 December 2021 13 / 14 January 2022 27 / 28 January 2022	Communication Strategy to restore Digital Community Panel / September, October Key Messages; Engagement Opportunities; How to comment; Link to Website and FB / November, December, January
Community Listening Sessions (subject to COVID-19 regulations) Workshops in Community Halls at Adjungbilly, Coolac, Cootamundra, Gundagai, Muttama, Nangus, Stockinbingal, Tumblong, Wallendbeen.	November, December, January	<i>We would like to invite individuals and group representatives from around the region to attend one of the following community listening sessions to provide valuable input into the Council's strategic planning process. Please register your interest to attend a session relevant to your area of interest as soon as possible via www.cgrc.nsw.gov.au. These interactive sessions will cater for up to 20 people and will be closed for registration once places are full. To ensure that a broad cross-section of the community can attend, we ask that you only register for one session.</i> Seek Community input Village Specific Surveys
Pop up stalls	November, December, January	Seek Community input and suggestion

Alternative methods of engagement should face to face be untenable.

Virtual public information sessions, workshops, meetings and focus groups, registrations necessary.

Website based Webinar, Blogs, Virtual post it note walls, Live chat

School Newsletters / Youth Councils Facebook posts	November, December, January	Key Messages; Engagement Opportunities; How to comment; Link to Website and FB. Youth Specific survey.
Dedicated page on CGRC website including Surveys, Pop Up questions, Blog	November - June	Key Messages; Engagement Opportunities; How to comment; Link to Website and FB. Survey.
Electronic Noticeboard in Council Offices; Suggestion boxes	November - June	Key Messages; Engagement Opportunities; How to comment; Link to Website and FB. Survey.
Facebook	September - June	Key Messages; Engagement Opportunities; How to comment; Link to Website and FB. Survey.
Surveys	November - June	Key Messages;
Media Releases	September - June	Key Messages; Engagement Opportunities; How to comment; Link to Website and FB. Survey.
Rates Inserts – Postcards with survey - Postage Paid for return to Council	End October 2021	Key Messages; Engagement Opportunities; How to comment; Link to Website and FB. Survey.

STAGE TWO | February 2022 - June 2022

Consult and seek feedback on the future priorities and strategies to be identified and captured in the DRAFT Community Strategic Plan 2022-2032 via the following channels: -

FOR THE PUBLIC EXHIBITION PERIOD OF THE DRAFT 22-33 COMMUNITY STRATEGIC PLAN

Engagement Tool and Target Audience	Timing	Purpose and Key Messages
Councillor Workshop	15 March 2022	Provide opportunity for elected Councillors to review draft CSP, provide feedback during workshop.
Council Meeting	29 March 2022	Approve draft CSP for public exhibition.

The draft CSP will be on public exhibition from 29 March 2022 to 26 April 2022.

Submissions may be made via:

- an online submission form (www.cqrc.nsw.gov.au)
- email: mail@cqrc.nsw.gov.au
- letter: General Manager, PO Box 420, Cootamundra NSW 2590

During the exhibition period, communication strategies include:

Media Release	29 March 2022	Congratulate and thank community for participation and engagement rates Notification that draft CSP is on public exhibition and invite feedback and comment. Notification of opportunities to review. Feedback options provided.
Email to Community Listening Session registrants	29 March 2022	Congratulate and thank community for participation and engagement rates Notification that draft CSP is on public exhibition and invite feedback and comment. Notification of opportunities to review. Feedback options provided.
Digital Community Panel notification	29 March 2022	Congratulate and thank community for participation and engagement rates Notification that draft CSP is on public exhibition and invite feedback and comment. Notification of opportunities to review. Feedback options provided.
Council staff notification via email and payslips	29 March 2022	Congratulate and thank staff for participation and engagement rates Notification that draft CSP is on public exhibition and invite feedback and comment. Notification of opportunities to review. Feedback options provided.
Correspondence to s.355 Committees and other partners	29 March 2022	Notification that draft CSP is on public exhibition and invite feedback and comment. Notification of opportunities to review. Feedback options provided.

Correspondence to State and National Parliamentary Representatives	29 March 2022	Notification that draft CSP is on public exhibition and invite feedback and comment. Notification of opportunities to review. Feedback options provided.
Website and social media information and response to online submissions	29 March 2022 to 26 April 2022. (Exhibition period of 28 days)	Congratulate and thank community for participation and engagement rates Notification that draft CSP is on public exhibition (link on Home Page). Detailed information, including draft plan to be made available on website for download. Feedback options provided. Regular information feeds regarding the proposal and opportunities for community feedback. Opportunity for lodgement of online comments and submissions regarding the draft CSP.
Exhibition of draft CSP at Council Administration Offices and Libraries	29 March 2022 to 26 April 2022. (Exhibition period of 28 days)	Hardcopy of draft plan available for review. Feedback options provided.
Advertising – Gundagai Independent and Cootamundra Times, 'Snippets'	7/21 April 2022 8/22 April 2022	Raising community awareness through key information points. Notification of where draft CSP can be located. Feedback options provided.
Community Newsletter	4 April 2022	Raising community awareness through key information points. Notification of where draft CSP can be located. Feedback options provided.
Council Meeting	26 April 2022 or 31 May 2022	Report to Council with submissions. Council endorse CSP (dependent on review of community feedback).

SUCCESS INDICATORS

A range of qualitative and quantitative measures will be used to assess the success of the community engagement process.

This will include:

- Number of people attending face-to-face sessions
- Number of visitors to website page
- Contribution's people make to at workshops, meetings, and on-line forums
- Formal submissions received
- Media coverage
- Number of questionnaires responded to
- Adoption of the plan by Council

LEARNING AND REPORTING

The result of engagement activities will be compiled in report format and provided to Council, as well as placed on Council's website. The results of this feedback will also contribute to the development of Council's overall community engagement process, and tools used to engage with our community.

8.1.7 RV FRIENDLY SITES

DOCUMENT NUMBER	357306
REPORTING OFFICER	Linda Wiles, Coordinator Business
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>2. A prosperous and resilient economy: we are innovative and 'open for business'</p> <p>2.3 Tourism opportunities are actively promoted</p> <p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p>
FINANCIAL IMPLICATIONS	Potential advertising requirements once application is approved.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The report on RV Friendly Sites, be received and noted.

Introduction

At its ordinary meeting held 27th July 2020, Council resolved (Min. no. 180/2021) to update the current application with the Campervan and Motorhome Club of Australia (CMCA) to reflect the removal of registered sites located within the Cootamundra Aerodrome and Cootamundra Rodeo Grounds and to register the site located within Pioneer Park on Back Brawlin Road, Cootamundra as a Short Term and Long Term RV Friendly site.

Discussion

Staff have contacted CMCA and approval for the site change has been received. Once a second site has been determined registration of that site can take place.

8.1.8 AUSTRALIA DAY 2022

DOCUMENT NUMBER	357269
REPORTING OFFICER	Linda Wiles, Coordinator Business
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant and supportive community: all members of our community are valued 1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Australia Day 2022 Community Program ↓

RECOMMENDATION

The information on Australia Day Awards, 2022 be received and noted.

Introduction

Council proposes to present its annual Australia Day Awards on Wednesday 26th January, 2022, at two distinct ceremonies: one to be held in Gundagai and one to be held in Cootamundra.

Discussion

Advertising and promotion has commenced requesting nominations for Australia Day Awards for the following categories:

- 1. Citizen of the Year**
- 2. Young Citizen of the Year**
- 3. Sportsperson of the Year / Sports Achievement Award**

Nominations are to be in writing (by letter, or on the form available from Council Offices and website) and received by Council no later than **Friday 19th November 2021**. This will allow for timely consideration and selection of Awardees at workshop held immediately prior to the November, 2021 Ordinary Meeting of Council. It must be noted that Council resolved (Min. no.221/2021) to cancel the Ordinary Meeting of Council to be held in December, 2021. As such an earlier workshop is preferred to determine the Australia Day 2022 nominations.

Council has registered to be part of the Australia Day Ambassador Program and will be allocated an ambassador for each location.

Council staff will make contact with Community representatives who have previously assisted with planning and preparation of Australia Day celebrations and request their assistance for the 2022 Celebrations.

Ms Marianne McInerney

From: adccommunity@dpc.nsw.gov.au@mg2.dpc.nsw.gov.au on behalf of adccommunity@dpc.nsw.gov.au
Sent: Tuesday, 14 September 2021 11:23 AM
To: Linda Wiles; Mail
Subject: Australia Day 2022 Community Programs
Categories: Orange Category

AUSTRALIA DAY

Community Programs

Dear Australia Day Event Organiser,

You're receiving this email as the contact for your community's Australia Day programs. Please let us know via the form below if the contact person for your local area has changed for the planning of Australia Day 2022.

Registration is opening soon for the Australia Day Ambassador and Local Citizen of the Year Awards Programs

For more than 30 years, the Australia Day Ambassador Program has sent high-achieving Australians to communities across New South Wales on Australia Day. Ambassadors share their inspirational stories, assist with the presentation of local awards and participate in a variety of community activities.

Due to the ongoing COVID-19 situation, the Australia Day Council of NSW will continue to monitor the NSW Public Health Orders and NSW Health guidelines for possible impacts on program delivery for 2022.

Look out for another email from us in the coming weeks to register your interest in hosting an Australia Day Ambassador or to participate in the Local Citizen of the Year Awards in 2022.

[Update Your Contact Details](#)

If you are no longer the point of contact for Australia Day, please forward this email to the appropriate person and ask them to fill out the form below and send it back to us.

Primary Australia Day Contact:

Name:

Position:

Telephone Number:

Mobile Number:

Email:

Secondary Australia Day Contact:

Name:

Position:

Telephone Number:

Mobile Number:

Email:

If you would like more information on any of our Australia Day programs, please contact our team on (02) 9228 5188.

Kind regards,

Australia Day Community Programs Team



AUSTRALIA DAY
IN NEW SOUTH WALES

australiaday.com.au



Australia Day
Reflect. Respect. Celebrate.

8.1.9 COOTAMUNDRA AND GUNDAGAI TOURISM S.355 COMMITTEES

DOCUMENT NUMBER	357266
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- 1. The Tourism Action Committee (Gundagai) and Cootamundra Tourism Action Group, be dissolved as a section 355 Committee, for reasons detailed in the report.**
- 2. The Tourism Action Committee (Gundagai) and Cootamundra Tourism Action Group, be endorsed, as advisory committees of Council.**

Introduction

Currently the Tourism Action Committee (Gundagai) and Cootamundra Tourism Action Group hold s.355 Committee status.

Under sections 355 and 377 of the Local Government Act, 1993 (the Act) Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community people to manage Council facilities or functions through a section 355 Committee.

There are three main types of Council Committees:

- Committees of Council, whose membership is made up entirely of Councillors.
- Advisory Committees or Reference Groups, whose membership may include experts, professionals, government employees, community representatives and Council staff as well as Councillors.
- Section 355 Committees, which are delegated by Council to perform certain functions of the Council (such as managing a public hall, other property, or a council event or service) and have no Councillors or Council staff as members.

Discussion

To comply with the Act and the requirements set out in the s.355 Management Manual, it has been determined that the Tourism Action Committee (Gundagai) and Cootamundra Tourism Action Group should not hold s.355 status. These committees do not manage a council facility or function, but rather, provide an advisory service to Council.

It is recommended that the Tourism Action Committee (Gundagai) and Cootamundra Tourism Action Group s.355 Committee be dissolved as section 355 Committees, and subsequently, be recognised as advisory committees of Council.

Council's Manager Community and Culture has been in consultation with both these committees in relation to the status change. The Committees are supportive of this change.

The Cootamundra and Gundagai Tourism Advisory Committees will continue to be overseen by the Manager of Community and Culture.

8.1.10 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	356593
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. CTAG s.355 Committee Meeting Minutes 2 September 2021 ↓

RECOMMENDATION

1. The Minutes of the Cootamundra Tourism Action Group s.355 Committee ordinary meeting held on 2nd September 2021, attached to the report, be received and noted.
2. Council to note the motion of thanks, included in the report and detailed in the ordinary meeting minutes.

Introduction

The attached Minutes of the Cootamundra Tourism Action Group s.355 Committee ordinary meeting held on 2nd September 2021, are submitted for the information of Council.

Motion of Thanks

The Cootamundra Tourism Action Committee would like to formally acknowledge and thank CRGC Staff Member, Casey Polsen for her hard work and wonderful support of the Committee, and tourism activities in Cootamundra over the past 12 months.



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 TOURISM ACTION GROUP SECTION 355 COMMITTEE

ZOOM

4.30PM, THURSDAY 2ND SEPTEMBER 2021

AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: President/Chairperson: Nina Piotrowicz
Secretary:
Treasurer: Not Needed
Councillor: Leigh Bowden
General Members: Yvonne Forsyth, Kim Knox-Thurn, Annie Jacobs, Hans Bruitzman, Lorna Nixon
Other: Kate Sharman, Miriam Crane – CGRC Staff

Confirmation of a Quorum: Quorum numbers are met [yes]

1.2 Apologies & Disclosure of Interests

Apologies were received from Leah Sutherland & Lorna Nixon, Elizabeth Brown & Brian Nolan.

1.3 Minutes of Previous Meeting

The Committee confirmed the minutes of Meeting 1st July 2021 – Moved: Hans Bruitzman, Seconded: Yvonne Forsyth. Carried. The Meeting notes of 5th August were noted.

1.4 Discussion items

- *Welcome to Kate Sharman – Cootamundra TEDO*
 - Kate was welcomed by the Committee. The Committee is excited by her background and looks forward to working with her on the Council TED initiatives.
- *Update on Committee Recommendations & Actions*
 - Council has decided to not pursue a lookout area on Rosehill Road or off other Council roads. The area proposed was more than just the view of Canola, but of varying crops and farming landscapes, along with a distant view through to the Brindabella's/Canberra etc. The Committee understands that meeting the likely concerns of Transport for NSW is a valid reason to not pursue this location, but the blanket "NO" approach is disappointing. Gundagai has a number of fantastic developed lookouts and there are numerous great views around Cootamundra too.
 - Miriam has sought feedback from the Cootamundra Aboriginal Working Party re improved access to the Wiradjuri Windows located inside the Town Hall Foyer. Access has been restricted/closed since mid-2020. Improved lighting & information on the outside may be pursued depending on the CAWP's advice.

- The Cootamundra promotional billboard on the Hume Hwy is only a temporary commercial lease arrangement. Miriam is discussing lease of Crown Land at Wallendbeen for a longer-term location for a promotional billboard.
- Miriam will follow up with Wayne Bennett re Interpretive Signage at the Ampol Tanks Site. This was planned and the research done before included in a larger Grant bid where the funds were instead awarded to the development of Jubilee Park.
- *Council Mtg items of Interest*
 - Pioneer Park is one of the new areas proposed for free camping as part of the revised RV Friendly Town.
 - It was noted that a numerous of cycling events were recently approved by the Traffic Committee. Whilst these may now not go ahead due to Covid restrictions, some enhanced promotion of the cycling opportunities in Cootamundra might be in order. Miriam noted that Jeana had prepared a guide on Visit Cootamundra of the various road and mountain bike routes available. Kate will consider some social media posts to promote our opportunities further. Council has also put together (or in the process of) a masterplan of tracks & paths throughout Cootamundra that it will pursue as funding permits.
- *Visit Cootamundra - Social Media/Website/Brochure/Other*
 - Miriam noted that Council has signed up to a Day Trips campaign with Wagga City Council. Due to Covid restrictions she is unsure of start date for this campaign. Council was unsuccessful in its own bid for Destination NSW tourism marketing funds but hopes inclusion in the Wagga campaign will bring benefit. Many on the Committee noted the dire situation of many of our accommodation businesses and tourism businesses where they rely on visitation and hope this campaign will help!
 - Cootamundra will also feature in the Spring Edition of the Caravan and Camping Magazine and other campaigns as part of the Council's Tourism Strategy will be pursued once restrictions lift and there is more certainty.
 - The Chair encouraged social media activity for Cootamundra that has been quiet of late. We need to be in the game like other towns to highlight what we have and to encourage visitation when it is once again possible. She shared examples of surrounding town campaigns including Temora and Coolamon Shire involving their school age and young adult population in crafting their social media content.
- *Grants*
 - Council has released a Grant Management Plan which outlines the process and timelines for Council supported grant activities. A copy will be sent to all s355 Committees and the Chair will forward once received.
 - Planning is commencing on the Pioneer Park works. Council will be seeking input on the various signage planned for the Park (ie Directional & Interpretive signage). Suggestions were given to Miriam & Kate to follow up.
- *Other*
 - *Cootamundra Basketball Hall of Fame* - The background documents will be sent to the Committee for review and discussion at the next meeting.

- *CDC “Shop Local” initiatives & Cootamundra promotion* - Members of the Committee were encouraged to join the Shop Coota-Gundy Facebook group and get in on the fun. So far it is resulting in thousands of dollars for local Cootamundra & Gundagai businesses struggling with the lockdown restrictions on their trade. Working a bit like a raffle, a business will offer a product or service or voucher, say for \$100 and then sell 10 tickets for \$10 each. Once all tickets have been sold, the raffle is drawn, effectively a 1 in 10 chance of winning (receiving) the voucher for \$10 instead of \$100. The idea was first undertaken in Hay, but the CDC have adapted it to suit our LGA businesses – it has been a huge morale boost for those retail and food businesses involved.
- *Council Communications* - The Committee discussed recent concerns expressed by the Community. Kate & Miriam already have some changes planned to their communications about the Pioneer Park grant works and other projects. The Chair suggested Council stop just sharing “Media Releases” with the community and instead (or in addition to) title these releases appropriately so that they are specifically addressed to & talk to our community to build in a sense of inclusion and engagement.
- **Motion of Thanks:** The Cootamundra Tourism Action Committee would like to formally acknowledge and thank CRGC Staff Member, Casey Polsen for her hard work and wonderful support of the Committee and tourism activities in Cootamundra over the past 12 months. (Moved: Nina Piotrowicz, Seconded: Yvonne Forsyth. Carried.)

1.5 What has been happening?

Hans – Potentially planning a Ukele Festival in 2022.

Annie & Kim – Busy with the Station Masters Cottage/Silo Painting project – both will meet with Kate soon to bring her up to speed with this project.

Lorna – Stockinpiggie featured on ABC Country Hour and revealed some exciting plans to incorporate a market garden in with their existing pork, lamb, and chicken offerings. Ellwoods Hall was successful in receiving some State level funding for continuation of works – currently the kitchen is being upgraded. Lorna & Rosalie will also meet with Kate to show her around the offerings of Stockinbingal.

Yvonne – The Heritage Centre and Bradman’s Birthplace remain closed, but the volunteers are still busy getting ready for when both can re-open.

Nina – Is continuing to work with Isabel Scott on possibilities for the Coil & John Quinn statues. There are positive indications that Council will offer a space within Jubilee Park. Miriam asked whether the whole artwork could be funded as part of the Jubilee Park project. Nina will discuss further with Wayne Bennett, but her understanding is that other sculpture for the Park has already been decided, namely further additions to Captain’s Walk & a statue of Eddie Gilbert bowling to Don Bradman.

1.6 Next Meeting

Thursday 7th October 2021 @ 4.30pm

8.1.11 REFUGEE WELCOME ZONE

DOCUMENT NUMBER	357605
REPORTING OFFICER	Phillip McMurray, General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant and supportive community: all members of our community are valued 1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Refugee Welcome Zone Report - Cr Bowden ↓ 2. 2017 Refugee Welcome Zone Declaration ↓

RECOMMENDATION

- 1. Cootamundra-Gundagai Regional Council be endorsed by the current Council as a Refugee Welcome Zone.**
- 2. Cr Abb McAlister (mayor) sign a Refugee Welcome Zone declaration as a recommitment to the Refugee Council of Australia.**
- 3. A copy of the newly signed Declaration be displayed in each of Council's Administration Centres and placed on Council's website.**

Introduction

As a newly amalgamated Council in May, 2016 the sitting Administrator resolved Cootamundra-Gundagai Regional Council (Min. no. 16/E205/16) become a Refugee Welcome Zone. For reasons unknown, the certificate was signed significantly later than the making of the resolution by a former General Manager on 17th November, 2017.

Correspondence regarding Refugee Week 2021 was received by Council and included in the Information Bulletin as part of the 25th May, 2021 Ordinary Meeting Agenda. At that Meeting, Council resolved (Min. no. 118/2021) at Cr Bowden's request, for her to attend the refugee Welcome Zones Forum, 2021 online. A report on the online forum has been prepared by Cr Bowden and is attached for the information of Council.

REPORT OF THE REFUGEE WELCOME ZONE FORUM

8 July 2021

Introduction

Cootamundra Gundagai Regional Council became a Refugee Welcome Zone by a Resolution of Council on 5 May, 2016 (16/E205/16). A Refugee Welcome Zone Declaration was signed by the General Manager on 17, November, 2017 (See attached).

At the Ordinary Meeting of Council on 25 May, 2021, it was resolved that I attend the Refugee Welcome Zone Forum to be held at the Whitlam Institute at the University of Western Sydney on 8 July. It was a side event of the Refugee Alternatives Conference. Due to Covid 19 Restrictions the forum was conducted by Zoom.

Discussion

The Refugee Council of Australia

The Refugee Council of Australia (RCOA) is the national umbrella body for refugees and the organisations and individuals who support them. It has approximately 200 organisational and over 300 individual members. Formed in November 1981, RCOA is a non-profit, non-government organisation registered as an incorporated association in the Australian Capital Territory.

There are 166 Refugee Welcome Zones (RWZs) nationally. (The number has gone down because of the number of amalgamated councils in NSW). Fifty eight of these are in NSW. They are: Bathurst, Bega Valley, Blacktown, Blayney, Blue Mountains, Burwood, Byron, Campbelltown, Canterbury-Bankstown, Carrathool, Coffs Harbour, Cootamundra-Gundagai, Cowra, Cumberland, Dubbo, Eurobodalla, Fairfield, Federation, Georges River, Glenn Innes Severn, Goulburn Mulwaree, Griffith, Gunnedah, Gwydir, Hawkesbury, Hornsby, Inner West, Kiama, Kur-in-gai, Lake Macquarie, Lane Cove, Leeton, Lismore, Lithgow, Liverpool, Moree Plains, Mosman, Newcastle, North Sydney, Orange, Parkes, Parramatta, Penrith, Port Macquarie-Hastings, Queanbeyan-Palerang, Randwick, Ryde, Shellharbour, Snowy Monaro, Snowy Valleys, Sydney, Tweed, Upper Lachlan, Wagga Wagga, Warrumbungle, Waverley, Willoughby and Wingecarribee.

The intent of a Refugee Welcome Zone is printed on the Declaration.

The Refugee Welcome Zone Forum

The RWZ Forum presentations were:

1. Local government as key actors in welcoming refugees
2. Differing approaches to supporting settlement in Fairfield and Cumberland
3. The Mayoral Taskforce Supporting People Seeking Asylum and innovative ways local government can support people seeking asylum
4. Settling refugees in regional Australia: challenges and opportunities
5. Refugees rejuvenating and connecting communities: How the Hazara community has transformed Port Adelaide-Enfield

From these presentations I have put together the information that I found interesting. Integral to all is the key role local government has to play in making communities inclusive and welcoming.

1. The current global situation of refugees (in the context of Covid 19)

- Of the 272,000,000 migrants in the world, 82.4 million are refugees and 35 million of these are children. (Twice the number that there were 10 years ago).
- A refugee is a displaced person who is forced to move because of persecution or wars. Two thirds of refugees come from just 5 countries.
- 1 person is displaced every 21 seconds.
- 9.8 million people are displaced internally. Covid restrictions mean that borders are closed.
- Refugees have agency and are more likely to have skills and to be entrepreneurs than any other group.
- Most refugees (75%) do not want to live outside their home countries and try to live as close as possible.

2. The Mayoral Taskforce Supporting People Seeking Asylum

The Mayoral Taskforce is made up of 35 mayors from 35 councils across Australia, advocating for refugees. It was begun by Greater Dandenong Council in 2018. In that year the Federal Government cut funding to the Status Resolution Support Services Program which supported asylum seekers (\$250 p/w) while they waited for a decision on their status as refugees. These people are ineligible for any other benefit, unable to work and thus forced into abject poverty.

Dandenong, the LGA with the greatest number of people seeking asylum in Victoria, hosted a mayoral roundtable to work out a response to the

situation. This became the Mayoral Taskforce Supporting People Seeking Asylum. The financial support has shifted from the government to local organisations. The Taskforce has expanded into NSW, South Australia and Tasmania. It developed the “Back Your Neighbour “ Program and lobbied the Federal Government to ensure a liveable income for those waiting for a decision. Local councils worked with local refugee organisations to produce videos and other campaign materials. Since Covid there has been a change in messaging, #We are all in this together and #Leave nobody behind. An open letter was sent to the Prime Minister with 50 Mayoral signatures. Wagga Wagga is a member of the Mayoral Taskforce. It is an impressive example of local government advocacy.

3. Why refugees may choose to move to regional areas.

- Some refugee communities have a background in farming and want to continue in that.
- A peaceful environment and tranquility after years persecution and displacement.
- Many refugees have large families and the country facilitates the healthy raising of children.
- Life and housing in the country are more affordable.
- Skilled migrants have an expectation that they will find a job straight away which often necessitates a move to a regional area.
- The employment offered in rural/regional areas often better matches the skills and expertise of refugees.
- The opportunities to work on farms assists refugees to prosper to become self-sufficient and to contribute to their new communities.

4. The benefits refugees bring to rural areas

- Refugees contribute to economic growth.
- They develop the capabilities of regional towns.
- They increase the diversity of the population in rural towns.
- Well supported refugee settlement can reverse the trend of regional decline.
- They revitalise local businesses through increased trading of goods and services.
- As a result of population growth and a greater need for services, houses and schools, they can attract more government funding, more program delivery and employ more people.

- The increase in local services reduces the need for local residents to commute to access important services in health and education.
- Refugees in the community fosters a positive attitude in local residents towards migrant communities.
- They bring an increase in social capital.
- Their children invigorate local schools.
- A new refugee workforce can bring new business ideas, expertise, experience and language skills to a rural community.
- Refugees have a strong entrepreneurial spirit and can diversify the economic and employment base of regional areas.
- Refugees are “resilient” people – employers should seek them out.
- Refugees have a strong level of community engagement – they are active volunteers and want to give back to their community.

(The above came from a study of the Bhutanese community in Albury and the Burundian community in Wagga Wagga)

5. What councils can do

It is important to note that CGRC is not a resettlement zone and that refugees who move into our area have come by choice for any of the reason listed above.

However, there are things that we can do to foster welcome and inclusion of refugees and migrants. (At this point I want to commend the work of the staff at Mirrabooka who facilitate the Gundagai Cultural Group. The migrant communities are included in their planning). The support and receptiveness of the host community plays an important role on the decision of refugees to move or remain in a regional area.

- Prepare the host community and enlist the help of local champions
- Liaise with local services and provide collaboration between council, service providers, employers, businesses and clubs.
- Encourage the migrant communities to showcase their cultural heritage and to practise it.
- Provide spaces and opportunities for community concerns to be discussed openly.
- There is a need to build trust – this happens by meaningful engagement with the new arrivals. (Local volunteers, neighbourhood centre, etc)
- Organise social connections with the wider community.

It is important that refugees know that they are welcome in our LGA – both to visit and to settle.

RECOMMENDATION

- 1. CGRC displays the Refugee Welcome Zone Declaration in both Cootamundra and Gundagai Administration Centres.**
- 2. The Refugee Welcome Zone Declaration be on the CGRC website.**
- 3. An updated Refugee Welcome Zone Declaration, signed by the Mayor, Cr Abb McAlister, replace the one signed by the previous General Manager.**

Note: The current RWZ Declaration is signed by the previous General Manager. It is usual for the Mayor to be the signatory of the Refugee Welcome Zone Declaration. Becoming a RWZ was a significant milestone of this current council and, as such, it is fitting that the current Mayor be the signatory.



The Cootamundra-Gundagai Regional Council,

Declares the Council of Cootamundra-Gundagai Region a

Refugee Welcome Zone

This Declaration is a Commitment in Spirit to

Welcoming refugees into our community,

*Upholding the **Human Rights** of refugees,*

*Demonstrating **Compassion** for refugees and*

*Enhancing cultural and religious **Diversity** in our community.*

A handwritten signature in black ink, appearing to read "Allen Dwyer".

ALLEN DWYER, GENERAL MANAGER

Date: 17th November, 2017

This Declaration is proudly supported and endorsed by the



**Refugee Council
of Australia**

The Refugee Council of Australia is a peak national organisation representing over 1000 organisational and individual members. The aim of the Refugee Council is to promote the adoption of flexible, humane and constructive policies toward refugees, asylum seekers and displaced persons by the Australian and other Governments and their communities.

8.1.12 UPDATED COUNCIL MEETING ACTION REPORT

DOCUMENT NUMBER	357093
REPORTING OFFICER	Marianne McNerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Updated Council Meeting Action Report ↓

RECOMMENDATION

The Updated Council Meeting Action Report, attached, be noted.

Introduction

The Council Meeting Action Report lists actions resolved from previous Council Meetings so the Mayor and Councillors can be assured those actions are completed or progressing.

COUNCIL MEETING ACTION REPORT

Ordinary Meeting 30 October 2018			
ITEM	ACTION	STAFF	Status
8.1.5 Resolution 216/2018	2. In time, and subject to available funding, CGRC, in conjunction with the local Aboriginal communities, the Brungle-Tumut LALC and the Young LALC, undertake the mapping of the sites of cultural significance to Aboriginal people in this LGA.	Manager Development Building and Compliance	<p>May 2020 – seek funding opportunities to undertake the required studies as they arise.</p> <p>February 2021 – Grant application submitted to allow an Aboriginal Cultural Heritage Study to be undertaken.</p> <p>March 2021 – Grant application currently under assessment by Heritage Office</p> <p>April 2021 – No further update</p> <p>July 2021 – First application unsuccessful. Seeking alternative funding opportunities.</p> <p>August, 2021– still seeking funding</p> <p>September 2021 – no further update</p> <p>Consider for inclusion of the Community Strategic Plan</p>
	CGRC put in place Cultural (Aboriginal) Competency/Cross Cultural training to Council Staff and Councillors.	Manager Culture and Community	<p>September 2020 - CAWP/Gundagai Cultural Group considering options for suitable training providers.</p> <p>December 2020 - CAWP/Gundagai Cultural Group still considering options for suitable training providers.</p> <p>February 2021 – Request sent for workshop date</p>

			<p>May 2021 – Dates need to be supplied to CAWP and Gundagai Cultural Group by Council</p> <p>July 2021 – to be undertaken with the new council within the 2nd quarter period</p> <p>September 2021 –CAWP have offered to undertake the session in the armer weather on a Saturday prior end of term Date to be advised.</p>
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ITEM	ACTION	STAFF	Status
17.01.2019	Investigations to be undertaken to determine feasibility of providing a safe and accessible pedestrian pathway to link Cootamundra town centre and the cemetery on Yass Rd.	Manager Civil Works/ Road Safety Officer	<p>Long term project.</p> <p>Include in new PAMP CYCLEWAYS Plan</p> <p>Safety audit of rail overpass completed.</p> <p>November, 2020 - Draft report to go to November, 2020 Traffic Committee Meeting for consideration.</p> <p>December 2020 – Further information being compiled.</p> <p>February 2021 – meeting to be arranged between Manager Development, Manager Civil Works and GM and Developer</p> <p>July 2021 - design of such a link will be done in conjunction and in accordance with the development of Claron Estate.</p> <p>September 2021 – To be considered with future Claron Park residential development.</p> <p>Suggest for inclusion in the Community Strategic Plan Remove October</p>

ORDINARY MEETING - 25 June, 2019			
ITEM	ACTION	GM	Status
Aside request from Cr Sheahan	Disability access audit of business' with awareness programme delivered by Council staff to business owners/managers Starting with Council premises first.	Manager Development , Building and Compliance	<p>May 2020 Update – committee agreed to access the professional services on offer to commence this process. Due to the COVID 19 situation this has not been possible.</p> <p>May 2021 – Resourcing is still an issue. July 2021 – resourcing still an issue. August 2021 – resourcing still an issue</p> <p>September 2021 – This project will be included into the developing Community Strategic Plan.</p>

Ordinary Meeting March, 2020			
ITEM	ACTION	STAFF	STATUS
8.6.2 Stockinbingal Sewerage Scheme	<ol style="list-style-type: none"> Engage Public Works to prepare business case An application be made under the safe and secure water program for funding towards a detailed design. 	Manager Assets	<p>October, 2020 –ongoing February 2021 – Public Works have prepared a draft business case which is currently under review.</p> <p>July 2021 – Business case has been finalised. Safe and secure water criteria has changed and an application for this project is not</p>

			possible. Project would have to be fully funded by Council. September 2021 - A report to September, 2021 meeting.
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ORDINARY MEETING 28 JULY, 2020			
ITEM	ACTION	OFFICER	STATUS
8.7.1 Civil Works and Technical Services Report - July 2020 Resolution 226/2020	Council investigate drainage concerns along the Wallendoon Street edge of Clarke Oval.	Manager Civil Works	To be surveyed and designed to prepare cost estimate for future funding. February 2021 – Survey and design yet to be undertaken July 2021 – design and estimates and survey to complete and commenced seeking suitable funding opportunities. September 2021 – It was suggested that a progress report be prepared and submitted to the September 2021 for the information of Council however, there is no available budget for this work. A report for potential projects which can be funded through funding received through Round 3 of the Local Roads and

			Community Infrastructure Program. This report will be prepared and submitted to the Ordinary Meeting to be held 26 th October, 2021 for the consideration of Council.
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ORDINARY MEETING 29 SEPTEMBER, 2020			
ITEM	ACTION	OFFICER	STATUS
8.6.1 Construction of Water Supply Extension to Dog on the Tucker Box, Gundagai RESOLUTION 286/2020	<p>Council enter into a contract as detailed in the Water Supply Extension documentation, circulated under Confidential Cover in this unique circumstance.</p> <p>2. \$1Million be allocated through the water fund to complete the construction of the Water Supply Extension to Dog on the Tucker Box Tourist Precinct, Gundagai.</p> <p>3. An application to assist with funding the water supply extension the project to the Dog on the Tucker Box Tourist Precinct be submitted through NSW Safe and Secure Water.</p>	Manager Assets	<p>February 2021 – Crown Land required a review of environmental factors to be prepared to approve an access licence. This is being undertaken by Public Works</p> <p>July 2021 - report to go to July meeting to endorse further funding of project through water fund.</p> <p>September 2021 - Project initially received grant funding of \$600,000already. Under the current guidelines for town water risk reduction program, the project is unlikely to qualify Safe and Secure Water Program funding. Alternative funding sources must be sought.</p>

			As part of this project detailed design was completed but business case was not prepared for this project. A business case would be required to justify grant funding.
<p>9.1 Acquisition of Land for Residential and Industrial Expansion at Gundagai</p> <p>RESOLUTION 291/2020</p>	<p>1. That Council investigate the purchase of suitable industrial and residential land for expansion of North and South Gundagai.</p> <p>2. That Council consult local developers and real estate agents about opening up further blocks for residential growth in Cootamundra.</p> <p>3. That Council fast track the provision of services to the Turners Lane industrial blocks and list them with the local real estate agents.</p>	GM	<p>July 2021 – working group established and met on few occasions and working on a report to go back to Council.</p> <p>September 2021 – This is developing with ongoing meetings and actions. A Consultant has been engaged to prepare plans for the Claron Estate development. Further investigation for development at the Cootamundra Aerodrome are underway.</p>

ORDINARY MEETING 27 OCTOBER, 2020			
ITEM	ACTION	OFFICER	STATUS
<p>7.1 Minutes of the Access and Inclusion Committee Meeting held on Thursday 1 October 2020</p> <p>Resolution 308/2020</p>	<p>2. Council priorities the upgrade of the footpath on the western side of Sutton Street, between Hurley and Mackay Streets, so it joins the existing footpath leading to the town centre.</p> <p>3. The works be prioritised as a matter of urgency</p> <p>4. A list of foot path works be provided to Council</p>	Manager Civil Works	July 2021 – estimates prepared appropriate funding being investigated. To be prioritised with reference to the Maloney report.

			<p>When a new Project Safety Officer has been employed this will be tasked as a priority. Funding options will be identified to assist the projects implementation.</p> <p>Cycleway plan to be developed for funding 50% co-contribution.</p> <p>Need program for PAMP funding.</p> <p>Project to be prioritised by new Road Safety Officer.</p> <p>September 2021 - To be included in Community Strategic Plan.</p> <p>Remove for October</p>
<p>8.1.7 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes</p> <p>Resolution 315/2020</p>	<p>3. Council enact any existing or develop a new landscaping plan for the Wallendbeen Rest-area. This should be bright, colourful and enticing and give a great first impression of our LGA!</p> <p>To include the "Best dry land wheat growing region" sign at the Wallendbeen round-about area that was removed when the new Council signage was erected.</p>	<p>3 Manager Waste, Parks & Recreation</p>	<p>September 2021 – Currently no funding has been allocated to complete this task.</p>
<p>8.1.7 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes</p> <p>Resolution 315/2020</p>	<p>4. Council seek funding to re-vamp the Milestone Sculptures including the replacement or upgrade of the Fibre-optics lighting system.</p>	<p>5 Manager Community and Culture</p>	<p>5. February 2021-Upgrades to be undertaken when funding has been sourced.</p> <p>September 2021 – Electrician is going to inspect the site to obtain</p>

			specifications as part of resolving the lighting issue.
8.1.7 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes Resolution 315/2020	8. Council assist the Wallendbeen Community Association by working with the new owners of the Service station site to see development progress made,	6-8 Manager Development, Building and compliance	Development Consent in place for redevelopment of site. September 2021 –The Development will be using a Private Certifier for the construction. Date of commencement of works unknown
8.10.1 Feasibility of a Waste Transfer Station at Adjungbilly RESOLUTION 331/2020	2. A further report be prepared and submitted for the consideration of Council to the Ordinary Meeting scheduled to be held 8 th December, 2020.	Manager Waste, Parks and Recreation	February 2021 – scheduled in Works Program for report to be submitted at the Ordinary Meeting to held August, 2021. May 2021 – these works are pending the review and development of LEMP Rehabilitation Plans for the transfer of the 2 village landfills into Transfer Stations. Once this has been completed the full review will be undertaken. July 2021 – the feasibility analysis and report is subject to appropriate capital works to be included in budget. Meeting with Finance Manager to determine budgetary allowances. September 2021 – A report will be prepared and submitted to

			the Ordinary Meeting to be held 26 th October 2021 for the consideration of Council seeking the relevant funding to complete this task.
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ORDINARY MEETING 27 th April, 2021			
ITEM	ACTION	OFFICER	STATUS
8.1.15 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes and Membership	<p>Manager Community & Culture to contact the sculpture of the Milestones Monument to discuss lighting options.</p> <p>The matter of the development of a masterplan was deferred for further discussion.</p>	Manager Community & Culture	<p>May – met on site with sculptor 10/05/2021. Technician attended site and completed repairs to restore power to the site. Upgrade to be investigated with supplier.</p> <p>July 2021 – ongoing- update unavailable at this time</p>

ORDINARY MEETING 29 th May, 2021			
ITEM	ACTION	OFFICER	STATUS
8.3.3 Gundagai Tourism Action s355 Committee - Meeting Held 10th May, 2021 Resolution 122/2021	3. Wier repairs be discussed with relevant authorities and undertaken within existing budget.	Manager Technical Services	August, 2021 – no further update available.

ORDINARY MEETING 29 th June, 2021			
ITEM	ACTION	OFFICER	STATUS
8.1.11 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes Resolution 149/2021	That any required preparatory planning work needed be undertaken to enable the expansion and renovation of the Cootamundra Heritage Centre – Visitors Information Centre project to be “grant ready”. Furthermore, that applications be prepared for this project and submitted in any appropriate upcoming grant programs.	Manager Facilities	Long term project September 2021 – Driver Reviver a site meeting was held 16 th September with an architect to discuss design and planning.
8.1.12 Cootamundra Showground Users Group s.355 Committee Meeting Minutes Resolution 150/2021	An investigation of the purchase of defibrillators for all Council facilities be investigated, possible funding streams to purchase with a report be brought back for the consideration of Council as soon practicable.	Manager Facilities	July 2021 - Showground user groups are willing to purchase 1 unit, if council committed to purchasing a 2 nd unit. Funds through operations can purchase 2 nd unit currently. Other funding sources to be investigated to add units to other high risk facilities. August, 2021 – No update available at the time of preparing this report. September 2021 - Quotes have been received for the purchase of 3 units. 1 unit is being purchased by Showground Users Group.

			Delivery anticipated early October. Remove October 2021
8.6.1 Recycled Water Management Policy Resolution 156/2021	The adopted Recycled Water Policy be place upon Councils website	Manager Assets	July 2021 – Final copy of Policy to be sent to governance and uploaded to Council's webpage. September 2021 – Policy to be provided to Coordinator of Business for uploading to web.

ORDINARY MEETING 27 th July, 2021			
ITEM	ACTION	OFFICER	STATUS
8.1.7 Cootamundra Tourism Action Group s355 Committee Resolution	That Council review Isobel Scott's proposal for the Hillside Adventure Walking Track and Dirt Bike Facility and consider its suitability for further investigation & planning to have in a grant ready state.	Manager Community and Culture	September 2021 – to be considered at the cycle tourism forum on 6 th October, 2021
8.1.4 RV Friendly Sites Resolution 001/2021	<ol style="list-style-type: none"> 1. Pioneer Park , Cootamundra be included in a new RV Friendly Town Assessment submission to the Campervan and Motorhome Club of Australia (CMCA) to have Cootamundra included in the Recreational Vehicle Friendly Town program. 2. A new application be submitted to the Campervan and Motorhome Club of Australia (CMCA)for approval of the determined sites. 3. Once approval has been received, the new RV Friendly sites be advertised through Council's 	Coordinator Business	August, 2021 – a working party has been formed to determine appropriate sites (in addition to Pioneer Park) for 48 and 72 hour stop overs. These sites need to meet a certain criterion to be submitted for consideration of the Campervan and Motorhome Club of Australia and meet local environmental plan and other planning laws. A further report

	usual mediums and (previously purchased) RV Friendly Town signs be installed accordingly.		will be prepared for the consideration of Council when appropriate sites have been determined. September 2021 – Report to September Meeting with second site
8.5.2 Use of Saleyards Resolution 002/2021	1. Council liaise with agents and discuss the options detailed in the report to determine a consensus on the preferred saleyard use and management. 2.A further report come back to the Ordinary Meeting to be held 31st August, 2021 meeting for the consideration of Council.	Manager Regulatory	August, 2021 – 1. A meeting with all Stock and Station Agents and interested parties has not been scheduled yet. Due to NSW Stay at Home COVID Orders, not all parties can participate in a virtual meeting. As such, it was decided to wait until September to organise for this meeting to be conducted pending any COVID restrictions in force at that time. 2.After a meeting is held with Agents in September a report will be prepared and submitted for consideration to the Ordinary Meeting to be held October 2021. September 2021 – Unable to hold meetings to date due to COVID restrictions. Manager Regulatory preparing to coordinate meetings.
8.6.1 Fleet Forecast and Plant Management Cootamundra-Gundagai Regional Council	A report be prepared regarding the Hiace Mini Bus detailing usage and income related performance and submitted for consideration by Council to the Ordinary Meeting to be held January, 2022.	Manager Technical Services	A report be prepared regarding the Hiace Mini Bus detailing usage and income related performance and submitted for

Resolution 003/2021			consideration by Council to the Ordinary Meeting to be held January, 2022.
8.6.3 Business Case for Nangus Water Supply Project Resolution 004/2021	1. Council seek a review of the cost estimates provided by Cardno. 2. Council meet with the Nangus Water Supply Project Committee to discuss the details of the project including figures.	Manager Assets GM/ Manager Assets	September – Unable to meet with Nangus community until after easing of COVID restrictions. Date to be determined.
8.8.1 2022/23 Safer Roads Program Nominations Resolution 005/2021	1. The resubmission of the Muttama Road Safety Improvement Project for the 2022/23 Safer Roads Program be endorsed. 2.The nomination of the Nangus Road Safety Improvement Project for the 2022/23 Safer Roads Program be endorsed.	Manager Technical Services	August, 2021 – submissions for nominated roads are being prepared to be submitted for consideration by the end of August, 2021.
8.9.1 Draft Gundagai Pool Master Plan Resolution 006/2021	The Proposed Masterplan Gundagai War Memorial Olympic Pool Complex by Halliday design - dated April 2021 be placed on public exhibition for a period of 28 days inviting submission with a further report to be prepared for the consideration of Council at the end of the exhibition period.	Manager Facilities	Master Plan currently on public exhibition seeking submissions from the community. Report to be presented to the September meeting September 2021 – Report prepared for the consideration of Council at the Ordinary Meeting 28 th September 2021
11.2 Reno Road Boundary Adjustment Resolution 007/2021	Council offer a financial contribution of \$30,000 in addition to the ongoing maintenance on the road.	Manager Technical Services	August, 2021- Negotiations are continuing with relevant stakeholders.

11.4 Tender - Winning, Blasting and Crushing of Gravel RFT2021/06.1 RESOLUTION 008/2021	4. Further to (2) and (3) above, and in accordance with Clause 178(3)(e) of the Local Government (General) Regulation 2005, Council enter into negotiations with persons listed in the table within the report for the reasons listed in (3) above with a view to forming a panel contract for the Winning, Blasting and Crushing of Gravel (RFT2021/06.1). 5. The General Manager be authorised to enter negotiations and execute contracts to form a panel of contractors for the Winning, Blasting and Crushing of Gravel (RFT2021/06.1). 6. That all tenderers be advised of Council's decision.	Manager Technical Services/ Procurement Officer	August, 2021- Negotiations are continuing with relevant stakeholders.
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ORDINARY MEETING 31 st AUGUST, 2021			
ITEM	ACTION	OFFICER	STATUS
7.2 Minutes of the Cootamundra Aerodrome Users Advisory Group Meeting Held on Wednesday 11 August 2021 Resolution 218/2021	The proposed \$250 per annum fee for all premises be investigated further by the Cootamundra Aerodrome Users Advisory Group with alternative options brought back to Council for consideration.	Manager Civil Works	September 2021 – Further investigation of appropriate charges occur in conjunction with consultation with members of the Cootamundra Aerodrome Users Advisory Group at the next meeting scheduled for 10 th November, 2021
8.1.1 2021/2022 Fees and Charges solution 219/2021	1. The Proposed \$250.00 per annum fee for all premises at the Cootamundra Aerodrome be removed from the amended Draft Fees and Charges 2021/22, attached to the report for further consultation with the Cootamundra Aerodrome Users Advisory Group.	Coordinator Business	September 2021 – Completed

	3. The updated 2021/22 Fees and Charges be placed on Council's website.		
8.1.3 Postponement of 2021 Local Government Elections Resolution 221/2021	2.A report for the election of the Mayor and Deputy Mayor be submitted to the September 2021 Council meeting. 4.A meeting be scheduled for the week commencing 10 January 2022, being no later than three weeks after election results have been declared.	EA to GM	September 2021 – Complete
8.1.6 Annual Local Government Association's National Local Roads and Transport Congress 2020 Resolution 224/2021	Council endorsed attendance by: <ul style="list-style-type: none">• Either the Manager Civil Works or Manager of Technical Services attend the Annual Local Government Association's National Local Roads and Transport Congress with Cr Sheahan currently scheduled to be held 7th – 9th November, 2021 in Tasmania, or• All attend should remote attendance at the Conference become an option.	EA to GM	September 2021 – Expressions of Interest for a virtual conference have been submitted for Managers of Civil Works and Technical Services and Cr Sheahan. Waiting for a response to an enquiry sent to the conference organisers regarding registration.
8.1.10 Updated Council Meeting Action Report	A report on the Wallendbeen Community Association Silo Project be prepared and submitted	Manager Culture and Community	May 2021 – meeting held with Wallendbeen Community Association (WCA), GrainCorp and ARTC representatives to progress the silo art initiative. WCA are to submit documentation to GrainCorp. September 2021 – silo art needs to be completed in conjunction with the station master's

			residence project in order to meet ARTC requirements for a platform viewing area.
8.1.10 Updated Council Meeting Action Report	Prepare a report for Council on a cost and budget for the drainage matter in Wallendoon Street alongside Clarke Oval.	Managers Civil Works	September 2021 - To be included in current Local Roads and Community Infrastructure Round 3 or be included in the Community Strategic Plan.
8.2.1 2021-22 Financial Assistance Grants – Advice to Council Resolution 229/2021	2. A report on special submissions relating to 2022/23 Financial Assistance Grants detailing the financial impact of inherent expenditure disabilities beyond council's control be prepared and submitted to the ordinary Meeting to be held 28 th September, 2021 for the consideration of Council.	Managers Civil Works and Technical Services	September 2021 – A report has been prepared for consideration at the Ordinary Meeting September 2021
8.3.1 Cootamundra-Gundagai Regional Council Grants Program Resolution 234/2021	3.The Cootamundra-Gundagai Regional Council's Draft External Grant Applications for Council Committees Procedure be forwarded to all the committees listed in the Draft procedure attached to the report.	Coordinator Business/ Governance Officer	September 2021 – complete
8.3.4 Proposal by APPI Ghost Hunts and Tours to Hold Paranormal Tours at the Old Gundagai Gaol Resolution 237/2021	Council consider entering into a Memorandum of Understanding with Paranormal Entertainment (trading as APPI Ghost Hunts & Tours) to conduct tours at the Old Gundagai Gaol.	Manager Community and Culture	September 2021 – complete.
8.7.1 Annual Aerodrome Income and Expenditure	Please email Councillors and Phil regarding the annual depreciation of the Arthur Butler Terminal	Manager Civil Works	September 2021 - Email with depreciation figures provided to Council 16.09.2021
	Inspect Muttama Road in the vicinity of the Old Gundagai Road intersection.	Manager Civil Works	

	Warralong Road update-email to Councillors	Manager Civil Works	Detailed email sent to Council on 14/09/2021
8.9.2 Updated Major Project Spreadsheet	Email update on the Squash Court Project to Council	Manager Facilities	September 2021 - update on the squash court project emailed to Council
8.9.3 Facilities Works Reports August 2021	Provide an update on the solar panels for the Cootamundra sports stadium by email.	Manager Facilities	September 2021 - update on the solar panels for the Cootamundra Sports Stadium emailed to Council

8.1.13 INFORMATION BULLETIN - SEPTEMBER 2021

DOCUMENT NUMBER	356287
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Finance Committee Meeting - 08.09.2021 - Minutes ↓ 2. OLG - Minister's message - 6 September 2021 ↓ 3. the Hon. Michael McCormack- MP Response to Correspondence Set Regarding Proposed Changes to Financial Support for Meals on Wheels 6.09.2021 ↓ 4. Correspondence in dated 07.09.2021 - Gundagai First Scouts Group - Thank you letter to CGRC ↓ 5. Correspondence in received 16.09.2021 - the Hon. Bronnie Taylor MLC - Spring Holiday Break. ↓ 6. Riverina Joint Organisation Board Meeting - 27th August 2021 - Draft Minutes ↓ 7. Riverina Eastern Regional Organisation of Councils Board - 27th August 2021 - Draft Minutes ↓ 8. Correspondence in - Cootamundra Sports Foundation dated 25.08.202 ↓ 9. Council Circular - New Risk Management and Internal Audit Framework for Council and Joint Organisation - 21-26. ↓ 10. Council circular dated 13.08.2021 - September 2021 Mayoral Elections - 21-2 ↓ 11. Council Circular dated 11.06.2021 - Electoral Matter and use of council Resources Prior to Local Government Elections 21-12 ↓ 12. Council Circular dated 06.08.2021 - Accounting and Financial Reporting Fundamentals - Information Session -21-21 ↓ 13. Council Circular dated 10.08.2021 - End of Financial Year Reporting - 21-23 ↓ 14. Council Circular dated 10.08.2021 - Updated guidance on the appointment and dismissal of senior staf - 21-22. ↓ 15. Council Circular dated 20.08.2021 - Job Retention Allowance - 21-25 ↓

	<ol style="list-style-type: none">16. Council Circular dated 7.09.2021 - Updated Integrated Planning and Reporting Guidelines and Handbook 21-28 ↓17. FAQs – Postponement of Local Government Elections ↓18. Ministerial Release dated 3.08.2021 - Councils continue to Build on Their Legacy of Helping the Community ↓19. Ministerial Release dated 13.08.2021 - NSW Government Safeguards Council Jobs ↓20. Ministers Message - Extra Support for Child Care Relief ↓21. COVID-19 Guidance for Councils FAQs 17.08.2021 ↓22. Riverina Eastern Regional Organisation of Councils Board Minutes - June 2021. ↓23. Riverina Joint Organisation Board Minutes - June 2021 ↓24. Managers Meeting - 10.08.2021 - Minutes ↓25. Managers Meeting - 18.08.2021 - Minutes ↓26. Riverina Regional Library Advisory Committee Extraordinary Meeting - Minutes - 22.07.2021 ↓27. Managers Meeting - 15.09.2021 - Minutes ↓
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RECOMMENDATION

The Information Bulletin – August and September, 2021, and attached correspondence, be received and noted.



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

Minutes

FINANCE COMMITTEE MEETING

WEDNESDAY 8TH SEPTEMBER, 2021

Administration Centres: 1300 459 689

Finance Committee Meeting Minutes

8 September 20

Attendees: Mayor abb McAlister, Councillor David Graham, General Manager Phillip McMurray, Deputy General Manager Kay Whitehead, Interim Manager Finance and Customer Service John Chapman.

Apologies: Councillor Doug Phillips

Order of Business:

1. Background to budget

Kay's instructions to Tim - ie budget per SRV application adjusted for March QBR and known changes such as grant announcements.

2. Priorities for finance team

Change format of budget and improve budget reporting and control (noting past hands-off philosophy). Visit to Greater Hume. Concurrent with completion of financial statements. Priority order is:

- a. Establish budgets in better format, issue detailed monthly cost statements against budget to Managers and assist to monitor and control.
- b. Completion of financial statements within statutory timeframes.
- c. Full balance of budget - operating, cash flow, capital and unrestricted cash for September QBR for submission to November Council meeting.
- d. Design of full capital project report complete and regular reporting to council commences (with September QBR).
- e. Review and recommend new rates for private vehicle use

3. Current resourcing of senior finance team vs usual resourcing

Finance team has been operating on limited resources - down Trish O'Brien on maternity leave, down Rates Assistant so Phil Chapman has been tied up with rates, plus John Chapman part time. John's hours now increased to 4 days from 3 days per week. Rates Assistant has been re-appointed which should free up Phil. Trish O'Brien is back 2 hours per day.

4. Progress with financial statements

John provided a broad outline of tasks complete, tasks still to be done, critical dates.

5. Progress with conversion of budgets

Managers budgets to date, process for monitoring and control, noting operating budgets near balance, balance still to be achieved for unrestricted cash (September QBR) - as statements completion progresses, transfers to/from reserves/ capital income brought forward to current year budget will be finalised. John provided examples of budgets being provided.

6. Proposed format of capital budget reporting for Council

John provided examples for Finance Committee review and discussion.

7. Letters written for commuter use (Kay)

Process for changes to private use - needs full operating cost of vehicles and logs for private use % for each vehicle. Matt Stubbs will get this underway. Then note restrictions in award on changing current rates (see below) - max 10% per year.

8. Report re recent manager's performance reviews (Phil)

How the budget improvement targets will be monitored and reported to the finance committee/ council. An overview on each target area provided.

9. Internal Audit

Phil provided an update on item of concern.

10. Next Meeting

Two weeks prior to November Council meeting to consider complete budget review documentation.

(iii) VARIATION OF LEASEBACK VEHICLE ARRANGEMENTS

(a) Variations to leaseback arrangements - Proposals to vary leaseback vehicle arrangements, including the formula for calculating the leaseback vehicle fees shall be referred to the consultative committee in accordance with clause 33 of this Award, before a definite decision is made.

(b) Variations to leaseback fees - Where an employer proposes to increase the leaseback fee an employee is required to pay in any twelve (12) month period by more than the percentage movement in the index figure published by the Australian Bureau of Statistics for Eight Capitals, private motoring sub-group (Cat No 6401.0), the employer shall provide in writing to the employee the reasons for the increase. In any event the employer shall not increase the leaseback vehicle fee an employee is required to pay in any twelve (12) month period by more than 10%.



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Office of Local Government



Message from Minister Hancock

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6 September 2021



State and local governments stand side by side to support communities

While much of the focus has been on minimising the economic impacts of the COVID-19 pandemic, we are all experiencing the growing social and mental health effects of prolonged restrictions on our daily lives.

I am truly proud of the way in which our local councils have stepped up to the plate once again and pulled out all stops to serve their local communities in the face of unprecedented challenges.

Councils are rallying to support the economic and social wellbeing of their residents and businesses.

This is what local government does best – supporting their local community.

I express my gratitude for the hard work that council staff and councillors are undertaking to respond to the current COVID-19 outbreak.

Your commendable efforts in keeping services and infrastructure going in these trying times has no doubt helped mitigate the impact of this crisis upon the community.

Our communities need strong leadership like never before and I acknowledge the key role our mayors and councillors are playing in fostering community spirit and wellbeing in these tough times.

We are all in this together and we all want a way out of this terrible situation – but it is going to take perseverance, patience and understanding.

It is essential that State and local governments continue to work closely together to support and protect the health and safety of our local communities.

At my request, the Office of Local Government (OLG) has organised a series of webinars with key ministers and senior government officials to keep mayors and general managers up to date with the latest COVID-19 developments and restrictions.

These webinars have discussed the impacts of the COVID-19 outbreak on councils and communities and helped mayors and general managers understand and comply with current Public Health Orders.

Councils across the State have enjoyed real-time access to key ministers and relevant senior officials including representatives from NSW Health, NSW Police, Resilience NSW, Service NSW, the NSW Electoral Commission, and Multicultural NSW.

Not only have councils received comprehensive up-to-date information about the evolving outbreak, they have also had their questions answered directly from the experts.

These webinars are covering a lot of ground with discussions and questions around Public Health Orders, vaccinations, authorised workers, cross-border issues, waste services, community facilities, beach access, enforcement of restrictions, COVID-19 testing, remote council meetings, face masks, QR codes, the 5km rule, business support and much more.

So far seven webinars have been held during the current COVID-19 outbreak, with a combined attendance of more than 1,500 participants. You can find the recordings of these webinars [here](#).

OLG is also complementing the webinars with COVID-19 Council Update e-newsletters up to twice daily and detailed technical guidance to help councils understand and comply with Public Health Orders.

Council Engagement Managers are also in regular contact with councils to hear their concerns and provide support and assistance.

The NSW Government will organise further webinars with key ministers and government officials over coming weeks.

On Friday I joined my colleagues Health Minister Brad Hazzard and Minister for Jobs, Investment, Tourism and Western Sydney Stuart Ayres in an online forum with the mayors of the 12 LGAs of concern and government officials including Chief Health Officer Dr Kerry Chant and Resilience NSW Commissioner Shane Fitzsimmons.

I have also heard loud and clear the need for a new dedicated email address for COVID-19 queries from councils.

Councils across the State can now email covidsafe@olg.nsw.gov.au and OLG will work with NSW Health, NSW Police and other key government agencies to provide you with timely and effective information and advice.

You can also continue to contact your OLG Council Engagement Manager.

The NSW Government is committed to supporting councils, mayors and general managers across the State during these very challenging times.

Shelley Hancock
Minister for Local Government

Please click here to [unsubscribe](#) from our mail list.

The Hon. Michael McCormack MP

Federal Member for Riverina

Cootamundra Gundagai
Regional Council
Document Received

- 6 SEP 2021

File No.....

Initials.....

Cr Abb McAlister
Mayor
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Dear Mayor McAlister

Thank you for your recent representation on behalf of Cootamundra Meals on Wheels regarding proposed changes to the funding of community service food providers.

The co-ordinator of Cootamundra Meals on Wheels, Mrs Kerry Kostrubic, has also written to me.

In response to the final report of the Royal Commission into Aged Care Quality and Safety, the Government announced the 2021-22 Budget would deliver a \$17.7 billion package of support for aged care to deliver respect, care and dignity to senior Australians.

Under Pillar 1 (Home Care), the Government will develop a new support at home program in consultation with senior Australians and community stakeholders.

The changes to the Commonwealth Home Support Programme (CHSP) will help position the aged care sector as it moves towards a new support at home program starting in July 2023.

The Single In-Home Care Program will replace the CHSP, Home Care Packages, Short-Term Restorative Care and residential respite programs and will deliver timely and flexible care services which are tailored to consumer need.

Meals on Wheels plays an important role for those aging residents who wish to remain at home – not only providing meals but also social contact, which is so important.

I appreciate you raising the concerns of the Cootamundra Meals on Wheels with me.

Yours sincerely



Michael McCormack MP
Federal Member for Riverina

mm.mi.wga

31 August 2021

Parkes
207A Clarinda Street
Parkes, NSW, 2870
ph 02 6862 4560

Wagga Wagga
Suite 2, 11-15 Fitzmaurice Street
Wagga Wagga, NSW, 2650
ph 02 6921 4600 **fax** 02 6921 5900





1st Gundagai Scout Group



"Wynyah"
Tumblong
NSW 2729

Cootamundra-Gundagai
Regional Council
Sheridan Street
Gundagai
NSW 2722

Dear Phil and Marianne,

On behalf of the 1st Gundagai Scout Group I am writing to thank you and CGRC for the recent grant of \$3,000.00. This cash will make a huge difference to our Group and we are extremely appreciative.

Many thanks,
Lynda Petty
1st Gundagai Scout Group
Group Leader



The Hon. Bronnie Taylor MLC
Minister for Mental Health, Regional Youth and Women

Ref: BN21/4262

Clr Abb McAlister
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Email: mail@cgrc.nsw.gov.au

Dear Clr McAlister,

I regretfully write to advise you that the *Spring Holiday Break* program will not proceed during the 2021 September to October school holidays. This decision will ensure the safety of regional young people and communities impacted by the COVID-19 pandemic.

I am pleased to advise that the Office for Regional Youth will run a larger *Summer Holiday Break* program during the December to January 2021/2022 school holidays to ensure regional young people have the opportunity to participate in school holiday activities when it is safe to do so.

In anticipation of the *Summer Holiday Break* program, I encourage your council to consider youth activities, events, services and programs for young people aged 12-24 years ahead of further opportunities for funding becoming available.

Please visit www.nsw.gov.au/HolidayBreak for further information or contact regionalyouth@regional.nsw.gov.au with any questions.

Yours sincerely

A handwritten signature in black ink that reads 'B. Taylor'.

The Hon. Bronnie Taylor MLC
Minister for Mental Health, Regional Youth and Women

CC: General Manager Mr Phil McMurray



Riverina Joint Organisation

Minutes

Board Meeting held

27 August 2021

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

The meeting opened at 9:02am and was held electronically via Zoom.

Present

Ray Smith	Bland Shire Council	
Tony Donoghue PSM	Coolamon Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	Arrived at 9:13am
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyer OAM	Greater Hume Shire Council	Alternate Delegate
Steve Pinnuck	Greater Hume Shire Council	
Aaron Drenovski	Goldenfields Water County Council	Arrived 9:34am
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman OAM	Independent Chairman	
Gary Lavelle	Temora Shire Council	
Cr Graham Sinclair	Temora Shire Council	
Cr Greg Conkey	Wagga Wagga City Council	
Peter Thompson	Wagga Wagga City Council	
Julie Briggs	Riverina Joint Organisation	
Paul Worsfold	Riverina Joint Organisation	
Isaac Cornell	Riverina Joint Organisation	
Kate Hardy	REROC	
Cameron Templeton	OLG	
Giles Butler	Regional NSW	

1. Apologies

RESOLVED on the motion of Cr G Conkey, seconded Cr J Seymour that the apologies of Cr H Wilton, Cr B Monaghan and Cr D Palmer be accepted.

2. Move to Committee of the Whole

RESOLVED on the motion of Cr N Smith, seconded Cr D Meyer that the Board conduct its business as a Committee of the Whole.

3. Declarations of Interest

There were no declarations of interest by the Board or staff.

Page No. 1 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

4. Confirmation of Minutes of the Previous Meeting

RESOLVED on the motion of Cr G Sinclair, seconded Cr N Smith that the minutes of the 25 June 2021 Board meeting be confirmed as a true and accurate record.

5. Business Arising from Previous Board Meetings

Noted.

6. Correspondence

RESOLVED on the motion of Cr R Schirmer, seconded Cr N Smith that the Board receive and note the correspondence.

7. Chief Executive Officer Report**7.1 JO Funding Arrangements**

Recurrent Funding for JOs – there is no further advice on funding for JOs.

JO Review – we understand that the Review is complete and has been provided to OLG and the Minister, but we have not been provided with a release date. C Templeton advised the Board that a draft report has been submitted to the Minister and is awaiting release.

7.2 JO Core Activities - Regional Planning**JO Capacity Building Funding**

1. **Freight Project** – CSIRO have provided the final version of their Report which has been sent to the Engineers and the Operations Working Party for review and comment.
2. **Best Practice in Aggregated Procurement** – this project is nearing completion with RERO providing the admin support.
3. **Skills Shortages Project** – the project continues to progress well. P Worsfold would like more councils to sign up to run a Start Your Career Here program and has offered some options to assist councils in running these days. COVID has impacted significantly on the delivery of this program.

We have been able to offer 8 professional placements within our councils as part of this project. The Board expressed their thanks to Greater Hume and Coolamon for running the initial Start Your Career Here Days.

It was agreed by the Board that the project expand to encompass additional universities in the program possibly UTS, UNE and Wollongong.

4. **Stage Two Funding** – From the workshop that was held with the JO Board to discuss options of projects there were two agreed projects:
 - a. **Skills Shortages** – a continuation of the existing project, additional time would allow RivJO to implement more of the initiatives that we currently have in place. The project to date has suffered some setbacks on the implementation front due to COVID and the extension would allow for these to be completed.

Page No. 2 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

- b. **An Economic Development Project to Leverage the Large-Scale Infrastructure Projects that are coming to the Region** – the development of a Manual/Guide that would assist councils to be more pro-active in the way that they dealt with development opportunities in their LGAs

Budgets for the two projects are still being finalised and an extension of has been granted by OLG to submit the Project Plan.

RESOLVED on the motion of Cr R Schirmer, seconded Cr A McAlister that the Board:

1. Note the Report on the Stage One JO Capacity Building Projects;
2. Endorse the two projects for Stage 2 funding and that the Operations Working Party take carriage of finalising the Economic Development Project. RDA and Regional NSW will also be invited to work on this project; and
3. That the completed proposals be sent to Board Members for final review and comment prior to lodgement.

Regional Water Strategy – noted.

Riverina Murray Regional Plan – noted.

Regional Housing Summit – The Summit was held on 13 August with the CEO presenting at the event.

Regional Housing Taskforce Inquiry – an extension has been granted until 3 September for both the RivJO submission and the Joint JO submission.

Housing Strategy – The Strategy is almost complete, and a draft will be provided to the Board by the end of the month.

Population Projections – RivJO is working with RDA Riverina on the populations projections project. The draft report was provided to the Board for review.

The NSW Waste and Sustainable Materials Strategy 2021 – EPA is consulting with the JOs on this strategy. This consultation will be occurring on 31 August 2021.

Working Parties – noted.

Regional Water Strategy – noted.

7.4 JO Core Activities – Advocacy and Lobbying

Visit to Parliament House Canberra - The JO Working Parties have recommended that the JO invite Deputy Premier, Hon John Barilaro to the Canberra Board meeting to speak to the Board.

RESOLVED on the motion of Cr G Sinclair, seconded Cr N Smith that the Riverina JO Board extend an invitation to the Deputy Premier, Hon John Barilaro MP to speak at the Board meeting being held in Canberra on 29 October 2021.

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Local Government Elections and the Tenure of Mayors – the JO has written to the Minister and local members in relation to this matter. The Board has expressed their disappointment in the decision conveyed in a letter to LGNSW from Ms Kiersten Fishburn, Coordinator General, Planning Delivery and Local Government that there will be no change made to the current situation whereby there would be no mayor for the period between the election date and the first meeting of the new council. C Templeton has advised that concern had also been expressed by a number of regional councils and the feedback has been passed on to OLG.

RESOLVED on the motion of Cr G Conkey, seconded Cr R Schirmer that the Board write to the NSW Minister of OLG expressing their extreme disappointment with the response received from the OLG about the issue and request an immediate review.

ESL Contributions – RivJO wrote to the Minister for Local Government and local members about this issue, however, correspondence received by Steph Cooke MP, Member for Cootamundra makes it clear that there will be no changes to the requirement for councils to pay the ESL.

RESOLVED on the motion of Cr R Schirmer, seconded Cr G Sinclair that the JO write again to the Minister about ESL Contributions.

Section 7.12 Contributions for State Significant Developments – The meeting with the Minister for Planning, the Hon Rob Stokes was postponed by the Minister early on 24th and is likely to be held on 2 September.

Infrastructure Contributions Bill Upper House Inquiry - this Bill was released with the Budget papers. The Upper House called for an Inquiry, to which we responded. A copy of this response was sent to all local MPs and the Deputy Premier. RivJO also appeared before the Inquiry and gave evidence.

The Upper House Inquiry has made only one recommendation: *That the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 not proceed, until the draft regulations have been developed and released for consultation and the reviews into the rate pegging system, benchmarking and the essential works list have been published by the Independent Pricing and Regulatory Tribunal.*

RESOLVED on the motion of Cr N Smith, seconded Cr J Seymour that the Riverina JO Board endorse the submission to the Upper House Inquiry on the *Infrastructure Contributions Bill* and that we write to local members to advise of the JO's support for the Upper House recommendation.

IPART Review of the Rate Peg to include Population Growth – IPART released their Draft Report on this issue in July. It was circulated to Members seeking responses and there were no major concerns expressed.

Consultation on the ABS Agricultural Census – noted.

Certification of Council Engineers – noted.

Construction of a New and Larger Burrinjuck Dam – noted.

Page No. 4 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Mobile Phone Black Spots – the Telecommunications sub-committee met with Chris Taylor from Telstra on the 25 August to discuss connectivity issues and Black Spot funding. We are looking at working regionally with Telstra for the next round of Regional Connectivity funding.

NBN Regional Services – noted.

Audit, Risk and Improvement Committee (ARIC) – the new ARIC framework is due to commence in March 2021. C Templeton advised the Board that the Guidelines were released on Tuesday 24 August and that there are three tiers to the framework. It is an opt-in model and JOs are able to run the Framework. C Templeton will forward the guidelines to the CEO, there is an opportunity for feedback on the Framework.

RESOLVED on the motion of Cr J Seymour, seconded Cr R Schirmer that the Operations Working Party explore ways in which the JO might facilitate a collaborative approach to the implementation of the ARIC Framework.

7.5 JO Core Activities – Intergovernmental Co-operation

The following activities have occurred in this Core Activity:

- **Partnership with NSW Spatial Services and RAMJO** – noted.
- **Critical Events Co-ordination Sub-committee** – the Committee met on 18 August. There were two main issues discussed:
 1. **State Government reduction in funding for the Rural Financial Counselling Service** - the State Government has advised that it will be withdrawing funding from the RFCS which means a reduction in on ground staff.
 2. **COVID-19 Response** – the group discussed the need for greater on-ground involvement from councils in relation to promoting vaccination and testing and agreed they would like to take a position of leadership to encourage the community to get vaccinated.

RESOLVED on the motion of Cr G Sinclair, seconded Cr D Meyer that:

1. the JO write to the Minister for Agriculture, Hon Adam Marshall MP to request a continuation of RFCS funding, with copies to local members, the Parliamentary Secretary to the Deputy Premier and the Deputy Premier; and
 2. the JO led a project to support the COVID effort locally, promoting vaccinations, testing, mask wearing and social distancing.
- **Regional Leadership Executive (RLE) Group** – noted.
 - **Regional Resilience and Recovery Sub-committee** – noted.
 - **Meetings with Murrumbidgee Primary Health District** – noted.
 - **JO Executive Officer Meetings** – noted.

Page No. 5 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

RESOLVED on the motion of Cr J Seymour, seconded Cr N Smith that the Board receive the CEO's report.

8. JO Chairman's Report

Joint JO Chairs' Meeting – noted.

Cr Firman advised the Board that he had also contacted Mr Troy Wilkie in the Minister's Office, the Member for Cootamundra and the Member for Wagga Wagga to personally advocate for the Mayoral tenure to continue during the period between the Local Government elections and the first meeting of the new council.

RESOLVED on the motion of Cr G Conkey, seconded Cr N Smith that the Board note and receive the JO Chairman's Report.

8. Finance Report

RESOLVED on the motion of Cr A McAlister, seconded Cr N Smith that the Board:

1. Receive the draft Financial Statements for 2020/21 and resolve that the Chairman, Deputy Chairman and Chief Executive Officer sign the Statement by Members of the Board and Management;
2. Note the Representation Letter; and
3. Receive the Year-to-Date Finance Report.

RESOLVED on the motion of Cr N Smith, seconded Cr A McAlister that the Board receive the Year-to-Date Finance Report.

9. Governance

Related Party Disclosures – noted.

Pecuniary Interest Disclosures – noted.

Election of Chair and Deputy Chair – noted.

RESOLVED on the motion of Cr N Smith, seconded Cr A McAlister that the Board Members who are also councillors or staff of a council provide the JO with a copy of the PID lodged with their Council.

10. Urgent Business without Notice

None.

11. Resolution to Move out of Committee of the Whole

RESOLVED on the motion of Cr J Seymour, seconded Cr N Smith that the meeting move out of Committee of the Whole.

12. Next Board Meeting

The Board of the Riverina JO will next meet on Friday, 29 October 2021 at the Canberra REX Hotel, Northbourne Avenue Canberra

Page No. 6 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

14. Meeting Closure

Meeting closed at 10:30am

DRAFT

Page No. 7 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Chairman

CEO

**RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE BOARD MEETING
held via ZOOM
Friday 27 August 2021**

Meeting opened at 11:31am.

PRESENT

Ray Smith	Bland Shire Council	
Tony Donoghue PSM	Coolamon Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyer OAM	Greater Hume Shire Council	Alternate Delegate
Steven Pinnuck	Greater Hume Shire Council	
Aaron Drenovski	Goldenfields Water County Council	
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Rick Firman OAM	Temora Shire Council	Chairman
Gary Lavelle	Temora Shire Council	
Julie Briggs	REROC	
Kate Hardy	REROC	
Isaac Cornell	Riverina Joint Organisation	
Matthew Dudley	REROC/RAMJO	

APOLOGIES

Apologies for non-attendance were received from Cr B Monaghan, Cr H Wilton and Cr D Palmer.

Moved Cr N Smith, seconded Cr D Meyer that the apologies be accepted.

CARRIED

CONFIRMATION OF MINUTES

Moved Cr N Smith, seconded Cr R Schirmer that the minutes of the meeting held on 25 June 2021 be confirmed.

CARRIED

BUSINESS ARISING

Business arising dealt with in reports.

CORRESPONDENCE

Letter received from Hon Michael McCormack MP, Member for Riverina advising he had sent a letter of support for REROC and Kurrajong Recycling to Minister Trevor Evans re: regions E-waste issues.

Moved J Davis, seconded Cr A McAlister that the correspondence be accepted.

CARRIED

CHIEF EXECUTIVE OFFICER'S REPORT

The report was tabled. J Briggs raised the following issues with members:

Southern Lights – the return on investment that is currently being received for the time and input put in by the CEO and REROC staff is no longer justifiable with the Smarts/Comms backbone element of the Southern Lights project. We are struggling for any traction with Essential Energy on this final part of the project. The issue has been discussed by the Executive and it is recommending that REROC wind back its involvement with Southern Lights and focus on performance issues with Essential Energy to ensure that they are held to account with their service delivery.

Moved by Cr N Smith, seconded J Davis that REROC:

- 1. wind-back its involvement with Southern Lights to focus on the finalisation of the roll-out for the Member Councils and on addressing the performance issues including Essential Energy Performance Reports, Public Lighting Code Reviews and AER Pricing Reviews; and***
- 2. advise the other members of the Southern Lights project and request that they remain involved in the project so we can collaborate on monitoring the performance issues.***

CARRIED

Meeting with Trevor Evans – we are still to contact bureaucrats in relation to the review of the NTCRS as suggested by the Minister, but will do so in the coming month.

Housing Shortage Project - P Veneris advised the Board that the Federal Government has just released an inquiry into affordable housing. A copy of this review will be forwarded to the CEO.

Participation in the Sustainable Councils and Communities (SCC) program MOU - This project is going well and is very beneficial for the participating councils. SCC have requested that we enter into an MoU with them to progress the program.

Moved by Cr N Smith, seconded Cr A McAlister that REROC execute an MoU to participate in the Sustainable Council and Communities Program.

CARRIED

The Board expressed their congratulations to Mrs C Garrett on the safe arrival of her second child, Cooper Henry Garrett on 16 August 2021.

Moved P Veneris, seconded Cr J Seymour that the CEO Report be received.

CARRIED

RESOURCE SHARING REPORT

The report was tabled. J Briggs raised the following issues with members:

Southern Lights – Coolamon, Lockhart and Cootamundra-Gundagai remain for deployment of the LEDs in our region. The price of ESC's has increased since we completed the initial modelling for the project which means councils will be receiving better than expected returns.

Planning Technical Group – the Group met with Angelique Parr and Kevin Gock from DPIE's Population Projections' team at the meeting on 12 August. In discussions about the Housing Shortage project, the Group raised concerns about the effectiveness of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005*.

Moved Cr N Smith, seconded T Donoghue that REROC write to the Minister for Planning to ask for an update on the progress of the Review of the Manufactured Homes Regulation, SEPP21 and SEPP36.

CARRIED

Workforce Development Group – S Pinnuck has stepped down as the convenor of this Group after 9 years in the role. P Veneris has stepped in to fill this role for the Group. The Board expressed their sincere thanks to both for their time and commitment to this working party.

Water/Wastewater – The issue of very small communities accessing Safe and Secure Water funding is still on foot. A letter is still to be completed to Melinda Pavey with the CEO to consult with the Water/Wastewater Group to obtain further details before corresponding.

Energy Management Group – a workshop is being held on 31 August to look at implementing the Energy Savings Plans regionally. The workshop will focus on identifying projects that can be implemented regionally or on a cluster basis.

Infrastructure/Engineers Group – the Group met on the 3 August and discussed the CSIRO Transit project, the overall Freight Transport Plan and providing the information to the Commonwealth for the Roads of Strategic Importance funding.

The Group also discussed the UGL's takeover of John Holland's rail responsibilities. It has been agreed that we should negotiate on Rail Interface Agreements with UGL as a consortium.

Moved J Davis, seconded Cr N Smith that REROC lead negotiations with UGL and the Member Councils on the development of Rail Interface Agreements.

CARRIED

Councillor Professional Development – we are continuing to work with CNSWJO on the councillor induction materials.

Moved Cr A McAlister, seconded Cr R Schirmer that the Resource Sharing report be received.

CARRIED

TREASURER'S REPORT

The report was tabled by T Donoghue, with the following issues raised:

There were two items that were raised by the auditor that need to be addressed, the contract with JBMS for secretariat services has expired and the development of a procurement policy.

Moved T Donoghue, seconded Cr N Smith that the Board:

- 1. Receive the Year-to-Date Finance Report.**
- 2. Receive the draft Financial Statements for 2020/21 and resolve that the Chairman and Treasurer sign the Statement by Executive.**
- 3. Through the Executive enter into contract negotiations with JBMS for secretariat services for a period of 12 months. The negotiations to reflect the budget that REROC has already adopted.**
- 4. Through the Executive consider the development of a procurement policy.**

CARRIED

Moved T Donoghue, seconded J Davis that the Finance Report be received.

CARRIED

WASTE FORUM REPORT

The report was tabled. K Hardy raised the following issues:

No Time to Waste Conference postponed – After much deliberation we made the decision to postpone the *No Time to Waste* Conference until early next year with the new dates being 9-10 March 2022.

E-Waste – We received 2 submissions to the recent RFQ we ran for the collection of E-Waste, however, both were outside of the parameters of available funding. We have since been advised that Kurrajong Recycling has entered into a new arrangement with Ecycle and will be able to start processing REROC's E-Waste again. This will be on the same basis as before where REROC meets the cost of transport to Kurrajong Recycling but the cost of recycling is met by a third party.

Waste Metal RFQ – Immix Metal Management were the successful supplier for this round of waste metal collections.

ULABs RFQ – D&M Scrap Metal were the successful supplier for the Used Lead Acid Batteries (ULABs) collection.

Recycle Night – the bus with the Recycle Night branding is now out and about in Wagga Wagga. We also have Recycle Night branded coasters ready to be sent to all REROC Waste Forum councils these will be distributed by councils to pubs, clubs, cafes, bakeries, motels etc once the regional lockdown has ended. The coasters include a QR code which takes people straight to the Recycle Night website.

Kindy Kits – Schools have now placed their orders for the Kindergarten Library bags for 2022. We have had a great response from the schools this year with 1444 bags to be sent out in early 2022, this is up from 914 this year. A list of the schools who have ordered Kindy Kits for 2022 was provided to the board.

CRC Annual Report – Our annual CRC Communication and Education report has been completed and submitted to the EPA. Feedback received from the EPA is that they are continually impressed with the volume of work that is able to be achieved by the REROC Waste Forum with this project. A copy of the report was provided to the Board.

Moved Cr N Smith, seconded T Donoghue that the Waste Forum report be received.

CARRIED

YOUTH & COMMUNITY DEVELOPMENT NETWORK REPORT

The report was tabled. K Hardy raised the following issues:

The Youth and Community Development Committee continues to meet via Zoom, this Group is an important platform for information sharing and collaboration across the REROC councils and also with Eastern Riverina Arts (ERA).

Take Charge Youth Leadership Forum – the date has been set for the Leadership Forum in 2022, with the event to be held on 23 March 2022 at CSU Wagga Wagga. The REROC team will commence preparations for the event in the next month. The Board were encouraged to suggest speakers from their LGAs for the event.

Moved Cr R Schirmer, seconded Cr N Smith that the Youth & Community Development Network report be received.

CARRIED

PROCUREMENT REPORT

The report was tabled. K Hardy raised the following issues:

REROC Code of Conduct Panel – the Panel selection has been finalised. The successful firms are now listed in the Members' Section of the REROC website. The Panel Members are:

1. Centium Pty Ltd
2. Mediate Today Pty Ltd
3. National Workplace Investigations
4. O'Connor Marsden & Associates Pty Ltd
5. SINC Solutions
6. Train Reaction
7. Weir Consulting (National)
8. Workplace Dynamics Australia

Waste Metal Collections – discussed in Waste Report

Regional Battery Collections – discussed in Waste Report

E-Waste RFQ – discussed in Waste Report

Upcoming procurement activities include Liquid Alum RFQ, Electricity Tender and the Sodium Hypochlorite RFQ.

Moved S Pinnuck, seconded P Veneris that the Procurement report be received.

CARRIED

REGIONAL CONTAMINATED LAND MANAGEMENT PROJECT REPORT

Business as usual for the Contaminated Land team although COVID restrictions has posed some problems with finalising some activities. The CLM team requested that the Board encourage Councils to respond to emails relating to Contaminated Lands' activities.

A number of councils have reached out with concerns in relation to their UPSS Plan and register. The EPA is compiling a UPSS register and may organise site inspections from this. The CLM team is happy to assist with this process.

The team have delivered a workshop online on UPSS and Contaminated Lands which was well attended, the team is hoping to deliver additional projects face to face early in 2022.

The REROC/RAMJO CLM team is collaborating with a number of other Contaminated Lands teams – Far West JO, Hunter JO and a consultant has been engaged to assist with this process.

The CLM team notes that there is less than 12 months to go with the project and still a lot to get through.

Moved P Veneris, seconded Cr N Smith that the Contaminated Land Management report be noted and received.

CARRIED

GENERAL BUSINESS

S Pinnuck raised the issue of correspondence received from Industrial Relations Division of Department of Premier and Cabinet requesting information on Council employees. There are concerns around the wording of the letter, particularly in that it raises the possibility of legal action against council. Generating the information required will also place additional pressure on staff at a very difficult time. A copy of the letter is to be provided to the CEO for review. Greater Hume has also sent a copy to Justin Clancy MP for review and comment.

M Dudley left the meeting at 1:02pm

J Davis left the meeting at 1:03pm

J Seymour raised the issue around the trip to Canberra in October. It was agreed that the Executive will review the COVID situation in a month and determine if it is still appropriate to hold the meeting in Canberra and advise the Board.

NEXT MEETING

Friday 29 October 2021 at the Canberra REX Hotel at 11.00a.m.

CLOSURE

Meeting closed at 1:15pm



(Founded 1974)

Cootamundra Sports Foundation

Supporting Local Junior Sports People

August 25, 2021

The General Manager,

Cootamundra Gundagai Regional Council,

COOTAMUNDRA 2590

Dear Phillip,

The Cootamundra Sports Foundation appreciated the Community Donation of \$500.

Due to COVID the Foundation has not been able to hold its annual Sports Dinner in 2020 and 2021, which is the committee's only fund raising event each year. In a very different sporting landscape for juniors the Foundation has continued to make donations to local sporting groups and individuals.

With COVID restrictions and wet weather impacting on local junior sporting clubs the Foundation made donations to the Cootamundra Junior Soccer, Cootamundra Junior Rugby League and Cootamundra Junior Rugby Union clubs.

Earlier in 2021 donations were given to the Cootamundra Swimming and Lifesaving Club and the Cootamundra Cougars Junior Basketball clubs.

Recent donations have been made to representative rugby league players Cooper Dabin, Cooper Emonson and Declan Kerrison and to NSW Pony Club dressage representative Pip Crawford. These donations followed assistance given to Lexi Phillips (cycling), Matthew Walsh and Hayden Penrith (basketball) and to Ainslee Meale and Samantha Graham (Rugby Tag 20).

The Foundation continues to assist junior sport in these difficult times.

Thank you for your support by way of this \$500 donation, which will help the Foundation continue its work, assisting junior athletes and promoting sport in the town and district.

Regards,

Graeme Worboys

President: Christine Leahy
Secretary: Graeme Worboys
ABN: 66 327 495 499



PO Box 9
Cootamundra NSW 2590
Ph: 0490 241 92



Office of
Local Government

Circular to Councils

Circular Details	21-26 / 24 August 2021 / A572161
Previous Circular	19-20 A new internal audit and risk management framework for local councils in NSW – release of discussion paper
Who should read this	General Managers / Councillors / Council governance staff / Audit, risk and improvement committee members and internal audit personnel
Contact	Council Governance / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

New risk management and internal audit framework for councils and joint organisations

What's new or changing

- Sections 428A and 428B of the *Local Government Act 1993* (the Act) have been commenced. Under section 428A, all councils (including county councils) and joint organisations are required to have an audit risk and improvement committee (ARIC). Councils and joint organisations are permitted under section 428B to enter into arrangements with other councils or joint organisations to share ARICs.
- Under the transitional provisions of the Act, all councils (including county councils) and joint organisations must have either appointed an ARIC or entered into an arrangement with another council or joint organisation to share an ARIC before **4 June 2022**.
- The Office of Local Government (OLG) will be issuing *Guidelines for Risk Management and Internal Audit for Local Councils in NSW* to guide the operations of ARICs and to require councils to have a risk management framework and internal audit function to support and inform their operations.
- OLG has issued a draft of the Guidelines for a three-month consultation period. These have been developed based on the feedback received in response to OLG's *New Risk Management and Internal Audit Framework for Local Councils in NSW* discussion paper issued in September 2019.
- Councils, ARIC members and internal audit practitioners are encouraged to provide comment on the draft Guidelines.

What this will mean for your council

- As of **4 June 2022**, all councils (including county councils) and joint organisations must have an ARIC. As noted above, councils and joint organisations may enter into arrangements to share ARICs.
- Most councils already have an ARIC and will not need to take any further action to comply with section 428A.
- Councils or joint organisations that do not currently have an ARIC should take immediate steps to ensure they have one before 4 June 2022. This may include talking to a neighbouring council or their joint organisation about entering into an arrangement to share an ARIC.

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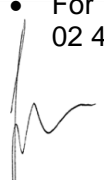
- Under the proposed Guidelines, councils and joint organisations are not required to establish a risk management framework and internal audit function that complies with the Guidelines until 30 June 2024. However, councils and joint organisations should start taking steps to establish a risk management framework and internal audit function or to transition their existing risk management and internal audit arrangements to comply with the Guidelines.
- The proposed Guidelines set out membership requirements for ARICs. Councils and joint organisations are not required to comply with these requirements until June 2027. This will allow councils and joint organisations five years to transition the membership of their existing ARICs to comply with the new requirements.
- The proposed Guidelines are available on OLG's website at [here](#). Information about the changes to the original model proposed in the discussion paper is also available on OLG's website.
- OLG is seeking the views of councils and others on the proposed Guidelines. Councils should inform their ARICs about the draft Guidelines to give ARIC members the opportunity to provide comment or to have input into the council's comment on the draft Guidelines.
- Submissions may be made to olg@olg.nsw.gov.au, labelled 'Draft risk management and internal audit guidelines' and marked to the attention of OLG's Council Governance Team.
- Submissions should be made before COB **26 November 2021**.

Key points

- Under section 428A of the Act, councils and joint organisations must appoint an ARIC to keep under review the following aspects of their operations:
 - compliance,
 - risk management,
 - fraud control,
 - financial management,
 - governance,
 - implementation of the community strategic plan, delivery program and strategies,
 - service reviews,
 - collection of performance measurement data by the council,
 - any other matters prescribed by the regulations.
- ARICs must also provide information to councils and joint organisations for the purpose of improving their performance.

Where to go for further information

- The draft Guidelines and a summary of the changes to the previously proposed model are available on OLG's website at www.olg.nsw.gov.au.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Kiersten Fishburn
Coordinator-General
Planning Delivery and Local Government

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Office of
Local Government

Circular to Councils

Circular Details	21-24 / 13 August 2021 / A784280
Previous Circular	21-20 Postponement of the local government elections to 4 December 2021
Who should read this	Councillors / General Managers / Governance staff
Contact	Council Governance Team / 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Council to Implement

September 2021 mayoral elections

What's new or changing

- Mayoral elections must be held in September 2021 for mayors elected in September 2019 when their two year-terms expire (see sections 230(1) and 290(1)(b) of the *Local Government Act 1993*).
- Mayors elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.
- The civic offices of all mayors elected by councillors will expire on election day on 4 December 2021.
- Deputy mayors hold their office for the term specified by the council's resolution. If a deputy mayor's term expires before election day on 4 December 2021, an election may need to be held for deputy mayor. It should be noted however, that councils are not required to have a deputy mayor.

What this will mean for your council

- Mayoral elections must be conducted in accordance with Schedule 7 of the *Local Government (General) Regulation 2005*.
- Schedule 7 prescribes three methods of election of mayors:
 - open ballot (eg a show of hands)
 - ordinary ballot, or
 - preferential ballot.
- Open ballots can be undertaken remotely where a council is conducting its meetings by audio visual link.
- Ordinary and preferential ballots are secret ballots and councillors will need to attend the meeting in person if the election is to be held by way of an ordinary or preferential ballot.

Key points

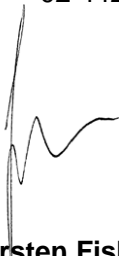
- In deciding which voting method to use for the mayoral election, councils should consider the personal circumstances of their councillors to ensure that all councillors can participate in the mayoral election.
- Councillors may attend council meetings in person under the *Public Health (COVID-19 Gathering Restrictions) Order (No 2) 2021* and the *Public Health (COVID-19 Additional Restrictions for Delta Outbreak) Order 2021* (Public Health Orders) for the purposes of participating in a mayoral election and staff may attend for the purposes of conducting the election.

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- In areas subject to stay at home restrictions under the Public Health Orders a person may leave their home for the purpose of undertaking any legal obligations and a person engaged in local government elections is an “authorised worker” for the purpose of the Public Health Orders.
- Councils must comply with the Public Health Orders when holding a Mayoral election and should observe appropriate social distancing and take any other steps necessary to minimise the risk of infection by the COVID-19 virus and to ensure the health and safety of all attendees.

Where to go for further information

- The Office of Local Government has issued a fact sheet on conducting mayoral elections which is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Kiersten Fishburn
Coordinator General, Planning Delivery and Local Government

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Office of
Local Government

Circular to Councils

Circular Details	21-12 / 11 June 2021 / A755939
Previous Circular	17-12 – “Electoral matter” and use of council resources prior to local government elections
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

“Electoral matter” and use of council resources prior to local government elections

What’s new or changing

- Council officials must not use council resources, property (including intellectual property), and facilities for the purposes of assisting their election campaign or the election campaign of others unless the use is lawfully authorised and proper payment is made where appropriate.
- In the 40 days preceding the election, councils need to consider whether their publications could amount to an “electoral matter”.

What this will mean for your council

- Council officials must use council resources lawfully, ethically, effectively and carefully keeping in mind the council’s code of conduct and other policies such as the policy on the payment of expenses and the provision of facilities to mayors and councillors.
- “Electoral matter” is defined under clause 356A of the *Local Government (General) Regulation 2005*, and broadly includes any matter that is intended or likely to affect voting in an election. The name, photograph and likeness of a candidate fall within the definition of “electoral matter”.
- Council publications that promote the achievements of the council may also potentially fall within the definition of “electoral matter”.

Key points

- Under the *Model Code of Conduct for Local Councils in NSW*, the following **must not** be used for the purpose of assisting anyone’s election campaign:
 - council resources, property or facilities (unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility); and
 - council letterhead, council crests and other information that could give the appearance it is official council material.
- Breaches of a council’s code of conduct may result in disciplinary action.
- Councils and council officials should be mindful of the need to maintain community confidence in the integrity of the performance of the council’s functions and activities in the lead-up to elections. Councils should be mindful of how the community may perceive any of their activities or actions during this time.

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Where to go for further information

- For further clarification on “electoral matter”, refer to “Frequently Asked Questions” attached to the Circular.
- For further information, contact the Office’s Council Governance Team on 4428 4100.



Luke Walton
Acting Deputy Secretary
Local Government, Planning and Policy

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Frequently Asked Questions

Q. What is “electoral matter”?

“Electoral matter” is defined under clause 356A of the *Local Government (General) Regulation 2005* (the Regulation) and broadly includes any matter that is intended or likely to affect voting in an election. The name, photograph and likeness of a candidate also fall within the definition of electoral matter.

The regulatory requirements that relate to “electoral matter” and “electoral material” under the Regulation apply in the 40 days preceding the election.

Q. Can council publications be “electoral matter”?

A council publication that makes no reference to the Mayor or councillors who are candidates and does not carry their images or statements will not constitute electoral matter if it is not intended or likely to affect voting at the election.

However, council publications that promote the achievements of the council may potentially have this effect and therefore may constitute “electoral matter” even if they do not carry the images or statements of the Mayor or councillors. This potentially includes end-of-term reports. More information on this is provided below.

Ultimately whether a council publication constitutes “electoral matter” is an assessment that needs to be made by each council on a case-by-case basis. If a council is in doubt, then it should defer issuing the publication until after the election.

Q. Does the Mayoral column constitute “electoral matter”?

Yes. Because the Mayoral column carries the Mayor’s image and name, it will constitute electoral matter if the Mayor is a candidate. Councils should instead consider publishing the Mayoral column in the 40 days preceding the election as a generic council column.

Q. Does the end-of term report constitute “electoral matter”?

Because the end of term report identifies the achievements of the council over its preceding term it may potentially constitute “electoral matter” because of its potential to impact on voting at the election.

Q. Can the end of term report be reported to council during caretaker period?

Yes. The end-of-term report *must* be presented to the final meeting of an outgoing council. The provisions in the Regulation relating to “electoral material” do not prevent the end-of-term report being presented to the council or from being made available on a council’s website as part of the business papers of the meeting.

However, because the final meeting of the outgoing council will normally fall within the 40 day “regulated period” preceding the election, councils should refrain from publishing the end-of-term report as a separate publication until after the elections. The end-of-term report should be appended to that year’s annual report.

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Q. Can mayors or councillors who are candidates attend council-arranged or community events?

Nothing in this circular should be interpreted as preventing the Mayor or councillors who are candidates from attending or presiding over council-arranged or community events in the lead up to the election.

Q. Can mayors or councillors who are candidates make “political statements” at council-arranged events?

Mayors or councillors who are candidates must not use council arranged events that they attend in an official capacity to actively campaign for re-election. However, nothing under the Model Code of Conduct would serve to preclude a councillor who is a candidate from expressing their political views or making political statements at such events.

Q. Can the mayor or councillors who are candidates make comments in the media?

This circular does not seek to prevent the Mayor or councillors who are candidates from offering media comment, provided that comment is not made in an advertisement, newspaper column, or a radio or television broadcast paid for by the council or produced by the council or with council resources and the comment is not inconsistent with the council’s adopted media policy.

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Office of
Local Government

Circular to Councils

Circular Details	21-21 / 6 August 2021 / A773025
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff
Contact	Policy Team / (02) 4428 4100 / code@olg.nsw.gov.au
Action required	Information

Accounting and Financial Reporting Fundamentals – Information session

What's new or changing

- The Office of Local Government (OLG) has developed a 1-hour information session about the fundamental aspects of accounting and financial reporting.
- The recording is available on [OLG's Council Portal](#) and on OLG's [YouTube channel](#).
- OLG encourages councils to widely circulate this recording to councillors and staff.

What this will mean for your council

- Councils manage significant finances on behalf of their communities.
- Many staff and all councillors play a key role in council financial decision making and it is vital decision makers hold an adequate level of financial literacy.
- To support this, OLG has developed a 1-hour information session on the fundamental aspects of accounting and financial reporting.
- The information session is delivered via an audio recording and PowerPoint presentation.
- This back to basics financial information session adds to OLG's growing suite of financial and accounting resources.

Where to go for further information

- The recording is available on [OLG's Council Portal](#) and on OLG's [YouTube channel](#).
- Further financial guidance for councils is available on [OLG's website](#) and [OLG's Council Portal](#).
- OLG will provide additional, more detailed training sessions for general managers and councillors during 2021-22.

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Coordinator General, Planning Delivery and Local Government

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Office of
Local Government

Circular to Councils

Circular Details	21-23 / 10 August 2021 / A782839
Previous Circular	20-36
Who should read this	Finance Staff / General Managers
Contact	Performance Team / 4482 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

End of Year Financial Reporting 2020-21

What's new or changing

- End of year financial reporting information for 2020/21.

What this will mean for your council

- Councils and Joint Organisations need to review the attached end of year financial reporting information when completing their 2020/21 Financial Statements and Financial Data Return (FDR) (yet to be issued).

Key points

- Annexure 1 provides information to assist councils prepare their 2020/21 Financial Statements.
- Annexure 2 provides information to assist joint organisations (JO) prepare their 2020/21 Financial Statements.
- The Financial Data Return (FDR) will be sent under separate cover with an explanatory email and will be available on the OLG Council Portal, in due course.
- The Financial Statements and FDR are to be sent electronically to OLG by 31 October 2021.
- Detailed instructions on how and where to email these are included in the Annexures.
- GST certificates should be emailed to olg@olg.nsw.gov.au (see Circular 05-26 & 11-23).

Where to go for further information

- The Local Government Code of Accounting Practice and Financial Reporting (Code) for 2020/21 is available on OLG's website at www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/
- Circular to Councils 20-40, issued 11 December 2020 is available on OLG's website at www.olg.nsw.gov.au/council-circulars/20-40-local-government-code-of-accounting-practice-and-financial-reporting-2020-21/

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Annexure 1: Information to assist councils prepare 2020/21 Financial Statements

1. Submission of Financial Statements

- The General Purpose Financial Reports, Special Purpose Financial Reports, Special Schedules and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "Council name – Financial Statements – 2020-21".
- All councils, county councils and joint organisations must lodge their Financial Statements by **31 October 2021**.
- The Financial Statements should be sent to finance@olg.nsw.gov.au.
- Statements received after this date will be considered as being submitted late and not in accordance with the *Local Government Act 1993* (Act).

2. Communications during the preparation of financial statements and audit process

- Finance professionals are encouraged to speak to the Audit Service Providers /Audit Office representatives in relation to any matters that may arise and early communications are encouraged.
- Councils with audit, risk and improvement committees may consider engaging committee members early to review the financial statements, key accounting estimates and accounting issues prior to audit.

3. Pro-forma Accounts

- Finance professionals are encouraged to prepare proforma financial statements to enable early review of the format, accounting policies and note disclosures.
- This will aid in the timeliness of financial reporting.
- We encourage councils to identify opportunities to declutter the financial statements by removing any unnecessary notes and streamlining disclosures.

4. Code of Accounting Practice and Financial Reporting (Code) – Update 2020/21

- The Code must be used to prepare the annual financial statements in accordance with the Act and the *Local Government (General) Regulation 2005* (Regulation).
- The Code and supporting materials are available on the OLG website at www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/

5. COVID-19 reporting requirements

- Councils should ensure that they have prepared a high-quality accounting policy position paper for all material accounting areas, with a particular focus on the areas significantly impacted by COVID-19.
- This includes detailed materiality assessments, support for judgements and assumptions and accounting considerations of decisions made to support compliance with Australian Accounting Standards.
- OLG has supporting material at www.olg.nsw.gov.au/council-portal/accounting-guidance.

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- Significant financial reporting implications arising due to COVID-19 should be discussed and documented at the Audit and Risk Committee of councils as well as during council meetings.
- This will support council in maintaining proper records about significant financial reporting matters.
- Where decisions are made by council that items are immaterial to disclose, these decisions should be included in the documentation provided to council's Audit, Risk and Improvement Committee (if Council has implemented such committee).

6. Financial Data Return (FDR)

- The 2020/21 FDR will be emailed under separate cover.
- This is to be submit by **31 October 2021** to fdr@olg.nsw.gov.au in an Excel format only.
- The FDR should be accurate and align with the audited financial statements.
- The return can also be accessed via the [Council Portal](#) on the OLG website.
- Information/data from the FDR will be used in the published Time Series Data and Your Council website.

7. Statement by Councilors and Management

- The Code requires a Statement by Councilors and Management.
- The Statement in the approved form is in the Code.
- Councils' auditors may require the Statement to be re-signed closer to the date the audit opinion is issued, where there have been significant changes to the financial statements approved for submission to audit.

8. New Accounting Standards and the impact for Councils

- It is important that councils assess the impact of the new accounting standards and is adequately prepared for first-time adoption.
- A significant amount of information is available for councils at www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting which will assist in the reporting requirements.
- Councils should assess if the impact of new accounting standards will be material and prepare workpapers to support this assessment.
- Where possible, council should quantify the impact of new accounting standards that have been issued but are not yet effective.
- Additional information is available from the Australian Accounting Standards Board at www.aasb.gov.au.

9. Asset valuations and fair value assessments

- Councils should ensure early commencement and completion of asset revaluations.
- Fair value assessments need to be conducted annually.
- Adequate documentation needs to be available to the auditors.
- The necessary documentation should be agreed with the auditor prior to year-end.

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- Restrictions on asset use, especially for community land and land under roads, should be taken into account when assessing valuation.
- NSW Valuer General's valuations may be used to represent fair value of community land.
- Councils will then need to separately consider any improvements made to community land in the overall fair value assessment.

10. Indicative Rates for the Purpose of Discounting Cash Flows (Employee Benefits)

- Employee benefit liabilities expected to be settled more than 12 months after the reporting date must be measured using market yields of Government Bonds - AASB 119 (Employee Benefits).
- Indicative rates of National Government Bonds (Treasury Bonds) are provided on the Reserve Bank website at www.rba.gov.au by searching "indicative rates".

11. Index Rates for Water and Sewer

- Councils should use the most current index rates for water and sewer assets.
- DPIE - Water releases index rates for water and sewer assets at www.industry.nsw.gov.au/water.

12. Domestic Waste Management (DWM)

- DWM will not be audited for the 2020/21 year, however councils are required to calculate the reasonable costs charges for domestic waste.
- Following the release of IPART's DWM review, OLG will consider and develop specific guidance for calculating and reporting of these charges.

13. Infrastructure ratios

- Building and Infrastructure Renewal Ratio (BIRR) is calculated based on renewal expenditure on the specific infrastructure assets identified in the Report on infrastructure assets as documented in the Code.
- Other assets classes, should not be included in the infrastructure ratio calculations.

14. Council Borrowings

- The Proposed Borrowing Return (issued 7 June 2021) should be completed and forwarded to NSW TCorp (lgs@tcorp.nsw.gov.au), if you have not already done so.
- The return can be accessed via the [Council Portal](#) on the OLG website.
- Councils are required to advise the Coordinator General, Planning Delivery and Local Government, of amounts borrowed within 7 days when loans are drawn in accordance with clause 230 of the Regulation.
- Notification can be emailed to finance@olg.nsw.gov.au.
- Councils are also reminded of the need to complete the capital expenditure review requirements, as per OLG Circular to Councils 10/34, prior to the commencement of projects.

15. Restricted funds

- Section 409(3) of the Act states that money received as a result of the levying of a special rate or charge may not be used for purposes other

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than for which the rate or charge was levied. In this case, money received for water, sewer or domestic waste purposes cannot be used within the General Fund.

- Section 410 of the Act requires Ministerial approval to lend (by way of an internal loan) money that is not yet required for the purpose for which it was received.

16. Council entities

- Section 358 of the Act requires councils to obtain Ministerial consent before forming or participating in the formation of a corporation or other entity or acquire a controlling interest in a corporation or other entity.
- In this section of the Act, entity means any partnership, trust, joint venture, syndicate or any other body (whether or not incorporated).

17. Audit, Risk and Improvement Committees

- The date for the implementation of the Audit, Risk and Improvement Committee (ARIC) is March 2022.

18. Crown Land

- We encourage councils to access the Department of Planning, Industry and Environment - Crown Land portal to download information on the reserves managed by council.
- The information on the portal should be reconciled against Council's fixed assets register at 30 June 2021.
- It is ideal for the download to be performed on 30 June 2021 (or as close as possible) as there is currently no function available on the portal to extract the data at a particular date.
- If there are discrepancies, councils should contact the Crown Land Division at the Department of Planning, Industry and Environment
- For further information, visit www.industry.nsw.gov.au/lands/reserves/portal

19. Pensioner Concession Rebate Claims (PRC)

- All components associated with the claim must be submitted prior to processing.
- Completed claims and associated certificates are due on 1 October 2021.
- Those claims received after this date may not be paid this calendar year.
- The PRC claim form has been sent to councils under separate cover.

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Annexure 2: Information to assist JOs prepare 2020-21 Financial Statements

1. Submission of Financial Statements

- The General Purpose Financial Reports and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "JO name – Financial Statements – 2020-21".
- All joint organisations must lodge their Financial Statements by **31 October 2021**.
- The Financial Statements should be sent to finance@olg.nsw.gov.au.
- Statements received after this date will be considered to be submitted late and not in accordance with the *Local Government Act 1993* (Act).

2. Joint Organisations Supplement to Local Government Code of Accounting Practice and Financial Reporting (Supplement) – Update No. 29

- The Supplement must be used to prepare the annual financial statements in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (Regulation).
- The Supplement is available on the Office of Local Government (OLG) website at www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting.

3. Financial Data Return (FDR)

- The 2020/21 JOFDR will be emailed separately to Executive Officers.
- Submit by **31 October 2021** to jofdr@olg.nsw.gov.au in an Excel format only.
- The JOFDR should be accurate and align with the audited financial statements.
- The return can be accessed via the Council Portal on the OLG website.

4. Statement by Chairperson and Executive Officer

- The Supplement requires a Statement by Members of the Board of Management.
- The Statement in the approved form is in the Supplement.
- JOs' auditors may require the Statement to be re-signed closer to the date the audit opinion is issued, where there have been significant changes to the financial statements approved for submission to audit.

5. Inclusion of Financial Statements in JO Annual Performance Statement

- JOs are to include a copy of the audited financial statements within its Annual Performance Statement and make available by 30 November 2021.

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Office of
Local Government

Circular to Councils

Circular Details	21-22 / 10 August 2021 / A774699
Previous Circular	19-17 <i>The appointment and dismissal of senior staff</i>
Who should read this	General Managers/Councillors
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Updated guidance on the appointment and dismissal of senior staff

What's new or changing

- The purpose of this Circular is to provide updated guidance to councils on the requirements of the *Local Government Act 1993* (the Act) relating to the appointment and dismissal of senior staff other than the general manager.
- The updated guidance is informed by the recommendations of the Independent Commission Against Corruption (ICAC) arising from its investigation and inquiry into the former Canterbury City Council (Operation Dasha).

What this will mean for your council

- Under section 338 of the Act only general managers and the holders of positions determined by the council by resolution to be "senior staff" positions may be employed under fixed term contracts of employment based on those approved by the "Departmental Chief Executive" of the Office of Local Government.
- Council staff must not be employed under a senior staff contract unless the council has first determined by resolution that the position the staff member has been appointed to, is a "senior staff" position for the purposes of section 332 of the Act.
- Under section 337 of the Act general managers must consult with the governing body of the council before appointing or dismissing the holders of "senior staff" positions. It is important to note that section 337 requires this consultation to occur **before** a decision on appointment or dismissal has been made. The requirement to consult with the governing body under section 337 will not be satisfied where a general manager informs councillors of their decision after it has been made.
- Consultation with the governing body of the council on the appointment and dismissal of senior staff need not necessarily occur at a formal council meeting. For example, consultation can occur at a councillor briefing, an informal workshop or with each councillor individually by telephone or email.
- Where consultation occurs outside of a council meeting, the requirement to consult with the "council" under section 337 necessarily requires that this be undertaken in a way that ensures that **all** members of the governing body are informed of the proposed decision and are given the opportunity to provide comment to the general manager.
- When consulting with councillors on decisions to appoint or dismiss senior staff, the general manager should inform them of their proposed decision and provide sufficient information to allow councillors to understand the reasons for the decision and to allow them to provide input into the decision.

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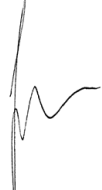
- When consulting councillors on a decision to appoint or terminate the employment of a senior staff member, the general manager should consider the views of councillors. However, the ultimate decision to appoint or dismiss senior staff rests with the general manager and not the governing body. It is therefore not open to the governing body of the council to direct the general manager on the appointment or dismissal of senior (and any other) staff.
- The requirement to consult with councillors on the appointment of senior staff under section 337 of the Act is not satisfied by including councillors on recruitment panels for senior staff. Section 335 of the Act expressly confers on the general manager responsibility for the appointment of staff, and councillors should not, as a rule, be included on recruitment panels for staff. As ICAC has noted, the inclusion of councillors on recruitment panels has the potential to create confusion about who is responsible for the appointment of the successful candidate. It may also send the wrong message to the employee as to who may give directions about the exercise of their functions. Under the Act senior and other staff are subject to direction by the general manager and not councillors.
- The only circumstances where it would be appropriate for councillors to participate in recruitment panels for staff is where the role involves the provision of administrative or other support directly to councillors. When recruiting for such roles, councillors should only comprise a minority of panel members.

Key points

- Under section 332 of the Act, the governing body of a council may, in consultation with the general manager, determine positions within a council's organisation structure to be "senior staff" positions.
- Under section 332, a council may not determine a position to be a "senior staff" position unless:
 - the responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the *Local Government (State) Award*, and
 - the total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the *Statutory and Other Offices Remuneration Act 1975*) payable with respect to senior executives whose positions are graded Band 1 under the *Government Sector Employment Act 2013*. As of 2018/19 this is \$187,900.

Where to go for further information

- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



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Office of
Local Government

Circular to Councils

Circular Details	21-25 / 20 August 2021 / A782524
Previous Circular	20-30
Who should read this	General Managers and Responsible Accounting Officer
Contact	Performance Team and Council Engagement Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Job Retention Allowance 2021-22

What's new or changing

- The Office of Local Government (OLG) has released updated resources that will assist councils to apply for the *Council Job Retention Allowance Subsidy* for the first quarter 2021-22 (Q1).

What this will mean for your council

- The following documents are now available on OLG's website under COVID 19 – information and resources:
 - Guidelines for the Council Job Retention Allowance Subsidy (JRA Guidelines)
 - JRA Eligibility Criteria (Eligibility Criteria) 2021-22;
 - JRA Eligibility Return – Quarter 1 – 2021-22 (FSER), and
 - Council JRA subsidy variation template letter (JRA Variation)
- The JRA Guidelines, Eligibility Criteria and FSER provide detailed guidance to assist councils determine their eligibility for the JRA Subsidy for Q1.
- In order to apply for JRA Subsidy eligibility, Councils are required to:
 - 1. Submit an FSER return for assessment;
 - 2. Notify OLG by email (olg@olg.nsw.gov.au Attn: Stephen Walker Manager, Program Delivery) when staff reach three weeks special leave to access funding; and
 - 3. Provide ongoing weekly reporting when staff are on JRA to same email.
- OLG will inform councils of the outcome of its assessment of the FSER.
- The JRA Variation template letter should be requested from OLG once Council has been deemed eligible. The variation refers to changes made to original Funding Agreement Council signed in 2020 as part of the Economic Stimulus Package.

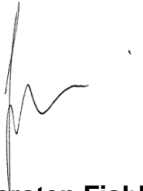
Key points

- All councils are required to submit the JRA Variation to original funding agreement to benefit from the JRA Subsidy.
- The JRA Guidelines, Eligibility Criteria and FSER are available for download from the COVID-19 page on OLG's website and the Council Portal page.
- A council's FSER and the Demand Management section in the JRA Guidelines will be the two application components for the JRA Subsidy.
- The FSER should be completed and emailed to FSER@olg.nsw.gov.au by 10 September 2021. Late submissions will be considered but may delay payment of the JRA Subsidy.
- Councils who do not wish to access the JRA do not need to submit a FSER.

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Where to go for further information

- Councils should contact OLG's Performance Team about the Eligibility Criteria and the FSER, and their Council Engagement Manager about the JRA Subsidy Package or in relation to other COVID-19 matters.



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Office of
Local Government

Circular to Councils

Circular Details	21-28 / 7 September 2021 / A789262
Previous Circular	<i>Circular 16-30</i>
Who should read this	General Managers / staff responsible for Integrated Planning and Reporting activities in council
Contact	Council Engagement Team / 02 4428 4100 olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Updated Integrated Planning and Reporting Guidelines and Handbook

What's new or changing

- As notified in Circular 16-30, the NSW Parliament passed amendments to the *Local Government Act 1993* (the Act) in the *Local Government Amendment (Governance and Planning) Act 2016*.
- Sections 402, 402A, 403, 404, 405 and 406 of the Act have commenced.
- Section 428A (state of the environment report) has been repealed and replaced with 428A (Audit, Risk and Improvement Committee).
- The Office of Local Government (OLG) has revised the Integrated Planning and Reporting Guidelines.
- To support councils to implement these changes in their future integrated planning and reporting practice, the Integrated Planning and Reporting Manual has been updated and renamed as the Integrated Planning and Reporting Handbook (Handbook).

What this will mean for your council

- Amendments to Sections 402, 403, 404, 405 and 406 streamline integrated planning and reporting requirements.
- Section 402A requires councils to establish and implement a strategy (called its community engagement strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters).
- The council must prepare and implement a community engagement strategy based on social justice principles for engagement with the local community in developing and reviewing the Community Strategic Plan following the ordinary local government election.
- A council is not required to establish and implement a community engagement strategy in accordance with section 402A, as inserted by the amending Act, until 12 months after the next ordinary election of councillors following that amendment.
- State of environment reporting is no longer required from the commencement of the new cycle of integrated planning and reporting following the ordinary local government election.
- The new Section 428A requires councils to appoint an Audit, Risk and Improvement Committee which is to keep under review aspects of the council's operations including implementation of the strategic plan, delivery program and strategies, service reviews and the collection of performance measurement data by the council.

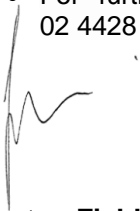
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Key points

- Streamlined integrated planning and reporting requirements are now in place.
- After the next ordinary election, councils are no longer required to prepare a standalone state of environment report.
- Councils are required to establish and implement a strategy (called its community engagement strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters) no later than 12 months after the next ordinary election.
- Council are required to appoint an Audit, Risk and Improvement Committee to keep under review the implementation of integrated planning and reporting.

Where to go for further information

- The Integrated Planning and Reporting Guidelines and Handbook are available on OLG's website here <https://www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/>.
- For further information please contact the Council Engagement Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

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Postponement of the 2021 local government elections



Frequently asked questions

Questions about the postponement of council elections

When will council elections be held?

All council elections will be held on **4 December 2021**.

Why are council elections being postponed?

Council elections are being postponed in response to the current outbreak of the Delta variant of the COVID-19 virus. Global experience has demonstrated that previously effective mitigation strategies for the COVID-19 virus are no longer effective in containing the spread of the Delta variant. Only the strictest controls will contain the current outbreak.

It would be untenable for the Government to encourage electors to leave their homes to vote at a time when people are also being advised not to leave their homes unless it is essential to do so, to limit the spread of the virus.

The Government is also concerned that the current outbreak and restrictions may see a low voter turnout at council elections that could jeopardise the legitimacy of election outcomes and public confidence in them.

Has the NSW Electoral Commissioner been consulted?

The decision to postpone council elections has been made in consultation with the NSW Electoral Commissioner and NSW Health. The NSW Electoral Commissioner has advised the Government that it is no longer tenable to hold council elections during the current COVID outbreak. The Commission now faces insurmountable challenges in conducting council elections in areas affected by outbreaks.

The current outbreak and stay at home restrictions do not only affect electors' ability to vote in person but also the ability of election workers to attend polling places and counting venues for the purposes of their work. The Commission is also finding it increasingly difficult to engage and retain election workers because of fear of COVID.

Why have council elections in regional areas been postponed?

The current outbreak has seen stay at home restrictions imposed in the Orange, Blayney and Cabonne local government areas and cases and transmission hotspots identified in other regional areas.

The Government cannot take the chance that there will be no further outbreaks in regional areas between now and 4 September 2021 that would put council elections in those areas at risk.

Conducting council elections in regional areas will also require the movement of personnel and equipment from Greater Sydney to those areas creating the risk that holding elections in regional areas may cause the virus to be seeded in those areas.

Postponement of the 2021 local government elections



Frequently asked questions

Why can't council elections be held on 4 September 2021 by postal voting?

When holding postal voting only elections for the 2021 local government elections was proposed as an option to address the risks of holding council elections during the COVID-19 pandemic, it was strongly opposed by the local government sector. It is now too late to revisit that option.

To allow council elections to be held by postal voting only outside the circumstances current permitted under the *Local Government Act 1993* (the Act) would require an amendment to that Act. The earliest this could occur is in the week starting on the 4 August when Parliament is scheduled to resume, by which time it will already be too late. There is no guarantee any legislation mandating postal voting only elections would be supported by the local government sector or would pass the Parliament.

Even if the necessary amendments could be passed, the NSW Electoral Commission has advised that it will not be logistically possible to distribute, receive and process postal votes for every elector in NSW in the time between now and 4 September.

Why can't council elections be held on 4 September 2021 using on-line voting?

Technology assisted voting is currently only available to a limited class of electors and only at council elections administered by the NSW Electoral Commissioner. The eligibility criteria for technology assisted voting for council elections is largely the same as State elections.

As with postal voting, to allow council elections to be held by online voting only would require an amendment to the Act. The earliest this could occur is in the week starting 4 August. The Parliament has previously indicated opposition to any expansion of technology assisted voting and any legislation allowing an expansion of technology assisted voting would be unlikely to pass.

Even if the necessary amendments could be passed, the NSW Electoral Commission has advised that its online voting systems could not accommodate every elector in NSW.

Questions about the 4 December 2021 elections

How can the Government be sure that it will be safe to hold council elections on 4 December 2021?

The restrictions imposed under the *Public Health (COVID-19 Temporary Movement and Gathering Restrictions) Order 2021* are designed to contain and reduce the spread of the current outbreak. It is hoped that the measures imposed under the Public Health Order will be effective in containing the current outbreak well before December.

The Government also expects that community vaccination rates will have increased to a level by December to allow available mitigation strategies to be more effective in containing the spread and impact of the Delta variant.

Postponement of the 2021 local government elections



Frequently asked questions

What legislative measures have been taken to support council elections in December being COVID-safe?

Amendments have been made to the *Local Government (General) Regulation 2005* (the Regulation) to facilitate delivery of the December 2021 local government elections in a COVID-safe manner.

Among other things, the amendments to the Regulation expand the eligibility criteria for pre-poll and postal voting in response to the COVID-19 pandemic and allow technology assisted voting at elections administered by the NSW Electoral Commission.

The criteria for pre-poll voting for the 2021 elections have been relaxed allowing any elector to vote during the pre-poll voting period. This will mean that voting will not occur on a single day but over a period of 13 days, including election day. This will assist in allowing a range of COVID-safe measures to be implemented at polling places.

Additional eligibility criteria have been introduced for postal voting in response to the COVID-19 pandemic. These allow electors to vote by post if they are self-isolating because of COVID-19 related reasons, or because they reasonably believe that attending a polling place on election day will pose a risk to their health or safety or the health or safety of another person because of COVID-19. Permanent and temporary residents in hospitals, nursing homes, retirement villages and similar facilities are also eligible to vote using postal voting because of their particular vulnerability.

Technology assisted voting, or iVote, will be able to be made available to electors at council elections administered by the NSW Electoral Commission, and will operate in the same way it does for State elections. Eligibility to vote using iVote will be limited to the same criteria that apply at State elections. Electors who are eligible to vote by post and who have applied for but have not received their postal ballot paper 8 days before election day will also be eligible to vote using iVote.

New powers have also been introduced to allow election managers and officials to maintain COVID-safe measures at and around polling places and at venues where votes are scrutinised or counted. The Regulations empower election managers to:

- restrict posters being displayed and canvassing activities within 100 metres of polling places where this is necessary to comply with a public health order or to reduce the risk of infection from COVID-19, (where posters and canvassing are restricted, links to the posters and other election material may instead be published on the election manager's website)
- prohibit or restrict the number of scrutineers present at polling places and places where ballot-papers are scrutinised or votes counted where this is necessary to comply with a public health order or to reduce the risk of infection from COVID-19, subject to there being alternative scrutiny arrangements (eg filming the counting of votes)

Postponement of the 2021 local government elections



Frequently asked questions

- temporarily suspend voting at a polling place for up to 4 hours and to adjourn voting for up to 13 days after election day in response to a health hazard.

What are the key dates for the 4 December local government elections?

Key dates for the December 2021 local government elections are as follows:

Key date	Step
25 October 2021	Close of electoral rolls (6pm) Candidate nominations open Commencement of the “regulated period” for the elections (for example, published electoral material must comply with authorisation rules)
26 October 2021	Postal vote application opens
3 November 2021	Close of candidate nominations (12pm) Registration of electoral material that is for distribution on election day commences
4 November 2021	Ballot paper draw
5 November 2021	Caretaker period commences
22 November 2021	Pre-poll voting opens iVote commences
26 November 2021	Registration of electoral material for distribution on election day closes (5pm)
29 November 2021	Postal vote applications close (5pm)
3 December 2021	Pre-poll voting closes
4 December 2021	iVote applications close (1 pm) iVote voting closes (6pm) Election day (8am-6pm)
17 December 2021	Return of postal votes closes (6pm)
21 – 23 December 2021	Results declared progressively as counts are finalised by Returning Officers

Postponement of the 2021 local government elections



Frequently asked questions

When will council elections be declared?

In response to changing postal delivery services, on the advice of the NSW Electoral Commission, the time for the receipt of postal votes has been extended to 13 days after election day. This change has been made to provide a greater opportunity for valid postal votes to be received and counted. This change will mean it is unlikely council elections will be declared before **21 December 2021**.

When should councils schedule their first meetings after the election?

As noted above, council elections are not likely to be declared before **21 December 2021**. Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor are required to hold a mayoral election with 3 weeks after the declaration of the ordinary election and will be required to schedule a meeting for this purpose within 3 weeks of the declaration of the election.

When scheduling the first meeting following the election, councils will need to factor in the Christmas/New Year period.

What needs to happen at the first meeting after the elections?

At the first meeting after the election:

- all councillors and members of county councils must take an oath or make an affirmation of office - councillors are not permitted to participate in meetings until they have done so
- councils must, by resolution, declare that casual vacancies occurring in the office of a councillor within 18 months of the election are to be filled by a countback of votes cast at the election if councils want to fill vacancies by these means – councils that do not resolve to fill vacancies using a countback at their first meeting after the election will be required to fill vacancies using a by-election
- councils that elect their mayors must hold a mayoral election and an election for deputy mayor where they have one
- joint organisations must elect a new chairperson
- county councils must elect a new chairperson.

The Office of Local Government will issue more detailed guidance about these requirements closer to the elections.

Postponement of the 2021 local government elections



Frequently asked questions

Questions about the effect of the postponement of council elections?

What does the postponement of the elections mean for current councillors?

Current councillors will continue to hold their civic offices until council elections are held on 4 December 2021. The civic offices of current councillors will expire on election day on **4 December 2021**.

What does the postponement of the elections mean for popularly elected mayors?

Popularly elected mayors will continue to hold their civic offices. Under the Act, popularly elected mayors continue to hold their office until their successor is declared elected.

What does the postponement of the elections mean for mayors elected by councillors?

The making of the order will not affect the requirement to hold mayoral elections. Mayoral elections must be held for mayors elected in September 2019 when their two year-terms expire in September 2021. The Office of Local Government will issue more detailed guidance on this before September.

Mayors elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of all mayors elected by councillors will expire on election day on **4 December 2021**.

What does the postponement of the elections mean for deputy mayors?

Deputy mayors may be elected for the mayoral term or a shorter term. Deputy mayors hold their office for the term specified by the council's resolution. If a deputy mayor's term expires before election day on 4 December 2021, an election may need to be held for deputy mayor. It should be noted however, that councils are not required under the Act to have a deputy mayor.

What does the postponement of the elections mean for chairpersons of county councils?

Chairpersons of county councils now hold office for two years. Chairpersons of county councils elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of chairpersons of county councils will expire on the election day for their constituent council on **4 December 2021**.

Postponement of the 2021 local government elections



Frequently asked questions

What does the postponement of elections mean for joint organisations?

The composition of joint organisation boards may need to change in September 2021 if mayors of member councils elected by councillors are not re-elected.

Joint organisations elected chairpersons for a two-year term in 2020. Chairpersons elected in 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of chairpersons of joint organisations will expire on the election day for their member council on **4 December 2021**.

Will councils need to hold by-elections to fill casual vacancies occurring before 4 December 2021?

No. The order postponing the ordinary elections provides that any casual vacancies occurring in a council between now and 4 December are to be filled by the ordinary election for that council to be held on 4 December 2021.

This means that councils are not required to hold a by-election to fill casual vacancies occurring between now and 4 December 2021 or to apply to the Minister for a dispensation from the requirement to hold a by-election.

General managers are still required to notify the Office of Local Government, Local Government NSW, and the NSW Electoral Commissioner of any vacancies within 7 days of their occurring.

What happens if the resignation of councillors between now and 4 December results in a loss of quorum?

It is not possible under the Act for councils to lose quorum because of councillor resignations.

A quorum is defined under section 368 of the Act as *"a majority of the councillors of the council who hold office for the time being and are not suspended from office"*. This means that the quorum is calculated based on the number of councillors who hold office at a particular point in time and does not include civic offices that are currently vacant.

How will the postponement of elections to 4 December 2021 affect the next term of councils?

The postponement of the elections will not affect the timing of future council elections, and the subsequent ordinary local government elections will still proceed in September 2024.

Postponement of the 2021 local government elections



Frequently asked questions

What does the postponement of elections mean for the requirement for councillors to lodge returns of interests?

Under the *Model Code of Conduct for Local Councils in NSW*, councillors (and designated persons) must lodge returns of their interests within three months of 30 June of each year.

All current serving councillors, members of county councils and voting representatives of the boards of joint organisations must lodge a written return of interests with the general manager (or the executive officer in the case of joint organisations) before **30 September 2021** unless they have submitted a return within the previous three months.

Returns of interests must be tabled at the first meeting of the council or board of the joint organisation after they are required to be lodged. They must also be made publicly available free of charge on councils', county councils' and joint organisations' websites, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on the council or joint organisation.

When will the caretaker period begin for the next local government elections?

The caretaker period no longer commences on 6 August 2021 and *Circular 21-17 Council decision-making prior to the September 2021 local government elections* may now be disregarded.

The caretaker period for the 4 December 2021 elections will now commence on **5 November 2021** and end on **4 December 2021**.

During the caretaker period, councils, general managers, and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- entering into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger)
- determining a "controversial development application" (as defined by clause 393B(3) of the Regulation), except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period
- appointing or reappointing the council's general manager (except for temporary appointments).

Councils should plan now to avoid the need to make these types of decisions during the caretaker period.

Postponement of the 2021 local government elections



Frequently asked questions

The Office of Local Government will issue more detailed guidance about the caretaker requirements closer to the elections.

When will the “regulated period” begin for the next local government elections?

The “regulated period” is the period commencing 40 days before elections in which rules regulating “electoral material” as defined by the Regulation come into effect.

The regulated period no longer commences on 26 July 2021 and *Circular 21-12 “Electoral matter” and use of council resources prior to local government elections* may now be disregarded.

The “regulated period” for the 4 December 2021 elections will now commence on **25 October 2021** and end on **4 December 2021**.

Councils should plan now to issue publications that may be affected by the rules governing “electoral material” during the regulated period before that period commences.

The Office of Local Government will issue more detailed guidance about “electoral matter” and use of council resources during the regulated period closer to the elections.

How will the postponement of the elections affect councils’ IP&R cycle?

The postponement of the elections will not impact on councils’ IP&R cycles.

The postponement of council elections from 4 September 2021 to 4 December 2021, will not alter the requirement under the Act for councils to review the community strategic plan before 30 June 2022 and establish a new delivery program to cover their principal activities for the 4-year period commencing on 1 July 2022.

However, the postponement of elections will impact of the timing of the end of term report.

Has Central Coast Council’s referendum been postponed?

Central Coast Council will not be proceeding with its referendum on 4 September 2021. It will be a matter for the Council to determine the future timing of the referendum based on the advice of NSW Health and the requirements of the Public Health Order.

How does the postponement of elections affect councils that are currently under administration?

Four councils are currently under administration:

- Balranald Shire Council
- Central Coast Council
- Central Darling Shire Council
- Wingecarribee Shire Council.

Postponement of the 2021 local government elections



Frequently asked questions

Balranald Shire Council, Central Coast Council and Central Darling Council will continue under Administration despite the postponement of the elections.

Version update as of 27 July 2021: The Minister's position regarding Wingecarribee Shire Council has not been finalised and the Minister is waiting on the interim report from the Administrator.

Where can I get more information?

Contact your Engagement Manager or the Office of Local Government's Council Governance Team on 4428 4100 or olg@olg.nsw.gov.au.



Shelley Hancock
Minister for Local Government

MEDIA RELEASE

Tuesday, 3 August 2021

COUNCILS CONTINUE TO BUILD ON THEIR LEGACY OF HELPING THE COMMUNITY

The NSW Government is throwing its support behind Local Government Week, acknowledging the important role local councils have to play in looking after their communities, particularly during challenging times and the COVID-19 pandemic.

Minister for Local Government Shelley Hancock said local councils take immense pride in providing quality services and facilities that help build and strengthen resilience in their communities.

“Local Government Week provides us with a platform to appreciate the crucial work undertaken by all councils across NSW, each and every day, but most importantly, when times are tough and things might not be going our way,” Mrs Hancock said.

“The state’s 128 councils collectively employ more than 55,000 staff, spend over \$136 billion on maintaining community assets and manage 3.5 million tonnes of waste each year.

“Over the past 18 months and today, councils continue to deliver the vital services people rely on, and have played a key role supporting residents and businesses at a local level.

“I urge everyone across NSW to take a moment during Local Government Week to recognise the work your council does to support you and understand the services they have to offer.”

This year’s Local Government Week theme, ‘Locally Led’, promotes the unique aspects of each council and how their diverse backgrounds enrich the community.

Local Government Week 2021 runs from Monday 2 to Sunday 8 August, with celebrations taking many different forms including virtual events, due to the Public Health Orders currently impacting Greater Sydney.

Some regional councils have a number of events planned for the week ahead, to be held in line with COVID-19 rules for regional and rural NSW. For more details about events in your area, visit your local council website.

MEDIA:
Caterina Polistina | 0439 1396 539



Shelley Hancock
Minister for Local Government

MEDIA RELEASE

Friday, 13 August 2021

NSW GOVERNMENT SAFEGUARDS COUNCIL JOBS

The NSW Government today announced it would provide \$1,500 a fortnight in financial support to local government employees whose jobs have been impacted by the state's current COVID-19 outbreak.

The NSW Local Government Job Retention Allowance successfully protected significant metropolitan and regional local government job losses last year, and will continue to provide the necessary support for council workers across the state.

Minister for Local Government Shelley Hancock said the NSW Government is taking action to help councils minimise job losses and retain skilled staff as the COVID-19 lockdown and restrictions continue to impact local communities.

"The NSW Government is determined to support local government employees in keeping their jobs, and to ensure local councils retain skilled and experienced staff to serve their communities now and in the future," Mrs Hancock said.

"The Job Retention Allowance provides \$1,500 per fortnight per eligible employee for up to three months to help councils retain staff whose employment has been impacted by the COVID-19 outbreak.

"Commonwealth Government assistance is not available to local councils, therefore it is important the NSW Government steps in to provide this nation-leading support package.

"The Job Retention Allowance was introduced as part of the NSW Government's COVID-19 Local Government Economic Stimulus Package to assist councils to support staff stood down as a result of the 2020 lockdown.

"Fortunately, job losses were minimised thanks to the commendable efforts of the local government sector across NSW to retrain and redeploy affected staff, and I encourage all councils to again try and redeploy staff wherever possible.

"There is no doubt that we need to remain adaptable to the volatile environment in which we find ourselves because of the evolving COVID-19 outbreak in NSW and that's why we are once again putting in place the Job Retention Allowance to ensure financial support can be accessed by councils that need it most.

“Local councils across NSW are at the frontline assisting their communities respond to the challenges COVID-19 is presenting.

“The NSW Government recognises their commendable work, and will support local council employees so that they can continue to serve our communities.”

Any council that meets the eligibility criteria, as per last year’s program, can submit claims for the Job Retention Allowance.

Eligibility criteria include that the council:

- Can demonstrate financial distress through an actual or potential loss of at least 30 per cent in revenue (rates and annual charges, user fees and charges or other revenue) for the current or previous quarter in a council business unit or entity
- Is a party to the Splinter Award or equivalent agreement
- Has paid the eligible employee four weeks paid COVID-19 Special Leave under the Splinter Award or equivalent agreement, and
- Has entered into a funding agreement with the Office for Local Government.

The Job Retention Allowance criteria is in line with similar government relief programs including JobSaver.

MEDIA: Caterina Polistina | 0439 196 539



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Office of Local Government



Message from Minister Hancock

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24 August 2021



Extra support for council-run childcare centres

I am pleased to announce that childcare centres operated by local councils across the state are eligible to access a new Commonwealth support package for early childhood education services that have been impacted by the recent COVID-19 outbreak in NSW.

We have been advised that council-run childcare centres are eligible for support as long as they meet the relevant conditions.

We recognise that the local government sector has been hit hard by the COVID-19 pandemic and it is paramount that we ensure the financial viability of council-run childcare centres.

There are 250 council-run childcare centres in NSW providing invaluable and high-quality services to families across the state.

Childcare services in Commonwealth-declared hotspots will be eligible for

payments of 25 per cent of their pre-lockdown revenue. Outside School Hours Care (OSHC) services will be eligible for payments of 40 per cent.

Payments will be contingent on services:

- expecting attendance below 50 per cent
- waiving gap fees for all families whose children are not attending
- maintaining staffing levels
- agreeing to a fee freeze for the duration of support, and
- not accessing other Commonwealth Government funded supports.

This financial support will provide councils and their childcare educators with some certainty during these very challenging times.

The NSW Government will continue to work with the Commonwealth to ensure our 128 local councils have the support they need to continue to deliver the essential services communities need during the COVID-19 outbreak.

More information about the Commonwealth support package for early childhood education services can be found [here](#).

Any council in NSW forced to stand down staff whose employment has been impacted by COVID-19 is also urged to apply for the State-funded Job Retention Allowance subsidy.

The \$1,500 a fortnight subsidy per eligible employee will help local councils to protect jobs and retain skilled and experienced staff to serve their local communities now and in the future.

Councils experiencing the greatest financial impact from COVID-19 will be given priority.

More information on applying for the Job Retention Allowance subsidy can be found in this [circular](#) and on the Office of Local Government website [here](#).

Please click here to [unsubscribe](#) from our mail list.

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

Table of Contents

1. Council administration buildings, depots and offices	5
1.1 Contractors.....	5
1.2 QR codes	6
1.3 Authorised workers.....	6
1.4 Carpooling in Greater Sydney	7
1.5 Face mask rules	7
1.7 Construction supply chain businesses	10
2. Council meetings and public forums	11
3. Libraries and community centres.....	11
4. Community sport.....	12
5. Recreational facilities.....	12
6. Parks, reserves and beaches.....	12
7. Caravan parks and camping grounds	13
8. Waste.....	13
9. Council pounds	14
10. Providing financial assistance	16
11. Financial statements	16

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

Introduction

This guidance information is provided by the Office of Local Government (OLG) in response to amendments relating to the Public Health (COVID-19 Additional Restrictions for Delta Outbreak) Order 2021. The current Order commenced on 16 August 2021.

This information is in response to a range of local government enquires and is provided for guidance only. **Updates in this guidance document (version 16 August 2021) include:**

- Overview of the Public Health Order for Greater Sydney, local government areas of concern and regional and rural New South Wales (NSW).
- Working from home
- Customer record keeping (QR codes)
- COVID testing requirements
- Face mask rules
- Construction sites
- Libraries
- Community sport
- Recreational Facilities
- Financial statements

Overview of the Public Health Order

The Public Health (COVID-19 Additional Restrictions for Delta Outbreak) Order 2021 contains directions on staying at home for all New South Wales (NSW) residents. Rules and restrictions apply for different areas across NSW and can be accessed [here](#).

An overview of some of the reasonable excuses to leave home for Greater Sydney and regional and rural NSW are provided below.

Greater Sydney

Residents of Greater Sydney (including the Central Coast, Blue Mountains, Wollongong and Shellharbour) can leave home to:

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

- shop for essential items within your local government area. Residents can cross into another local government area if it is within 5km of your home and it is not a local government area of concern (unless the food or goods or services or their equivalent are not reasonably available locally).
- go to work if you cannot reasonably work from home, the business is allowed to be opened and comply with relevant rules for COVID-19 tests for Sydney workers.
- exercise and take outdoor recreation within your local government or, if you need to cross into another local government area, stay within 5 km of your home and do not enter a local government area of concern.

For other reasonable excuses please visit [here](#).

Local government areas of concern 'declared areas'

- Parramatta, Campbelltown, Georges River, Fairfield, Liverpool, Canterbury-Bankstown, Blacktown, Bayside, Burwood, Strathfield and Cumberland LGAs, along with the suburbs of Caddens, Claremont Meadows, Colyton, Erskine Park, Kemps Creek, Kingswood, Mount Vernon, North St Marys, Orchard Hills, Oxley Park, St Clair and St Marys, are designated as a 'declared area' and residents are subject to an Authorised Workers Order. Only authorised workers in these declared areas may leave their LGA/suburb for work. More information relating to authorised workers can be found [here](#).

Residents of these areas:

- cannot travel more than 5 kms from home for shopping, unless the goods or services are not readily available in that area.
- can leave home to exercise or supervise a child aged 12 or under who is exercising or playing within 5 km of your home.
- must wear masks at all times outside the home regardless of proximity to others.

Regional and Rural NSW

Stay at home rules apply to all parts of regional and rural NSW, including those parts of regional and rural NSW which were subject to stay at home rules before 5pm on 14 August 2021. The rules apply to people who live or are temporarily staying in regional and rural NSW. The rules extend to Sunday 22 August 2021. Residents of these areas can leave home:

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

- For shopping for essential items residents must stay within their local government area. Residents can cross into another local government area if it is within 5 km from their home (and it is not a local government area of concern unless the food or goods or services are not reasonably available locally).
- to go to work if you cannot reasonably work from home, the business is allowed to be opened and comply with relevant rules for COVID-19 tests for Sydney workers.
- Exercise and take outdoor recreation within your local government or, if you need to cross into another local government area, stay within 5 km of your home.

For other reasonable excuses please visit [here](#).

A permit system to enter regional NSW will be introduced on Saturday 21 August 2021. Travel to regional NSW is only allowed for certain reasons if you have a permit which will be made available on the Service NSW website. The reasons for travel to regional NSW can be found [here](#).

OLG Resources and Information

OLG continues to support the sector through online resources and information sessions. The latest information and resources are provided as follows.

- OLG held a webinar on 17 August 2021 to provide an update and overview of current restrictions. This webinar will be on the OLG website shortly.
- OLG held a webinar for councils on 28 June 2021 to provide information on the latest Order. A recording can be found [here](#). Information on restrictions, including a map of LGAs, can be accessed [here](#).
- OLG also held a webinar for councils on 15 July 2021 about QR Code requirements. A recording can be found [here](#).
- Stay up to date on the latest version of the Public Health Order [here](#).
- For more information please visit the [NSW Government](#) and [NSW Health](#) websites.

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

1. Council administration buildings, depots and offices

All of NSW are under a requirement to work from home if the employee is reasonably able to do so. Businesses that do not require employees to work from home if they reasonably able to do so face a fine of up to

- \$10,000 for corporations and
- \$2,000 for individuals

If you cannot work from home and you go to your workplace that is allowed to be open, you must wear a face mask.

The NSW Government strongly urges all councils to minimise staff that are not working from home to the maximum extent possible.

1.1 Contractors

Councils must make a determination as to whether they consider the work being carried out as essential. Factors to consider include the nature of the work or service and contractual terms. If the work can be delayed without adverse impact on project deliverables, then councils are encouraged to do so.

If councils decide that work cannot be delayed and their contractors are travelling from Greater Sydney or from across regional NSW, councils should implement strategies to minimise risk. This could include consideration of whether those contractors can complete the work without coming into close contact with local staff and generally limiting the interaction and mixing of employees. There is an expectation that such contractors will carry out their work before immediately returning home without mingling with locals.

Where practical, council decisions relating to contractors should be made with a view to minimising the requirement for travel across, from and through Greater Sydney or regional NSW.

Councils are reminded that workers are required to carry a face mask and evidence showing their address and produce that evidence if required to do so by a police officer.

Infrastructure NSW has developed [seven principles](#) for dealing with the impacts of COVID-19 on community infrastructure projects.

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

1.2 QR codes

To facilitate contact tracing, the Order requires persons entering specified types of premises to register their contact details electronically as well as providing alternative means for persons who cannot register electronically due to age, disability or language issues, or due to internet outages. Further information relating to customer record keeping please visit [here](#).

Councils are required to take reasonable steps to ensure people entering their premises (such as workplaces and depots) check-in using the Service NSW QR codes or digital sign-up sheet. This includes staff and visitors such as maintenance workers and delivery drivers. While many council premises across NSW have adopted and implemented COVID safe plans, including check-in processes, it is a timely reminder for councils check their compliance in light of this mandate. To register to access your COVID Safe resources please visit [here](#) or to find about the changes to the QR code rules please visit [here](#).

1.3 Authorised workers

Workers who live in Local government areas of concern can only leave their residence to go to work if:

- they cannot work from home
- the business is allowed to be open
- you are an authorised worker.

Some workers may also require a COVID-19 test to leave their local government area. For more information, please refer to [this list of authorised workers](#) and the [rules for leaving home to go to work](#).

Of particular note to councils are the following categories who are defined to be authorised workers:

- A person employed or engaged to provide services to persons with disability or vulnerable persons.
- Early childhood education and care.
- Biosecurity and food safety personnel undertaking critical duties.
- Electricity, gas, water and waste services described as electricity services, operation of energy systems, gas services, liquid fuels, water supply, sewerage, sanitation and drainage services and waste resource recovery services (including collection, treatment and disposal services).
- Essential services for the maintenance, safety and upkeep of public and recreational spaces.
- Click and collect services

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

- A person employed or engaged at a residential aged care facility
- Animal welfare, care and accommodation services
- a person who works on a construction site

Workers from Greater Sydney should be reminded of their [testing requirements](#), which may apply depending on their work and place of residence.

1.4 Carpooling in Greater Sydney

In Greater Sydney, you cannot [travel in a vehicle](#) with persons other than members of your own household, and persons over 18 must carry documentation evidence of their address when in a vehicle with another person and provide it to police on request.

This does not apply to vehicles being used:

- to provide public transport.
- for work (e.g. police, ambulance).
- to provide care and assistance to a vulnerable person.
- for an emergency or for compassionate reasons.

1.5 Face mask rules

If you cannot work from home and you go to your workplace that is allowed to be open, you must wear a face mask (unless an exemption applies).

In local government areas where the stay at home rules apply (this currently includes all of NSW), when you leave home you must carry a face mask with you at all times. You must wear a face mask:

- when carpooling which includes in council vehicles in which more than one employee is travelling
- at certain outdoor gatherings
- if you are on public transport
- in a major recreation facility such as a stadium
- if you are working in a hospitality venue

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

- in indoor and outdoor areas of construction sites, except when an exemption applies such as wearing a face mask creates a safety issue or there is a worksite emergency
- when working in an outdoor area.

NSW Health also advises that, to help stop the spread of COVID-19, masks should be worn at any time that you cannot stay 1.5 metres away from other people. It is required that councils ensure that adequate [physical distancing](#) continues to be maintained. For further information relating to face mask rules please visit [here](#).

For persons who cannot wear a face mask because of a disability, physical or mental health illness or condition, they must carry either:

- a medical certificate or letter signed by a registered health practitioner (such as a doctor) or a registered NDIS provider or
- a statutory declaration.

For all of NSW masks are required in indoor common property areas of residence premises (e.g. lifts and lobbies of apartment blocks).

1.6 Construction sites

Work is permitted at construction sites in Greater Sydney (including local government areas of concern) and regional and rural NSW. However, requirements apply to workers at construction sites and occupiers of construction sites.

A construction site is a place at which work, including related excavation, is being carried out to erect, demolish, extend or alter a building or structure, or at which civil works are being carried out, **but not** work carried out on residential occupied dwellings (see below for further information regarding this type of work).

Greater Sydney (including local government areas of concern)

Workers from regional NSW or Greater Sydney (but excluding those living in or staying in a local government area of concern) can work at construction sites in Greater Sydney and local government areas of concern.

Workers who live in the local government areas of concern and comply with the COVID-19 vaccination requirements can also work at a construction site in Greater Sydney (including a construction site in a local government area of concern). Further information on requirements for COVID-19 vaccination for workers can be found [here](#).

Construction sites that are permitted to operate in Greater Sydney can have the lesser of:

- 1 person per 4 square metres of space at the construction site; or

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

- 50% of the maximum daily workforce. The maximum daily workforce is the maximum number of workers on site on any day from the start to the end of the project. The maximum daily workforce must be derived from the current resourcing plan for the construction site.

For construction workers who live in or are staying in a local government area of concern must not enter or remain at a construction site in Greater Sydney unless they comply with the rules of COVID-19 vaccination requirements.

Any worker whose place of residence is in one of the declared areas must carry the required evidence of compliance with the vaccination requirements when on a construction site and produce it on request to their employer, the occupier, a police officer or authorised officer. There is an obligation on the occupier (including councils) to ensure that the person has the required evidence.

The required evidence is:

- Proof of address, and
- All of the following which apply:
 - Evidence from the Australian Immunisation Register that the person has had 1 or 2 doses of the vaccine
 - Evidence that the person has been tested for COVID
 - Medical certificate showing the medical contraindication

A COVID-19 Safety Plan is mandatory for construction on any site that is not an occupied residence in Greater Sydney.

To mitigate delays incurred due to COVID-19, worksites in Greater Sydney will be able to operate on Sundays and public holidays for the remainder of the year, up until Christmas.

Regional and Rural NSW

Only workers from regional and rural NSW or Greater Sydney but excluding those living in or staying in a local government area of concern can work at construction sites in regional and rural NSW.

Greater Sydney workers who are authorised to travel to work at construction sites more than 50km outside of Greater Sydney must adhere to testing requirements. COVID-19 test for Sydney workers can be found [here](#).

Workers from a local government area of concern cannot work at a construction site in regional and rural NSW.

Workers at a site in regional NSW who are living in or staying in Greater Sydney must adhere to the testing requirements.

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

Construction sites that are permitted to operate in regional and rural NSW can have the greater of either 1 person per 4 square metres at the site or a maximum of 25 persons at the site at any one time.

A COVID-19 Safety Plan, while mandatory in Greater Sydney, is still strongly recommended for all construction sites in NSW.

For further information relating to the COVID-19 Safety Plan please visit [here](#) and for changes to surveillance testing please visit [here](#).

Infrastructure NSW have a comprehensive list of FAQs [here](#).

Residential occupied dwellings

All work, including *prescribed work*, in residential occupied dwellings in Greater Sydney is permitted (outside of declared areas) and is limited to two workers on site for indoor works and five workers for outside works. There must be no contact between workers and occupants. *Prescribed work* is renovation (alterations or additions), repair, maintenance or cleaning work. This includes maintenance services such as gardening, swimming pool, and pest control services. Prescribed work does not include renovations at unoccupied homes. The rules for construction applies to renovations at unoccupied homes.

For declared areas, work in residential occupied dwellings is only permitted where the work is *prescribed work that is necessary*. Prescribed work will be necessary if it is:

- urgent to ensure the health, safety, or security of the premises or household
- an emergency
- for the installation, maintenance and repairs of essential utilities, including a water, gas, electricity, internet, television or telecommunications service
- for fire protection and safety.

Prescribed work is necessary if it is repairs, maintenance or cleaning (but not renovations) to prepare an unoccupied place of residence for sale or lease.

For further information on work permitted in residential occupied dwellings, visit the NSW Government website [here](#).

1.7 Construction supply chain businesses

Businesses which are critical to the construction supply chain that are located in a declared area are permitted to continue operations. Workers for the construction supply chain have been added to the authorised worker list. This includes workers engaged in manufacturing of

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

construction materials, plant and components. This means that if they live in a declared area, they may leave home to attend work. Please note that COVID-19 testing requirements may apply. More information relating to authorised workers can be found [here](#).

2. Council meetings and public forums

The NSW Government is ensuring local councils can continue to function during COVID-19 restrictions with existing laws enabling them to hold meetings electronically instead of physically. Virtual meetings will help councils continue to make important decisions on behalf of the community while complying with Public Health Orders and minimising the risk of COVID-19 transmission.

For **councils in areas subject to the stay at home order**, all councillors and staff may attend and participate in meetings by audio-visual link.

The Office of Local Government issued a circular on 28 June 2021 to provide technical advice on the conduct of council meetings in compliance with the Public Health Order. The circular can be accessed by clicking [here](#).

3. Libraries and community centres

Libraries

All libraries across NSW must be closed unless the Order is extended or repealed earlier.

The State Library has advised that libraries can provide home deliveries, provided the service is contactless and within accordance of the Public Health Order. For click and collect services councils are encouraged to seek advice from NSW Health.

Community centres

The Public Health Order does not mandate the closure of community centres and halls. As councils usually control these places, councils may exercise a discretion to close the space, but that is a matter for councils. If councils decide to keep community centres open it is important a COVID Safe plan is in place. This includes making sure the COVID-19 Safety Plan is relevant to the building's use. For example, councils may need a community hall Safety Plan, as well as a places of worship Safety Plan to cover the different buildings on the site.

Furthermore, multiple buildings on the same site can all have unique QR codes. To get different QR codes for each building, each building needs to be registered as COVID Safe.

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

4. Community sport

The Order states no community sport (whether training or a match) is allowed in the local government areas where the stay at home rules apply (this currently includes all of NSW).

For residents of Greater Sydney (excluding the Local government areas of concern) and regional and rural NSW undertaking exercise and outdoor recreation activities is a reasonable excuse to leave your home. You can take part in exercising or outdoor recreational activities that comply with the gathering rules (no more than 2 people outdoors, excluding members of the same household) and must stay in their Local Government Area or within 5 kilometres of their home. However, people should limit their movement and undertake exercise and outdoor recreation in their local neighbourhood.

For residents of 'declared areas' leaving home for outdoor recreation is no longer a reasonable excuse. Now only exercise and supervision of children will be allowed.

Note: Exercise and outdoor recreation (where it applies) must be done within 5 kms of the person's home.

Exemptions from the 2 person outdoor gathering limit is available on the NSW Government [website](#).

5. Recreational facilities

The Order states the following places are directed to be closed to the public.

- Indoor recreation facilities such as squash courts, indoor swimming pools, gyms, table tennis centres, health studios, bowling alleys and ice rinks.
- Public swimming pools (except natural swimming pools, which may open).

6. Parks, reserves and beaches

The current Public Health Order states that a reasonable excuse for a person to be away from their residential premises or temporary accommodation, is for exercise and outdoor recreation (excluding the Local government areas of concern). Councils are urged to keep playgrounds and parks, reserves and beaches open and accessible where possible. Ultimately, however, this is a matter for councils to decide.

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

Furthermore, the Order states you must not participate in any outdoor public gathering of more than 2 people (excluding members of the same household) and must stay in their Local Government Area or within 5 kilometres of their home. Councils should consider how they can support good social distancing and health and hygiene practices by users, such as by installing signage and notices to communicate the rules that apply.

For all areas of public space, it is a matter for each individual council to decide whether it should be open, any conditions that should be applied and how best to communicate with users. In making this decision, councils should consider how large the area is and how many users are able to use the space at once to allow each person 4m² of space. In situations where this is not possible or there is overcrowding councils-should work with their NSW Police Local Area Command to implement any restrictions.

Councils are also reminded the resources from the COVID Safe Summer are still available which has useful tools and guidance. To access these resources please visit [here](#).

7. Caravan parks and camping grounds

The Public Health Order states caravan parks and camping grounds are to be closed to the public across all of NSW, except for

- permanent residents or other people who have no other place of permanent residence, and their visitors
- people who were staying there on Thursday 5 August and have not extended their booking
- local workers and overnight travellers.

8. Waste

The NSW Environment Protection Authority (NSW EPA) has advised that workers in the waste industry have now been declared exempt as authorised workers, under the latest Public Health Order.

- Workers in the waste industry are now authorised to travel outside an affected local government area if required for work purposes, but only for the provision of critical waste work
- The exemption covers waste resource recovery services, including collection, treatment and disposal services
- Details can be found about [authorised workers](#) on the Service NSW website

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

- You can leave home to go to work if you are an authorised worker living in the Bayside, Blacktown, Burwood, Campbelltown, Canterbury-Bankstown, Cumberland, Fairfield, Georges River, Liverpool, Parramatta, Strathfield, or [some suburbs of Penrith](#) local government areas i.e. working in resource recovery including collection, treatment and disposal services
- This exemption allows waste workers to enter common property on a residence under the direction of ensuring the health, safety or security of residents, i.e. waste disposal work can be carried out on common property of residential premises.
- This exemption also allows authorised workers to undertake critical sanitation works, such as the cleaning of parks, amenity blocks and streets.
- Please note some authorised workers require a COVID-19 test to leave their local government area for work. Further information relating to COVID-19 testing requirements can be found [here](#).
- NSW EPA has advised that all licensees and operators need to carefully assess which activities and services are critical and should continue, and which should pause during this lockdown period.
- It is important that the waste and recycling industry and councils continue to provide critical waste services to the public. This includes keeping waste and recycling centres open so that people can easily dispose of their waste.

Further information, including FAQ's are available on the EPA's website [here](#).

Concerns about operations can be raised by contacting the Environment Line on 131 555 or info@epa.nsw.gov.au.

9. Council pounds

Statutory Duties

Councils are reminded of their statutory obligations under the *Companion Animals Act 1998* and in particular the welfare of animals in their care. It is recommended that local government compliance and enforcement officers take care in undertaking their roles to consider how best to protect public health and safety in all circumstances, including in choosing how to exercise discretion. It is important that council pounds and shelters are able to continue to care for animals, while managing risks to staff, volunteers and the general public.

Councils are encouraged to continue to work with rehoming organisations and volunteers to care for animals, where that can be undertaken consistent with NSW Health advice.

Council compliance and enforcement teams may wish to consider:

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

- How best to ensure an appropriate response can be made to dog attacks as well as maintaining controls for restricted and dangerous dogs
- Using social media and websites to provide up to date information to pet owners
- Modifying impounding and lost and found procedures, where possible, to ensure continuity of these services together with the safety and welfare of animals, staff and volunteers, and
- Suspending face to face community outreach and education programs.

Rehoming Operations

As people look for companionship during this pandemic, there has been a spike in interest in pet dogs and cats. To meet this need, the Government encourages councils to maintain their rehoming efforts throughout the current temporary restrictions where they can do so in a COVID-safe manner.

- Prospective new owners should still be encouraged to “adopt not shop”.
- It is important to highlight that there are no provisions in the current Public Health Orders that stipulate that council pounds must be closed to the public. This includes for pound staff who live in one of the eight locked down LGAs, as they work in the area of “animal welfare, care and accommodation services” and are therefore defined as “authorised workers”.
- Councils are encouraged to consider the implementation of modified, COVID-safe procedures to their rehoming activities so that this crucial service can continue for their community. Councils may wish to consider:
 - Allowing prospective owners to inspect an animal via video call
 - Adoptions by appointment, either at the shelter or at a local park or other location conducive to social distancing requirements
 - Home delivery via ranger services

Ultimately it is a council’s decision as to whether they believe they can keep their pound facility open consistent with COVID-19 safety guidelines and the Public Health Orders.

If councils do decide to temporarily suspend rehoming operations, consideration must be given to the potential impact this may have on the numbers of animals being held in the facility for a prolonged period of time. In this light, councils are reminded of their duty under section 64(5) of *the Companion Animals Act 1998* that before destroying a seized or surrendered animal they must consider whether there is an alternative action and (if practicable) to adopt any such alternative.

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

Councils are encouraged to plan early with rehoming organisations and volunteer foster carers in order to be adequately prepare for a potential temporary increase in the number of animals that require care and accommodation. These arrangements would need to remain in place until such a time that the council feels they are in a position to safely recommence their rehoming efforts.

During uncertain times it is important that animal owners and carers, including council pounds and shelters, take appropriate steps to ensure the continued welfare of their animals. All councils should by now have developed business continuity plans ready to deploy during times of tightened restrictions such as those in place currently.

RSPCA NSW has implemented a “Click & Collect” system for animal adoption, allowing animal adoptions to continue in a COVID-safe manner. Applications, house inspections and meeting the pet are facilitated online. The pet owner is able to book an appointment to go to the animal shelter or pound, make a contactless payment and take their new best friend home.

10. Providing financial assistance

The Government is aware that some councils may wish to provide rates relief or other forms of financial assistance to residents impacted by restrictions imposed by the Public Health Orders.

Councils that are considering this are reminded that under the *Local Government Act 1993* (the Act), it cannot use restricted funds, which includes monies collected from levying a charge for water, sewer or domestic waste management services, for a reason other than the purpose for which it was levied. Any financial assistance provided must be sourced from general funds as per section 356 of the Act.

Such assistance should be included in Council’s adopted hardship policy, or it will need to be placed on exhibition for 28 days.

To assist councils, the Office of Local Government publishes the *Debt Management and Hardship Guidelines* which includes practical, easy-to-understand information about good debt management and hardship. The guidelines are available [here](#).

11. Financial statements

As councils work to implement increased restrictions and changing work practices in response to Public Health Orders, some councils have requested a state-wide extension for the provision of financial statements.

The request for a blanket extension has been considered, however the Office of Local Government requires councils to submit their audited financial statements by the end of October 2021, as required under the section 416 of the Local Government Act 1993 (Act).

Office of Local Government

COVID-19 – local government guidance information – **UPDATED 17 AUGUST 2021**



Version: 17 August 2021

Councils that determine current circumstances require them to seek an extension of time to complete their statements should write to the OLG and provide reasoning to support their request. The Act authorises the Coordinator General – Planning Delivery and Local Government to grant an extension of time to a council for the preparation and auditing of annual financial statements (section 416(5)). Any request received will be considered on a case by case basis.

**RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE BOARD MEETING
held at The Rules Club, Fernleigh Rd Wagga Wagga
Friday 25 June 2021**

Meeting opened at 11:04am

PRESENT

Tony Donoghue PSM	Coolamon Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyer OAM	Greater Hume Shire Council	Alternate Delegate
Steven Pinnuck	Greater Hume Shire Council	
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman OAM	Temora Shire Council	
Elizabeth Smith	Temora Shire Council	Alternate Delegate
Cr Graham Sinclair	Temora Shire Council	Observer
Rachel Whiting	RDA-Riverina	
Julie Briggs	REROC	
Kate Hardy	REROC	
Matthew Dudley	REROC	
Isaac Cornell	Riverina Joint Organisation	

APOLOGIES

Apologies for non-attendance were received from of Cr B Monaghan, R Smith, G Lavelle, Cr D Palmer, A Drenovski, G Butler and Cr H Wilton.

Moved Cr N Smith, seconded E Smith that the apologies be accepted.

CARRIED

CONFIRMATION OF MINUTES

Moved Cr N Smith, seconded J Davis that the minutes of the meeting held on 23 April 2021 be confirmed.

CARRIED

BUSINESS ARISING

Business arising dealt with in reports.

CORRESPONDENCE

Moved Cr J Seymour, seconded T Donoghue that the correspondence be accepted.

CHIEF EXECUTIVE OFFICER'S REPORT

The report was tabled. J Briggs raised the following issues with members:

Meeting with local MPs – the Board met with Steph Cooke, Member for Cootamundra on 19 May. Dr J McGirr, Member for Wagga Wagga was unable to attend the REROB Board Meeting today as a result of COVID. Arrangements will be made for an alternative date.

Meeting with Minister Evans Ewaste – Cr J Seymour, T Donoghue, J Briggs and representatives from Kurrajong Recycling Wagga Wagga met with Minister Evans on 22 June in Canberra to discuss the National Television and Computer Recycling Scheme (NTCRS). The delegation outlined the problems associated with ewaste collections and the failure of the NTCRS to provide services in the regions. The delegation also discussed co-regulatory arrangements and what could be in place to improve the NTCRS. The Minister advised that the NTCRS is currently under review and our views would be taken into consideration, he also expressed interest in the operation of the NSW Voluntary Regional Waste Groups. REROB will write to the Assistant Minister to follow up from the meeting.

Review of the Rate Peg to include Population Growth – the JO has lodged a submission on IPART review. Councils are concerned about which population projections will be used as the basis of the decision making. J Briggs and R Whiting have had an initial discussion about working together on a population projections project as the RDA have a dedicated researcher.

Housing Shortage Project – we have held 4 workshops on this issue with good representation from all Member Councils and State agencies. The next activity is to turn the outcomes from these workshops into a Regional Housing Strategy. The Government has also released its NSW Housing Strategy and NSW Housing Strategy Action Plan which we will be looking to integrate actions from into our approach.

Sustainable Councils and Communities Program – this project is continuing successfully, and the SCC team have managed to secure a small amount of funding for further work next financial year.

REROB profiled by Bartier Perry for Council Connect – Bartier Perry, a law firm on our Native Title Panel requested an interview with J Briggs about REROB and its activities. This was featured in the May issue of their Council Connect magazine.

Moved P Veneris, seconded Cr J Seymour that the CEO Report be received.

CARRIED

RESOURCE SHARING REPORT

The report was tabled. J Briggs raised the following issues with members:

Southern Lights Project

The rollout of the LEDs continues with very positive results however, the deployment of the Smart Communications that will provide the backbone to allow lights to communicate to a central system is delayed. The Smarts' tender process took 18 months and we have been advised by Essential Energy (EE) that they will not proceed with the smart communications until councils commit to paying for the installation. At this stage there is no business case to support an investment by councils in the technology. The Southern Lights group was scheduled to meet with EE Management in Sydney on 8 July about this issue, however this has had to be postponed to 6 August due to COVID restrictions in place in Sydney.

Planning Technical Group

The Group met on 10 June. NSW Planning and Primary Industries send staff to these meetings to provide updates to the group. M Dudley also attends to update the group on the Contaminated Lands project.

Water and Wastewater Technical Group

The Group met on 17 June and discussed the Regional Water Strategy and the Town Water Risk Reduction Program. There was discussion about the Safe and Secure Water Program and the difficulty that councils are having accessing the funding for projects in very small communities. Greater Hume and Cootamundra-Gundagai advised that they were seeking funding for projects, but it was highly unlikely that they would qualify.

Moved S Pinnuck, seconded T Donoghue that REROC write to the Minister for Water, Hon Melinda Pavey MP, to raise her awareness of the issue and seek a solution to it. Copy also to be sent to Erin Cini from Town Risk Water Reduction.

Town Water Risk Reduction Program – the Group have invited Erin Cini from the Program to speak at their next meeting.

Gundagai Sewerage Treatment Plant – the Group will be completing a tour of the facility at the next meeting.

Energy Management Technical Group

The Group met on 17 June. The focus of the Group at the moment is the Sustainable Councils and Communities Program.

Sustainable Councils and Communities - The Energy Savings Action Plans (ESAPs) have reached draft stage for Bland, Coolamon, Greater Hume, Cootamundra-Gundagai and Lockhart. A small amount of funding has been sourced to continue to project, we will be looking at the ESAPs to identify regional projects.

We have agreed to arrange the distribution of "Save Power Kits" to libraries, training on the Kits will also be provided.

Retail Electricity Tender – Central NSW JO has recently gone out with an EOI for a consultant to assist in the process. REROc is also due to go out and it was agreed by the Board that REROc Member Councils will go out collectively for the retail electricity tender.

EV Charging Stations – this project is on hold awaiting the release of an announcement on funding from the NSW Government.

Local Government Energy and Innovation Conference – the conference will be held 8-9 September at The Rules Club, Wagga Wagga. The agenda is finalised and was provided to the Board. Essential Energy has come on board as the Gold Sponsors.

Meeting paused at 11:50am for Rachel Whiting, CEO RDA to address the Board.

- *RDA Annual report provided to the Board.*
- *Skilled Migrant success stories brochure to be provided to the Board.*
- *Housing Forum is being organised. REROc CEO to speak at this event about the Regional Housing Strategy*
- *New Board has been appointed at RDA.*

Meeting resumed at 11:53am

R Whiting left the meeting at 11:53am

Riverina Spatial Information Group (RivSIG)

The Group met on 18 May via Zoom. The move to on-line meetings has increased participation in the Group.

Mapped Out – selection of speakers is underway following a call for abstracts. We have invited NSW Spatial Services to be the Gold Sponsor of the event.

Infrastructure/Engineers Group

The Group met in Coolamon on 4 May. The CSIRO project on freight moving was discussed as was the Roads of Strategic Importance funding. It was agreed that we would invite someone from the ROSI program to speak at the next meeting. We are also intending to invite someone from UGL to speak.

Build a Bridge - The CEO thanked all Member Councils for their support of the event and in particular Riverina Water for the number of staff who supported the 3-day camp.

Moved P Veneris, seconded Cr N Smith that the Resource Sharing report be received.

CARRIED

TREASURER'S REPORT

The report was tabled by T Donoghue.

Moved T Donoghue, seconded J Davis that the Finance Report be received.

CARRIED

WASTE FORUM REPORT

The report was tabled. K Hardy raised the following issues with members:

No Time to Waste 2021 - The conference will be held in Wagga on 13-14 October, the agenda is almost finalised. Hon Trevor Evans, Assistant Minister for Waste Reduction and Environmental Management will be one of the keynote speakers. We have also secured sponsorship for the event, with EPA the major sponsors, IMMIX Metal Management our Gold Sponsor and ASK Waste Management taking up a Silver Sponsorship.

EWaste - Ewaste collections continue to be a big problem with no solution to date after SIMS ended their NTCRS contract with Kurrajong Recycling. We will be conducting an EOI for the collection of ewaste with the purpose of clearing the ewaste that is currently being stored by councils at their landfills.

Waste Metal Collections – REROc will be going out to RFQ for the collection of waste metal in August for collections to occur throughout September.

Battery Collections RFQ – REROc will be completing an RFQ for the regional collection of batteries.

Recycle Night? Recycle Right! - Coasters are being printed to promote the Recycle Night campaign, these have been designed to include QR codes which will take residents straight to the Recycle Night website. A 6-month bus advertising campaign is scheduled to comment in Wagga Wagga in July.

Eaton Gorge Theatre Performances (Madam Mulch) - 8 shows were performed in May with 914 students and teachers attending. Feedback has been very positive with schools commenting on increased interest in the school vegetable gardens and the establishment of worm farms following the performances.

Safe Sharps website – a meeting was held with Ministry of Health (MOH) and Diabetes NSW on 29 April to discuss the need for funding so the site can remain operational. MOH has requested another meeting to discuss the website, but we have been unable to organise this with them to date. We have requested that this be a round table discussion with MOH, Diabetes NSW and the EPA.

20 Year Waste Strategy – the strategy, now known as the *NSW Waste and Sustainable Materials Strategy 2041* was released on 15 June. This is stage one of the Strategy which covers 2021-2027. It is expected there will be consultation on its actions and implementation.

Moved Cr A McAlister, seconded T Donoghue that the Waste Forum report be received.

CARRIED

YOUTH & COMMUNITY DEVELOPMENT NETWORK REPORT

The report was tabled. K Hardy raised the following issues with members:

PHN Funding for Take Charge Riverina Youth Leadership Forum - the evaluation and expenditure reports have been completed and sent to PHN. Copies were provided to the Board.

PHN Funding for regional Mindfulness Sessions run as part of Youth Week events - the evaluation and expenditure reports have been completed and sent to PHN. Copies were provided to the Board.

Moved Cr R Schirmer, seconded L Smith that the Youth & Community Development Network report be received. **CARRIED**

PROCUREMENT REPORT

The report was tabled. K Hardy raised the following issues with members:

RFQ Conduit Camera Inspections and Jetting – 6 submissions were received for this RFQ with the evaluation panel meeting on 3 May to discuss the submissions. From this meeting it was agreed Interflow and Cleanaway would be the recommended suppliers for the participating councils. Each council must enter into individual contracts with their preferred supplier.

REROC Code of Conduct Panel – the last panel was appointed in August 2017 and is due for renewal. An EOI will be released in the coming weeks to appoint a new panel.

EOI for collection of EWaste – we will be undertaking a selected EOI for the collection of the ewaste that is currently being stockpiled by Member Councils.

Moved Cr N Smith, seconded Cr D Meyer that the Procurement report be received. **CARRIED**

REGIONAL CONTAMINATED LAND MANAGEMENT PROJECT REPORT

UPSS deadline - has been extended until the end of September, M Dudley will work closely with councils that still need to get these done.

DPIE review of the SEPP55 Planning Guidelines – this is still ongoing, and the end date has not been advised.

Council Surveys and workshops – a number of workshops, webinars and training sessions have been held throughout the REROC/RAMJO region. Training is being recorded and saved on the website for people to view at a later date.

RAMJO and REROC in collaboration with FNWJO, Dubbo and Bathurst have engaged Kell Moore Lawyers to advise on the regulatory framework for decommissioning UPSS sites and advice on council responsibilities.

Moved S Pinnuck, seconded T Donoghue that the Contaminated Land Management report be noted and received.

CARRIED

GENERAL BUSINESS

Cr Firman noted that this is the last REROC Board meeting for Riverina Water who are leaving the ROC at the end of June. The REROC Board expressed their sadness at losing Riverina Water as a member and wished them all the best.

The Board also noted that Mr S Pinnuck has announced his resignation from his role as General Manager, Greater Hume Council effective 30 June 2022.

NEXT MEETING

Friday 27 August 2021 at the Canberra REX Hotel at 11.00a.m.

CLOSURE

Meeting closed at 12:40pm



Riverina Joint Organisation

Minutes

Board Meeting held

25 June 2021

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

The meeting opened at 9:07am

Present

Tony Donoghue PSM	Coolamon Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyer OAM	Greater Hume Shire Council	Alternate Delegate
Steve Pinnuck	Greater Hume Shire Council	
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman OAM	Independent Chairman	
Elizabeth Smith	Temora Shire Council	
Cr Graham Sinclair	Temora Shire Council	
Cr Greg Conkey OAM	Wagga Wagga City Council	
Peter Thompson	Wagga Wagga City Council	
Julie Briggs	Riverina Joint Organisation	
Paul Worsfold	Riverina Joint Organisation	
Isaac Cornell	Riverina Joint Organisation	
Kate Hardy	REROC	

1. Apologies

RESOLVED on the motion of Cr N Smith, seconded Cr G Sinclair that the apologies of Cr H Wilton, Cr B Monaghan, R Smith, G Lavelle, Cr D Palmer, A Drenovski, G Butler and C Templeton be accepted.

2. Move to Committee of the Whole

RESOLVED on the motion of Cr J Seymour, seconded Cr D Meyer that the Board conduct its business as a Committee of the Whole.

3. Declarations of Interest

There were no declarations of interest by the Board or staff.

4. Confirmation of Minutes of the Previous Meeting

RESOLVED on the motion of Cr N Smith, seconded Cr G Conkey that the minutes of the 23 April 2021 Board meeting be confirmed as a true and accurate record.

Page No. 1 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

5. Business Arising from Previous Board Meetings

Dealt with in reports.

6. Correspondence

RESOLVED on the motion of Cr N Smith, seconded Cr R Schirmer that the Board receive and note the correspondence.

7. Chief Executive Officer Report**7.1 JO Funding Arrangements**

Recurrent Funding for JOs – noted.

Cr A McAlister arrived at the meeting at 9:08am

P McMurray arrived at the meeting at 9:10am

JO Review – The review is currently underway with ARDT Consultants, a report is expected by the end of June, with the final report delivered by the middle of July. ARDT presented the findings to date at the Joint JO Chairs' meeting held in Sydney on 27 May 2021.

7.2 JO Core Activities - Regional Planning**JO Capacity Building Funding**

1. **Freight Project** – the final report is due this week. We will be requesting further work on the opportunities and challenges relating to Inland Rail.
2. **Best Practice in Aggregated Procurement (BPAP)** – A consultation on Stage 4 o was held with the Riverina Joint Organisation General Managers in May to discuss undertaking a procurement planning project. The GMs agreed that they preferred procurement to be undertaken by REROC on an on-demand basis. We have received the Stage 5 draft report for review.
3. **Skills Shortages Project** – the project is progressing well. P Worsfold, Project Officer raised the following issues with the Board:
 - a. **LGNSW Project Sharing Highly Skilled Workers** – LGNSW is developing this project and will be sharing it with councils.
 - b. **Council Visits** - P Worsfold is currently undertaking on-site visits speaking with GMs and HR staff. As a result of these meetings, he is now looking at other areas of need for Member Councils.

S Pinnuck has expressed his thanks for all the work P Worsfold has done in this role.

The CEO noted that Riverina Joint Organisation has now been offered a further \$150,000 in Capacity Building Project funding be delivered by June 2023.

Page No. 2 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

Resolved on the motion by Cr A McAlister, seconded Cr D Meyer that the Board note the report on the JO Capacity Building projects.

Regional Water Strategy – noted.

Regional Housing Strategy – Four workshops have now been held on this issue and have been well attended with good representation from all Member Councils and State Agencies attending. The Government released its NSW Housing Strategy and the NSW Housing Strategy Action Plan this month. The JO is also supporting RDA Riverina's Housing Summit which is being held on 13 August in Wagga Wagga.

NSW Waste and Sustainable Materials Strategy 2041 – the 20 Year Waste Strategy has been released. The JOs have requested more consultation on the Strategy.

7.3 JO Working Party Meetings

The Working Parties did not meet this month.

7.4 JO Core Activities – Advocacy and Lobbying

Visit to Parliament House Canberra – this will occur on the afternoon of 26 August. The Hon Michael McCormack's Office is assisting us with the arrangements. The August Board meeting will be held at the Canberra REX on the morning of 27th August.

Resolved on the motion by Cr N Smith, seconded Cr A McAlister that the Board write to Hon Michael McCormack to thank him for his three years of service as Deputy Prime Minister and for his support for the Region.

Meeting with Steph Cooke MP – noted.

ESL Contributions – LGNSW is requesting support for the lobbying they are undertaking in relation to the enabling legislation for the ESL contributions.

Resolved on the motion of Cr N Smith, seconded Cr R Schirmer that:

1. the JO write to the Minister for Local Government, the Deputy Premier and the Premier seeking support for the LGNSW amendment to the Local Government Act with copies to local members and to Country Mayors; and
2. the JO write to the Treasurer and request advice as to the methodology used to set the Funding Target for the RFS and what level of independent oversight is provided to the RFS budget process.

Section 7.12 Contributions for State Significant Developments – Riverina JO has written again to the Minister in relation to the Section 7.12 Contributions. The Joint Chairs have also written to the Minister about this issue and have received a similar response to the JO's.

IPART Review of the Rate Peg to include Population Growth – a response was prepared to this Review in consultation with the Members.

Page No. 3 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

Resolved on the motion of Cr A McAlister, seconded Cr G Sinclair that the JO Board adopt the response to the Review of the Rate Peg to include Population Projections.

Cost of Introduction of e-Planning – noted.

Consultation on the ABS Agricultural Census – noted.

Certification of Council Engineers – noted.

Construction of a New and Larger Burrinjuck Dam – noted.

Mobile Phone Black Spots – noted.

NBN Regional Services – noted.

7.5 JO Core Activities – Intergovernmental Co-operation

The following activities have occurred in this Core Activity:

Partnership with NSW Spatial Services and RAMJO – this is an exciting new partnership which will see us working with RAMJO and NSW Spatial Services to transfer our Freight Transport mapping to the Spatial Services Collaboration Platform.

Critical Events Co-ordination Sub-committee – the Committee last met on 17 June and continues to share information between Member Councils and the participating agencies.

Regional Resilience and Recovery Sub-committee – noted.

Meetings with Murrumbidgee Primary Health District – noted.

Meetings with Department of Regional NSW – noted.

JO Executive Officer Meetings – noted.

Resolved on the motion of Cr N Smith, seconded Cr R Schirmer that the Board receive the CEO's report.

8. JO Chairman's Report

Joint JO Chairs' Meeting - the JO Chairs met in Sydney on 27 May with the focus of the meeting was a presentation on the JO Review from consultant's ARDT and presentations from IPART on the Rate Peg and from the Town Water Risk Reduction program.

The next meeting will be held in Sydney on 5 August.

Cr R Firman, Cr G Sinclair and Mrs J Briggs also attended Cr L Scott's Press Club Luncheon in Canberra on 22 June.

Page No. 4 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 25 June 2021

Resolved on the motion of Cr A McAlister, seconded Cr J Seymour that the Board note and receive the JO Chairman's Report.

9. Finance Report

Resolved on the motion of Cr D Meyer, seconded Cr R Schirmer that the Board receive the Year-to-Date Finance Report.

10. Urgent Business without Notice

Letter from Local Government Minister Hancock offering funding of \$150,000 to deliver Stage 2 Capacity Building projects. The projects are to be completed by June 2023. The funding cannot be used on operational expenditure or business as usual. The funding contract must be signed by 25 June and a plan for the projects to be undertaken must be provided to the OLG by 30 August.

Resolved on the motion of Cr G Conkey, seconded Cr N Smith that the Board accept and sign the Capacity Building funding agreement.

Resolved on the motion of Cr N Smith, seconded Cr G Conkey that Riverina Joint Organisation conduct a ZOOM workshop to discuss projects for the funding and that the project proposals be brought back to the August Board meeting for adoption.

11. Resolution to Move out of Committee of the Whole

RESOLVED on the motion of Cr J Seymour seconded Cr N Smith that the meeting move out of Committee of the Whole.

12. Next Board Meeting

The Board of the Riverina JO will next meet on Friday, 27 August 2021 at the Canberra REX Hotel, Northbourne Avenue Canberra

Meeting closed at 10:25am



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Minutes

MANAGEMENT MEETING

TEAMS

WEDNESDAY 10TH AUGUST, 2021

Administration Centres: 1300 459 689

Management Meeting Agenda

10 August 2021

GM and Managers have agreed that they would like a formal agenda and minutes for Managers Meetings. You must send through an item to be placed on the agenda. If you don't send it through it will not be or it will not be discussed.

1. Feedback on Performance Reviews:

- Thanks to all for your contribution through the performance review process.
- There needs to be a better awareness of providing information to Councillors and the community.
- Assist Councillors by providing more technical information in the aspects of your area of operation.
- Finalising Council resolutions and deadlines needs to be improved.
- Very pleased with delivery performance review particularly Part D where 160+ efficiencies and cost savings were identified. These will be reported to Council on a quarterly basis.
- A positive response has been seen with Managers communicating with staff with regular meetings.

2. Budgets – (a standing item)

- You need to provide good information for quality budgets.
- Help and support each other.
- Share resources.
- From John Chapman:
 - Thanks to all managers for feedback
 - Following up on NCIF monies and potentially requesting extension from OLG
 - Please share any information you may have.
 - Preparation for Community Consultation to be held after election for 4yr plan.
 - Mark and Matt working on Plant Fund where problems need addressing.
 - Capital Works must be funded.

Asset Maintenance and upgrades

- Not much information on asset maintenance and upgrades.
- Consider how much money to be spent.
- Need to get budget right as it will be included in 1Q budget review for September Agenda.
- Phil C is working with auditors
- Finance getting very negative feedback from rate payers.
- More casual staff to be considered as staff are on leave and in lockdown.
- A report to be sent to managers to review current budgets.
- Identified deficiencies need to be resolved.
- Review department structure for potential recruitment.
- John to meet with managers individually and report back.
- Wayne and John to review waste reserve for next 12 months for capital works.

Management Meeting Agenda

10 August 2021

- Mark to review resealing resources.
- Matt to see John re Capital Works.

A lot of work is being done and we will continue to discuss.

3. Business Paper

- Reports should be started in draft at the close of one business paper in preparation for the next agenda.
- Draft reports to be in InfoCouncil for review at Manager's meetings. Just titles acceptable to be aware of reports and for discussion.
- Business paper deadlines to be communicated and enforced.
- Comprehensive and cohesive in nature.
- Wayne: Use Pulse for projects, prioritising, and reporting. Suggestion of Pulse presentation supported by John C and Matt.
- The following reports identified for the September Meeting:
 - Election date change
 - Energy action plan.
 - Grants – draft policy to be followed up with grant process document for staff.
 - Finance: Fees and Charges, two Monthly finance reports, two monthly investment reports
 - WP&R: Works Report, Street Trees (include DB&C re climate change risks re trees), Project Management costs.
 - Facilities: Project Update, Gundagai Swimming Pool and grants spreadsheets. (discussed money being removed from budget for project costs and associated impacts)
 - Civil Works: Aerodrome Minutes, Works Reports and Local Traffic Committee Minutes.
 - Business: Progress report.
 - DP & C: DA Stats, Gundagai Solar Farm and Dentist.
 - Tech Serv: Plant Replacement.

4. EAP

- Katrina smith has provided Managers with EAP Training kit to assist staff.
- Read through and bring back any questions to next Manager's meeting.
- Staff mental wellbeing is important.

5. Organisation Structure and Review

- With announcement from Minister advising the proposed demerger would not occur a restructure needs to be undertaken.
- It will need to be presented to the Consultative Committee for consideration and comment and the Union for its consideration.
- Consultants are asked for a brief.
- Further discussion to occur.

6. Staff start, finish and lunch hours.

Management Meeting Agenda10 August 2021

- Managers need to be aware of staff comings and goings. This is having an impact on other staff.
- If special arrangements have been made between Managers and staff could it be noted on time sheets. Inform others around workplace whom may be impacted.
- Once a manager has signed a time sheet may it be questioned by payroll, so get it right
- GM to send message to all staff regarding this issue.

7. Gundagai Office Refurbishment

- Works to commence around September
- Arrangements to be determined to relocate staff whilst works are being undertaken.
- Location of Customer Service to be determined.
- Communicate changes to community.

8. Communication between Managers and Councillors

- Draft OLGNSW policy to go to meeting for consideration of Council.
- Items for discussion with Council needs to go on the workshop agenda.
- Guest speakers to go to mid monthly workshops and not before Council Meeting workshops where the agenda is discussed.
- Councillors need further education on master plans and processes

9. Calendars

Due to an update all shared calendars were lost. Please share your calendar with all Managers.

10. Circulation of agendas and Minutes Manager's Meetings.

- Create an action list.



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Minutes

MANAGEMENT MEETING

TEAMS

WEDNESDAY 18TH AUGUST, 2021

Administration Centres: 1300 459 689

Management Meeting Agenda18 August 2021

Order of Business

1. Covid Regional lockdown – CGRC Information

- We are well prepared, correspondence as issued was reviewed by group.
- Arrangements made for staff working from home and in the office.
- Managers required to keep regular contact with staff to provide support.
- Health Inspector to create frequently asked questions list and distribute to all staff.
- General Manager participated in Video meeting with Office of Local Government and stressed that councils can be given significant fines for not conforming to health regulations regarding COVID-19.
- Outdoor staff MUST wear masks when working outside.
- Managers are required to ensure COVID-19 restrictions and regulations information is passed on to outdoor staff and to ensure they are adhered to.
- Regulatory Officer: Local Emergency Management Committee update:
 - An emergency meeting called with regional and local emergency management officers.
 - Worked on community action plan.
 - Emphasis on being prepared for any scenario.

2. Budgets – a standing item.

- Good feedback received from Managers.
- Working on outstanding grants.
- Finance working on long term financial plan
- Monthly finance and budget reports being prepared for Ordinary Meeting to be held August, 2021.
- More meetings to be held between Managers and finance to work on budgets.

3. Council Meeting and Business Paper Preparation – a standing item

- To be standing items for management meetings.
- Reports must be completed in a timelier manner.
- Draft paper to be reviewed with Managers on deadline day.
- No more late reports.
- Planning workshops to be considered and arranged as necessary

Management Meeting Agenda18 August 2021

4. Council Meeting Action Report

- Actions from Council meetings must be followed up in a timelier manner.
- RV Working party to use mapping to identify site. Planning and WHS staff be included on working party. Further report to Ordinary Meeting being held 28th September, 2021.

5. Inland Rail

- Part of agreement to train (up to 5) staff required to work in rail corridor.
- Mangers Civil Works and Technical Services to partner project.
- Meeting with Planning scheduled to discuss potential grant funding, intermodal freight destination.
- A future report to go to Council.

6. Gundagai Preschool Kindergarten Project.

- General Manager and Manager Facilities to work collaboratively on project. GM meeting weekly directly with Pre-school representatives.
- Application for construction certificate received.
- Procurement Officer working on Tender.
- Report be prepared.

7. Managers Leave

- Manager Civil Works on sick leave.
- Manager Planning, Development and Compliance commencing long service leave (6months).
 - General Manager requested assistance be given to team as required.
 - Delegations to be confirmed.



RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE EXTRAORDINARY MEETING

MINUTES

22 JULY 2021

The Extraordinary Meeting of the Riverina Regional Library Advisory Committee commenced at 9:30am.

PRESENT

Cr Cate Cross	Snowy Valleys Council
Cr Pam Halliburton	Junee Shire Council
Cr Dan Hayes	Wagga Wagga City Council
Cr Rod Kendall	Wagga Wagga City Council
Cr Annette Schilg	Greater Hume Council
Cr Dennis Sleight	Temora Shire Council
Cr Dallas Tout	Wagga Wagga City Council
Cr Greg Verdon	Lockhart Shire Council
Ms Courtney Armstrong	Coolamon Shire Council
Ms Alison Balind	Bland Shire Council
Ms Miriam Crane	Cootamundra-Gundagai Regional Council
Mr James Davis	Junee Shire Council
Mr Tony Donoghue	Coolamon Shire Council
Mr Gerard Van Emmerik	Federation Council
Ms Stacy Moses	Junee Shire Council
Mr David Smith	Greater Hume Council
Ms Elizabeth Smith	Temora Shire Council
Mr Peter Thompson	Wagga Wagga City Council
Ms Kristin Twomey	Snowy Valleys Council
Mr Peter Veneris	Lockhart Shire Council

IN ATTENDANCE

Mr Zac Armistead	RRL Digital Engagement Coordinator
Ms Amy Heap	RRL Outreach & Promotions Coordinator
Mr Robert Knight	RRL Executive Director
Ms Madeleine Scully	Wagga Wagga City Council
Ms Karen Wendt	RRL Business & Communications Coordinator

ACKNOWLEDGEMENT OF COUNTRY

Wagga Wagga City Council and Riverina Regional Library acknowledge the traditional custodians of the land, the Wiradjuri people, and pay respect to Elders past, present and future and extend our respect to all First Nations Peoples in Wagga Wagga.

We recognise and respect their cultural heritage, beliefs and continuing connection with the land and rivers. We also recognise the resilience, strength and pride of the Wiradjuri and First Nations communities.

APOLOGIES

Cr Leigh Bowden	Cootamundra Gundagai Regional Council
Cr Yvonne Braid	Wagga Wagga City Council
Cr Gail Law	Federation Council
Cr Kerrilee Logan	Coolamon Shire Council
Cr Penny Nicholson	Cootamundra Shire Council
Cr Bronwyn Thomas	Federation Council
Cr Jan Wyse	Bland Shire Council
Mr Gary Lavelle	Temora Shire Council

Recommendation

On the motion of Cr Greg Verdon and seconded by Mr James Davis

That the Apologies of the Riverina Regional Library Advisory Committee Extraordinary Meeting held on 22 July 2021 be received and accepted.

CARRIED

ACKNOWLEDGEMENT - CR DALLAS TOUT

Cr Dallas Tout resigned from the position of Chairperson of the RRL Advisory Committee on 16 July 2021.

Cr Tout has held the role of Chairperson since 2015, prior to which he was Deputy Chair for two years. Cr Tout has been a strong advocate for not only RRL, but also the broader NSW public library network, as demonstrated through his involvement with the NSW Public Libraries Association and as a representative on the NSW Public Libraries Consultative Committee.

RRL Advisory Committee members offer their sincere gratitude for his contribution to RRL over many years and wish him the very best for future personal and political aspirations.

REPORTS FROM STAFF**RP-1 RRL MEMBER COUNCILS' POSITION STATEMENT****Recommendation**

On the motion of Mr David Smith and Mr Tony Donoghue

That the Committee:

- a noting that Wagga Wagga City Council is currently reviewing its provision of library services, we receive and endorse the RRL Member Councils' Position Statement as a record of the strong support for the organisation by member councils, and an acknowledgement of its 43 year history as an exemplar of local government collaboration**
- b endorse a working party comprising four RRL Advisory Committee representatives and the RRL Executive Director be formed to examine sustainable operating models that ensure the continuation of the RRL in the event that one or more current participating councils do not continue with the future Deed of Agreement from 1 July 2022**
- c endorse the working party to present an interim report for consideration at the RRL Advisory Committee meeting in October 2021.**

CARRIED**RP-2 RRL – CLASSIFICATION UNDER THE LIBRARY ACT 1939****Recommendation**

On the motion of Mr James Davis and seconded by Ms Alison Balind

That the Committee:

- a note the advice from the Manager Public Library Services at the State Library of NSW in relation to the classification of RRL as operating under s12(2) of the NSW Library Act 1939**
- b authorise the RRL Executive Director to revise the RRL Deed of Agreement for the period 1 July 2022 – 30 June 2026 in accordance with s12(2) of the NSW Library Act 1939, for consideration at the October 2021 meeting of the Advisory Committee.**

CARRIED

RP-3 PURCHASE OF THE RRL ADMINISTRATION CENTRE**Recommendation**

On the motion of Mr Gerard Van Emmerik and Ms Miriam Crane

That the Committee:

- a authorise the Deputy Chairperson, Councillor Pam Halliburton, another nominated RRL Advisory Committee Councillor representative, and a RRL General Manager representative to continue discussions with Wagga Wagga City Council for the purchase of the RRL Administration Centre building at 2 Galing Place, Wiradjuri
- b note that a cost analysis of RRL Administration Centre outgoings (electricity, building insurance, water, land rates and maintenance) has been requested from Wagga Wagga City Council in accordance with the resolution of the March 2021 meeting of the Advisory Committee
- c authorise the representatives on behalf of RRL to undertake investigations into all options for the purchase of a RRL Administration Centre building.

The motion on being put to the meeting was LOST.

On the motion of Cr Greg Verdon and seconded by Mr Tony Donoghue

That the Committee:

- a **authorise the Deputy Chairperson, Councillor Pam Halliburton, another nominated RRL Advisory Committee Councillor representative, and a RRL General Manager representative to continue discussions with Wagga Wagga City Council for the purchase of the RRL Administration Centre building at 2 Galing Place, Wiradjuri**
- b **note that a cost analysis of RRL Administration Centre outgoings (electricity, building insurance, water, land rates and maintenance) has been requested from Wagga Wagga City Council in accordance with the resolution of the March 2021 meeting of the Advisory Committee.**

CARRIED

RP-4 EXPRESSIONS OF INTEREST FOR RRL EXECUTIVE COUNCIL**Recommendation**

On the motion of Ms Alison Balind and seconded by Cr Rod Kendall

That the Committee:

- a endorse the draft RRL Executive Council Expression of Interest document included with this report**
- b authorise the RRL Executive Director to invite expressions of interest from RRL member Councils on Monday 26 July, to undertake the role of Executive Council for the period 1 July 2022 to 30 June 2026 in accordance with clause 7 of the RRL Deed of Agreement, with a closing date for submissions of 20 August 2021**
- c authorise the RRL Executive Director to distribute the Expression of Interest document to any RRL member Councils that request a copy prior to the closing date for submissions**
- d authorise the RRL Executive Committee to review responses to the Expression of Interest and provide a recommendation to the October 2021 meeting of the Advisory Committee.**

CARRIED**RP-5 ADVICE FROM THE CROWN SOLICITOR****Recommendation**

On the motion of Ms Miriam Crane and seconded by Mr Tony Donoghue

That the Committee:

- a authorise the RRL Executive Director to seek advice from the Crown Solicitor through the Library Council of NSW in relation to the RRL Deed of Agreement 2018-2022**
- b note that a report will be provided to the October 2021 meeting of the RRL Advisory Committee in relation to the advice provided.**

CARRIED

RP-6 RRL EXECUTIVE COMMITTEE VACANCY**Recommendation**

On the motion of Cr Greg Verdon and seconded by Mr James Davis

That the Committee not appoint a Councillor representative to the RRL Executive Committee to fill the vacancy created by the resignation of Councillor Dallas Tout from the Executive Committee.

CARRIED**GENERAL BUSINESS****GB-1 APPOINTMENT OF RRL ADVISORY COMMITTEE WORKING PARTY****Recommendation**

On the motion of Cr Greg Verdon and seconded by Mr James Davis

That the Committee endorse the appointment of four RRL Advisory Committee representatives to the working party to examine sustainable operating models that ensure the continuation of the RRL in the event that one or more current participating councils do not continue with the future Deed of Agreement from 1 July 2022, referred to in RP-1:

Mr David Smith – nominated by Cr Greg Verdon and Mr Tony Donoghue

Mr Tony Donoghue – nominated by Mr David Smith and Cr Greg Verdon

Ms Kristin Twomey – nominated by Mr Tony Donoghue and Cr Cate Cross

Cr Pam Halliburton – nominated by Mr Tony Donoghue and Cr Annette Schilg

CARRIED**GB-2 APPOINTMENT OF RRL ADVISORY COMMITTEE REPRESENTATIVES****Recommendation**

On the motion of Mr David Smith and seconded by Mr James Davis

That the Committee endorse the appointment of one RRL Advisory Committee Councillor representative and one RRL General Manager representative to join the Deputy Chairperson, Cr Pam Halliburton, to continue discussions with Wagga Wagga City Council for the purchase of the RRL Administration Centre building at 2 Galing Place, Wiradjuri, referred to in RP-3:

Mr Tony Donoghue – nominated by Mr James Davis and Mr David Smith

Cr Greg Verdon – nominated by Mr David Smith and Ms Alison Balind

CARRIED

Cr Rod Kendall left the meeting at 10:28am.

CLOSE OF MEETING

The Riverina Regional Library Advisory Committee rose at 10:34am.



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Minutes

MANAGEMENT MEETING

TEAMS

WEDNESDAY 15TH SEPTEMBER, 2021

Administration Centres: 1300 459 689

Management Meeting Minutes

15 September 2

Order of Business

1. Communications Training/Presentation (Maxine and Linda)

- Provided information about the CGRC resources we communicate with the community: Newsletter, Snippets, Media Releases, Facebook posts, Individual Notices to Residents, Website, Customer Service Teams.
- Information needs to be timely, relevant, accurate and given maximum exposure.
- Plan ahead, think about the reach, circulation and frequency.
- Apply the principles of positive marketing.
- Be proactive versus reactive.

Maxine is able to provide the same presentation to team meetings.

This presentation will be scheduled for a Councillors Workshop.

2. IPR Documentation (Linda)

- Linda has forwarded an invite for all Managers to attend an IP&R Workshop on Monday 27 September 2021 9am-4pm in the Alby Schultz Centre. This full-day workshop is aimed at all those Council staff who will be contributing to the development and implementation of (and reporting in future on the progress of) the Community Strategic Plan, Delivery Program, Operational Plans and Resourcing Strategy. The purpose of this workshop is to bring all key staff to a common understanding of the requirements and intent of the IP&R framework. It will also provide them with clarity about the tasks and timeframes for the next cycle of planning, and their role and responsibilities in developing, implementing and reporting on these key documents.
- Linda presented the CGRC Communications and Engagement Strategy and the draft_Community Engagement Strategy for the CSP presented to September Council Meeting for adoption and requested any feedback.
- Phil noted that we need to:

Deliver a new and effective CSP and associated IPR documentation for the new Council, by 30 June 2022. Consultation and outcomes shall be best guided to ensure that the final documentation reflects that resources and priorities are targeted towards the specific needs of each separate community within the LGA.

This will be key for CGRC moving in the right direction. It is imperative that Managers get on board to make the CSP and IPR documentation succinct.

3. Budgets – a standing item.

- John provided an update on budget, budget review.
- Finance Committee met on 8 September. An overview was provided.

4. Council Meeting and Business Paper Preparation – a standing item

- Discussion occurred on various reports under preparation:
- Reports are due Thursday, 16th September, 2021 for agenda to be completed for Council by Tuesday 21st.

Management Meeting Minutes

15 September 2

5. Council Meeting Action Report

- Actions from Council meetings must be followed up in a timely manner.
- Marianne distributed latest version and discussion occurred on various updates provided, and necessary follow up required.

6. Items at hand (Phil)

- Geotech report released or Nangus building site, potential actions discussed.
- Residential and Industrial Development – meeting held to progress Claron Estate designs.
- Infrastructure Contributions reform – overview of actions required by Council.

7. Project Management Module (Linda)

- Discussion took place on merits following demonstration.
- Linda to advise still under consideration. A working party of Matt/Wayne/Mark/Andrew/Phil to provide feedback.

8. Internal Charges Waste Management-cost recovery managing internal waste disposal (Wayne)

- Finance has not allowed in current budget. John suggested to look at merits and report back.

9. Staffing – filling existing vacancies & current shortfall within P & G (Wayne)

- 2 Casual positions being recruited. Consideration of structure will be undertaken in current review process.

10. LRCI program (Mark)

- Managers to prepare any projects for consideration on R:\Economic Development\Grants\Masterlists
- Once program guidelines are finalised a report will be prepared for Council to adopt projects.

8.2 FINANCE

8.2.1 CORPORATE CREDIT CARD USE AND MANAGEMENT

DOCUMENT NUMBER	357094
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Reference to section 23A of the Local Government Act 1993.
POLICY IMPLICATIONS	Reference to Councils Corporate Credit Card Policy.
ATTACHMENTS	<ol style="list-style-type: none"> Guidelines on the Use and Management of Credit Cards- September 2021 ↓ Council Circular dated 13.09.2021 - Guideline on the Use and Management of Credit Cards -21-29 ↓ Corporate Credit Card Policy. ↓

RECOMMENDATION

- 1. The Office of Local Government Guidelines on the Use and Management of Credit Cards, attached to the report, be endorsed, as a supplement guideline to councils existing Corporate Credit Card Policy.**
- 2. Council officers develop an overarching framework for the management and use of corporate credit cards, to align with the provisions of the Office of Local Government Guidelines on the Use and Management of Credit Cards.**
- 3. A subsequent report be provided to council, once the Corporate Credit Card Use and Management Framework has been developed.**

Introduction

The Office of Local Government issued Circular 21-29 to Councils dated 13th September 2021 detailing the Release of the Guideline on the Use and Management of Credit Cards under section 23A of the Local Government Act, 1993 (the Act).

Initial observation of the OLG guidelines indicate that Council's current policy will need to be examined and thoroughly reviewed to align with the guideline provisions. Collaboration between the governance and finance departments is required to oversee this review.

Discussion

It is acknowledged that the existing Corporate Credit Card Policy requires updating, and staff will now use the OLG guidelines to develop a new set of overarching documents to manage councils corporate credit card use and management. These documents will include a Policy, Procedure, and other supporting documentation.

A total of 15 corporate credit cards are currently issued to staff. The positions that have been issued with those cards, along with related expenditure limits is listed as follows:

Card Holder	Limit
General Manager	\$ 10,000
Personal Assistant to the General Manager	\$ 10,000
Manager Civil Works	\$ 5,000
Manager Technical Services	\$ 2,000
Manager Waste, Parks and Recreation Services	\$ 2,000
Manager Community and Culture	\$ 2,000
Manager Assets	\$ 2,000
Manager Facilities	\$ 2,000
Manager Regulatory	\$ 2,000
Manager Development, Building and Compliance	\$ 2,000
Library Manager	\$ 2,000
Library & Community Services Manager	\$ 2,000
Risk WHS Officer	\$ 2,000
Works Supervisor	\$ 2,000
Manager Community and Culture	\$ 1,500
TOTAL	\$ 48,500

Strengthening local government

Office of Local Government

GUIDELINE ON THE USE AND MANAGEMENT OF CREDIT CARDS

UNDER SECTION 23A OF THE *LOCAL GOVERNMENT ACT 1993*

September 2021

ADAPTED FROM NSW TREASURY
POLICY AND GUIDELINES PAPER
TPP-21-02 "USE AND MANAGEMENT
OF NSW GOVERNMENT PURCHASING
CARDS", FEBRUARY 2021



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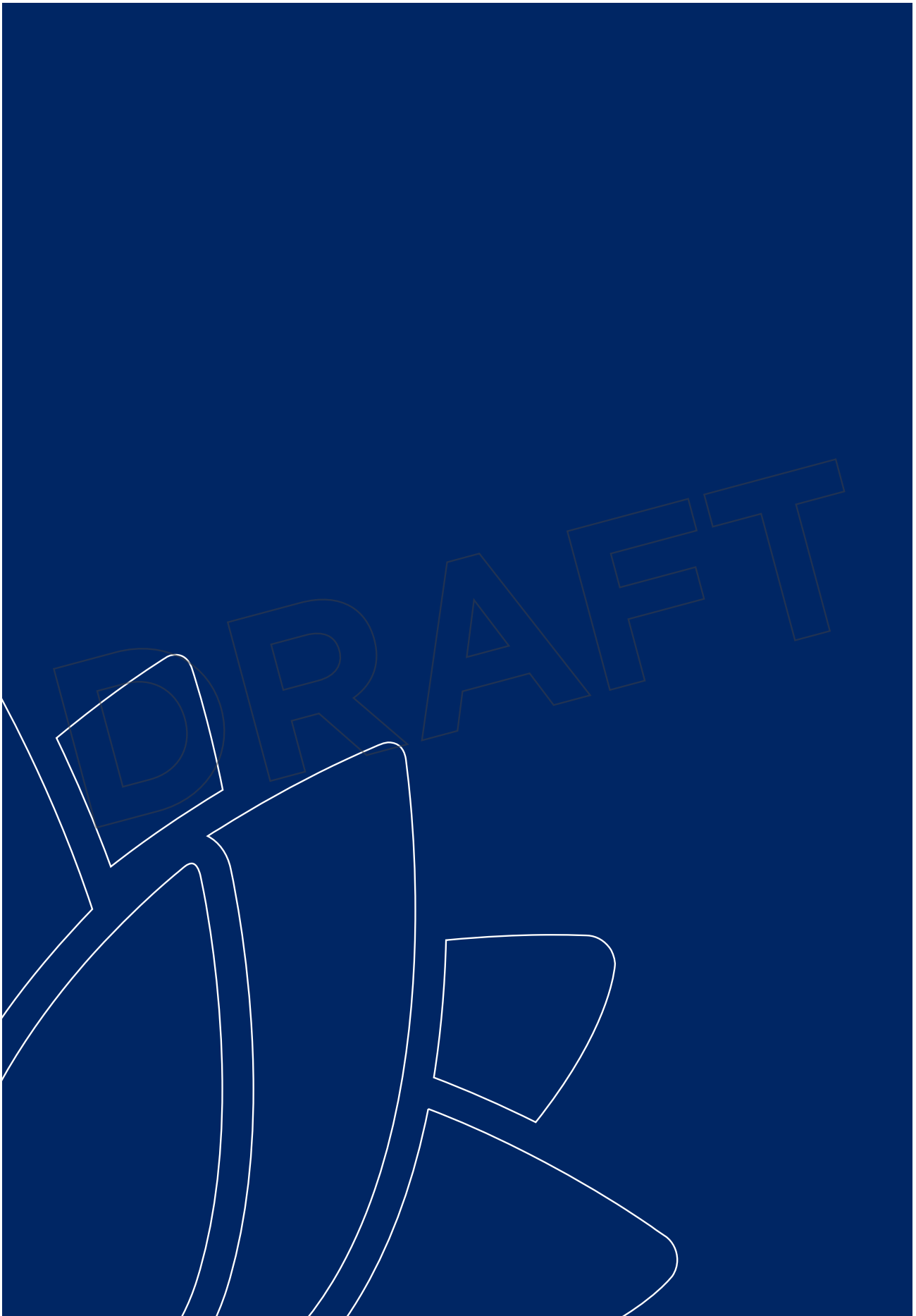
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Contents

Introduction	5
Part A – Developing a Credit Card Policy	6
Core Responsibilities	7
1 Core responsibility 1	7
2 Core responsibility 2	9
Part B – Operational Guidance	10
3 Risk Management	11
4 Preventative Controls	12
5 Detective Controls	18
Table 1: Suggested periodic monitoring and review timetable	20
6 Other Controls	21

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Introduction

The *Local Government Act 1993* (section 8B) and the *Local Government (General) Regulation 2021* (clause 209) require all councils to establish effective internal control mechanisms for financial management, expenditure and accounting records.

The Guideline on the Use and Management of Credit Cards (the Guidelines), established under section 23A of the *Local Government Act 1993* (LG Act), support these legislative responsibilities and provide specific sector-wide guidance on how to establish effective controls in relation to credit card use and management. They are based on the NSW Treasury guidelines that apply to state agencies.

The Guideline suggests a minimum framework for the use and management of credit cards to ensure that risks associated with their use and management are minimised. The guidance in this document applies equally to the use of Purchase Cards (PCards) and Virtual Cards (VCards) where councils use these facilities.

It provides councils, county councils and joint organisations with the necessary information to put in place internal controls surrounding the establishment, management, review and maintenance of a credit card policy and related procedures. It also seeks to reinforce the responsibilities of council officers when exercising functions in relation to sound financial management.

The Guideline is structured in two parts: core responsibilities and operational guidance. The two core responsibilities and associated actions provide the foundation upon which councils should shape their credit card policy. Operational guidance expands on these actions using a risk-based approach and includes advice on both the management of a credit card program and the responsibilities of individual cardholders.

The use and management of credit cards by councils is an important element of council operations and internal controls that must be included in each council's risk management framework and regularly reviewed as part of the audit, risk and improvement committee's and internal audit function's four-yearly strategic work program¹.

From June 2022, each council (including county councils and joint organisations) in NSW will be required under section 428A of the LG Act to appoint an audit, risk and improvement committee to review the council's financial management, statutory compliance and fraud and corruption controls.

Each council will also be required under the *Local Government (General) Regulation 2021* to establish and operate an effective risk management framework and internal audit function to support the work of these committees.

¹ The Guidelines for Risk Management and Internal Audit for Local Councils in NSW will provide more information about councils' statutory requirements in relation to audit, risk and improvement committees, risk management and internal audit. They will be made available at www.olg.nsw.gov.au

Part A

Developing a Credit Card Policy

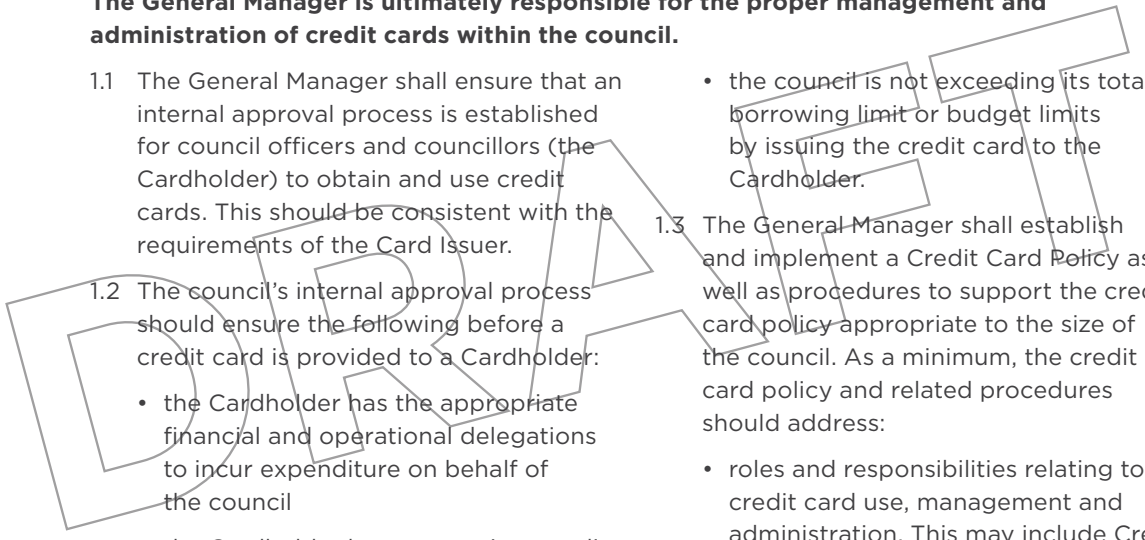
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Core Responsibilities

These core responsibilities are considered fundamental to establishing and maintaining an effective and efficient credit card policy and related procedures that ensures expenditure is always carried out in the public interest. Supporting each of these core responsibilities is a list of suggested actions that, when implemented together, will establish a minimum framework for the use and management of credit cards.

1 Core responsibility 1

The General Manager is ultimately responsible for the proper management and administration of credit cards within the council.

- 
- 1.1 The General Manager shall ensure that an internal approval process is established for council officers and councillors (the Cardholder) to obtain and use credit cards. This should be consistent with the requirements of the Card Issuer.
 - 1.2 The council's internal approval process should ensure the following before a credit card is provided to a Cardholder:
 - the Cardholder has the appropriate financial and operational delegations to incur expenditure on behalf of the council
 - the Cardholder has appropriate credit card limits set (monthly spend limit, transaction limit, and (only if deemed necessary for the smooth conduct of council business) ability for cash withdrawal determined and, if so, these limits include a cash withdrawal monthly limit and cash withdrawal transaction limit)
 - 1.3 The General Manager shall establish and implement a Credit Card Policy as well as procedures to support the credit card policy appropriate to the size of the council. As a minimum, the credit card policy and related procedures should address:
 - the council is not exceeding its total borrowing limit or budget limits by issuing the credit card to the Cardholder.
 - roles and responsibilities relating to credit card use, management and administration. This may include Credit Cards, Purchasing Cards (PCards)², Virtual Cards (VCards)³, Fuel Cards, Store Cards and CabCharge.⁴,
 - requirements for approval, issuance of credit cards and closure of accounts,
 - criteria for eligibility to obtain a credit card,

2 Purchasing card (Pcard) refers to a credit card issued by the Card Issuer (generally a bank, building society or credit union) which is used by Cardholders to engage in transactions relating to the purchase of goods and services on behalf of the organisation. Pcards are also known as corporate cards, government cards and procurement cards.

3 Virtual card (vCard) refers to a credit card that is not issued as a physical card, rather a 16-digit number provided to the supplier for use in card-not-present transactions. The vCard card is not linked to a Cardholder but is established in the council's name (with one or many users). To protect the card security, typically one card is created for use with a single supplier (Merchant).

4 Note that some credit facilities, such as fuel cards, may be covered under different corporate policies, such as a vehicle management policy. If this is the case, noting this in the credit card policy is recommended and the principles outlined in this Guideline should be reflected in these associated policies.

- credit limits, thresholds and restrictions,
- restrictions, including on prohibited items and supplier merchant blocks,
- the types of payments that are to be procured via an alternative method to ensure consistency with other corporate policies (for example, via a purchase order or established council supply contracts),
- Cardholder training requirements,
- requirements for transaction acquittal, including independent reconciliation of the General Manager and Mayor's credit cards as well as the responsible accounting officer / Chief Financial Officer or any other officer that can approve payments for credit card expenditure, and guidance for staff on how to escalate concerns,
- requirements for reconciliation and approval (taking into consideration segregation of duties),
- transaction dispute processes agreed with Card Issuer,
- best practice for Cardholders to ensure the security of credit cards,
- the process for reporting lost or stolen credit cards with Card Issuer,
- infraction, issues management and account cancellation,
- reporting fraud and corruption processes,
- software management (including user access and security),
- Cardholder security digital records management, and
- processes for the review and continuous improvement of the council's credit card policy.

- 1.4 The council should ensure there is an accessible and up-to-date record of all authorised Cardholders (a Credit Card Register⁵) with approval records from the appropriate line manager as well as the credit card Program Administrator (see section 4.2), authorising the card issuance and credit limit.
- 1.5 The General Manager should maintain an accessible record of the council's credit card program borrowing limit and aggregate credit limit of individual credit cards currently issued, (as well as PCard, Fuel Card, Store Card, Cabcharge and VCard limits where applicable). This may be combined with the Credit Card Register.
- 1.6 The General Manager should undertake appropriate actions to not exceed the council's total program borrowing limit and may wish to adjust the credit card program total program borrowing limit to meet the ongoing needs of the council.
- 1.7 The General Manager should ensure that a direct debit facility is implemented with the Card Issuer for the automatic payment of monthly credit card accounts in full to eliminate any late payment fees and interest charges.
- 1.8 The General Manager should ensure that the risks associated with the council's credit card program are subject to a risk assessment as part of the council's risk management framework to ensure identified risk treatments remain adequate or are properly remedied in a timely manner. See section 5.3 for further information.

⁵ A Register may consist of retained credit card applications in a single file; a separate register; and/or a function report provided online by the Card Issuer.

2 Core responsibility 2

Cardholders understand and are accountable for the responsible use of credit cards.

- 2.1 Cardholders must use credit cards for business purposes only and in a manner compliant with council's credit card policy and related procedures.
- 2.2 In relation to using their credit cards, Cardholders are responsible for:
- complying with the terms and conditions of the Card Issuer,
 - the safety and security of their card, card details and other requirements,
 - knowing the administrative conditions of their card and account, including relevant limits, thresholds and restrictions,
 - ensuring that the credit limits are not exceeded (purchases must not be split to negate single transaction limits),
 - obtaining and retaining all relevant documentation for all transactions. The Australian Tax Office (ATO) stipulates that all transactions above \$82.50 must have a tax invoice for GST purposes. It is recommended that all credit card transactions be substantiated, where possible, with an official tax receipt regardless of the amount, and
 - the timely acquittal of transactions, ensuring the time given is no greater than the time stipulated by the financial institution to log a dispute over errant transactions.
- 2.3 Cardholders should notify the Card Issuer directly in the following circumstances to reduce the risk of fraudulent transactions occurring:
- the loss or theft of the credit card, immediately regardless of whether it is a working day or weekend, and/or
 - awareness that an unauthorised transaction has occurred, at time of occurrence or at end of month reconciliation (whichever is the earliest).
- 2.4 Cardholders or their line manager should notify the credit card Program Administrator the next working day or as soon as practicable in the following circumstances:
- cessation of employment with the council,
 - a change in the Cardholder's substantive role,
 - a change in the nature of the Cardholder's responsibilities that no longer require the Cardholder to use a credit card (whether or not this includes a change in their substantive role),
 - a change to the operational or financial delegation limits that are associated with the Cardholder's role,
 - a prolonged leave of absence from performing their role (the council's credit card policy should advise what time period is considered a prolonged absence but is usually considered any absence longer than 8 weeks),
 - the credit card has been suspended or cancelled,
 - the loss or theft of the credit card, or
 - on awareness that an unauthorised transaction has occurred, at time of occurrence or at end of month reconciliation (whichever is the earliest).

Part B

Operational Guidance

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This Operational Guidance builds on the above core responsibilities by assisting councils to develop and tailor their credit card policy and related procedures to their size, complexity and risk profile, and provides Cardholders with information to help them understand their responsibilities.

3 Risk Management

3.1 A council's credit card policy and related procedures should seek to manage risks specific to the use of credit cards as part of the council's overall risk management framework. There are, however, particular risks associated with the use and administration of credit cards that will need to be identified and managed. Examples include:

- the risk of inappropriate use and waste (defined as any uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in a serious and substantial loss of public funds or resources),
- the potential for transaction and/or accounting errors (e.g. duplication of payments), and
- the application of inappropriate purchase methods (e.g. directly purchasing an item or service on credit card without assessment of any contract terms, rather than seeking to negotiate appropriate contract terms and conditions).

3.2 Risk is defined as the impact of uncertainty on objectives. In the context of credit cards, this risk will largely relate to those aspects of the use and management of credit cards

that could affect a council's overall financial position and ongoing financial management. However, risks arising from the use and administration of credit cards can also affect other objectives including those associated with procurement, service delivery and/or reputation.

3.3 One of the most significant risks associated with credit card administration and use that can adversely affect a number of objectives is fraud. The Independent Commission Against Corruption (ICAC) provides some examples of the potential fraud risks associated with credit cards⁶ including:

- a Cardholder charging personal expenses to the council credit card,
- a Cardholder and a client colluding to misuse a council credit card,
- a Cardholder using the card's personal identification number to withdraw cash for their own or another's benefit,
- a Cardholder falsifying, destroying or damaging receipts and other records, and
- one or more council officers colluding for improper benefit – for example, the Cardholder colluding with another council officer whose role is to check expenditure.

⁶ For further information on corruption prevention as it relates to credit cards, see <https://www.icac.nsw.gov.au/prevention/corruption-prevention-advice-topics/credit-cards>

3.4 While a number of risk types, together with specific examples of risks associated with credit cards have been provided here, it is important that councils engage in a structured risk assessment as part of their overall risk management framework to ensure that they are able to identify and assess the particular risks in relation to the use and administration of credit cards in their organisation. It is important not to rely only on previous experience to identify risks associated with credit card use. This is where it is useful when reviewing risk management strategies to involve key stakeholders including Cardholders, merchants and the Card Issuer.

Councils should also seek to keep up to date with new or emerging risks, especially those associated with the application of new technologies or during times of organisational change. Additionally, councils should endeavour to share their knowledge and experience with other councils, for example through joint organisations, in order to continually improve their management of these risks.

Councils should also refer to various audit reports of the Audit Office of NSW⁷ and other jurisdictions⁸ that have undertaken audit or assurance work relating to the use of credit cards to familiarise themselves with areas of concern that may be relevant to their organisational context.

4 Preventative Controls

Preventative controls are those designed to prevent errors and irregularities from occurring. Some examples of preventative controls for credit cards include:

4.1 Policies and Procedures

Setting out a council's expectations in a clear and well communicated credit card policy and related procedures is fundamental to the establishment of a strong control environment. Supporting procedures establish and standardise behaviours and help council officers, Cardholders and others to understand and fulfil their obligations.

Councils should consider the appropriate level of guidance required to ensure that their credit card policy expectations are understood and met by all council officers, Cardholders and other stakeholders. This may include, for example, supporting procedures on:

- card issue, transfer, and cancellation. Action to address damaged, lost or stolen cards should also be clearly described,
- routine review of issued cards, specifically to verify that credit cards are issued to staff with an identified business requirement and appropriate financial delegation (to purchase goods or services on behalf of the council) and to ensure that each Cardholder is still the appropriate recipient of a card,
- independent periodic monitoring and review of credit card use, management and overall performance across the council (see section 5.3 for suggested timeframes and further information),

⁷ For example, the 'Report on Local Government 2019': <https://www.audit.nsw.gov.au/our-work/reports/report-on-local-government-2019> and 'Credit card management in Local Government': <https://www.audit.nsw.gov.au/our-work/reports/credit-card-management-in-local-government>

⁸ Refer to Australian National Audit Office reports such as <https://www.anao.gov.au/work/performance-audit/defences-management-credit-and-other-transaction-cards>

- the applicable billing cycle and standardising the approval, acquittal and authorisation of transactions,
- processes for transacting via internet, phone or in person with a credit card, including any mandatory or prohibited methods of transacting,
- the retention of appropriate supporting documentation (including electronic documentation) to be retained in connection with the use of credit cards. This should include information about actions to be taken where the appropriate supporting documentation is unavailable or has been misplaced, or for unusual transactions that might require more than standard supporting documentation,
- allowable uses of the credit card and supporting staff to address unrecognised transactions, discrepancies, errors or inadvertent misuse and procedures for following up issues with merchants and/or the Card Issuer,
- secure storage and security of cards,
- user access to, and security requirements on, administration systems and applications supporting the credit card program, and
- confidentiality and security surrounding the use of credit card and related data, specifically accessing, retaining and sharing of card and cardholder details or other transaction details.

4.2 Nominating a Program Administrator

Councils should nominate the role of Primary Program Administrator (PA) and back-up Program Administrator to act as a central point of contact for Cardholders, Merchants, and the Card Issuer. PA's undertake certain functions within the Card Issuer's Administration System not accessible to other council staff including Cardholders. A nominated PA should be a council officer with relevant skills and experience to undertake the role.

The responsibilities of Program Administrators may include:

- supporting the development, review, implementation and communication of the council's Credit Card Policy and procedures
- receiving completed and approved Cardholder applications and submitting applications to the Card Issuer
- ensuring that Cardholders and approvers have completed reconciliation processes in a timely manner
- liaising with the Card Issuer about the administration of cards, including issuance, changing of limits, thresholds and restrictions, and cancellations
- liaising with the Card Issuer regarding the Card Issuer's Administration System.

4.3 Credit Card Limits and Restrictions

Limits and restrictions should be set for each Cardholder. In setting these the council should consider:

- the responsibilities of the role or position held by the Cardholder,
- the level of current expenditure of the Cardholder (subject to total program borrowing limit of the council),
- the types of expenditures made by the Cardholder, and
- ensuring consistency with other corporate policies.

Spending Limits

Councils can tailor the spending limits for individual Cardholders. Councils should ensure that spending limits align with its procurement policy. For example, the limit might be set to \$1,000 consistent with a procurement policy that requires a Purchase Order for any transaction greater than \$1,000. Any exceptions should be clearly included in the credit card policy.

It is good practice for councils to set and communicate the following for each Cardholder:

- maximum limits for each monthly billing period
- maximum limits on the amount of any individual transaction.

Cash Withdrawals

It is expected that credit cards will not be used for cash advances or cash withdrawals. For this reason, cards are generally issued with an existing block on cash withdrawals.

Some councils may wish to allow for cash withdrawals in particular circumstances, such as work in rural and remote locations where credit card facilities are not as widely used or when Cardholders are travelling overseas. In those cases, the council will need to manage the cash limits in accordance with internal approval structures. In these instances, it is also good practice for councils to set and communicate the following for each Cardholder:

- maximum transaction limits for cash withdrawals
- maximum monthly limits for cash withdrawal.

Prohibiting 'Purchase Splitting' and certain types of purchases

'Purchase splitting' occurs where Cardholders split one transaction into several purchases in order to avoid exceeding credit limits. This is also known as 'order-splitting' or 'stringing' arrangements. While these types of arrangements will usually be in breach of the terms of use of credit cards, councils should also consider explicitly prohibiting 'purchase splitting' arrangements in its credit card policy and associated procedures. Where a single transaction would exceed a Cardholder's credit limit, alternative payment arrangements (along with appropriate approvals if such a purchase amount is above the person's financial delegation) should be sought. Councils should also look to prohibit the purchase of specific items deemed non-business related or else are covered under alternative purchasing arrangements (refer to risk management at section 3 above).

Merchant Blocks

Banks require suppliers or merchants to have identifying codes based on the type of goods or services they sell. Councils may wish to apply blocks to some merchants based on these identifying codes. This prevents Cardholders from using their credit card to transact with these suppliers or merchants.

4.4 Segregation of Duties

Segregation of duties provides an important mechanism for councils to better prevent and detect errors, fraud and misuse. Credit card expenditure should be subject to independent approval to incur expenditure.

Administration of a credit card program should, where possible, be undertaken by someone who is not a Cardholder. Where a council has limited resources, clearly documented alternative control activities (such as periodic review processes by appropriate council officers) should be implemented instead. In cases where the PA is also a Cardholder, additional controls should be established around the maintenance and reconciliation of the PA's credit card.

4.5 Approvals and Authorisations

As described above, councils should establish an internal approval process for the issuance and use of credit cards. Credit cards should only be issued to individuals who are council employees or on the governing body. Councils are bound by the terms and conditions set by the card issuer and each credit card should be used by the Cardholder only.

While credit cards are assigned to particular individuals, a council's financial and operational delegations will generally refer to roles/positions rather than individuals.

If a Cardholder changes role/position or temporarily acts in a higher position, the continued use of the credit card by that individual, which is likely linked to their previous role/position, should be reviewed, as well as the ongoing appropriateness of any card limits, thresholds or restrictions. Councils should also have processes in place to ensure that credit cards are immediately cancelled upon the cessation of a Cardholder's employment. This should take into account any extended leave a person might take prior to cessation of employment.

4.6 Safety and Security of Credit Cards

Credit cards provide access to council funds. For this reason, the safety and security of the card and its details are paramount to ensuring that a council's resources are not misused or misappropriated. There are various points of interaction between the Cardholder, Council, Merchant and Card Issuer where the credit card and/or card details may be mishandled.

Ongoing Security, Storage and Use of Credit Cards

Councils should make clear to Cardholders their expectations concerning the storage of credit card details. In particular, councils should assess the risks associated with allowing a Cardholder to use their card when travelling overseas.

While credit cards generally have some inbuilt security features, physical security is extremely important and Cardholders should not allow others to undertake transactions on their behalf using their card details.

Furthermore, councils should ensure that Cardholders are aware of card issuer and organisational emergency contact details, including those for the PA, in the event they become aware that the details of the card have been compromised.

Notifying Card Issuer and Council of Loss or Theft

Cardholders should be aware of the process for reporting lost or stolen cards. The Cardholder should immediately notify the Card Issuer (available 24 hours, 7 days per week), as well as their line manager and the Program Administrator. Council should provide all Cardholders with relevant organisational and Card Issuer contact information at the time of issuing the credit card.

'Card-Not-Present' Transactions

There can be additional risks associated with transactions where credit cards are not physically presented, such as in telephone and internet transactions. Councils should consider and address these specific risks in credit card procedures and training.

One of the key risks is the physical separation between the Cardholder and the merchant making it difficult in some circumstances for the Cardholder to verify the identity of the merchant. For all 'card-not-present' transactions, Cardholders should ensure, to the best of their knowledge, that the merchants they are dealing with are known and reputable.

Cardholders using the internet to pay for purchases should ensure that they are familiar with, and adhere to, their organisation's internet use and security policies and procedures. At a minimum, Cardholders should check that the merchant's secure site address starts with https:// and NOT http://. Sites that start with https:// have an added encrypted transaction layer.

Cardholders will need to ensure they obtain proper records of transactions conducted by mail, telephone or internet to support timely acquittal of transactions. Electronic receipts should be properly stored for ease of access at the time of acquittal.

4.7 Security of Systems, Data and Information

Cardholders, PAs and other stakeholders manage and maintain the credit card program through an integrated web of systems and applications. For those councils that operate an electronic system for the management and reconciliation of credit cards, regular consideration should be given to the impact of cyber security risks to their credit card program and risks related to accessing, storing and sharing credit card-related data and information (including Cardholder personal details, credit card numbers, transaction data). This applies to the extent that it impacts on manual, paper-based systems of credit card management.

PAs or other credit card system users with privileged or administration user system access (such as reporting or capability to manipulate or export data relating to card details, Cardholder details, merchant details, account or billing details or other transaction data) should receive an appropriate level of training and only hold a level of access commensurate with the role they are undertaking, with that access removed when they no longer need to have access. Controls should be put in place to ensure that such officers who have a credit card themselves are subject to independent oversight.

Practices for training and continual user awareness surrounding the use of credit card systems may be beneficial to controlling risks associated with systems use. Also, cyclic reviews (such as quarterly or biannually) of user access, automated updates to user access passwords or codes, and/or two-factor authentication are all examples on the types of controls that could be used.

Further, users should be trained on the appropriate classification, labelling and handling of information along with the Information Protection Principles⁹ when dealing with council financial data and personal information. Councils should provide details on how users can ensure the proper handling and protection of data and information to ensure the basic obligations to protect information councils collect on their own activities and about individuals.

4.8 Training and Induction

Training Cardholders on their responsibilities is an important control that reduces the risk of credit card misuse. Training should provide Cardholders with the knowledge and skills to effectively deliver on their responsibilities and understand their accountability for credit card use. The training should cover all areas of credit card policies and procedures.

Training on, and council's expectations in relation to, credit card use and management, should be provided to Cardholders at induction or before being issued a credit card. In addition, it is recommended that the Cardholder signs a statement of responsibility to acknowledge their responsibilities with respect to the use and management of their credit card.

Training on the proper use of credit cards should also be provided to councillors, ideally as part of their general induction as new councillors that occurs at the start of each council term.¹⁰ Councillors have a responsibility for the sound financial management and sustainability of the council under the *Local Government Act 1993*.

4.9 Ongoing Communications

An ongoing communications program is good practice as it allows councils to:

- reinforce their policies, processes and procedures, including those related to fraud and misconduct
- remind Cardholders of their responsibilities, including timely reconciliation
- update Cardholders and other council officers on changes to policies, processes, procedures or terms and conditions of use
- ensure awareness of various training and support facilities offered to Cardholders and other council officers.

⁹ See: <https://www.ipc.nsw.gov.au/information-protection-principles-ipps-agencies>

¹⁰ For further guidance on how to undertake induction and training for new councillors, visit the OLG website: www.olg.nsw.gov.au

5 Detective Controls

Detective controls are designed to identify and rectify errors and irregularities. Some examples of detective controls that councils may employ include:

5.1 Expenditure Acquittals and Reviews

Acquittal and review of credit card transactions are important detective controls for councils. In the first instance, acquittals will be undertaken by a Cardholder to compare expenditure from advice provided by the Card Issuer to their supporting documentation to ensure that transactions are accurate. This process should be completed as soon as possible and, if possible, within 30 days of advice from the Card Issuer to allow any disputed transactions to be reported to the Card Issuer in a timely manner.

A review of the Cardholder's transactions should also be undertaken by the Cardholder's direct manager. The Cardholder's direct manager (or in the case of the General Manager, the Mayor) is usually the most appropriate person to conduct the review as they will be familiar with relevant credit card policies and guidelines for credit card use and have knowledge of the activities of the Cardholder. However, where the council determines that the direct manager is not the appropriate person to exercise the review, they should nominate another reviewer based on the following considerations:

- seniority of the reviewer relative to the Cardholder
- independence of the reviewer
- knowledge of the Cardholder's activities
- knowledge of the council's credit card policy.

The reviewer will be responsible for forming a view on whether the expenditure incurred was for business purposes and was consistent with the Cardholder's responsibilities and activities. The reviewer should assess whether:

- the expenditure incurred was appropriate for the purpose and reasonable
- the expenditure categorisations align with those allowed by the council
- the appropriate supporting documentation has been attached
- financial systems ledger costings information is correct.

In addition to these processes, council should ensure that there are processes for regular independent reviews of a sample of Cardholder transactions.

There should be an audit trail to record the date of all reconciliations and reviews as well as to verify the identity of the Cardholder and reviewer.

Procedures and controls should also be established over the maintenance and storage of records of credit card reconciliations and other supporting documentation as relevant, and in accordance with council's record keeping obligations.

5.2 Detecting Fraud

Fraud by its nature is more difficult to prevent and detect than unintentional errors and irregularities. As fraud is an intentional act, perpetrators will often take actions to avoid detection. This includes circumventing existing controls. While any system of control cannot entirely eliminate the risk of fraud, it is necessary to identify and assess fraud risks and design controls specifically to mitigate the risk of fraud.

Protecting a council's resources from fraud and monitoring for suspicious activity of staff and/or third parties is not a simple task. While it may be appropriate for councils with large amounts of assets and/or expenditure to engage sophisticated and integrated fraud prevention and detection systems, all councils will benefit from targeted monitoring for fraud risk. This may include monitoring for:

- unusual or unexpected levels of expenditure
- transactions with unusual types of Merchants
- the use of 'suspicious' words, as identified by the council, to identify exceptions
- transactions for non-business items and services
- multiple transactions for the same or similar items or for the same amount
- inconsistency between expense description and merchant code
- consistent late submission of supporting documentation or outstanding reconciliations
- transactions that have occurred on weekends, public holidays or while the Cardholder is on a leave of absence.

However, it should not be assumed that fraud has occurred if an instance listed above is identified. There may be legitimate reasons for any of these occurrences. Rather, the indicators should prompt further inquiry to ensure that they reflect appropriate use of the credit card.¹¹

5.3 Monitoring and Review of Credit Card Controls

Councils should design and implement a credit card monitoring and review schedule as part of its overall risk management framework. This schedule should provide a systematic and continuing assessment of internal controls of the credit card program to ensure that identified and implemented controls remain effective and fit for purpose. This should include testing whether existing controls are operating effectively using techniques such as re-performance, observation or inspection of documentation. Audit logs of the activities of PAs or other credit card system users with privileged or administration user system access should also be kept and reviewed as part of this schedule.

Regular reviews are also necessary to ensure the system of controls continues to effectively and efficiently mitigate credit card risks, because risks will not be static. Reviews with individual self-assessments or like reports being provided to line or senior management for review may include:

- user reviewed or guided self-assessment (based on a checklist or other tool that identifies key controls to be verified)
- line management or PA reviews (based on a defined set of controls to be verified. This may include data mining and analytics or guided assessment)
- independent or third-party reviews, e.g. internal or external audit.

Councils will need to assess the value of employing different monitoring and review methods. A range of frequent, lower cost, risk-based reviews in addition to less frequent major reviews may provide an appropriate level of assurance.

¹¹ For further information about managing fraud generally, see <https://www.audit.nsw.gov.au/our-work/reports/fraud-control-improvement-kit-meeting-your-fraud-control-obligations>. Further information and guidance to prevent fraud and corruption is also available from ICAC: <https://www.icac.nsw.gov.au/prevention>

An adapted version of an example periodic monitoring and review frequency table (Table 1, below) designed by the Australian National Audit Office¹², provides some guidance on the different types of review and monitoring that councils should engage in, and the relevant timeframes.

Table 1: Suggested periodic monitoring and review timetable

Indicative Frequency	Nature of monitoring and review
Ongoing	<ul style="list-style-type: none"> Recording of unusual events (e.g. record instances of reported personal use of credit cards so any recurrence is noted; record Merchants involved in disputed transactions). Assess and act on overdue reconciliations by Cardholders.
6 – 12 months	<ul style="list-style-type: none"> Review credit card use against credit limits for possible adjustments. Review credit cards not used for a significant period to establish if they are still required. Sample testing of transactions with higher risk of misuse (e.g. check whether transactions properly established value-for-money and compliance with guidelines; check whether transactions with duplicated details are Merchant error). Statistical analysis of utilisation patterns (e.g. identify opportunities for centralised procurement of some types of goods). Reconcile Individual Credit Card Application / Statement of Responsibility / Card Statements Issued with the Card Issuer's Card Management Reports.
1 – 4 years	<ul style="list-style-type: none"> Internal audit review covering credit cards as appropriate (e.g. processes for issue and return; whether reconciliation and review procedures are being followed). Review expenditure in areas where judgement plays an important role (e.g. travel and meals) in order to assess whether the expenditure is remaining within public expectations.

¹² Australian National Audit Office 2013, [Controls over Credit Card Use](#): Report No. 35 2012-13, Australian National Audit Office, Canberra, viewed 3 June 2021.

5.4 Internal Reporting

Councils should utilise the Card Issuers Administration System to ensure that they are aware of each card issued to Cardholders within the council, including the relevant administrative conditions attached to each card. Managers should receive regular reports on credit card usage within their areas, including inactive accounts (where relevant), to allow for review and any updates to be made to the Credit Card Register.

5.5 Internal Audit

A council's Audit, Risk and Improvement Committee and internal audit function have a key role to play in ensuring the integrity of the systems, policies, processes and procedures in place, and should include a review of credit card controls as part of its four-yearly strategic work program¹³ (See Table 1 above).

6 Other Controls

6.1 Automated Controls

Automated systems can greatly assist councils to ensure timeliness and support a consistent format for processes associated with credit card expenditure, for example, automated statements can be sent to Cardholders or an Expense Management System (EMS) can be utilised for transaction management and acquittal processes.

Councils should remain vigilant, however, to ensure that processes are being properly utilised and that they have clear control objectives and provide an audit trail that can be readily monitored and reviewed.

¹³ Refer to the Guidelines for Risk Management and Internal Audit for Local Councils in NSW issued by the Office of Local Government (www.olg.nsw.gov.au) for more information about audit, risk and improvement committee and internal audit work programs.





Office of
Local Government

Circular to Councils

Circular Details	21-29 / 13 September 2021 / A778846
Previous Circular	N/A
Who should read this	Councillors / General Managers / Finance staff
Contact	Policy Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Release of the *Guideline on the Use and Management of Credit Cards*

What's new or changing

- The Office of Local Government (OLG) has developed the *Guideline on the Use and Management of Credit Cards* (the Guideline) under section 23A of the *Local Government Act 1993*.

What this will mean for your council

- Councils must take this Guideline into consideration when developing or reviewing their credit card policy. This will ensure greater consistency across the sector in terms of how credit cards are managed, and inherent risks are minimised.
- The Guideline is divided into two parts:
 - Part A provides a list of core responsibilities that councils should consider as foundational elements of their credit card policy and related procedures; and
 - Part B provides operational guidance that expands on these core responsibilities with practical advice on best practice credit card management and the responsibilities of individual cardholders, including risk management, preventative controls and detective controls.
- The Guideline is based on the NSW Treasury's credit card policy and guidelines for NSW state agencies ([TPP21-02 Use and management of NSW Government Purchasing Cards](#) (PDF)) to the extent its principles are relevant to local government.
- The Guideline was developed in response to a performance audit of credit card usage at six local councils by the NSW Audit Office, which released its [Final Report](#) on 3 September 2020.

Key points

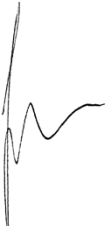
- The use and management of credit cards by councils is an important element of council operations and internal controls that must be included in each council's risk management framework.
- Councils that do not have a credit card policy should note that the [audit risk and improvement committees](#) (ARIC's) that are to be required from 4 June 2022 will review certain aspects of a council's operations, including risk management and fraud control.

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- The Guideline provides an overarching framework and suggested considerations and approaches to guide the development and/or review of credit card policies and related procedures.
- It also allows for sufficient flexibility to allow councils to shape a policy tailored to their size, complexity and risk profile.

Where to go for further information

- The Guideline is available on OLG's website at:
<https://www.olg.nsw.gov.au/councils/council-finances/credit-cards/>.
- For further information please contact the Policy Team on (02) 4428 4100 or by email at olg@olg.nsw.gov.au.



Kiersten Fishburn
Coordinator General
Planning Delivery and Local Government

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Corporate Credit Card Policy

Policy Approval and Distribution

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

Version Control

Ref	Date	Description	Resolution Number
0.1	27-11-2018	Adopted by Council.	241/2018

Purpose

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

Principles

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

Objectives

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

Scope

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

Related CGRC Policies and Procedures

- Code of Conduct
- Procurement Policy and Procedure

Review Period

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

Policy Statement

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

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

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

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

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

Procedure

Issuing of Cards

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

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

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

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

Monthly Limit and Authorisations

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

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

Restrictions

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

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

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

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

How Do I Use It?

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

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

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

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

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

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

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

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

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

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

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

Payment of Monthly Account

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

Reconciling Monthly Statements

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

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

Disputed Purchases

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

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

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

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

Terminating or Ceasing Employment

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

Reporting Lost or Stolen Cards

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

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

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

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

Replacement Cards

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

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

Implementation

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

Attachments

Attachment 1 Cardholder Approval and Acknowledgement

Attachment 2 Disputed Transactions

Attachment 3 Lost or Stolen Cards

Attachment 4 Replacement Cards



Attachment 1

Corporate Credit Card Cardholder Approval and Acknowledgement

Approval	
Cardholder's Name:	
Position:	
Credit Limit (Monthly): \$	
General Manager's	
Signature:	Date:

<p><u>Acknowledgement</u></p> <p>I acknowledge receipt of the Cootamundra-Gundagai Regional Council Corporate Credit Card and agree that:</p> <ol style="list-style-type: none"> 1. I will not use the Corporate Credit Card, nor permit it to be used, other than for official Council purposes. 2. I will ensure security of the Corporate Credit Card at all times and will not permit the card to be used by any other person. 3. If the Corporate Credit Card is lost or stolen, I will immediately report it missing to Council's bank and will also inform the Finance Manager. 4. If my position with Cootamundra-Gundagai Regional Council changes or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card. 5. I will retain all original supporting documentation that meets the requirements of a tax invoice for presentation to the relevant authorising officer. 6. I will ensure that all Work Health & Safety requirements are complied with for all purchases. <ol style="list-style-type: none"> 1. If I misuse the Corporate Credit Card (i.e. use it in a manner otherwise that in accordance with the instructions provide) I may be liable for disciplinary action in accordance with Council's Code of Conduct.
--

Card No:	Expiry Date:
Signature of Cardholder:	Date:
Witness Name (Print):	Signature:

Attachment 2

Corporate Credit Card Disputed Transactions

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

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

Transaction Date	Supplier	Reason for Dispute	Amount

Attachment 3

Corporate Credit Card Lost or Stolen Cards

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

Details (Cardholder to complete)	
Corporate Credit Card No:	
Cardholder's Name:	
Reason for loss:	
Council's bank notified on (Date):	
Finance Manager notified on (Date):	
Cardholder's Signature:	Date:

Financial Control (Chief Financial Officer to complete)	
Council's bank notified:	
Corporate Credit Card Register updated:	
New Card No:	
Date Received:	Signature:

Attachment 4

Corporate Credit Card Replacement Cards

Details (Cardholder to complete)	
Old Corporate Credit Card No:	
Cardholder's Name:	
Reason for replacement:	
Cardholder's signature:	Date:
Financial Control (Chief Financial Officer to complete)	
Council's bank notified:	
Corporate Credit Card Register updated:	
New Card No:	
Date received:	Signature:

8.2.2 INVESTMENT REPORT - AUGUST 2021

DOCUMENT NUMBER	357067
REPORTING OFFICER	John Chapman, Interim Manager Finance and Customer Service
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Council's investment income for August 2021 was \$5,345.34, 5% over the budgeted figure of \$5,096.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act (NSW), 1993, Local Government (General) Regulation, 2005 paragraph 212.
POLICY IMPLICATIONS	The Investment Policy was adopted on 31 st July 2018 and was due for review on 31 st July 2021.
ATTACHMENTS	1. Investment Report August 2021 ↓

RECOMMENDATION

The Investment Report for August, 2021 be received and noted.

Introduction

The monthly investment report provides an overview of Council's investments, and their performance for the month.

Discussion

Investments for the month have produced interest of \$5,345.34, being 5% over the budget for the month.

INVESTMENT REPORT

As at: 31/08/2021

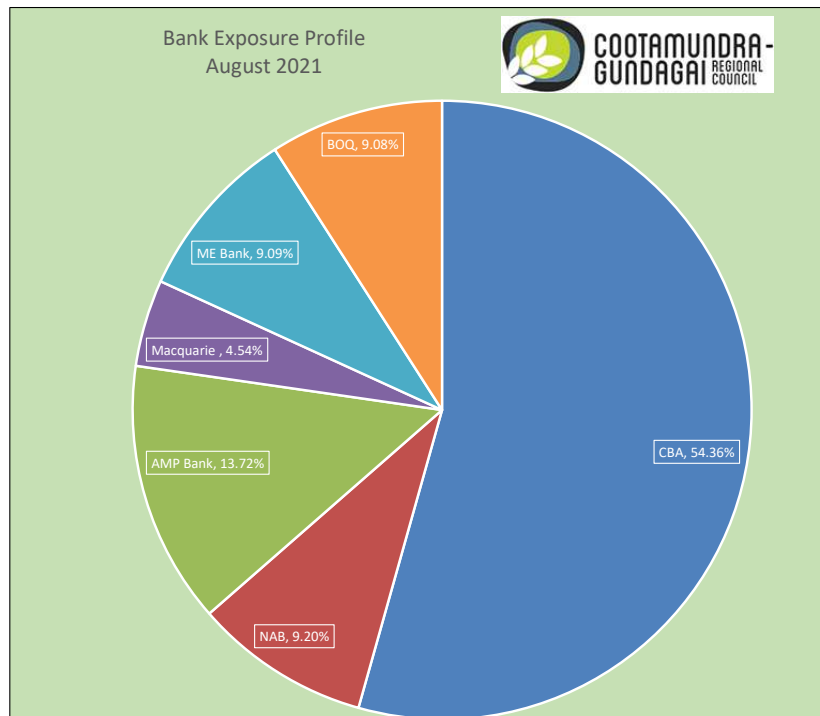


Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
24 Mar 2021	0.35%	181	\$2,000,000.00	BOQ	\$ 594.52	21 Sep 2021
21 Jun 2021	0.27%	92	\$2,000,000.00	National Australia Bank	\$ 458.63	21 Sep 2021
24 Aug 2021	0.40%	91	\$1,000,000.00	Macquarie	\$ 339.73	23 Nov 2021
20 Jul 2021	0.45%	182	\$1,001,131.51	ME Bank	\$ 382.62	18 Jan 2022
31 Aug 2021	0.45%	182	\$1,000,000.00	ME Bank	\$ 382.19	1 Mar 2022
20 Jul 2021	0.60%	245	\$1,006,954.25	AMP	\$ 513.13	22 Mar 2022
13 Jul 2021	0.75%	336	\$2,013,908.49	AMP	\$ 1,282.83	14 Jun 2022
		AC	\$3,667,452.25	Commonwealth Bank	\$ -	At Call
		BOS	\$8,302,631.90	Commonwealth Bank	\$ 705.10	At Call
		AC	\$26,800.67	National Australia Bank	\$ 7.13	At Call
Total			\$22,018,879.07			
Matured in Report Month						
24 Mar 2021	0.40%	153	\$1,000,000.00	Macquarie	\$ 339.73	24 Aug 2021
24 Mar 2021	0.40%	160	\$1,000,000.00	ME Bank	\$ 339.73	31 Aug 2021
Totals					\$ 5,345.34	

Budgeted Interest for Month	\$ 5,095.89
Combined Interest Rate	0.29%
BBSW Benchmark Rate	0.0255%

This report is produced in accordance with section 625 of the local Government Act 1993 and all Investments have been made in accordance with the Act, the Regulations and council's investment policy.
Signed

John Chapman
Responsible Accounting Officer



8.2.3 MONTHLY FINANCE REPORT FOR AUGUST, 2021

DOCUMENT NUMBER	357368
REPORTING OFFICER	John Chapman, Interim Manager Finance and Customer Service
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	Regular monitoring of Council's finances will ensure that any issues are identified in a timely manner.
LEGISLATIVE IMPLICATIONS	There are no legislative implications associated with this report.
POLICY IMPLICATIONS	There are no policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Consolidated Budget Report August 2021 ↓ 2. Business Unit-Cost Centre Report August 2021 ↓ 3. Capital Expenditure Summary August 2021 ↓

RECOMMENDATION

The Finance Report for August, 2021, and attached reports, be received and noted.

Introduction

The Monthly Finance Report provides Councillors with an update on the current budget status.

Discussion

At this early stage of the financial year no major concerns have been identified.

A number of capital works projects commenced in 2020-2021 were incomplete as of 30th June, 2021. The balance of funding for these projects will be carried forward to the 2021/22 financial year.

These, and other relevant adjustments, will be made in the September, 2021 Quarterly Budget Review, scheduled for consideration by Council at the Ordinary Meeting to be held 30th November, 2021.

Monthly budget variance report
Consolidated
Period ended 31 August 2021



	Year to date actual				Consolidated total	Consolidated budget	Balance remaining	% of annual budget	QBR adjustment	Full year result	Comments
	General	Waste	Water	Sewer							
Revenue											
Rates and annual charges	9,216,069	2,628,615	501,351	633,546	12,979,581	16,537,983	3,558,402	78.48%	-	16,537,983	
User charges and fees	173,854	80,089	471,175	245,393	970,511	7,238,694	6,268,183	13.41%	-	7,238,694	
Interest and investment revenues	3,283	844	5,290	2,328	11,745	183,800	172,055	6.39%	-	183,800	
Other revenues	144,278	145	263	-	144,685	1,053,800	909,115	13.73%	-	1,053,800	
Operating grants and contributions	1,212,459	-	-	-	1,212,459	8,662,054	7,449,595	14.00%	-	8,662,054	
Capital grants and contributions	1,395,535	-	-	-	1,395,535	7,757,353	6,361,818	17.99%	-	7,757,353	
Recovery of corporate overhead expenditure	-	-	-	-	-	1,894,691	1,894,691	0.00%	-	1,894,691	
Total revenue	12,145,479	2,709,693	978,078	881,266	16,714,517	43,328,375	26,613,858	38.58%	-	43,328,375	
Expenditure											
Employee costs	1,910,742	98,135	92,414	88,361	2,189,651	11,480,269	9,290,618	19.07%	-	11,480,269	
Borrowing costs	77,349	-	10,848	6,469	60,032	249,647	189,615	24.05%	-	249,647	
Materials and contracts	960,142	249,715	269,606	71,444	1,550,908	10,452,349	8,901,441	14.84%	-	10,452,349	
Other expenses	1,160,744	15,133	44,975	46,953	1,267,805	3,230,586	1,962,781	39.24%	-	3,230,586	
Internal Overheads	14,289	-	91	561	14,940	1,894,691	1,879,751	0.79%	-	1,894,691	
Depreciation	-	-	-	-	-	9,509,095	9,509,095	0.00%	-	9,509,095	
Total expenses	4,123,265	362,984	396,238	200,850	5,083,337	36,816,637	31,733,300	13.81%	-	36,816,637	
Net result	8,022,213	2,346,710	581,841	680,416	11,631,180	6,511,738	(5,119,442)			6,511,738	

Business Unit/Cost Centre Summary - Operating

Period ended 31 August 2021



	Income					Expenditure				Comments
	Actual	Budget	Variance	%		Actual	Budget	Variance	%	
Buildings & Property Management	18,252	192,880	174,628	9.46%		216,369	1,285,600	1,069,231	16.83%	
Business Services	8,259	80,100	71,841	10.31%		755,082	1,822,883	1,067,801	41.42%	
Civil Works	36,513	5,543,487	5,506,974	0.66%		199,368	1,134,848	935,480	17.57%	
Community and Culture	998,690	2,754,378	1,755,688	36.26%		321,646	1,616,071	1,294,425	19.90%	
Development, Building and Compliance	171,649	426,320	254,671	40.26%		259,002	1,153,165	894,163	22.46%	
Executive Office	31,896	235,018	203,122	13.57%		231,663	1,143,315	911,652	20.26%	
Finance and Customer Services	9,885,222	17,849,816	7,964,594	55.38%		337,868	2,989,623	2,651,755	11.30%	
Parks, Recreation & Public Toilets	1,312	21,410	20,098	6.13%		599,462	3,162,609	2,563,147	18.95%	
Regulatory Services	137,142	764,003	626,861	17.95%		347,567	1,862,475	1,514,908	18.66%	
Roads, Bridges, Footpaths, etc	846,683	4,413,039	3,566,356	19.19%		946,716	12,164,360	11,217,644	7.78%	
Technical Services	9,860	110,000	100,140	8.96%		(91,478)	(247,850)	(156,372)	36.91%	
Waste Services	2,709,693	3,413,271	703,578	79.39%		362,984	1,826,156	1,463,172	19.88%	
Water Supply Services	978,078	4,543,000	3,564,922	21.53%		396,238	4,435,173	4,038,935	8.93%	
Sewerage Services	881,266	2,981,653	2,100,387	29.56%		200,850	2,468,209	2,267,359	8.14%	
Total	16,714,517	43,328,375	26,613,858	38.58%		5,083,337	36,816,637	31,733,300	13.81%	

Capital expenditure

Period ended 31 August 2021



	Actual	Budget	Variance	% Spent	Comments
Plant and Equipment	128,552	1,332,288	(1,203,736)	10%	
Office Equipment	-	40,000	(40,000)	0%	
Land	(100,758)	2,550,465	(2,651,223)	-4%	
Buildings	139,967	1,666,786	(1,526,819)	8%	Balance of projects budgets to be rolled from 2020-2021
Other Structures	2,895	-	2,895	0%	Balance of projects budgets to be rolled from 2020-2021
Roads	563,260	7,093,490	(6,530,230)	8%	
Bridges	49,605	1,695,380	(1,645,775)	3%	
Footpaths	42,154	-	42,154	0%	Balance of projects budgets to be rolled from 2020-2021
Other Roads Assets	57,988	-	57,988	0%	Balance of projects budgets to be rolled from 2020-2021
Stormwater Drainage	300	170,000	(169,700)	0%	
Swimming Pools	3,621	-	3,621	0%	Balance of projects budgets to be rolled from 2020-2021
Open Space and Recreational Assets	45,339	-	45,339	0%	Balance of projects budgets to be rolled from 2020-2021
Water Supply Network	179,474	1,000,000	(820,526)	18%	
Sewerage Network	742,952	-	742,952	0%	Balance of Gundagai STP Budget to be rolled from 2020-2021
Total Capital Expenditure	1,855,348	15,548,409	(13,693,061)	11.93%	

8.3 COMMUNITY AND CULTURE

8.3.1 GUNDAGAI TOURISM ACTION GROUP S355 COMMITTEE MEETING - 6TH SEPTEMBER, 2021

DOCUMENT NUMBER	357485
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	A potential 25% Council co-contribution for two grant applications detailed in the report totalling \$212,500 if successful.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Gundagai Tourism Action Group s355 Committee - 6.09.2021 - Minutes ↓

RECOMMENDATION

1. The Minutes of the Gundagai Tourism Action Group s.355 Committee meeting held on 6th September, 2021 attached to the report, be received and noted.

Introduction

The attached Minutes of the Gundagai Tourism Action Committee meeting held on 19th July, 2021 are submitted for the information of Council and the community.



ABN: 46 211 642 339
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Minutes

GUNDAGAI TOURISM ACTION GROUP S355 COMMITTEE

MEETING NO: 117
REMOTELY VIA MICROSOFT TEAMS
4.30PM, MONDAY 6TH SEPTEMBER 2021

1 AGENDA ITEMS

Meeting Start: 4:39PM

1.1 Attendance and Apologies

Attendees: Casey Polsen, Miriam Crane, Peter Smith, Peggy Elliott, Mike Kingwill, Abb McAlister, Izzy Perko, Madeline Ryan

Apologies: Verity Whitaker, Michael Whitaker, Andrew Brock, Penny Nicholson, John Morgan, Ian Truesdale, Francis Truesdale, Jim Morton

1.2 Confirmation of previous meeting Minutes

The Committee to confirm the minutes of Meeting Monday 19th July 2021

Moved: Peggy Elliott

Seconded: Peter Smith

1.3 Correspondence

No correspondence

1.4 Council Meeting Discussion items

- *New members to be appointed to the Gundagai Tourism Committee*
- *Funding applications for Old Gundagai Gaol & Old Mill*

Miriam discussed that the recommendation for Verity Whittaker, Michael Whittaker, and Izzy Perko to be appointed as members of the Gundagai Tourism Action Committee was approved at the Council Meeting. Miriam and Casey have completed and submitted the funding applications for the Old Gundagai Gaol and Old Mill through the Regional Tourism Activation Fund. The group discussed future grants and how upcoming grant opportunities could look at funding the Old Gundagai Project. Miriam and Casey will look at the project to see if it is a good fit for any upcoming grants.

1.5 For Discussion

1. **Branding & Marketing Strategy**

a) *New Visitor Guide*

The new combined Cootamundra-Gundagai Official Visitor Guide has been sent out too many Visitor Information Centres around NSW. Due to lockdown, we haven't received much feedback from visitors around the guide but many other Visitor Information Centres have reached out to congratulate us on our guide and have given us some positive feedback.

b) Communication Plan Updates

With COVID-19 many plans have been put on hold or postponed. Our aim is to focus on a VFR campaign as we emerge from this current lockdown period. Casey has attended webinars suggesting that over the next 2 years the main travellers will be those visiting friends and family.

2. Launch & Promotion of Main Street

a) Puppy Sculptures

Puppy Sculptures are complete. They should arrive to the Gundagai Depot within the next week. As indicated in our Communications Plan there are ideas around creating a "Name a Puppy" Competition that will involve locals submitting their name suggestions for a pup. The puppies will be located at Lott's Family Hotel, Smarts Butchery and Foodworks.

3. River Access & Morley's Creek Plan

Miriam will investigate how we can involve upgrades to River Access on the Gundagai Common in the plans for the Old Gundagai Project.

4. Visitor Information Centre Upgrade

Upgrade work will begin on the Gundagai Office within the next few weeks. Once the Gundagai Office work is completed – (subject to the final developments) work should look to begin on the Visitor Information Centre in the early new year.

5. Truck Museum

Casey contacted the Museum again this month requesting a member, this month they do not have a local representative who can attend at this time, but the Museum will endeavour to have a representative at the next meeting.

6. Local Business Promotion

Staff is looking to promote a Walk & Window Shop experience. The initiative is looking to promote locals getting out and walking the main street to improve mental health but to also help businesses promote their stock with window shopping. It is possible businesses could create a QR code that people can scan that can take them to the business's website or social media. The Shop Coota-Gundy Program ran by the Cootamundra Development Corporation has been well received by the community and has raised over \$51 000 dollars over the past 2 weeks for local businesses. Council has contacted Local Police & Steph Cooke's Office regarding what local businesses can do during lockdown to shed some light on this current confusing situation.

7. Railway Bridge & Cycle Path

Prince Alfred Bridge will be coming down as it has been considered too much of a safety hazard and could create considerable damage to infrastructure if it were to flood.

8. Gundagai Regional Enhancement Group (GREG) Update

GREG AGM has been postponed due to COVID-19 but has had plenty of interest from potential new members. GREG are discussing changing their current structure to become a business chamber. Madeline let the group know that GREG will no longer be decorating the Main Street at Christmas time and would like to hand that job over to Council. Madeline will be writing an official letter to Council regarding as soon as possible. Madeline also let us know that there will be a feature on Gundagai and Gundagai businesses in an upcoming OAK Magazine issue.

9. Cultural Group Update

Update to be emailed to TAC due to technical difficulties. Email from Peter Smith Tuesday 7th of September: We had plans to hold some NAIDOC events before November, however that is looking

less likely at the moment. We are also looking into starting a business, maybe selling art, crafts, souvenirs etc. Firstly we need to obtain an ABN and come up with a trading name. I have also been working on PowerPoint presentations around Cultural Awareness Training and other Aboriginal practices and protocols.

10. Gundagai Historical Museum Update

The Gundagai Museum's AGM has been postponed due to COVID-19. General painting, sorting and cleaning jobs are still being performed by volunteers to get the museum ready for people when they can open once again!

1.6 General Business

Izzy requested that we consider repainting the "Welcome to Gundagai" sign that had been removed from the Prince Alfred Bridge on the Gundagai Common. Miriam & Abb to mention to the General Manager who will investigate sourcing someone to complete this job.

Meeting closed: 5:49PM

1.7 Next Meeting

4:30PM, Monday 11th of October 2021

8.3.2 OLD GUNDAGAI MURRUMBIDGEE RIVER ACCESS PROJECT

DOCUMENT NUMBER	357516
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.1 The local economy is strong and diverse
FINANCIAL IMPLICATIONS	No matched contribution required.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Master Plan - Old Gundagai Murrumbidgee River Access Project - Stage 1 ↓

RECOMMENDATION

Council endorse the Bushfire Black Summer Recovery Grant for \$1,055,000 for the Old Gundagai Murrumbidgee River Access Project.

Introduction

Council has been working on a project to adequately interpret the Old Gundagai site since 1999 when Brendan O'Keefe prepared a conservation management plan for the site. Council has also identified in the Gundagai Tourism Strategy 2014 and subsequently the CGRC Tourism and Economic Development Strategy the need to improve access to the Murrumbidgee River at Gundagai and better interpret the Town's origin as a River Crossing.

Discussion

Success of recent projects such as the Darlington Point Boat Ramp and Pontoon development have shown the importance of appropriate access to riverine areas for locals and tourists alike. Currently the main access to the Murrumbidgee River at South Gundagai is difficult to access due to the closure of the Railway Viaduct on Tumut Street. Timing for the opening of this intersection is unknown.

A 2014 Masterplan for the Old Gundagai Precinct identified opportunities to provide river access as a way to both encourage recreational usage and also better interpret the location of Old Gundagai. The proposed project reflects an update on this concept to incorporate a floating pontoon, as provided at Darlington Point, to facilitate canoe/kayak access. It also uses an altered pathway to allow for cultural tours incorporating the Bora Ring.

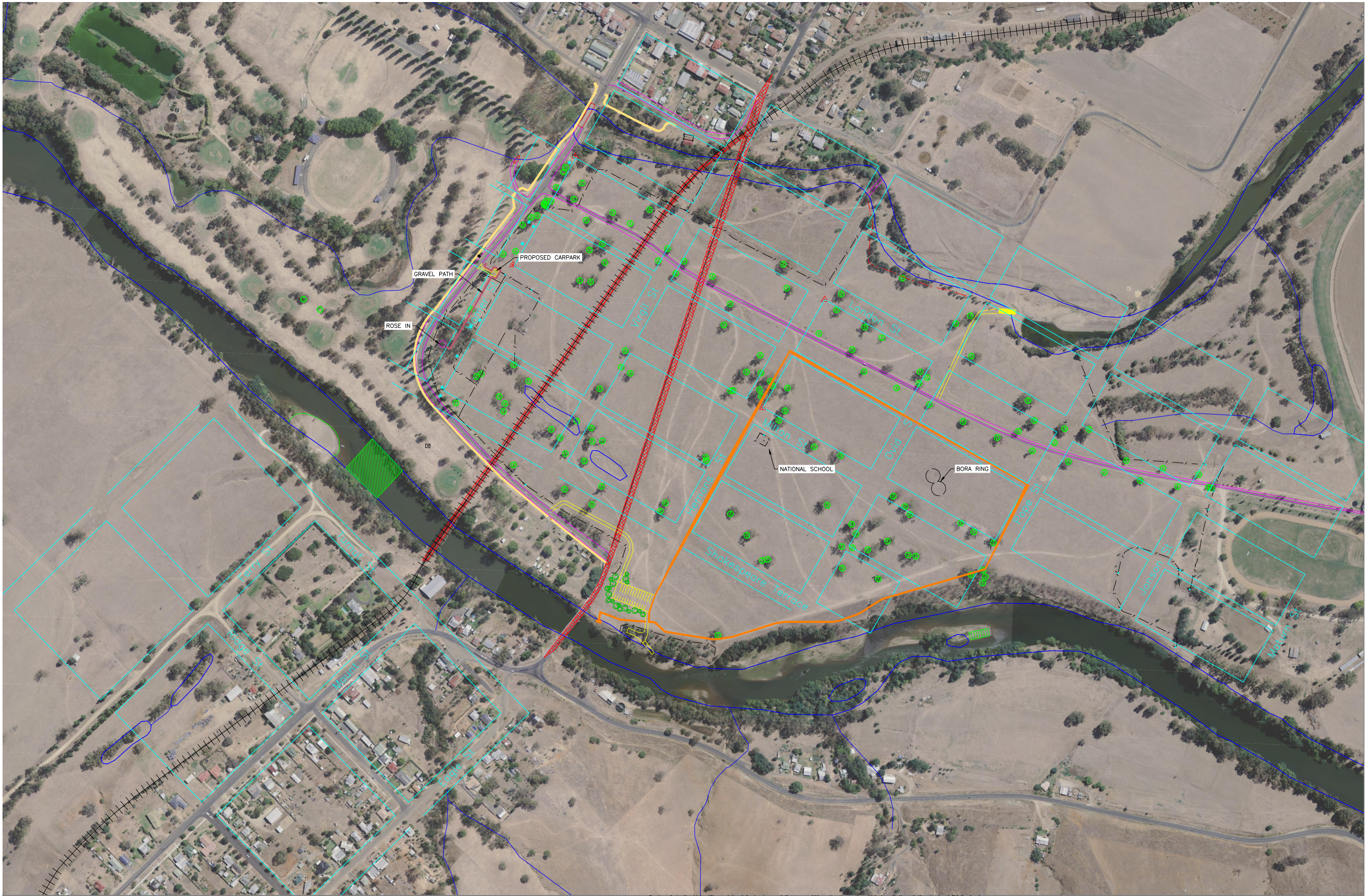
Future proposals for a viewing platform on the northern end of the Prince Alfred Bridge (currently proposed by Crown Lands) will allow for easy pedestrian access to the area from the end of Sheridan street (via steps).

The project would go through a detailed design phase once funding has been secured as the site-specific nature of design investigative requirements (soil testing, riverbed modelling, etc.) would make further planning cost prohibitive at this stage.

Interpretive elements are planned to include the use of an App-based walking tour (which will utilise some parts of the existing pedestrian network) and an Augmented Reality experience to allow viewers to better imagine what conditions would have been like on the site at the time of the Great Flood.

Project Budget Breakdown:

Access Roads, Parking & Paths	\$155,000
Boat Ramp & Approaches	\$150,000
Interpretation	\$150,000
Floating Pontoon	\$400,000
Timber Viewing Platform	\$200,000



Plan

Revised

Drawn

Sheet

Date

:- T. Shrestha

:- N. Fisher and K. Stevens

:- 1 of 1

:- 18/12/2017

COOTAMUNDARA
GUNDAGAI COUNCIL

The Old Gundagai Township

Existing Features & Original Boundaries

Fence

Original boundaries

Proposed foliage

Bridges

Railway track

Proposed Footpath-Stage 1

Proposed Footpath-Stage 2

Proposed Road

Create a footpath which utilizes existing infrastructure and the murrumbidgee river to create a historic walk through the streets of Old Gundagai. The purpose is to tell the story of old gundagai and the flood that destroyed it, highlighting possibly one of the first reconciliation events in Australian history between the gundagai residents and the local aboriginal population. The footpath has been designed to show users the rich heritage that gundagai has whilst still trying to minimise environmental impact.

Old cattle crossing: This location could be used to extend the footpath from sheridan street at the bridge to the proposed Morleys CK Boat ramp and through to O.Bell Drive.

Construct a new fence along the banks of Morleys Creek following the path of the old fence that was destroyed in the flood. This will help reduce erosion caused by livestock.

Improve existing boat ramp with a concrete one and provide proper access to the ramp at Morleys creek.

Utilize existing plaques and school signs to paint a clear picture of the old township of gundagai. This could include erecting more plaques outlining the layout of the town and location of significant buildings such as the School, Court house, lockup and aboriginal Bora rings. The possible additions of props such as old stocks would provide an entertaining look into the past.

Proposed location of boatramp into the murrumbidgee river along with a carpark. The idea behind this is to promote the use of the river while allowing parking space for both the boat ramp and the historic walk. Extra foliage could be planted around the carpark and the inclusions of chairs and tables could create a great hub for tourists.

Construct a viewing platform out over the murrumbidgee along with plaques displaying information and pictures about how it was used during the period that old gundagai was still in operation. This would include reference to the cattle crossing, swimming pool, old pier and the paddle boats that were used in the region.

Possible location of chairs and plaque showing the location of the old pier.

8.3.3 COOTAMUNDRA-GUNDAGAI YOUTH PROGRAM FUNDING

DOCUMENT NUMBER	357527
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.1 The local economy is strong and diverse
FINANCIAL IMPLICATIONS	No matched contribution required.
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. Council endorse the Youth Opportunities Grant application for \$50,000 for the Cootamundra-Gundagai Youth Program.**
- 2. Council endorse the Black Summer Bushfire Recovery Grant Program application for \$150,000 for the Cootamundra-Gundagai Youth Officer.**

Introduction

Council employed a Youth and Inclusion Officer in 2019 with funding from the NSW Government Stronger Communities Fund. Subsequently Council developed the Cootamundra Youth Council and prepared the CGRC Youth Strategy.

Discussion

Two grant applications are being prepared to provide opportunities and support the young people of the Cootamundra-Gundagai Regional community, support the activities of its two Youth Councils and ensure that Council can continue to employ a Youth and Inclusion Officer beyond June, 2022.

Cootamundra-Gundagai Youth Program - Youth Opportunities Grant

The Program guidelines are to support youth-run events and opportunities for young people, which fits with youth community demand for more activities and the Youth Council's enthusiasm to run more events. A twelve-month event program is proposed beginning with event management training for youth councillors and other interested young people, and further market research about the types of events and activities young people seek and the participation barriers faced. This will enable events to be planned in Cootamundra and Gundagai with the two Youth Councils swapping event plans and supporting each other to run similar events. Such events will include sports, the arts and social events in addition to workshops (for example financial literacy for young people) with

online option contingencies in preparation of potential future COVID lockdowns. The program will culminate in a large joint event such as a live music event or dance party. The project will also develop a directory of existing youth activities and services in the local government area and list details of service providers and activities available to different aged young people. The aims of the program are to build youth participation, confidence, skills and a sense of belonging to a the regions vibrant community ensuring its relevance to the Community Strategic Plan . Project partners include the Cootamundra Development Corporation, the Gundagai Neighbourhood Centre and NSW Police. The program period will be March, 2022 to March, 2023. This application must be submitted by Monday, 20th September, 2021.

Cootamundra-Gundagai Youth Officer - Black Summer Bushfire Recovery Grant Program

This application will have a central focus of allowing the continuation of funding for the Youth and Inclusion Officer role. The application will allow implementation of the Cootamundra-Gundagai Regional Council's (CGRC) Youth Strategy, particularly supporting youth mental health, a leading concern of young people across the Cootamundra and Gundagai communities, and central to the grants focus on community resilience. The CGRC Youth Strategy seeks to develop spaces, events and activities that enable young people to create community connections where they can receive informal advice and support for challenges that don't warrant (or aren't perceived to warrant) formal counselling or therapy. This could include the development of a Youth Hub in Cootamundra, pending the identification of an appropriate site. It is likely to include the development of regular activities in a relaxed informal setting where participation can be intermittent and still meaningful. Potential partnerships include Cootamundra Aboriginal Working Party (CAWP) and other indigenous groups, The Arts Centre Cootamundra, the Gundagai Neighbourhood Centre and others. The program period will span March, 2022 to March, 2024. This application is to be submitted by 6th October, 2021.

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS AUGUST 2021

DOCUMENT NUMBER	357072
REPORTING OFFICER	Sally Atkinson, Acting Manager Development, Building and Compliance
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with the provisions of the Environmental Planning and Assessment Act, 1979 and related legislation.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The information on Development Applications approved in August, 2021 be received and noted

Introduction

The Development Applications Approved in August, 2021 report is submitted for the information of Council regarding development applications processed.

Discussion

The following development applications were approved by Cootamundra-Gundagai Regional Council in August, 2021.

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
CDC 2021.19	Alterations and additions to residential	Lot 2 DP327748, Sutton St, Cootamundra
2021.121	Verandah - Deck	Lot 3 DP209034, Williams Ave, Cootamundra
2021.119	New Shed	Lot 7 DP1199338, Bartley St, Cootamundra
2021.117	New Shed	Lot 303 DP753601, Temora St, Cootamundra
2021.112	New Shed	Lot B DP931903, Warren St, Cootamundra
2021.111	New Shed	Lot 131 DP751421, Burra Rd, Cootamundra
CDC 2021.17	New Dwelling House	Lot 44 DP1173450, Neil McInerney St, Gundagai
2021.106	New Shed	Lot 1 DP134012, Lismore Rd, Cootamundra
2021.105	New Shed	Lot 1 DP134012, Lismore Rd, Cootamundra

2021.104	New Shed	Lot 1 DP134012, Lismore Rd, Cootamundra
2021.102	New Shed	Lot 14 Sec A DP2203, Queen St Cootamundra
2021.99	Alterations to Abattoir	Lot 1 DP611755, Stockinbingal Rd Cootamundra
2021.97	New Shed	Lot B DP36525, Jack Moses Ave, Gundagai
2021.95	New Shed (Rural Fire Se4	Lot 97 DP750970, Wee Jasper Rd Tumorrana
2021.85	Subdivision – 33 lots	Lot 33 DP1270489, Temora St, Cootamundra
2021.81	Boundary Adjustment	Lot 1 DP1092442, Bethungra Rd Cootamundra
2021.64	Transportable Retail Building	Lot 23 DP252138, Mount St, Gundagai
2021.48	Subdivision - Torrens	Lot 1 DP 794158, Bradman St, Cootamundra
2020.165	Solar Farm (Electricity Generating Works)	Lot 8 DP1244273, Five Mile Creek Rd, Gundagai
2021.98	Change of Use – Commercial	Lot A DP363649, 2-4 Cooper St, Cootamundra

VALUE OF WORK REPORTED TO THIS MEETING:**\$20,604,297.00****VALUE OF WORK REPORTED YEAR TO DATE:****\$24,700,442.00****THIS TIME LAST YEAR:****VALUE OF WORK –August 2020:****\$1,335,368.00****VALUE OF WORK – YTD 2020:****\$3,062,529.00**

(Note: Value of Work reported for financial year)

8.5 REGULATORY SERVICES

8.5.1 REGULATORY REPORT AUGUST 2021

DOCUMENT NUMBER	356864
REPORTING OFFICER	Glen McAtear, Manager Regulatory Services
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	\$21,600 in Crown Reserves Improvement Fund funding from the Department Primary Industries – Crown Lands.
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 Regulatory Report for August, 2021 be received and noted.

Introduction

The following report details the main activities that were undertaken by the Regulatory staff during August, 2021.

Saleyard Activities

- Sheep Sales held – Cootamundra: 2 - Yarding information: Total sheep sold: 5673 head.
- Total amount of Vendor sales - \$1,157,348.60 Top price: \$285.00, Average Price: \$204.01
- Cattle Sales held – Gundagai: 0
- Truck wash Registered Operators: Cootamundra Saleyards: 21, Individual usages 82 - Amount received \$2,596.87
- Truck wash Registered Operators: Gundagai Saleyards: 22, Individual usages 103 - Amount received \$3,067.82
- Transit Fees Received: Cootamundra Yards: 0 Gundagai Yards: 0

General yard maintenance and repairs were undertaken at the Gundagai and Cootamundra yards. Cootamundra Truck wash maintenance was undertaken with tank flushing and excess manure removal from pit.

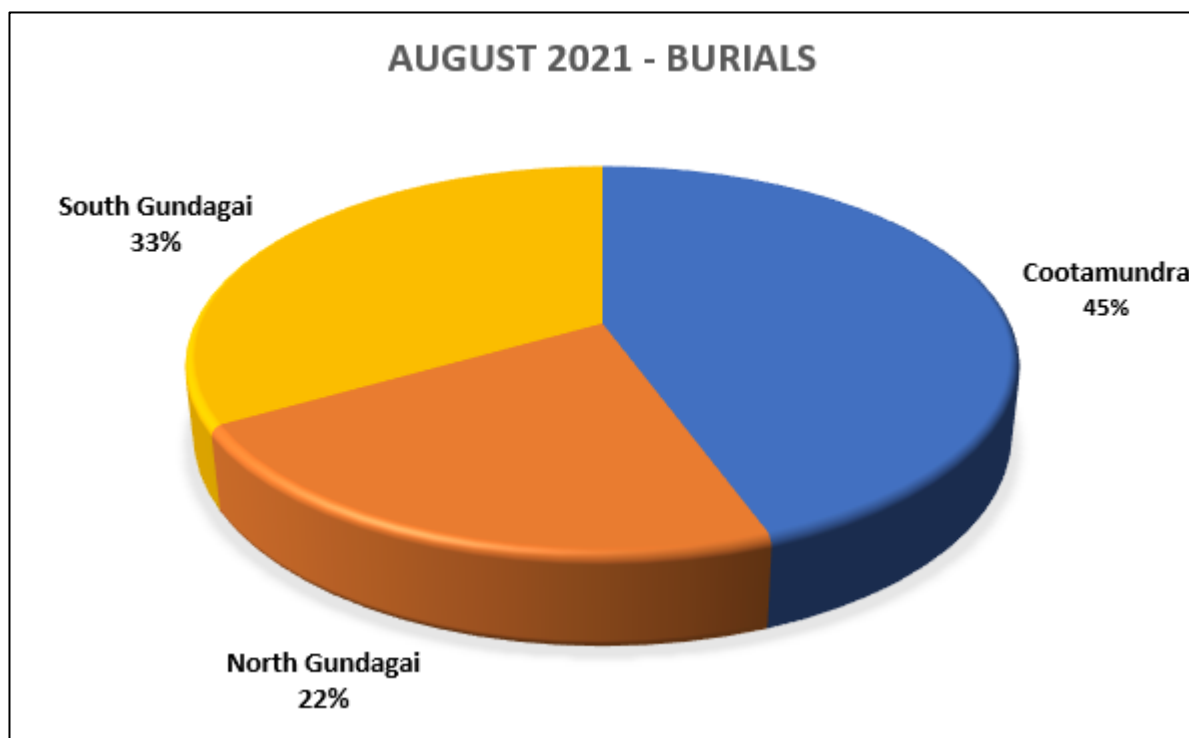
Cemetery Activities

Burial enquiries - Locate grave, provide maps and information for family research: 37.

All Cemeteries had weeds sprayed, were mowed, plants, roses and hedges pruned, and tree litter was removed. General grave maintenance was undertaken with the topping up of sunken graves due to excess rainfall in August, backfilling feral animal holes and irrigation repairs were undertaken. Fencing repairs and general upkeep of Cemetery fences was carried out. Regulatory staff have assisted in collecting additional Cemetery data and photographs for the new Cemetery mapping system which is being developed for the 13 cemeteries.

Burial/Interments: 9

Cemetery Locations: Cootamundra 4, Gundagai North 2 & South Gundagai 3



Biosecurity Activities

Regulatory staff have continued with weed spraying throughout the LGA. Cemeteries and Saleyards have been sprayed along with laneways and roadsides in the townships of Cootamundra and Gundagai. Other areas include the 5 Mile at Gundagai, Old Hume Highway, Nangus Road, Adelong Road, Coolac Road, Muttama Road and Adjunbilly/Darbalara Road. Biosecurity staff have also carried out roadside weed inspections, but no property inspections were carried out in August, due to COVID restrictions. drumMUSTER collections continued to be received.

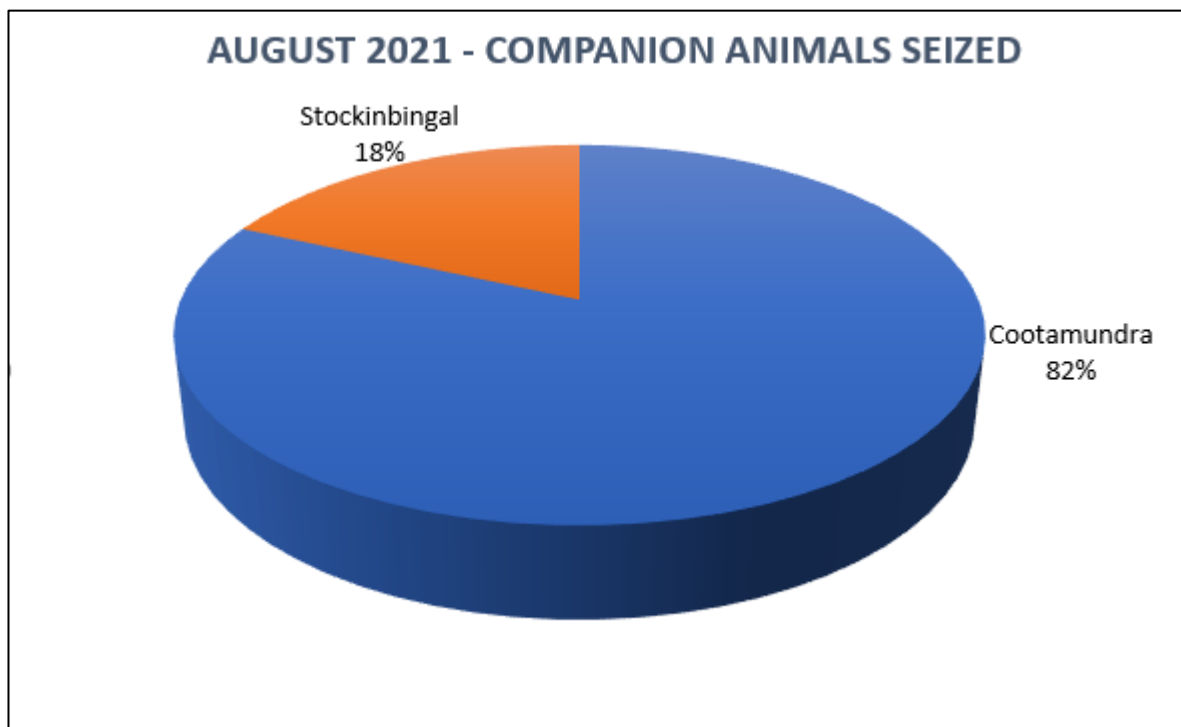
Ranger Activities

The Rangers attended to several complaints: 3 Nuisance dog issues, predominantly barking issues, 1 Menacing dog incident, 5 Penalty Notices written, 3 Cat traps were hired, 2 straying livestock incidents and 4 illegal dumping cases and related clean-ups. The Animal Care Facility was cleaned, mowed, whipper snipped and maintained, along with continued baiting for mice and rats. Dog Waste Stations were refilled with bags in all parks and off leash areas. Rangers continue to patrol the LGA and have undertaken 30 follow up communications regarding the Companion Animal Audit.

NSW Companion Animal Registrations: 30. Amount received for August 2021: \$1,270.00

Dog Attack Incidents across the LGA: 3 - Dogs and Cats Seized across the LGA: 11 - 8 returned home and 3 rehomed.

Seizure Locations: Cootamundra 9 and Stockinbingal 2



8.6 ASSETS

8.6.1 CONSTRUCTION OF GUNDAGAI SEWAGE TREATMENT PLANT REPORT

DOCUMENT NUMBER	357401
REPORTING OFFICER	Ganesh Ganeshamoorthy, Manager Assets
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Gundaga Sewage Treatment Plant Progress Report ↓ 2. Appendix B Gundagai Sewage Treatment Plant Program ↓ 3. Appendix C Gundagai Sewage Treatment Plant Finance Report ↓ 4. Appendix B Gundagai Sewage Treatment Plant Effluent Report ↓

RECOMMENDATION

The Progress Report on the Construction of Gundagai Sewage Treatment Plant be received and noted.

Introduction

Construction works have been in progress to replace the existing sewage treatment plant (STP) at Gundagai. The existing plant is a Trickling filter plant and the level of treatment provided by this plant and the treated effluent produced by this plant will not meet current and future regulatory guidelines. The new STP which is based on Intermittently Decanted Extended Aeration (IDEA) technology will provide improved nutrient removal and produce treated effluent of high quality, which is used for irrigation at the golf course, Council parks and sporting ovals.

The Attachments provide comprehensive and updated details on the project program and finance.

Discussion

Construction of Gundagai Sewage Treatment Plant reached 80% completion status during August 2021. Most of the civil works, mechanical and electrical installation have been completed and the power supply connection to the site is scheduled to be connected on 28th September, 2021. This will enable testing of electrical mechanical equipment and complete site acceptance testing (SAT)

procedures and to commence SCADA (Supervisory Control and Data Acquisition) and Telemetry programming.

Construction of effluent pipeline, rising mains from sewage pumping station (SPS) SPS-SG01 (Boys club SPS) is under construction.

Wet weather in the past impacted on the progress of construction works. Bureau of Meteorology (BOM) predicts a Spring with higher than average rainfall events for the Murrumbidgee River catchment area. This has the potential to delay the progress and completion date of the project.

Project Costs Summary

Two sources of grant funding were obtained for design and construction of sewerage infrastructure works at Gundagai.

Building Better Regions Funds (BBRF 56676) \$ 3.5M

Safe and secure Water Program (SSWP 151) \$10.5M

Both programs are based on milestone payment and payments are made on achieving completion of various milestones.

		Grant Income		
Project Final forecast	\$18,980,549			
BBRF 56676		\$3,500,000		
SSWF 151		\$10,000,000		
Council Contribution			\$5,480,549	
		\$13,500,000	\$13,500,000	
	\$18,980,549		\$18,980,549	



Gundagai Sewerage Augmentation Construction of 3000EP Wastewater Treatment Plant and Associated Works




Progress Report 17th September 2021



**Public Works
Advisory**

Matthew Lai
Project Manager
Riverina Western Region
2 - 6 Coleman Street
Wagga Wagga NSW 2650
Tel 02 6938 2880
Matthew.lai@finance.nsw.gov.au

1. Project Data

Project data	Description	 COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL
Project name	Gundagai Sewerage Augmentation	
TRIM Project File Directory	DIR20/1279, File20/45376	
Client name	Cootamundra-Gundagai Regional Council	
Client's representatives	Phil McMurray Ganesh Ganeshamoorthy Tim Morris	
PWA Project Manager	Matthew Lai	
PWA Design Lead / Manager	Brett Douglas	
PWA Project Team	Manickam Sivachandran Kandiah Tharumalingam Majeed Hameed Darek Hackiewicz Geoffrey Dong Rasha Haymour Jessica Spence	
Contractor	Precision Civil Infrastructure Pty Ltd Michael Lee Dipu Kuriakose	
Project start date	June 2020 (Award of contract for STP construction)	
Project end date	November 2021	

2. Project Background

The township of Gundagai is located in the Riverina region of NSW, with a current urban population of about 1,500. Sewage generated within the township is collected via the gravity reticulation network and pump stations transporting raw sewage to the Gundagai Sewage Treatment Plant (STP), which is located to the south-west of the town within the Bidgee Banks golf course site.

The existing STP consists of a 1923's era plant which provides secondary treatment of sewage via a trickling filter plant, with subsequent effluent disinfection and polishing within tertiary effluent ponds before it is released into the adjacent golf course storage pond. Treated effluent from the STP is also reused via irrigation of the Bidgee Banks golf course.

The STP has deteriorated in recent years, primarily due to age, flood damage, and in need of urgent replacement to avoid failure due to its current physical condition. The new treatment plant will be positioned above the 1:100 year flood level. In addition, to accommodate population growth in Gundagai, an augmented STP with a capacity of 3,000 EP is proposed to ensure that the new STP is adequate for projected load increases expected over the next 30 years to 2048, as well as to meet NSW EPA requirements for effluent reuse and environmental discharge into sensitive waters.

Since 2018, NSW Public Works Advisory has assisted Cootamundra-Gundagai Regional Council with the investigation, design and development of Gundagai Sewerage Augmentation project. Procurement for a suitable construction contractor commenced in January 2020 and successfully awarded the construction contract in June 2020. This allows the construction phase for the new treatment plant to commence and complete in mid-2021.

3. Project Scope

The proposed work is to construct a new 3000 EP capacity treatment plant, meeting projected load increases over the next 30 years. The new biological treatment is based on the Intermittently Decanted Extended Aeration (IDEA) treatment process, to which micro-organisms contained within the sewage treatment process aid to break down organic matters. Management of treated effluent continues via the existing effluent reuse system with remaining excess (if any) to discharge into the Murrumbidgee River.

Essentially the proposed augmentation works will replace the existing 1923 Trickling Filter Plant, to be constructed above the 1:100 year flood level. The contract awarded to Precision Civil Infrastructure Pty Ltd on 10th June 2020 consist of Milestones 1, 2, 3 and 6 as detailed below.

Milestone 1 – Gundagai STP

- New inlet work
- New IDEA reactor
- Two sludge tanks
- Balance tank
- Chemical dosing
- UV disinfection
- Sludge dewatering system
- Steel effluent storage reservoir
- Onsite effluent reuse system
- Wastewater pump station
- New amenities building
- Testing and commissioning
- O&M Manuals and training

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3

Milestone 2 - Royal Pump Station**Milestone 3 - Royal Rising Main****Milestone 6 - Effluent Reuse to Golf Course/Sporting Fields**

In early April 2021, Cootamundra-Gundagai Regional Council further awarded package of works to upgrade South Gundagai pump station and transfer pipeline, essentially:

Milestone 4 - Boys Club Pump Station**Milestone 5 - Boys Club Rising Main**

Due to funding constraints, the remaining work yet to be secured is Milestone 7 - Demolition of existing treatment plant.

4. Project Status

The project is in construction phase following the award of construction contract to Precision Civil Infrastructure. An overview of the project status is provided by the RAG indicator below. The criteria assessed under each RAG indicator is provided in Appendix A.

Topic	Current Period	Previous Period	Comments
Overall	G	G	
Schedule/Program	A	A	Site activities continued to be affected by inclement weather and availability of resource and materials under Covid restrictions. The construction scheduling has been amended to reflect current environment
Financial	A	A	STP construction contract is within budget, but overall project will require additional funds for demolition of the existing Trickling Filter STP
Resources	G	G	
Deliverables	G	G	
Variations	G	G	
Risk and Issues	G	G	
Contractor/suppliers	A	A	Project is experiencing material supply delays and building trade availability due to Covid restrictions

4.1 CONSTRUCTION PROGRESS

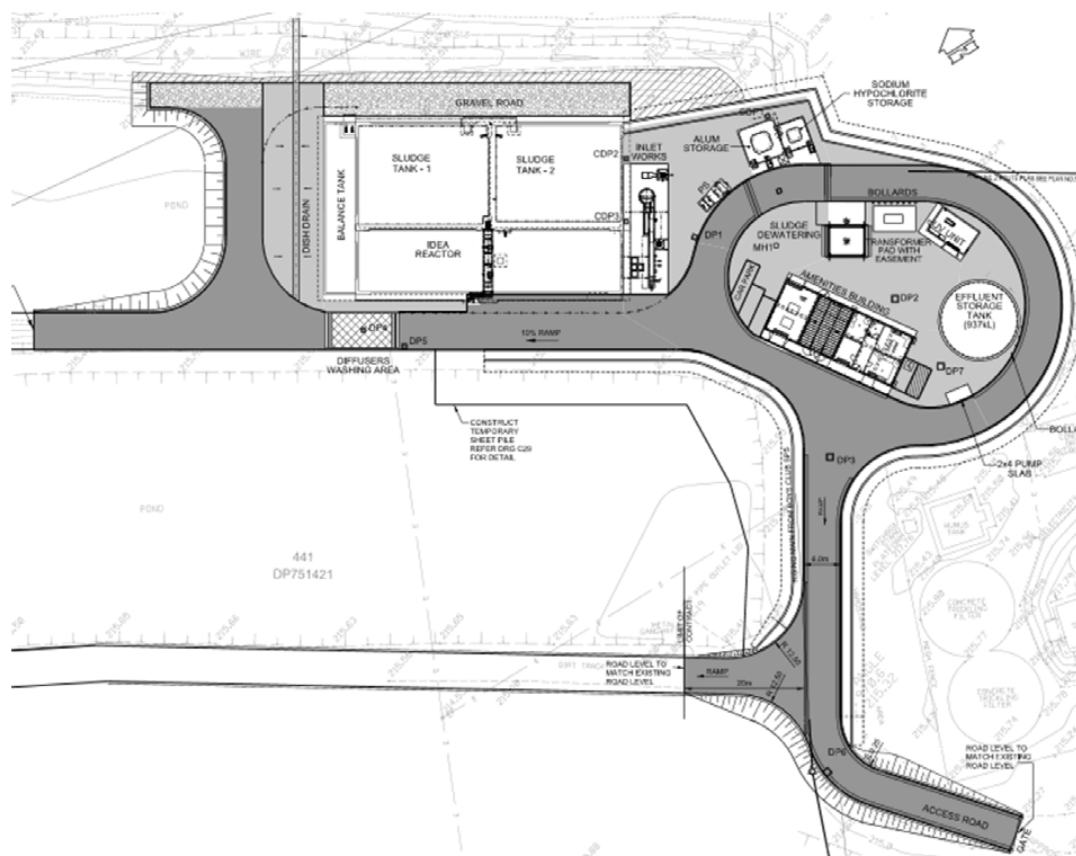
Construction progress to-date is summarised below. A layout plant for the new Gundagai Sewage Treatment Plant is provided in Figure 4.1A below.

- Inlet structure has all mechanical equipment installed.
- Decanter installed and terminated.
- Diffused aeration system installed.
- Sludge mixer and davit installed.
- WAS pump and pipework installed.
- Balance tank is complete, lift pumps installed.
- Wastewater pump station and valve pit is complete.
- Sludge de-watering facility constructed.
- UV unit installed, building complete.
- Amenities building internal fitout near complete.
- Chemical storage tanks installed, civil works complete.
- Electrical termination is approximately 95% complete.
- Area lighting erected, lighting installation 90% complete.
- Construction of effluent outfall pipeline is near complete.
- Royal Pump Station rising main is complete including Morleys Creek crossing.
- Construction of Royal Pump Station has been put on hold due to rising river level.
- Boys Club rising main is complete including Murrumbidgee River under boring.
- Additional geotechnical investigation and review of screw pile capacity for effluent storage tank.
- Procurement of pipes/fittings for effluent reuse pipeline.
- Off-site PLC/SCADA programming.

4.2 ANTICIPATED WORKS NEXT MONTH

- Power connection scheduled for 28/9/2021.
- Chemical dosing pumps installation.
- Complete electrical termination.
- Electrical testing.
- Amenities building works (windows and roller doors).
- Effluent reuse pipeline to golf course pump station.
- Effluent storage tank screw pile capacity and foundation design review.
- Pump station construction.
- Diffuse air testing.
- Hydrostatic testing of water retaining structures.
- Section 60 application for effluent reuse.

Figure 4.1A: Gundagai Sewage Treatment Plant layout plan



4.3 EXISTING SEWAGE TREATMENT PLANT

The proposed construction works is located externally to the existing Gundagai Sewage Treatment Plant footprint. Site access and coordination of construction activities has been well communicated with Council and its operators, with no impact to daily sewage treatment operations.

The existing trickling filter treatment process will remain in operation by Council until the new IDEA treatment plant is constructed. Tertiary effluent treatment continues via the maturation pond prior to discharge to effluent reuse system at the golf course. An inline chlorination unit has also been installed and commissioned as recommended by the Effluent Reuse Risk Management report. Council has maintained effluent monitoring and testing to validate compliance.

5. Work Health Safety and Environmental

5.1 WHS Summary

Management of work, health and safety continues at site level including Covid safety precautions. Routine site monitoring and reviews has been maintained to identify any shortfalls and improvement measures. Current high-risk activities include working at height, scaffolding/access and electrical safety. The WHS metrics summary for works under the Precision Civil Infrastructure contract is provided in Table 5-1 below.

There has been one incident in damaging a Telstra conduit while locating services at the Boys Club pump station site. DBYD was checked and verified the Telstra line in this vicinity, however during manual service location in this area the Contractor found some buried redundant concrete slabs that were too heavy for hand excavation. A small excavator was then used to remove these concrete slabs but unfortunately damage the Telstra conduit buried amongst the concrete rubble. There was no damage to the cables, Telstra has been notified and to-date no service disruption has been reported.

Table 5-1: WHS Metrics Summary

Number of lost time injuries	0	0
Number of hours worked	1992	26062
Number of hours lost due to injury	0	0
Lost Time Injury Frequency Rate LTIFR	0	0
Number of WHS Management Audits	0	3
Number of WHS Inspections	4	60

5.2 Environmental Summary

The environmental management plans are on site and implemented by the Contractor. Environmental control measures have been erected on site and monitored against site conditions and construction activities. Surface runoffs are controlled and monitored. Silk fencing erected and maintained around the maturation pond and storm water discharge point. Dust control managed via on site sprinkler system and water cart. There is no environmental breach to report in this reporting period.

Operation of the existing Gundagai Sewage Treatment plant has been maintained by Cootamundra-Gundagai Regional Council. The resultant effluent is recycled via golf course irrigation, with chlorination system commissioned and in operation. The latest effluent water test results are provided in Appendix D.

Council has been working closely with the Golf Club to manage effluent reuse/irrigation and associated potential risks to the general public, including controlled irrigation timing and management of the effluent storage ponds around the golf course. Additional signage has also been procured and erected on site to notify golfers and the general public regarding effluent water reuse around the golf course.

6. Timeline

The current construction program is provided in Appendix B. An overview of Project timeline and key milestones is presented below.

Description	Original Planned date	Current Target date	Actual date	Comp
Options Study			2018	✓
Investigation & Concept Design			2018	✓
Design and documentation			2019	✓
Review of Environmental Factors			Dec 2019	✓
Tender Documentation Finalised			Jan 2020	✓
Tender invitation			Jan 2020	✓
Close tender			Feb 2020	✓
Letter of Acceptance			June 2020	✓
Construction commencement			July 2020	✓
Testing and Commissioning	May 2021	November 2021		
Construction completion	June 2021	December 2021		
Contract Finalisation	June 2022	December 2022		

OVERALL PROGRESS PERCENTAGE

	Percentage
Construction Period Expanded (STP Contract)	-
Construction Completion by Expenditure (STP Contract)	80%
Overall Project Completion by Expenditure	86%

6.1 CONSTRUCTION PERIOD

The contract period commenced at the Letter of Award date of 10th June 2020 for a contract period of 50 weeks for Milestone 1, 3 and 6 and 51 weeks for Milestone 2.

Three formal extensions of time have been received from the Contractor and processed for a total of 40 working days. The current adjusted contract period is presented below to the end of July 2021.

Construction progress has been further impacted by recent rain events, Covid outbreaks in NSW resulting with delays in delivery of material/equipment and unavailability of building trades. The Contractor has submitted extensions of time No. 4 due to these unforeseen events, requesting extension of the contract period to mid-November 2021. This claim is currently under review.

Construction of Royal Pump Station was originally scheduled in August 2021 but rising water level at Morleys Creeks has suspended work at this site. The Contractor has relocate resources to Boys Club pump station and rising main works under the Milestone 3 and 4.

At the current status, completion of all works under the contract is likely to be by late 2021.

Activities	Contract Period	Original Completion Date	Adjusted Completion Date	Comments/Notes
Milestone 1 – Gundagai STP	50 Weeks	25/5/2021	22/7/2021	
Milestone 2 – Royal PS	51 Weeks	1/6/2021	29/7/2021	
Milestone 3 – Royal RM	50 Weeks	25/5/2021	22/7/2021	
Milestone 4 – Boys Club PS				To be assessed as part of EOT No. 4
Milestone 5 – Boys Club RM				To be assessed as part of EOT No. 4
Milestone 6 – Effluent Reuse	50 Weeks	25/5/2021	22/7/2021	

EXTENSION OF TIME SUMMARY

1	Screw piles design, wet weather and process tank foundation preparation	21 days
2	Inclement weather of 7 days in October and November 2020	7 days
3	12 days EOT claim due to inclement weather	12 days
4	40 days EOT claim due to 25 days inclement weather plus Covid delays to 16/11/2021	
	Extensions of Time Approved	40 Days
	Original Completion Date	1/6/2021
	Adjusted Completion Date	29/7/2021

7. Project Finances

Funding for Gundagai sewerage augmentation consist of \$3.5M subsidy from the Federal Government, \$10M from the NSW Government plus \$3.5M contribution from Cootamundra-Gundagai Regional Council.

The current projected project cost is \$18.980M. This amount excludes demolition works under Milestones 7. Project contingency allowance has been set as 5% of the sewage treatment plant contract value.

PROJECTED PROJECT COST

	Total (\$M)	18/19 (\$M)	19/20 (\$M)	20/21 (\$M)	21/22 (\$M)
Pre-STP Construction	6.286	0.769	4.784	0.733	
STP Construction	12.694		0.044	8.601	4.049
Project Total	18.980	0.769	4.828	9.334	4.049

CUMULATIVE CASHFLOW AND EXPENDITURE 2021/2022

	2021						2022					
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Other Works						0.067						
STP Contract	0.654	1.200	1.800	2.600	3.400	3.933	4.049					
Total Projected	0.654	1.200	1.800	2.600	3.400	4.000	4.049					
Actual Expenditure	0.654	1.244										

7.1 Project Expenditures

The project financial summary is provided below, all amounts are exclusive of GST. A detailed project expenditure report is provided in Appendix C.

Description	Approved Expenditure	Anticipated Expenditure	Expenditure To-Date
Project Management	\$241,336	\$241,336	\$241,336
Investigation and Design	\$938,023	\$938,023	\$938,023
Tender Procurement	\$44,545	\$44,545	\$44,545
Construction Management	\$214,805	\$214,805	\$214,805
Contract Administration – STP	\$269,200	\$269,200	\$205,369
Technical Services	\$186,500	\$186,500	\$46,248
Technical Review/Advice*	\$45,000	\$45,000	\$37,758
Effluent Reuse	\$45,500	\$45,500	\$15,500
Programming	\$39,967	\$39,967	\$0
Construction <ul style="list-style-type: none"> Retaining wall Earthworks Power Upgrade Effluent management and others 	\$4,891,794	\$4,959,336	\$4,891,794
Construction STP Contract <ul style="list-style-type: none"> MS 1 - Gundagai STP MS 2 - Royal PS MS 3 - Royal RM MS 4 – Boys Club PS MS 5 – Boys Club RM MS 6 - Effluent Reuse 	\$11,928,787	\$11,928,787	\$9,489,743
STP Construction Variations	\$50,374	\$3,684	\$50,374
Project Contingency	\$84,718	\$63,867	
TOTAL	\$18,980,549	\$18,980,549	\$16,175,495

7.2 Construction Variation

Current construction variation register is provided below. All amounts are exclusive of GST.

No	Description	V/C	Amount Anticipated	Amount Approved	Status
1	Screw pile design change to increase helix plate from 28mm to 32mm	CO		\$27,324.00	A
2	Backfill behind retaining walls	C		\$5,491.75	A
3	Balance tank floor slab design change	M		\$7,152.00	A
4	Effluent storage tank geotechnical investigation	SC		\$10,406.00	A
5	Additional screw pile for flow distribution pit	M	\$2,575.30		PE
6	Alternate switchroom floor design	M	-\$11,587.20		PE
7	Effluent reuse scope change	S	-\$120,000.00		E
8	Davit for WAS pump	O	\$3,500.00		E
9	Power supply for security cameras	C	\$4821.93		PE
10	Access for flow distribution pit	M	\$9,000.00		E
11	Effluent reuse storage tank foundation design	SC	\$60,000.00		E
12	Sludge tank pipework	D	\$5,000.00		E
	Total		-\$46,689.97	\$50,373.95	

LEGEND:

Variation Code

C – Client Request
 CO – Contractor initiated
 D – Document Deficiency
 M – Design Improvement
 O – Operation Improvement
 SC – Site Condition
 S – Statutory Requirement

Variation Status

A – Approved
 CA – Cancelled
 E – Estimate
 NEG – Under Negotiation
 PE – Pending
 R – Rejected

8. Risk and Issues

Current construction and project risk and issues are recorded below for consideration, management and resolution.

8.1 Construction Works

Date	Description	Status	Action/Recommendation
15/9/2020	Option review currently underway to change the switchroom floor as a solid concrete slab in lieu of the designed inground service trench with suspended floorboards. This change has multiple advantages including a simplified construction approach, reduces future maintenance and water infiltration risk during a flood event. The Contractor is currently reviewing costings to determine cost advantages to the Principal.	Closed	Work progressing on site. Value of saving to be resolved via contract variation process.
15/9/2020	Construction of the Royal Pump Station rising main has to be via open excavation across Morleys Creek. This activity is classified as dredging and reclamation under the Fisheries Management Act, requiring Fisheries approval. The draft application for this approval is being prepared and awaiting the Contractor's input on construction methodology. This application will need to be submitted by Council to DPI Fisheries as the project proponent.	Closed	DPI Fisheries' draft permit conditions for Morleys Creek crossing has been reviewed with the construction Contractor and is acceptable. Council to issue formal acknowledgement to formalise the permit. 16/4/2021: Council accepted Fisheries conditions to finalise permit.
17/8/2020	Due to discrepancies of the finish foundation level for the process tank, placement of the concrete blinding slab has resulted with a thicker slab than the designed 50mm thickness. It is likely that the Contractor will be submitting a claim for the additional concrete.	Closed	Adjustment to be managed within contract provisions.
12/11/2020	Local civil subcontractor has raised concerns over subcontract arrangements.	Closed	PWA clarified contractual conditions to support local content.

Date	Description	Status	Action/Recommendation
14/4/2021	Boys Club pump station and rising main work	Open	<p>With the inclusion of Boys Club works after 12 months after the original tender closing date of February 2020, the Contractor has to validate their subcontractor's price for under boring, as well as review the time extension required to undertake this work.</p> <p>14/5/2021: Contractor offered to maintain original tender prices, but seeking additional operation cost to complete Boys Club works beyond the current anticipated STP augmentation date of end July.</p> <p>18/6/2021: Due to original resource allocation, this work will commence following completion of Royal Pump Station. Contract adjustment for time and cost will then be reviewed accordingly.</p> <p>13/8/2021: Due to rising river level, construction resource has been reallocated from Royal Pump Station to Boys Club. Construction of Boys Club rising main has commenced.</p> <p>17/9/2021: Construction of rising main is complete. Awaiting delivery of concrete wet well to construct the pump station.</p>
14/7/2021	Rising Murrumbidgee River level resulting with flows through Morleys Creek, impacting to works at Royal pump station.	Open	<p>Monitor changes and schedule suitable work activities accordingly. Seek early warning if possible to mitigate impacts.</p> <p>13/8/2021: Murrumbidgee River level continue to rise and overtopping pipeline trench. Construction of Royal Pump Station has to be postponed for now, and construction resource shifted to Boys Club site.</p>
14/7/2021	Covid outbreak impacting construction progress due potential local exposure sites, travel restrictions and material supply delays.	Open	<p>Comply with public Health Orders and Covid safety precautions. Monitor risks daily, provide early warning and reschedule work activities.</p> <p>13/8/2021: Covid Safety protocols implemented on site including QR code tracking.</p>

8.2 Project Delivery

Date	Description	Status	Action/Recommendation
16/10/2020	Update project finance and report in compliance with DPIE-Water requirements to facilitate progress reporting and invoicing.	Closed	December project report includes full project expenditures.
15/9/2020	Consultation with Crown Lands also identified the need for Crown Lands approval for the proposed Boys Club rising main under boring the Murrumbidgee River.	Closed	11/1/2021 Council submitted formal application Crown Lands for Murrumbidgee River crossing. 13/8/2021: Crown Lands offered no further comment but advised that this portion of land has been subjected to on-going Aboriginal land claim.
29/10/2020	Council to submit formal application for Section 60 Approval.	Closed	Section 60 Approval granted by DPIE-Water on 11/11/2020 with conditions.
29/10/2020	Clarification of current effluent management system and update effluent quality test results	Closed	Council has adopted recommendations of the Effluent Reuse Risk Assessment report in the management of effluent reuse. Latest effluent quality test result to 20/10/2020 has been provided to EPA and DIPE-Water. Council to publish effluent data within 14 days of each test result. 16/4/2021: Existing effluent reuse through golf course irrigation system is maintained by Council, including effluent quality testing and reporting to website.
12/11/2020	EPA requires Council to submit formal application to vary the current EPA licence due to operational changes to date and the proposed works currently in construction.	Closed	Application lodged to EPA on 9/12/2020.
12/11/2020	DPIE-Water noted potential residual infrastructure risk if the Boys Club pump station and rising will not be replaced. This is against the Safe and Secure program. If not replaced, Council may need to undertake risk assessment of the existing infrastructure.	Closed	Council to review further if need be. Additional funding is being sought to construct the new pump station and rising main. 16/4/2021: Formal instruction issued to Contractor to construct both rising main and pump station.

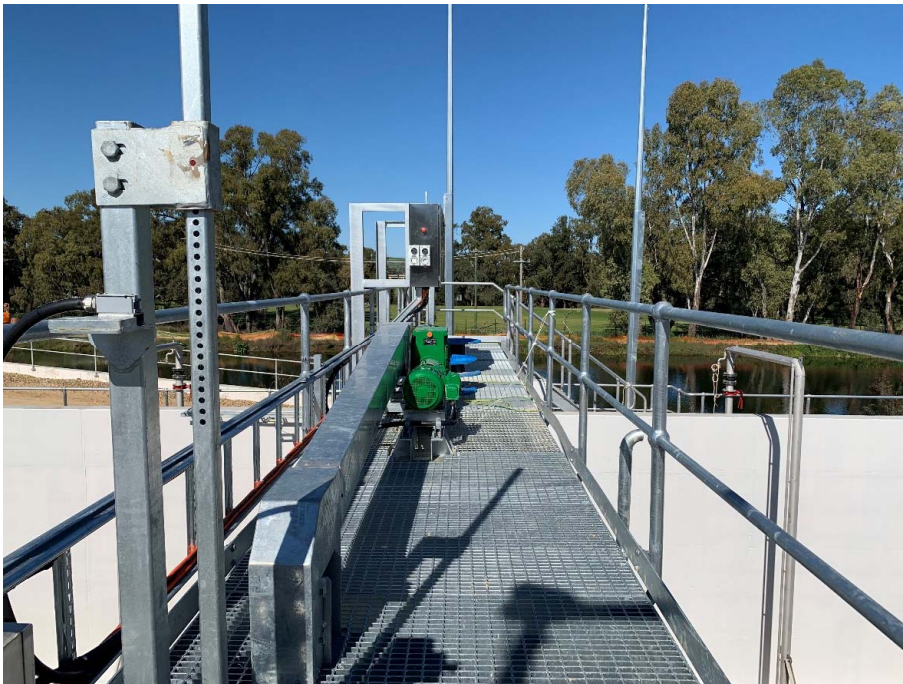
Date	Description	Status	Action/Recommendation
10/12/2020	Amendment of effluent outfall location to better suit current riverbank condition.	Closed	<p>Site investigation held with EPA on 9/12/2020. The project has provided formally notice to EPA requesting concurrence to relocate the effluent outfall headwall to a higher position on the Murrumbidgee riverbank.</p> <p>12/2/2021: Council has requested the effluent outlet to be part of EPA licence amendment.</p> <p>16/4/2021: EPA confirmed effluent outlet is part of conditions of approval issued to Council in 2020.</p>
10/12/2020	Future effluent reuse and Section 60 application.	Open	<p>Council has requested quotation from PWA to prepare this submission.</p> <p>12/2/2021: Council has engaged PWA to prepare recycle water management plan and assist with preparation of Section 60 application.</p> <p>24/2/2021: Draft risk assessment report and proposed effluent reuse strategy issued to regulatory authorities for commenting.</p> <p>8/4/2021: Preliminary draft RWMP issued for commenting.</p> <p>14/5/2020: Proceeding with staged approach to utilise existing golf course irrigation system, then future integration of storage pond.</p> <p>13/8/2021: Council to formally submit Section 60 application for Stage 1 effluent reuse, and notify intention for Stage 2 works in the future.</p>
14/7/2021	Independent geotechnical investigation has classified the fill material supporting the effluent storage tank to be uncontrolled, resulting with the Contractor redesigning a thicker reservoir foundation slab with additional screw piles for support. The additional work is estimated to cost about \$135K.	Open	<p>NSW PWA is undertaking further investigations to explore alternate designs that is more economical and minimise constructability impacts under current Covid environment.</p> <p>13/8/2021: Additional geotechnical investigation conducted on site, awaiting final report for design review.</p> <p>17/9/2021: Geotechnical report received, foundation pile capacity review in progress.</p>

9. Photo Gallery

Photo 1: Mechanical installation complete for inlet works.



Photo 2: Decanter bridge.



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17

Photo 3: UV disinfection unit installed.



Photo 4: Amenities building internal fitout.



Photo 5: Aerial view looking South.

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19

Appendix A RAG or Traffic Light Indicator Criteria

The RAG criteria to determine the status of the project is provided below.

Summary section	Red	Amber	Green
Schedule/Program	Project is behind or is projected to be behind schedule at completion.	Project is behind or is projected to be behind schedule, but steps are being made to bring back on schedule e.g. agreed de-scope, additional resources etc	Project is on schedule and is expected to remain on schedule at completion
Resources	There is a currently a lack of skilled resources available to fulfil key roles in the project which is likely to impact on ability to deliver to scope, time or cost.	There is an emerging lack of skilled resources available now and in the immediate future to fulfil key roles in the project which may impact on ability to deliver to scope, time or cost.	Resources are available as required to complete the project.
Financial	Project costs are over or projected to be over the agreed baseline costs by $\geq 10\%$	Project costs are over or projected to be over the agreed baseline costs by 0% to 10%	Project costs or projected costs are under or on baseline budget
Variations	Variations addressed after the fact, costs exceeding expectations, variations holding up works	Delays in notification and approval of variations, details not clear, costs unexpected	Variations being communicated and approved in a timely manner, costs for variations reasonable
Deliverables	Deliverables not in accordance with project scope. Quality issues not being resolved in a timely manner. Significant re-work required	Minor occurrences of deliverables not in accordance with project scope. Minimal need for re-work	Quality issues managed proactively and resolved in a timely manner. Deliverables in accordance with project scope and no issues identified
Risk and Issues	Project risk profile increasing, which may include potential delays, deliverables not ready or accepted, or significant issues not being resolved	Potential emerging problems with risks, or issues or deliverables which require immediate management attention to resolve	Risks, issues and deliverables being attended to as per plan with not foreseeable problems
Suppliers/Contractors	Project has major issues with supplier / contractor in terms of delivery dates, visibility of status, or quality of deliverables and cannot obtain an agreed and timely resolution	Project has issues with suppliers but there is a plan in place for timely resolution	No known supplier / contractor problems at this time



Progress Report

Gundagai Sewerage Augmentation

Appendix B	Construction Program
Appendix C	Project Financial Summary
Appendix D	Effluent Reuse Testing Results

ID	Task Mode	Task Name	Duration	Start	Finish	Pdecessorso Resource Names
1		GUNDAGAI STP & PS AUGMENTATION	370 days	Mon 8/06/20	Tue 16/11/21	
2		Milestone 1 - Gundagai STP	0 days	Wed 22/09/21	Wed 22/09/21	93FF
3		Milestone 2 - Royal Pumping Station	0 days	Thu 30/09/21	Thu 30/09/21	111FF
4		Milestone 3 - Royal RM	0 days	Thu 12/08/21	Thu 12/08/21	32FF
5		Milestone 4 - Boys Club Pumping Station	0 days	Tue 16/11/21	Tue 16/11/21	135FF
6		Milestone 5 - Boys Club RM	0 days	Fri 17/09/21	Fri 17/09/21	124FF
7		Milestone 6 - Effluent Reuse System to Golf Course	0 days	Thu 23/09/21	Thu 23/09/21	115FF
8		Milestone 1 - Gundagai STP	337 days	Mon 8/06/20	Thu 30/09/21	
9		IDEA Tank	26 days	Fri 16/07/21	Fri 20/08/21	
10		Decanter system	1 day	Fri 16/07/21	Fri 16/07/21	
11		Diffuser system inside Tank	4 days	Mon 19/07/21	Thu 22/07/21	10
12		Electrical works	3 days	Mon 19/07/21	Wed 21/07/21	10
13		Concrete patching works	5 days	Mon 19/07/21	Fri 23/07/21	10
14		Water Filling	10 days	Mon 26/07/21	Fri 6/08/21	13
15		Hydrostatic Testing	5 days	Mon 9/08/21	Fri 13/08/21	14
16		SOTR Testing	5 days	Mon 16/08/21	Fri 20/08/21	15
17		Balance Tank & Diffuser Washing area	18 days	Thu 22/07/21	Mon 16/08/21	
18		Electrical works	2 days	Thu 22/07/21	Fri 23/07/21	12
19		Water Filling	5 days	Mon 26/07/21	Fri 30/07/21	18
20		Hydrostatic Testing	7 days	Mon 2/08/21	Tue 10/08/21	19
21		Diffuser Washing area	4 days	Wed 11/08/21	Mon 16/08/21	20
22		Sludge Tanks 1 & 2	28 days	Thu 22/07/21	Mon 30/08/21	
23		Electrical works	3 days	Thu 22/07/21	Mon 26/07/21	12
24		Water Filling	14 days	Mon 2/08/21	Thu 19/08/21	19,23
25		Hydrostatic Testing	7 days	Fri 20/08/21	Mon 30/08/21	24
26		Inlet Works	19 days	Mon 19/07/21	Thu 12/08/21	
27		Stainless steel pipeworks	5 days	Mon 19/07/21	Fri 23/07/21	10
28		Installation of inlet works mechanical equipment	1 day	Mon 26/07/21	Mon 26/07/21	27
29		Electrical works	8 days	Mon 19/07/21	Wed 28/07/21	10
30		Metalwork, ladders& handrails	3 days	Tue 27/07/21	Thu 29/07/21	28
31		Water Filling	3 days	Fri 30/07/21	Tue 3/08/21	30
32		Hydrostatic Testing	7 days	Wed 4/08/21	Thu 12/08/21	31
33		Amenities Building	25 days	Mon 19/07/21	Fri 20/08/21	
34		Eave installation & Painting	5 days	Mon 19/07/21	Fri 23/07/21	10
35		Painting	10 days	Mon 26/07/21	Fri 6/08/21	34
36		Roller doors	3 days	Mon 2/08/21	Wed 4/08/21	34SS+10 c
37		Security grilles	2 days	Thu 5/08/21	Fri 6/08/21	36
38		Tiling	5 days	Mon 19/07/21	Fri 23/07/21	10
39		Vynl flooring	3 days	Mon 9/08/21	Wed 11/08/21	35
40		Joinery	5 days	Thu 12/08/21	Wed 18/08/21	39
41		Air conditioning	3 days	Mon 9/08/21	Wed 11/08/21	35

Task Summary

Project Summary

Inactive Task

Inactive Milestone

Summary

Task

Split

Milestone

Summary

Manual Task

Manual Summary Rollup

Manual Summary

External Milestone

Start-only

Duration-only

Manual Summary

External Tasks

Deadline

Progress

Manual Progress

↑

Date: Fri 16/07/21

Project: Gundagai STP & PS

Page 1

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessor	Resource Names
42		Windows	2 days	Mon 16/08/21	Tue 17/08/21	10FS+20 c	
43		Plumbing fixtures	3 days	Wed 18/08/21	Fri 20/08/21	42	
44		Electrical works	7 days	Thu 12/08/21	Fri 20/08/21	41	
45		Switchboard & SCADA	35 days	Mon 19/07/21	Fri 3/09/21		
46		SCA & ACP termination	15 days	Mon 19/07/21	Fri 6/08/21	10SS+1 da	
47		Electrical testing & Commissioning	7 days	Mon 9/08/21	Tue 17/08/21	46	
48		Watters site works	20 days	Mon 9/08/21	Fri 3/09/21	47SS	
49		Waste Water Pump Station (WWPS)	13 days	Thu 22/07/21	Mon 9/08/21		
50		Electrical works	3 days	Thu 22/07/21	Mon 26/07/21	12	
51		Water Filling	3 days	Tue 27/07/21	Thu 29/07/21	50	
52		Hydrostatic Testing	7 days	Fri 30/07/21	Mon 9/08/21	51	
53		Alum & Hypo Storage area	15 days	Tue 27/07/21	Mon 16/08/21		
54		Chemical dosing system including pipeworks	7 days	Tue 27/07/21	Wed 4/08/21	50	
55		Electrical works	3 days	Thu 5/08/21	Mon 9/08/21	54	
56		Concrete path works	2 days	Thu 5/08/21	Fri 6/08/21	54	
57		Install safety shower	1 day	Mon 9/08/21	Mon 9/08/21	56	
58		Fencing, handrail & gate	5 days	Tue 10/08/21	Mon 16/08/21	57	
59		Sludge Dewatering	16 days	Mon 19/07/21	Mon 9/08/21		
60		Concrete works	3 days	Mon 19/07/21	Wed 21/07/21	10	
61		Sludge feed pump & associated pipeworks	5 days	Tue 27/07/21	Mon 2/08/21	28	
62		Column & Roofing	7 days	Thu 22/07/21	Fri 30/07/21	60	
63		Electrical works	5 days	Tue 3/08/21	Mon 9/08/21	61	
64		UV Unit	16 days	Mon 19/07/21	Mon 9/08/21		
65		UV Unit & pipeworks	7 days	Mon 19/07/21	Tue 27/07/21	10	
66		Shed Installation	3 days	Wed 28/07/21	Fri 30/07/21	65	
67		Reclaimed pump installation	2 days	Wed 28/07/21	Thu 29/07/21	65	
68		Electrical works	7 days	Fri 30/07/21	Mon 9/08/21	67	
69		Effluent Storage tank	34 days	Mon 19/07/21	Thu 2/09/21		
70		Foundation design	1 day	Mon 19/07/21	Mon 19/07/21	10	
71		Reinforcement works	4 days	Thu 5/08/21	Tue 10/08/21	70FS+12 c	
72		Foundation Concrete works	3 days	Wed 11/08/21	Fri 13/08/21	71	
73		Storage tank arrival on site	0 days	Mon 2/08/21	Mon 2/08/21	66FS+1 da	
74		Storage tank installation	12 days	Wed 11/08/21	Thu 26/08/21	71	
75		Pipe works	5 days	Fri 27/08/21	Thu 2/09/21	74	
76		Electrical works	1 day	Fri 27/08/21	Fri 27/08/21	74	
77		Road& site works	39 days	Tue 20/07/21	Fri 10/09/21		
78		Reclaimed water services	5 days	Tue 20/07/21	Mon 26/07/21	70	
79		Sub Base Detail& compact	8 days	Mon 2/08/21	Wed 11/08/21	62	
80		Kerbing& dish drains	10 days	Mon 9/08/21	Fri 20/08/21	79SS+5 da	
81		Car park	3 days	Mon 23/08/21	Wed 25/08/21	80	
82		Base course& bitumen seal	5 days	Thu 26/08/21	Wed 1/09/21	81	

Project: Gundagai STP & PS
Date: Fri 16/07/21

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

Page 2

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessor	Resource Names
83		Guard Rail	7 days	Thu 2/09/21	Fri 10/09/21	82	
84		Testing, commissioning, demonstration & training	27 days	Tue 17/08/21	Wed 22/09/21	15,20,32,5	
85		Hydrostatic testing of tanks	0 days	Mon 30/08/21	Mon 30/08/21	85FF	
86		Hydrostatic testing of pipelines	10 days	Tue 17/08/21	Mon 30/08/21	44SS+6 da	
87		All mechanical,Electrical testing	5 days	Fri 20/08/21	Thu 26/08/21	87	
88		Submit test reports	5 days	Fri 27/08/21	Thu 2/09/21	88,48	
89		Demonstration of the plant	3 days	Mon 6/09/21	Wed 8/09/21	89SS	
90		Commissioning of STP Plant	10 days	Mon 6/09/21	Fri 17/09/21	90	
91		Seeding& Live cut in	2 days	Mon 20/09/21	Tue 21/09/21	91SS	
92		Training of operator	3 days	Mon 20/09/21	Wed 22/09/21	91SS	
93		Final connection	3 days	Mon 20/09/21	Wed 22/09/21	91SS	
94		Milestone 2 - Royal Pumping Station	337 days	Mon 8/06/20	Thu 30/09/21		
95		Milestone 3 - Royal RM	20 days	Mon 8/06/20	Fri 3/07/20		
96		Rising Main to STP	5 days	Mon 8/06/20	Fri 12/06/20		
97		Backfill& compact	10 days	Mon 15/06/20	Fri 26/06/20	96	
98		Valves & Final Fittings	5 days	Mon 29/06/20	Fri 3/07/20	97	
99		Excavation	20 days	Mon 19/07/21	Fri 13/08/21	10	
100		Epoxy painting	8 days	Tue 3/08/21	Thu 12/08/21	61	
101		Installation of pump well& valve chamber	3 days	Mon 16/08/21	Wed 18/08/21	99	
102		Pipework	5 days	Thu 19/08/21	Wed 25/08/21	101	
103		Fit out pump well& chamber	2 days	Thu 26/08/21	Fri 27/08/21	102	
104		Electrical works	3 days	Mon 30/08/21	Wed 1/09/21	103	
105		Road works	5 days	Thu 2/09/21	Wed 8/09/21	104	
106		Water Filling	3 days	Thu 2/09/21	Mon 6/09/21	104	
107		Hydrostatic Testing	7 days	Tue 7/09/21	Wed 15/09/21	106	
108		Live cut in	2 days	Mon 20/09/21	Tue 21/09/21	91SS	
109		Decommissioning of existing PS	1 day	Wed 22/09/21	Wed 22/09/21	108,93SS+	
110		Demolition of existing building	2 days	Thu 23/09/21	Fri 24/09/21	109	
111		Convert to storage tank	4 days	Mon 27/09/21	Thu 30/09/21	110	
112		Milestone 6 - Effluent Reuse System to Golf Course	61 days	Thu 1/07/21	Thu 23/09/21		
113		New design - Variation	0 days	Thu 1/07/21	Thu 1/07/21	113FS+30	
114		Pipe works & Valves installation	10 days	Thu 12/08/21	Wed 25/08/21		
115		Final connection	2 days	Wed 22/09/21	Thu 23/09/21	91,114	
116		Milestone D	87 days	Mon 19/07/21	Tue 16/11/21		
117		Operation& maintenance manuals	10 days	Tue 31/08/21	Mon 13/09/21	85	
118		W&E Drawings	10 days	Tue 31/08/21	Mon 13/09/21	85	
119		Milestone 4 - Boys club Pumping Station	87 days	Mon 19/07/21	Tue 16/11/21		
120		Milestone 5 - Boys club RM	45 days	Mon 19/07/21	Fri 17/09/21		
121		Underboring	20 days	Mon 19/07/21	Fri 13/08/21	10	
122		Rising Main to STP	20 days	Mon 16/08/21	Fri 10/09/21	121	
123		Backfill& compact	18 days	Fri 20/08/21	Tue 14/09/21	122SS+4 c	

Project: Gundagai STP & PS
Date: Fri 16/07/21

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

Page 3

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessor	Resource Names
124		Valves & Final Fittings	5 days	Mon 13/09/21	Fri 17/09/21	122	
125		Excavation	20 days	Mon 20/09/21	Fri 15/10/21	124	
126		Pump well arrival on site	0 days	Fri 8/10/21	Fri 8/10/21	122FS+20	
127		Epoxy painting	5 days	Mon 11/10/21	Fri 15/10/21	126	
128		Installation of pump well& valve chamber	3 days	Mon 18/10/21	Wed 20/10/21	127	
129		Pipework	5 days	Thu 21/10/21	Wed 27/10/21	128	
130		Fit out pump well& chamber	2 days	Thu 28/10/21	Fri 29/10/21	129	
131		Electrical works	3 days	Mon 1/11/21	Wed 3/11/21	130	
132		Road works	3 days	Thu 4/11/21	Mon 8/11/21	131	
133		Water Filling	2 days	Thu 4/11/21	Fri 5/11/21	131	
134		Hydrostatic Testing	5 days	Mon 8/11/21	Fri 12/11/21	133	
135		Live cut in	2 days	Mon 15/11/21	Tue 16/11/21	134	

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

Project: Gundagai STP & PS

Date: Fri 16/07/21

Page 4

PROJECT FINANCIAL SUMMARY

Reporting Period: End August 2021
Project ID: SSWP151
Project Name: Gundagai Sewerage Treatment Plant Augmentation

Approved maximum NSW Government Grant (\$Gov): \$10,000,000 Subsidy 61%
Committed Local Water Utility's Contribution: \$3,500,000
Other's Contribution (BBRF): \$3,500,000
Total approved Project Budget: \$17,000,000
Predicted Final Total Project Cost: \$18,980,549
Predicted cost overspend / saving: -\$1,980,549

Claimed To-Date (\$Gov Grant): \$3,200,000
Remaining Balance (\$Gov Grant): \$6,800,000

PROJECT FINANCIAL DETAILS

Description	Total Project Budget (Column 1)	Total Project Approved Expenditure	Current Commitment Total (Column 2)	Total Expenditure to-date (Column 3)	Remaining Commitment (Column 2 - 3)	Forecast cost overspend / saving (Column 1 - 2)	Percentage Complete (%)	Note
Investigation and Design Phase								
<u>Management</u>								
Project Management	208,543	241,336	241,336	241,336	0	-32,793		
Effluent management/risk assessment		0	0	0	0	0		
Other		0	0	0	0	0		
Other		0	0	0	0	0		
Subtotal Management	208,543	241,336	241,336	241,336	0	-32,793	100%	
<u>Investigation and Design</u>								
Concept Design	212,573	212,573	212,573	212,573	0	0		
Detail Design	725,450	725,450	725,450	725,450	0	0		
Other		0	0	0	0	0		
Other		0	0	0	0	0		
Subtotal PWA Fee	938,023	938,023	938,023	938,023	0	0	100%	
Total Investigation and Design	1,146,566	1,179,359	1,179,359	1,179,360	0	-32,793	100%	
Procurement and Contract Administration								
<u>Tender Procurement</u>								
Council:								
Tender Management	0	0	0	0	0	0		
Project Manager - Consultant		0	0	0	0	0		
Other		0	0	0	0	0		
Subtotal Council Tender	0	0	0	0	0	0		
Public Works Advisory:								
Tender Management and Evaluation	23,045	23,045	23,045	23,045	0	0		
Technical Evaluation	21,500	21,500	21,500	21,500	0	0		
Subtotal PWA Tender	44,545	44,545	44,545	44,545	0	0	100%	
Total Tender Procurement	44,545	44,545	44,545	44,545	0	0	100%	
<u>Management & Contract Administration</u>								
Council:								
Construction Management	186,193	214,805	214,805	214,805	0	-28,611		Includes external consultants
Other		0	0	0	0	0		
Subtotal Council Mgt	186,193	214,805	214,805	214,805	0	-28,611	100%	
Public Works Advisory:								
Contract Administration	218,650	218,650	218,650	202,379	16,271	0		
WHS Audit	2,990	2,990	2,990	2,990	0	0		
Post Completion Period	7,560	7,560	7,560	0	7,560	0		
Procure iCare insurance for Precision Civil	0	0	0	0	0	0		\$22,648.64 invoice directly to PCI
Additional Contract Administration Services		40,000	40,000	0	40,000	-40,000		
Subtotal PWA Mgt	229,200	269,200	269,200	205,369	63,831	-40,000	76%	
Total PM and Contract Administration	415,393	484,005	484,005	420,173	63,831	-68,611	87%	
<u>Technical Services</u>								
Management and coordination	20,000	20,000	20,000	15,748	4,252	0		
Prepare functional description	25,500	25,500	25,500	25,500	0	0		
Factory Acceptance Testing - Electrical	5,000	5,000	5,000	5,000	0	0		
Testing and witnessing of commissioning	45,000	45,000	45,000	0	45,000	0		
SOTR testing	25,000	25,000	25,000	0	25,000	0		
Seeding plan and process start-up advice	8,000	8,000	8,000	0	8,000	0		
O&M Manual	34,500	34,500	34,500	0	34,500	0		
Operator training	11,000	11,000	11,000	0	11,000	0		
Review of supplier manuals	12,500	12,500	12,500	0	12,500	0		
Do-And-Charge Fees:								
Technical Review of Designs	20,000	20,000	20,000	18,946	1,054	0		
Technical Advice, RFIs	25,000	25,000	25,000	18,812	6,188	0		
Effluent Reuse:								
Effluent irrigation strategy review	15,500	15,500	15,500	15,500	0	0		
Recycle water management plan	30,000	30,000	30,000	0	30,000	0		
Programming:								
SCADA and PLC programming	60,000	39,967	39,967	0	39,967	20,033		
TBC (Update Pollution Response Mgt Plan)	0	0	0	0	0	0		
Subtotal Technical Services	337,000	316,967	316,967	99,506	217,461	20,033	31%	
Total Procurement and Contract Administration	796,938	845,517	845,517	564,224	281,293	-48,578	67%	

Description	Total Project Budget (Column 1)	Total Project Approved Expenditure	Current Commitment Total (Column 2)	Total Expenditure to-date (Column 3)	Remaining Commitment (Column 2 - 3)	Forecast cost overspend / saving (Column 1 - 2)	Percentage Complete (%)	Note
Construction								
Milestone 1 - Gundagai STP								
Site establishment/ de-establishment		756,451	756,451	667,851	88,600	-756,451	88%	
Earthworks		1,542,659	1,550,496	1,542,659	7,837	-1,550,496	99%	Committed cost includes allowance to supply fill material
Roadworks, site drainage and retaining walls		3,011,296	3,061,296	2,922,888	138,408	-3,061,296	95%	Committed cost includes allowance for road sealing
Inlet works		512,936	512,936	512,936	0	-512,936	100%	
IDEA reactor, effluent tank and sludge storage structures		3,951,745	3,951,745	3,940,965	10,780	-3,951,745	100%	
UV disinfection system		297,358	297,358	242,133	55,226	-297,358	81%	
Alum storage and dosing system		364,591	364,591	291,309	73,282	-364,591	80%	
Effluent reuse (storage, chlorination and pumping) system		449,087	449,087	293,581	155,506	-449,087	65%	
On-site potable and reuse water reticulation systems		Included	Included	0				Included in pipework, valves and fittings below
Wastewater return pump station		245,670	245,670	245,670	0	-245,670	100%	
Sludge dewatering system		436,102	436,102	428,479	7,623	-436,102	98%	
Amenities, blower and switch room building		548,436	548,436	485,997	62,439	-548,436	89%	
Pipework, valves and fittings		401,516	401,516	361,834	39,682	-401,516	90%	
Electrical works		1,074,128	1,074,128	920,870	153,258	-1,074,128	86%	
Power supply upgrade		333,879	343,583	333,879	9,704	-343,583	97%	Committed cost includes allowance for final easement
Automatic stand-by generator		0	0	0	0	0	0%	
Telemetry		26,931	26,931	0	26,931	-26,931	0%	
Testing and commissioning		265,410	265,410	3,883	261,527	-265,410	1%	
Miscellaneous works, eg fences, manuals, WAE's		134,825	134,825	68,489	66,336	-134,825	51%	
Milestone 2 - Royal Pump Station								
Royal Sewage Pump Station		638,011	638,011	59,600	578,410	-638,011	9%	
Milestone 3 - Royal Rising Main								
Royal Sewage Rising Main		513,622	513,622	513,622	0	-513,622	100%	
Milestone 4 - Boys Club Pump Station								
Boys Club Sewage Pump Station		532,321	532,321	17,212	515,109	-532,321	3%	
Milestone 5 - Boys Club Rising Main								
Boys Club Sewage Rising Main		535,317	535,317	527,679	7,638	-535,317	99%	
Milestone 6 - Effluent Reuse								
Effluent reuse under STP contract		248,290	248,290	0	248,290	-248,290	0%	Scope under review
Upgrade existing reuse scheme		0	0	0	0	0		Additional funding required to secure this work
Milestone 7 - Demolition								
Decommission and dispose of existing STP (not awarded)		0	0	0	0	0		Additional funding required to secure this work
Subtotal Construction Works	15,056,495	16,820,581	16,888,122	14,381,537	2,506,585	-1,831,627	85%	
Construction Variation								
STP Contract:								
V1. Increase Helix plate thickness		27,324	27,324	27,324	0	-27,324	100%	
V2. Backfill behind retaining wall		5,492	5,492	5,492	0	-5,492	100%	
V3. Balance tank floor slab design change		7,152	7,152	7,152	0	-7,152	100%	
V4. Effluent storage tank geotechnical investigation		10,406	10,406	10,406		-10,406		
V5. Additional screw pile for flow distribution pit		0	2,575	0		-2,575		
V6. Alternate switchroom floor design		0	-11,587	0		11,587		
V7. Effluent reuse scope change			-120,000	0		120,000		
V10. Davit for WAS pump		0	3,500	0				
V8. Power supply for security cameras		0	4,822	0				
V9. Access for flow distribution pit		0	9,000	0				
V11. Effluent reuse storage tank foundation design		0	60,000	0				
V12. Sludge tank pipework		0	5,000	0				
Subtotal Variations	0	50,374	3,684	50,374	0	78,638	1367%	
Subtotal Construction + Variations	15,056,495	16,870,955	16,891,806	14,431,911	2,506,585	-1,752,989	85%	
Construction Contingency								
Construction contingency		84,718						Allowed 5% of STP contract price less approved expenditures
Total Construction	15,056,495	16,955,673	16,891,806	14,431,911	2,506,585	-1,752,989	85%	
PROJECT TOTAL								
	17,000,000	18,980,549	18,916,683	16,175,495	2,787,878	-1,834,361	86%	
Current Predicted Project Contingency								
Predicted Final Project Cost			63,867					
			18,980,549					



Gundagai Sewage Treatment Plant (STP)

Environmental Protection License No. 1721

Effluent Quality Monitoring Report

July 2021

Contents

Gundagai Sewage Treatment Plant	3
1.0 Background.....	3
2.0 Water Quality Monitoring.....	4
2.1 Water Quality Monitoring Locations	4
2.1 Water quality monitoring and reporting.....	5
2.0 Water Quality Monitoring Results	6

Gundagai Sewage Treatment Plant

1.0 Background

Gundagai Sewerage system was constructed during 1930s. The sewerage systems consists of reticulation sewers, sewage pump stations and rising mains and a sewage treatment plant. The existing sewage treatment plant has passed its useful life and a contract has been let to construct a new sewage treatment plant to replace the existing sewage treatment plant and part of the existing sewerage infrastructure.

The existing treatment plant consist inlet works, Imhoff tank and trickling filters, humus tank, maturation pond and sludge digester. Digested sludge is discharged into drying beds and disposed at landfill sites. Treated effluent is used to irrigate parks, sporting fields and golf course.



Figure 1- Layout of Gundagai Sewage Treatment Plant

Maturation Pond

Treatment Plant

Golf Course
Irrigation Pond

At present a new Sewage Treatment Plant is under construction with Intermittently Decanted Extended Aeration (IDEA) with sludge dewatering facilities. Upon completion of testing and commissioning of the new treatment plant which is designed to produce higher quality treated effluent for irrigation reuse.

The new plant will have screens, grit removal IDEA process with sludge dewatering facilities. The treated effluent will be disinfected with UV light unit prior to using it for irrigation of parks, garden, sporting fields and golf course. Treated Effluent will be discharged into the nearby waterways while there is not irrigation demand.

2.0 Water Quality Monitoring

2.1 Water Quality Monitoring Locations

Sampling and testing of the Treated effluent is done at fortnightly interval at three locations which include;

- Maturation pond outlet
- Inlet to the irrigation pond
- Outlet to the irrigation pond

The location of sampling points are shown in figure 2.

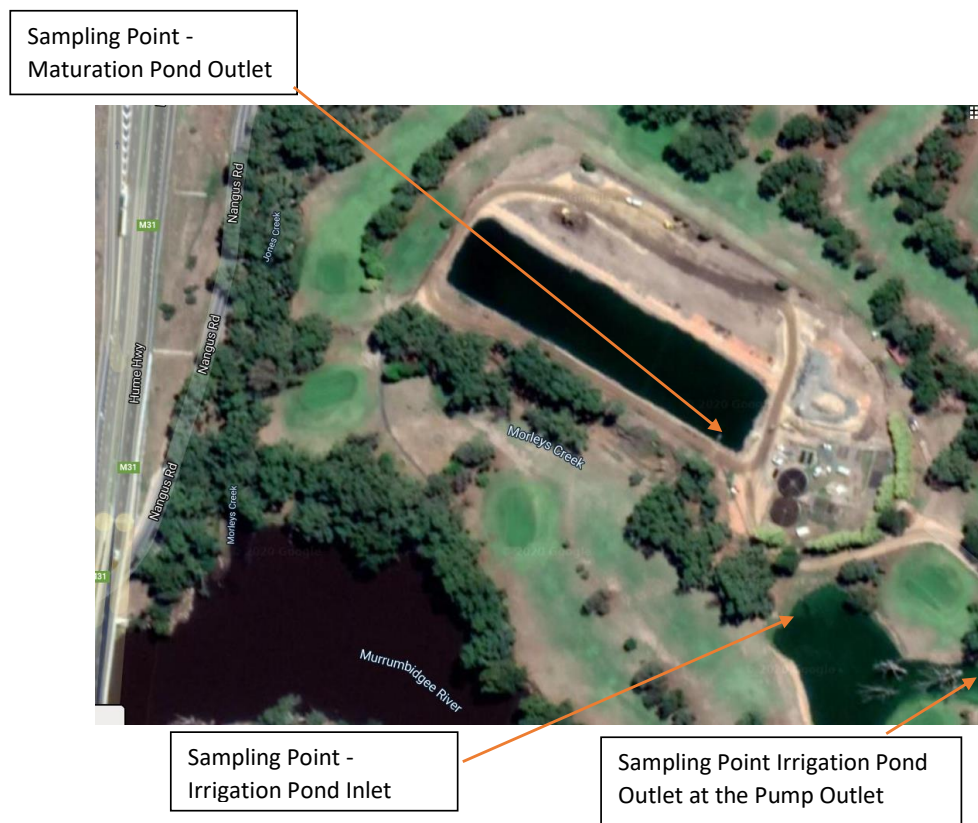


Figure 2- Location of Sampling Points

2.1 Water quality monitoring and reporting

Water samples are collected and dispatched for testing at NATA accredited laboratories and the test results are provided in Section 3 of this report.

Subsequent to a Risk Management Study on the treated effluent reuse facilities, it was proposed to install a disinfection unit based using sodium hypochlorite solution to reduce the coliform count on the irrigation water and to fully comply with License Requirements.

A skid Chlorinator using 12.5% hypochlorite solution was installed, tested and commissioned on 28 August 2020. Subsequent to this the coliform count in the irrigation point has dropped significantly representing an LRV of 3 and above achieved by the disinfection process. Further details can be found in the water quality report in Section 3 of this report.



Figure 3 - Chlorinator

2.0 Water Quality Monitoring Results

Fortnightly Sampling of Treated Effluent - Bidgee Banks Golf Course (Point 1 Irrigation)		Bidgee Banks Golf Course (Golf Course Pond Inlet)		Bidgee Banks Golf Course (Maturation Pond Outlet)	
Date	Faecal coliforms	Date	Faecal coliforms	Date	Faecal coliforms
Units	cfu/100mL	Units	cfu/100mL	Units	cfu/100mL
1/2/18	30	1/2/18		1/2/18	
10/4/18	330	10/4/18		10/4/18	
15/10/18	45	15/10/18		15/10/18	
14/12/18	6160	14/12/18		14/12/18	
14/1/19	1	14/1/19	2500	14/1/19	
31/1/19	100	31/1/19	96700	31/1/19	
13/2/19	50	13/2/19	3670	13/2/19	6560
28/2/19	444	28/2/19	34400	28/2/19	40000
14/3/19	10	14/3/19	22500	14/3/19	15100
28/3/19	90	28/3/19	60000	28/3/19	83300
11/4/19	734	11/4/19	36000	11/4/19	41000
23/4/19	2600	23/4/19	73000	23/4/19	68000
9/5/19	6000	9/5/19	169000	9/5/19	187000
23/5/19	5600	23/5/19	96000	23/5/19	103000
6/6/19	6560	6/6/19	193000	6/6/19	212000
4/7/19	300	4/7/19	10800	4/7/19	13600
18/7/19	50	18/7/19	37400	18/7/19	12100
1/8/19	1	1/8/19	150	1/8/19	340
19/8/19	83	19/8/19	10000	19/8/19	10000
29/8/19	20	29/8/19	55	29/8/19	100
12/9/19	37	12/9/19	4500	12/9/19	4500
30/9/19	119	30/9/19	2020	30/9/19	2420
10/10/19	64	10/10/19	8590	10/10/19	44400
24/10/19	606	24/10/19	25600	24/10/19	90000
6/11/19	101	6/11/19	178000	6/11/19	178000
20/11/19	28	20/11/19	1620	20/11/19	8890
5/12/19	192	5/12/19	3160	5/12/19	6400
19/12/19	606	19/12/19	4340	19/12/19	4020
7/1/20	5050	7/1/20	122000	7/1/20	178000
24/1/20	550	24/1/20	50200	24/1/20	51100
5/2/20	140	5/2/20	27000	5/2/20	34000
18/2/20	10	18/2/20	33300	18/2/20	149000
3/3/20	505	3/3/20	33300	3/3/20	26300
16/3/20	2020	16/3/20	28300	16/3/20	45400
31/3/20	1410	31/3/20	48500	31/3/20	52500

Fortnightly Sampling of Treated Effluent - Bidgee Banks Golf Course (Point 1 Irrigation)		Bidgee Banks Golf Course (Golf Course Pond Inlet)		Bidgee Banks Golf Course (Maturation Pond Outlet)	
Date	Faecal coliforms	Date	Faecal coliforms	Date	Faecal coliforms
14/4/20	800	14/4/20	280000	14/4/20	300000
22/4/20	210	22/4/20	20000	22/4/20	100000
13/5/19	3200	13/5/19	3800	13/5/19	
19/5/19	3100	19/5/19	24400	19/5/19	23200
22/5/20	3500	22/5/20	222000	22/5/20	3330000
29/5/20	3330	29/5/20	233000	29/5/20	189000
2/6/20	108	2/6/20	14000	2/6/20	12700
5/6/20	800	5/6/20	167000	5/6/20	411000
9/6/20	1100	9/6/20	22200	9/6/20	33300
12/6/20	1110	12/6/20	14400	12/6/20	322000
16/6/20	372	16/6/20	10000	16/6/20	5300
19/6/20	3670	19/6/20	100000	19/6/20	100000
24/6/20	1670	24/6/20	178000	24/6/20	300000
26/6/20	12400	26/6/20	389000	26/6/20	511000
30/6/20	111	30/6/20	55600	30/6/20	44400
3/7/20	4670	3/7/20	144000	3/7/20	189000
14/7/20	26700	30/6/20	233000	30/6/20	66700
17/7/20	5330	17/7/20	75600	17/7/20	82200
21/7/20	1890	21/7/20	12200	21/7/20	32200
24/7/20	667	24/7/20	1110	24/7/20	27600
29/7/20	5110	30/6/20	27800	30/6/20	62200
31/7/20	1210	31/7/20	11100	31/7/20	47500
4/8/20	667	4/8/20	4440	4/8/20	1110
6/8/20	1560	6/8/20	16200	6/8/20	10100
11/8/20	222	11/8/20	4040	11/8/20	1010
25/8/20	73	25/8/20	5050	25/8/20	13100
8/9/20	1	8/9/20	7070	8/9/20	7070
23/9/20	1	23/9/20	2520	23/9/20	2420
6/10/20	1	6/10/20	6670	6/10/20	1670
20/10/20	70	20/10/20	88900	20/10/20	116000
3/11/20	<1	3/11/20	3030	3/11/20	3030
17/11/20	1440	17/11/20	147000	17/11/20	178000
1/12/20	<1	1/12/20	77800	1/12/20	44400
15/12/20	667	15/12/20	5560	15/12/20	7780
4/1/21	444	4/1/21	10000	4/1/21	15600
19/1/21	394	19/1/21	11100	19/1/21	32200

Fortnightly Sampling of Treated Effluent - Bidgee Banks Golf Course (Point 1 Irrigation)		Bidgee Banks Golf Course (Golf Course Pond Inlet)		Bidgee Banks Golf Course (Maturation Pond Outlet)	
Date	Faecal coliforms	Date	Faecal coliforms	Date	Faecal coliforms
3/2/21	1440	3/2/21	93300	3/2/21	200000
16/2/21	556	16/2/21	88900	16/2/21	200000
2/3/21	55	2/3/21	22200	2/3/21	122000
16/3/21	1210	16/3/21	267000	16/3/21	344000
30/3/21	2420	30/3/21	88900	30/3/21	156000
13/4/21	1220	13/4/21	45600	13/4/21	164000
11/5/21	333	11/5/21	42200	11/5/21	31100
25/5/21	3330	25/5/21	100000	25/5/21	187000
8/6/21	1220	8/6/21	54400	8/6/21	244000
22/6/21	128	22/6/21	1820	22/6/21	13300
6/7/21	9	6/7/21	1110	6/7/21	8890
20/7/21	100	20/7/21	<1	20/7/21	100
Average	1719	Average	62162	Average	131055

Fortnightly Sampling of Treated Effluent - Bidgee Banks Golf Course (Irrigation)							Fortnightly Sampling of Treated Effluent - Bidgee Banks Golf Course (Point 1 Irrigation)										
Parameter	Units	4/1/21	19/1/21	4/2/21	16/2/21	2/3/21	16/3/21	30/3/21	13/4/21	27/4/21	11/5/21	25/5/21	8/6/21	22/6/21	6/7/21	20/7/21	Average
Biochemical Oxygen Demand	mg/L	16	6	17	8	10	27	20	9	16	9	7	8	7	5	6	12
Calcium (dissolved)	mg/L	15.7	12.8	13.6	16.7	18.6	19	18.3	20.4	25.5	20.9	21.3	21.6	20.2	19.3	19.4	20
Faecal coliforms	cfu/100mL	444	394	1440	556	55	1210	2420	1220	3000	333	3330	1220	128	9	100	1574
Conductivity	µS/cm	487	485	482	448	442	480	445	517	570	596	635	644	649	584	603	610
Magnesium (dissolved)	mg/L	7.13	6.24	6.36	7.68	8.03	8.43	7.71	9.53	10.10	7.69	7.29	7.12	7.28	8.50	9.10	8
Nitrogen, total	mg/L	10	9	11	10	8	4	13	15	18	21	23	29	23	26	30	21
Nitrate/Nitrite as N	mg/L	5.6	2.9	2.3	3.1	5.2	<0.5	9.5	10	11	6.4	3.3	3.0	4.3	5.6	5.5	5
Oil & Grease	mg/L	3	2	2	1	9	8	3	<1	5	7	4	5	2	1	3	3
Phosphorus, Total	mg/L	3.18	2.61	3.25	3.62	3.09	3.18	3.43	2.91	3.14	3.82	1.71	3.77	4.78	3.99	4.43	5
pH	pH units	8.3	9.3	8.1	7.7	7.8	7.2	7.4	7.4	6.9	7.4	7.2	7.2	7.4	7.4	7.6	8
Sodium Adsorption Ratio	Ratio	3	4	3	2	2	3	2	3	3	2	3	3	3	2	2	3
Sodium (dissolved)	mg/L	65.4	62.5	49.9	45.8	50.8	56.3	50.7	67.0	72.5	57.0	51.0	53.4	58.9	45.2	44.2	65
Total Kjeldahl Nitrogen	mg/L	4	6	9	7	3	4	3	5	7	15	20	26	19	20	24	16
Total Suspended Solids	mg/L	43	40	94	17	19	41	34	21	<2	7	5	9	3	2	5	32
Treated Effluent - Bidgee Banks Golf Course (Golf Course Pond Inlet)							Fortnightly Sampling of Treated Effluent - Bidgee Banks Golf Course (Golf Course Pond Inlet)										
Parameter	Units	4/1/21	19/1/21	4/2/21	16/2/21	2/3/21	16/3/21	30/3/21	13/4/21	27/4/21	11/5/21	25/5/21	8/6/21	22/6/21	6/7/21	20/7/21	Average
Biochemical Oxygen Demand	mg/L	36	39	34	27	37	46	38	27	84	10	12	15	6	5	6	23
Calcium (dissolved)	mg/L	14.5	12.6	13.8	18.5	18.4	19.7	19.0	22.1	23.0	20.8	21.0	21.9	20.0	19.4	19.1	20
Faecal coliforms	cfu/100mL	10000	11100	93300	88900	22200	267000	88900	45600	378000	42200	100000	54400	1820	1110	<1	62225
Conductivity	µS/cm	496	486	425	470	505	529	464	570	649	660	670	668	656	582	570	651
Magnesium (dissolved)	mg/L	6.13	5.55	5.69	9.05	7.79	7.56	7.91	9.91	8.39	7.05	6.82	7.08	7.23	8.81	10.70	7
Nitrogen, total	mg/L	16	18	18	20	17	17	18	23	35	29	24	34	28	29	28	29
Nitrate/Nitrite as N	mg/L	6.4	4.2	5.3	6.6	8.4	5.9	13.2	11	11	6	5.4	4.5	5.5	6.4	7.8	7
Oil & Grease	mg/L	4	2	<1	1	7	6	2	<1	3	8	3	8	1	1	3	4
Phosphorus, Total	mg/L	4.36	5.24	4.12	4.57	4.67	2.45	4.31	3.74	4.99	4.07	2.82	3.95	4.93	3.96	3.99	6
pH	pH units	8.9	9.4	9.1	8.7	8.4	8.1	8.2	7.7	7.4	7.5	7.4	7.6	7.5	7.5	7.6	8
Sodium Adsorption Ratio	Ratio	3	3	2	2	3	3	2	3	3	2	3	3	3	2	2	3
Sodium (dissolved)	mg/L	62.9	58.4	41.5	48.1	53.6	56.5	49.0	72.2	66.0	55.5	51.5	53.5	58.0	44.3	39.1	64
Total Kjeldahl Nitrogen	mg/L	10	14	13	13	9	11	5	12	24	23	29	29	22	23	20	22
Total Suspended Solids	mg/L	70	68	96	78	80	88	52	37	36	11	11	16	<2	4	5	54
Bidgee Banks Golf Course (Maturation Pond Outlet)							Bidgee Banks Golf Course (Maturation Pond Outlet)										
Parameter	Units	4/1/21	19/1/21	4/2/21	16/2/21	2/3/21	16/3/21	30/3/21	13/4/21	27/4/21	11/5/21	25/5/21	8/6/21	22/6/21	6/7/21	20/7/21	Average
Biochemical Oxygen Demand	mg/L	21	35	24	20	27	5	24	35	80	15	17	20	22	7	8	22
Calcium (dissolved)	mg/L	12.9	13.3	13.9	18.5	18.5	19.9	19.9	24.4	25.8	20.2	20.8	22.3	19.8	21.0	19.9	20
Faecal coliforms	cfu/100mL	15600	32200	200000	200000	122000	344000	156000	164000	811000	31100	187000	244000	13300	8890	100	138738
Conductivity	µS/cm	492	508	469	487	537	548	476	713	698	696	780	692	648	606	558	645
Magnesium (dissolved)	mg/L	5.22	5.40	5.32	9.41	7.62	7.26	8.45	10.9	8.90	6.31	6.17	6.69	7.19	10.4	11.4	7
Nitrogen, total	mg/L	21	28	22	24	28	19	26	34	48	36	44	37	31	34	26	32
Nitrate/Nitrite as N	mg/L	5.2	4.4	6.3	7.4	8.6	6.6	10.3	10	9.2	5.2	4.0	4.0	7.7	9.9	7.3	8
Oil & Grease	mg/L	13	<1	1	3	7	6	2	<1	1	9	3	6	1	<1	3	4
Phosphorus, Total	mg/L	4.97	5.81	4.45	4.78	5.03	2.94	2.72	4.16	6.47	5.24	3.95	4.95	6.64	4.10	3.69	6
pH	pH units	9.2	9.0	9.0	9.3	8.9	8.8	9.4	8.5	7.0	7.6	7.5	7.5	7.4	7.5	7.5	8
Sodium Adsorption Ratio	Ratio	4	3	2	2	3	3	2	3	3	3	2	3	3	2	2	3
Sodium (dissolved)	mg/L	60.5	58.7	35.3	50.6	55.6	57.2	48.0	82.8	73.5	53	51.3	51.9	55.2	44.6	39.1	64
Total Kjeldahl Nitrogen	mg/L	16	24	16	17	19	13	16	24	39	31	40	33	23	24	19	25
Total Suspended Solids	mg/L	81	83	108	106	122	98	74	84	54	18	7	32	36	11	<2	58

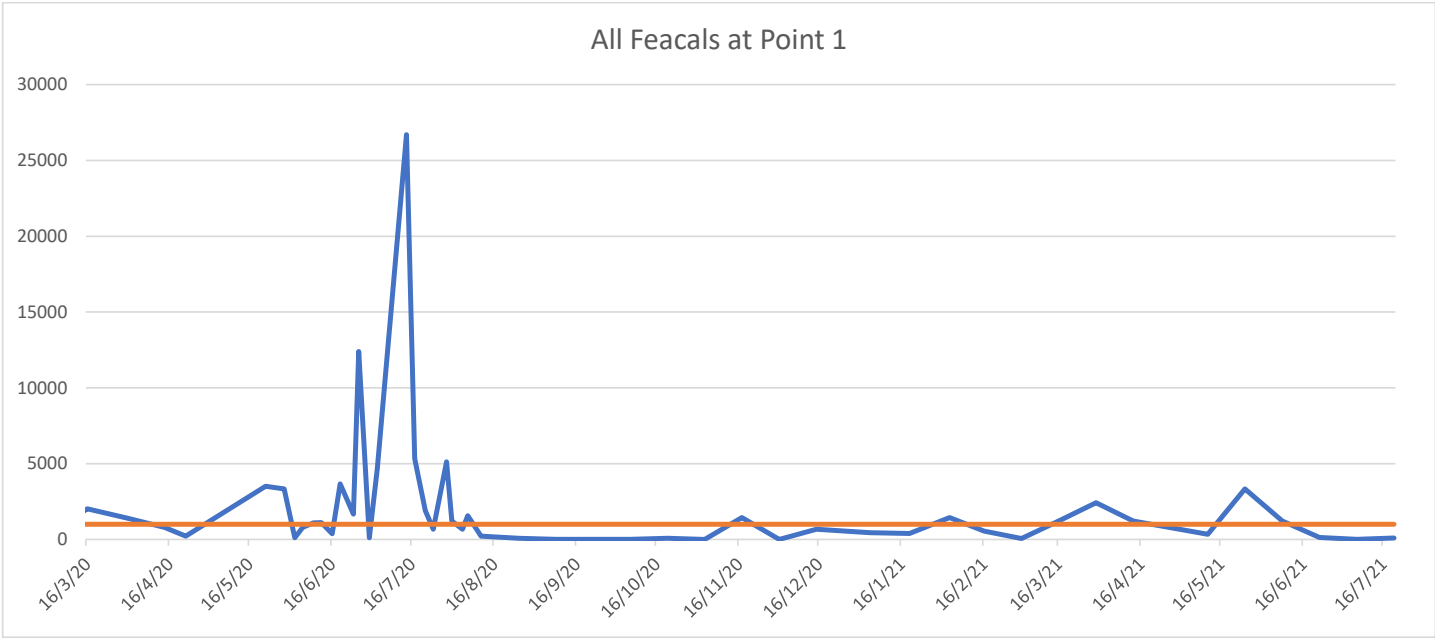


Figure 4 - Fecal Coliform Count (cfu/100 ml) at Irrigation Point

8.6.2 IRRIGATION USING RECYCLED WATER AT COOTAMUNDRA

DOCUMENT NUMBER	357422
REPORTING OFFICER	Ganesh Ganeshamoorthy, Manager Assets
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	\$75,000 to engage Public Works Advisory to be funded from sewer budget.
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. The Report for Irrigation Using Recycled Water at Cootamundra be received.**
- 2. Council approve \$75,000 to engage Public Works Advisory for the preparation of a RISK Assessment Report and Recycled Water Management plan.**

Introduction

At its Ordinary Meeting held 10th December, 2019 Council resolved (Min. no. 482/2019) to connect recycled water to irrigate the off leash dog park situated at the corner of Thompson and Hurley Streets, Cootamundra. The proposal was evaluated, and steps were taken to connect the irrigation system to the recycled water supply system and commission the works.

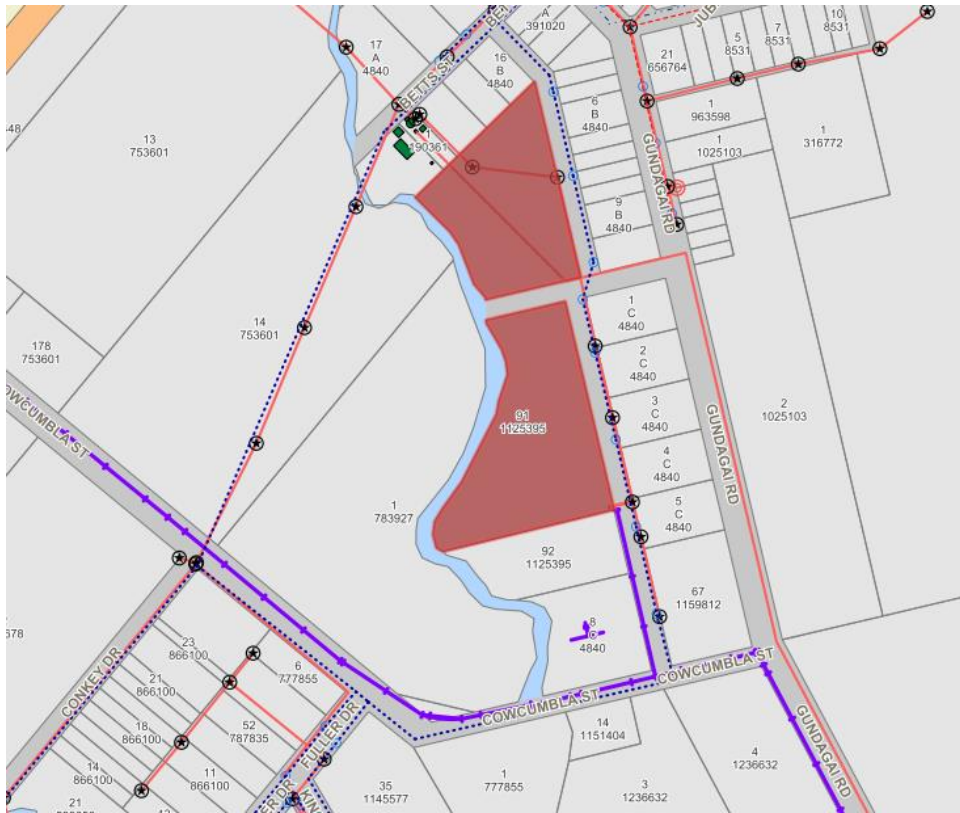
During discussions with Department of Primary Industry and Environment (DPIE) and NSW Environmental Protection Authority (EPA) it was advised that a recycled water management system was approved during early 2000, however, the recycled water quality requirements and related environmental regulations have changed, and it is not possible to expand this system or include additional sites without approval from DPIE and NSW EPA.

Discussion

Council conducted preliminary investigations and a desk top assessment along with the existing Environmental Protection Licence (EPL No. 1603) which relates to the operation of Cootamundra's sewage treatment plant (STP) and recycled water management system.

This assessment revealed that recycled water supply connections were provided to two sites; O'Connor Park, Betts Street, and Environmental Earth Sciences International (EESI) soil recycling facility, Old Treatment Works Road without going through the regulatory approval process. Furthermore, these two sites are not included as monitoring points in the current EPL.

Site1 – O'Connor Park



Site 2 – Environmental Earth Science International facility

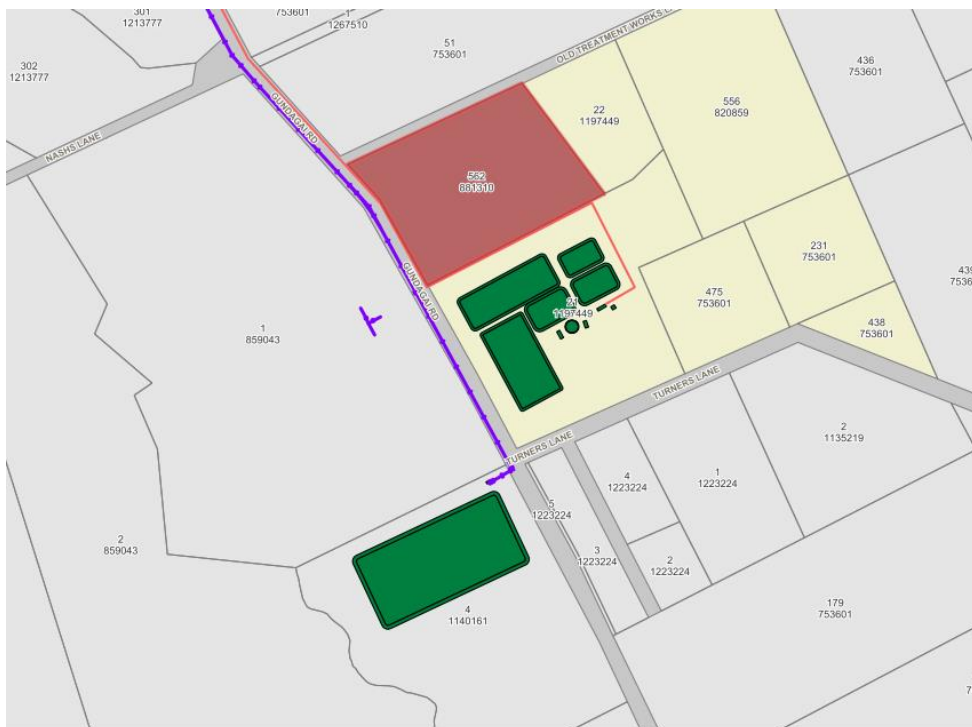


Figure 2-Soil Recycling Facility, Cootamundra

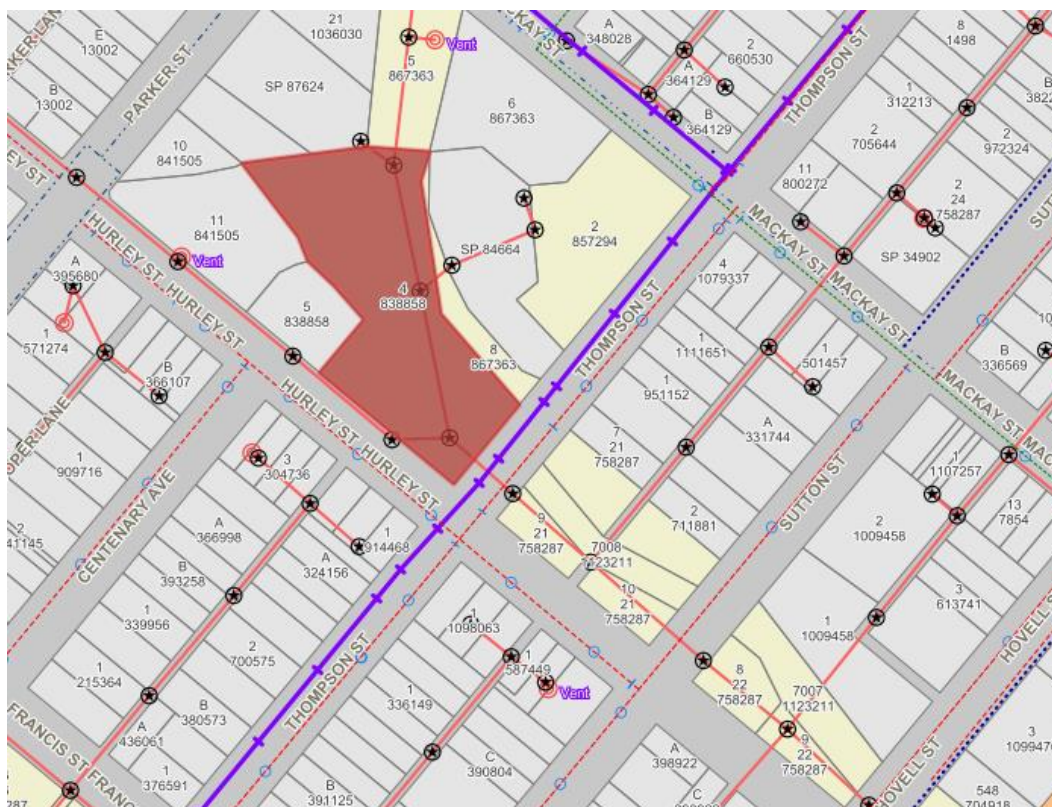
Proposed New site – Off Leash Dog Park

Figure 3 - New Site - Dog off Leash Park

Regulatory Approval Under Section 60 of the Local Government Act

Based on the discussions with DPIE and EPA NSW approval would be required under Section 60 of the Local Government Act, 1993 from regulatory authorities to proceed with the inclusion of additional sites for irrigation with effluent.

This involves a comprehensive risk assessment process with stakeholders input and involvement including representatives from NSW DPIE and EPA with preparation of an updated recycled water management system so as to obtain approval from the DPIE and EPA to proceed with the inclusion of a new site and include these sites as monitoring points in accordance with EPA requirements.

The cost of this further investigation and preparation of recycled water management system is estimated to be \$75,000. However, there is an element of capital risk that the risk assessment and analysis might lead to or recommend an additional treatment process such as UV (Ultraviolet Light) disinfection unit or additional filtration process. Such capital upgrade costs cannot be estimated at this stage. The \$75,000 only covers PWA services costs and does not include any capital upgrades.

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - SEPTEMBER 2021

DOCUMENT NUMBER	357342
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Civil Works and Technical Services Report for the month of September 2021 be received.

Introduction

This report provides a detailed update of the Civil Works and Technical Services Department's works undertaken for the month of September, 2021 and is submitted for the information of Council and the community.

Discussion

Fixing Local Roads Projects:

McKay Street Cootamundra:

All stormwater and drainage works have now been completed at the end blocks from Onley Street to Hemet Crescent. Footpath and pram ramps at McKay and Poole Streets have also been completed. At the time of writing this report, pavement rehabilitation works were due to commence at the McKay and Poole Streets intersection. This work will see the intersection closed for several days while the works are undertaken. This work is being undertaken during the school holidays to avoid bus movements. Media releases will be prepared to keep residents and emergency services informed on traffic detours as works progress. Once this intersection has been completed works will move north along Mackay Street towards Hemet Crescent and then back toward Onley Street.

Works have recommenced on the Old Hume Highway with gravel resheeting and drain clearing complete. Stabilisation is currently in progress on the 4kilometre section to the north of the bridge over Hillas Creek and sealing work will soon follow.

Drought Communities Program:

Work is continuing in Sheridan Street, Gundagai on block 3 with all drainage works now complete. Contract crews are progressing with placement of kerb and gutter and undertaking preliminary works on concrete pavement ahead of paving works. This work has been staged to ensure the Gundagai Medical Centre continues to operate and Council staff would like to thank the Medical Centre and general public for their understanding to date.

Local Roads Community Infrastructure Program:

The bridge replacement on Rosehill Road, Cootamundra is almost complete with all of the concrete works and erosion protection works finalised. Final placement and compaction of the road pavement of the road approaches will commence shortly, but sealing is now expected in October, 2021 due to weather delays.

The shared footpath along Muttama Creek, Cootamundra adjacent to the Ex-Services Club is complete. The placement of bollards alongside the path to prevent vehicle access will finalise this project.

Work on replacing the footbridge at the end of Scott Avenue, Cootamundra has commenced. This will see the old footbridge replaced with a wider and safer bridge for pedestrians and motor scooter access.

Works are nearing completion at the intersection of Sheridan and West Streets, Gundagai. Paving infill has been completed within all traffic islands and Parks and Gardens staff have completed the installation of an irrigation system, mulching and plants that are consistent with the theme along the remainder of Sheridan Street.

Old Gundagai Road, Cootamundra:

All the pavement material has now been placed and compacted. Currently, the pavement is being allowed to settle under traffic to consolidate it further before final working and sealing is undertaken.

General Works:

The ongoing wet weather continues to cause road surface failures around the entire road network. A concerted effort is being undertaken by several road crews to have patching attended to as quickly as possible. These roads include, Stockinbingal, Muttama, and Old Cootamundra Roads, the Olympic Highway and Burley Griffin Way. Routine bitumen patching is being completed on all roads on an as needed basis with regional roads including Muttama and Nangus being prioritised. Council asks all drivers to take care driving on its roads by driving to road conditions, particularly at night. Furthermore, Council asks drivers to observe roadwork speed zones, most of all whilst road works are being undertaken to ensure the safety of work crews.

Maintenance grading has been completed on Cooininee, Hoares, Tabers, Armours, Wambidgee, Deltroit and Reef Creek Roads in the Coolac area. Works will then progress towards the Muttama and Nangus areas.

Roadside slashing and spraying is underway on all sealed rural roads. Culvert cleaning and maintenance repairs are also being undertaken. Please take care while passing council vehicles and staff undertaking these roadside works.

8.8 TECHNICAL SERVICES

8.8.1 LG GRANTS COMMISSION SPECIAL SUBMISSION

DOCUMENT NUMBER	357548
REPORTING OFFICER	Matt Stubbs, Manager Technical Services
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.1 The local economy is strong and diverse
FINANCIAL IMPLICATIONS	LGGC consideration of relative disability allowances, not currently included in CGRC's FAG allocation.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. LGGC Advice to CGRC ↓ 2. LGGC Submission Appendix A ↓ 3. LGGC Submission Appendix B ↓ 4. LGGC Submission Appendix C ↓ 5. LGGC Submission Appendix D ↓ 6. Proposed LGGC Special Submission ↓

RECOMMENDATION

1. **The Special Submission attached to this report be submitted to the Local Government Grants Commission on behalf of Cootamundra Gundagai Regional Council.**

Introduction

At its August meeting, Council resolved: A report on special submissions relating to 2022/23 Financial Assistance Grants detailing the financial impact of inherent expenditure disabilities beyond council's control be prepared and submitted to the ordinary Meeting to be held 28th September 2021 for the consideration of Council (Resolution 229/2021).

Special submissions from councils for 2022-23 will be considered by the Commission. The purpose of a submission is to give councils the opportunity to present information on the financial impact of inherent expenditure disabilities beyond councils' control that are not generally recognised in the current methodology.

Discussion

The details of the Commission's expenditure calculations for Council's area are enclosed (See Appendix A). This information should be used in assessing whether to make a submission on expenditure disabilities; that is, in assessing whether the particular disabilities of Council's area are

already recognised in the formula. If council believes that disabilities other than those currently identified by the formula have an impact on the cost of providing services, then this should be substantiated in the submission. Similarly, if council believes that the impact of any disability already identified by the Commission is greater than indicated, then the case should be argued in the submission.

Submissions should be based only on inherent disabilities and problems, which are outside a council's control. Only operational costs should be included; capital costs are to be excluded.

Appendix A outlines the contribution categories considered by the grants commission, Appendix D provides a description of the disabilities that are already incorporated into the calculation of the existing contribution and are to be excluded from special submissions. The Expenditure Disability Factors Table outlines that Population Size, ATSI, Local Road Length, Environment and Rainfall, Topography and Drainage Index have already been considered for each LGA.

The CGRC local government area is considered to have a measure below the State standard with regards to rainfall, topography and drainage index, as a result we receive no disability factor for this component as evidenced in Appendix A. It could be argued that there are sections of the LGA that receive higher than average rainfall and as a result the local roads in these areas are subjected to increased maintenance demand.

Local industry within the LGA also provides seasonal increases to maintenance demand within the road network, in particular those roads impacted by timber and grain harvest operations.

The other element of maintenance that doesn't appear to be addressed by the formula is the distance our local road network is located from our main townships and works depots. There are numerous roads that are over an hour drive for maintenance crews to reach to undertake routine maintenance that presents multiple challenges including access to water and suitable gravel material that is a necessity for maintenance activities. The result is that maintenance works cost considerably more at these locations when compared those that are closer to town. When considering travel to the more remote roads within the LGA, a 25% cost increase can be observed in labour alone, this is without considering the additional cost to transport materials required for these works including gravel supply, water or bitumen. It is evidenced that roads that are subject to heavy traffic require more frequent maintenance to ensure an acceptable level of service and when it is considered that these roads are also some of the most remote in the LGA it is reasonable to assume a conservative figure of 30% increased cost to maintain these roads as compared to those without the same limitations.

The impacts noted above apply to a large portion of the road network, which is conservatively estimated at 25%. It is proposed to include these figures into a special submission, representing the 7.5% increased cost to council's annual roads maintenance budget (\$4,157,552) of \$311,816.40 per annum.



NSW Local Government Grants Commission
5 O'Keefe Avenue NOWRA NSW 2541
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YOUR REFERENCE:
CONTACT: Helen Pearce
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Mr Phil McMurray
General Manager
Cootamundra-Gundagai Regional Council
By email: phil.mcmurray@cgrc.nsw.gov.au
cc: mail@cgrc.nsw.gov.au

20 August 2021

Dear Mr McMurray

In accordance with the NSW Local Government Grants Commission's (Commission) policy of providing information to councils about the way the Commission calculates financial assistance grants (FAGs), please find attached a summary of Council's 2021- 22 estimated FAGs entitlement (**Appendix A**).

The Commonwealth Treasury's estimate of the Consumer Price Index (CPI) for 2020- 21 has been adjusted up since the 2021-22 mid-year end of financial year update. When compared to the 2020-21 final adjusted amount, the total national FAGs for 2021-22 increased by 2.2%. The 2020-21 estimated entitlement comparison to the 2019-20 final adjusted amount was 1.1%, and remains the lowest percentage increase since the paused indexation period of 2014-15 to 2016-17. Accordingly, the State's FAGs allocation for 2021-22 is slightly higher than last year, however the ongoing economic impact of the pandemic is difficult to predict.

The national FAGs figure for 2021-22 is \$2.657 billion and is made up of \$1.840 billion for the general purpose component and \$0.817 billion for the local roads component. The national estimated entitlement for 2020-21 increased by \$38.9 million to account for final adjustments to the CPI and population shares for the year.

The national general purpose component was distributed across the states and territories on a population basis. NSW received 31.8% or \$584.8 million in the general purpose component, which represents a 1.7% increase on last year's final figure. The local roads component is based on an historical formula. NSW's share of the total road funding is a fixed 29% share, or \$236.9 million. The total FAGs allocation to NSW for 2021-22 is \$821.7 million.

Council's 2021-22 FAGs estimated entitlement, compared to the 2020-21 final entitlement is as follows:

Year	General Purpose \$	Local Roads \$	Total \$	Change
2020-21 final	\$3,869,953	\$1,647,626	\$5,517,579	
2021-22 est.	\$3,954,826	\$1,678,242	\$5,633,068	2.1%

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(follow the "Commissions & Tribunals" links)



To assist councils with budgets and bank reconciliations, a breakdown of the 2021-22 quarterly instalments is attached (**Appendix A**). The NSW Statement of Payments is also attached (**Appendix B**).

As councils will be aware, the Commission is required to adhere to the National Principles which mandate a per capita payment based on population growth/decline. It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need. The Commission has had regard to these policies in allocating the grants.

A key challenge for the Commission continues to be the Commonwealth's request to apply the minimum per capita grant, which has a significant impact on the ability of the Commission to redirect funding. The map contained in **Appendix D** identifies the rate of population change in NSW from 2006 to 2016. **Appendix D** also lists the revised expenditure categories, disability factors, data sources used in calculating the expenditure allowance and the relative disability allowance.

Following the impacts of the global economic downturn and the pandemic, last year the Commission faced the challenge of a substantially reduced CPI estimate. NSW received an increase of just 0.9%, or \$5.1 million, on the prior year's final general purpose component figure. This was substantially lower than the 4%, or \$21.3 million, increase NSW received in 2019-20. However, at the time, the CPI had been underestimated by the Commonwealth and the adjustment increase for the 2020-21 final CPI has been welcomed by the Commission. The increase has enabled the Commission to resume the quarantining of \$5.0 million for the application to the relative disability allowance (it had to be reduced to \$4.5 million of quarantined funds in the previous year). This ensures that additional funds are still able to be directed to those councils with a greater relative need whilst ensuring that additional uncertainty is not delivered to the sector during this difficult time with the implementation of the 0% floor to the general purpose grant. However, the CPI has not been restored to higher levels of recent years and further fluctuations cannot be ruled out.

In addition to these calculations, the Commonwealth Government decided to retain the practice of forward payments of approximately half of the financial assistance grants, based on the 2020-21 estimates for payment. The Commonwealth Government decided to make this year's early payment given the ongoing cashflow challenges faced by local government across Australia and to allow councils early access to the funds to help manage the cumulative impacts of drought, bushfires and now the COVID-19 crisis. Councils received approximately 52% of their estimated 2021-22 FAGs on 8 June 2021. The remainder of the grant entitlements will be paid in quarterly instalments in August 2021, November 2021, February 2022 and May 2022.

CONSIDERATIONS FOR 2022-23 GRANTS

Councils should be mindful that, given the current economic environment, there is a real possibility that there will be an extended period of a reduced CPI going forward. Should that occur, the Commission will likely need to restore the negative floor to ensure the integrity of the FAGs allocation system is maintained. Such a decision will result in some councils receiving less in the 2022-23 GPC than they will in 2021-22.

SPECIAL SUBMISSIONS RELATING TO 2022-23 GRANTS

Special submissions from councils for 2022-23 will be considered by the Commission. The purpose of a submission is to give councils the opportunity to present information on the financial impact of inherent expenditure disabilities beyond councils' control that are not generally recognised in the current methodology. Please refer to the expenditure functions and Council's disability factors listed in **Appendix A**. This process allows the Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

Appendix C, titled *Guidelines for Special Submissions*, contains guidelines for preparing submissions – please read the guidelines carefully.

Submissions should be e-mailed to the Commission at olg@olg.nsw.gov.au by **15 November 2021**.

I would ask that this letter please be tabled at the next Council meeting.

If you have any questions concerning these matters, please contact me on (02) 4428 4131.

Yours sincerely



Helen Pearce
Executive Officer

APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION 2021-22 FINANCIAL ASSISTANCE GRANTS

Cootamundra-Gundagai Regional Council

General Purpose Component

Expenditure Allowance

Expenditure Functions	State ave cost per capita
Recreation and cultural	\$221.57
Admin and governance	\$260.32
Education and community	\$65.10
Roads, bridges, footpaths and aerodromes	\$203.08
Public order, safety, health and other	\$166.99
Housing amenity	\$73.09

Recreation and cultural			Pop <SS = relative disadvantage Pop >SS = 0 ATSI <SS = 0 ATSI >SS = relative disadvantage
Disability Measure	LGA measure	State Std (SS)	Weighted DF%
Population	11,225	63,801	23.5%
Aboriginal & Torres Strait Islander	4.6%	2.9%	5.7%

Admin and governance			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	11,225	63,801	71.7%

Education and community			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	11,225	63,801	68.1%

Roads, bridges, footpaths and aerodromes			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	11,225	63,801	128.9%
Road Length	1,265	1,153	3.9%

Public order, safety, health and other			RTD <SS = 0 RTD >SS = relative disadvantage Env <SS = 0 Env >SS = relative disadvantage
Disability Measure	LGA measure	State Std	Weighted DF%
Population	11,225	63,801	51.3%
Rainfall, topography and drainage index	147%	161%	0.0%
Environment (Ha of environmental lands)	4,917	54,087	0.0%

Housing amenity			
Disability Measure	LGA Std	State Std	Weighted DF%
Population	11,225	63,801	13.3%

Isolation Allowance

Outside the Greater Statistical Area	Yes
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APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION 2021-22 FINANCIAL ASSISTANCE GRANTS

Pensioner Rebate Allowance

PR <SS = relative disadvantage (+ allowance)	
PR >SS = relative advantage (- allowance)	
LGA % Pensioner Rebates (PR) Res Props:	31.5%
State Standard (SS) % PR	15.2%

Revenue Allowance

Revenue Allowance	
CV <SS = relative disadvantage (+ allowance)	
CV >SS = relative advantage (- allowance)	
No. of Urban Properties:	5,156
Standard Value Per Property:	\$489,908
Council Value (CV):	\$86,719

No. of Non-urban Properties:	1,277
Standard Value Per Property:	\$791,049
Council Value (CV):	\$1,015,671

Relative Disadvantage Allowance

Unsealed roads; Isolation; Population Decline	\$36,456
Special Submission	-

Total General Purpose Grant	\$3,954,826
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Local Roads Component

Population:	11,225
Local Road Length (km):	1,265
Length of Bridges on Local Roads (m):	1,977

Road/Population Allowance:	\$1,504,767
Bridge Length Allowance:	\$173,475
Local Roads Total:	\$1,678,242

Total Grant	\$5,633,068
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Quarterly Instalments Payable in 2021-22 for 2021-22 FAGs

	August 2020	
GPC	\$513,610.00	
LRC	\$216,195.00	\$729,805.00
	November 2020	
GPC	\$513,610.00	
LRC	\$216,195.00	\$729,805.00
	February 2021	
GPC	\$513,610.00	
LRC	\$216,195.00	\$729,805.00
	May 2021	
GPC	\$513,610.00	
LRC	\$216,195.00	\$729,805.00
	TOTAL	
GPC	\$2,054,440.00	
LRC	\$864,780.00	\$2,919,220.00

TAB 7 A778361 NSW LOCAL GOVERNMENT GRANTS COMMISSION - 2021-22 FINANCIAL ASSISTANCE GRANTS - STATEMENT OF PAYMENTS													
Councils	Population 30/6/2020	2021-22 Recommended General Purpose Entitlement	2021-22 Recommended Local Roads Entitlement	2021-22 Recommended Total Entitlement	2020-21 General Purpose CPI/Pop Adjustment	2020-21 Local Roads CPI/Pop Adjustment	2020-21 Total CPI/Pop Adjustment	2021-22 General Purpose Advance Payment	2021-22 Local Roads Advance Payment	2021-22 Total Advance Payment	2021-22 General Purpose Payments	2021-22 Local Roads Payments	2021-22 Total Payments
Albury (C)	55,055	5,152,088	1,557,516	6,709,604	84,309	22,748	107,057	2,565,274	782,620	3,347,894	2,671,123	797,644	3,468,767
Armidale Regional	29,704	4,517,819	2,491,322	7,009,141	72,638	38,557	111,195	2,253,188	1,317,179	3,570,367	2,337,269	1,212,700	3,549,969
Ballina (S)	45,217	3,305,009	1,547,089	4,852,098	53,229	22,561	75,790	1,634,912	773,746	2,408,658	1,723,326	795,904	2,519,230
Balranald (S)	2,306	3,230,070	1,420,140	4,650,210	50,318	20,898	71,216	1,580,048	710,552	2,290,600	1,700,340	730,486	2,430,826
Bathurst Regional	43,996	4,551,726	2,145,958	6,697,684	74,351	31,487	105,838	2,263,191	1,075,646	3,338,837	2,362,886	1,101,799	3,464,685
Bayside	181,472	3,898,395	1,254,852	5,153,247	62,341	18,210	80,551	2,013,033	653,411	2,666,444	1,947,703	619,651	2,567,354
Bega Valley (S)	34,727	5,449,839	2,160,373	7,610,212	88,116	30,461	118,577	2,703,005	1,030,993	3,733,998	2,834,950	1,159,841	3,994,791
Bellingen (S)	13,141	3,131,182	985,744	4,116,926	49,210	14,716	63,926	1,532,126	489,096	2,021,222	1,648,266	511,364	2,159,630
Berrigan (S)	8,784	3,661,950	1,504,490	5,166,440	58,618	22,100	80,718	1,813,933	757,454	2,571,387	1,906,635	769,136	2,675,771
Blacktown (C)	382,831	13,605,285	3,769,623	17,374,908	222,989	55,146	278,135	6,976,189	1,907,845	8,884,034	6,852,085	1,916,924	8,769,009
Bland (S)	5,937	5,128,595	3,236,511	8,365,106	81,673	46,393	128,066	2,537,520	1,569,596	4,107,116	2,672,748	1,713,308	4,386,056
Blayney (S)	7,382	2,019,778	924,383	2,944,161	31,496	13,521	45,017	981,379	470,366	1,451,745	1,069,895	467,538	1,537,433
Blue Mountains (C)	79,195	7,684,380	1,435,578	9,119,958	125,815	21,294	147,109	3,825,609	717,819	4,543,428	3,984,586	739,053	4,723,639
Bogan (S)	2,529	3,143,801	1,553,337	4,697,138	48,787	22,844	71,631	1,544,846	774,057	2,318,903	1,647,742	802,124	2,449,866
Bourke (S)	2,625	4,748,302	2,047,211	6,795,513	73,671	30,068	103,739	2,300,873	1,023,817	3,324,690	2,521,100	1,053,462	3,574,562
Brewarrina (S)	1,553	3,477,425	1,407,418	4,884,843	52,486	20,566	73,052	1,651,578	698,005	2,349,583	1,878,333	729,979	2,608,312
Broken Hill (C)	17,269	4,826,354	516,577	5,342,931	76,110	7,657	83,767	2,387,212	251,893	2,639,105	2,515,252	272,341	2,787,593
Burwood	40,866	909,109	286,422	1,195,531	14,192	4,231	18,423	457,732	148,891	606,623	465,569	141,762	607,331
Byron (S)	35,773	2,176,076	1,299,469	3,475,545	34,469	18,937	53,406	1,066,846	648,779	1,715,625	1,143,699	669,627	1,813,326
Cabonne	13,677	3,153,961	2,202,399	5,356,360	49,957	32,416	82,373	1,554,118	1,099,425	2,653,543	1,649,800	1,135,390	2,785,190
Camden	107,806	2,465,507	1,706,689	4,172,196	40,409	24,294	64,703	1,241,771	830,604	2,072,375	1,264,145	900,379	2,164,524
Campbelltown (C)	174,078	8,341,128	1,960,500	10,301,628	136,710	28,673	165,383	4,200,933	959,292	5,160,225	4,276,905	1,029,881	5,306,786
Canada Bay (C)	96,550	2,074,094	679,889	2,753,983	33,574	10,056	43,630	1,060,627	347,657	1,408,284	1,047,041	342,288	1,389,329
Canterbury-Bankstown	380,406	8,338,985	2,828,833	11,167,818	136,675	41,802	178,477	4,200,014	1,422,993	5,623,007	4,275,646	1,447,642	5,723,288
Carrahoole (S)	2,796	4,184,917	2,497,608	6,682,525	65,479	36,543	102,022	2,039,279	1,247,724	3,287,003	2,211,117	1,286,427	3,497,544
Central Coast	345,809	22,016,217	4,699,429	26,715,646	360,474	68,895	429,369	10,960,803	2,338,131	13,298,934	11,415,888	2,430,193	13,846,081
Central Darling (S)	1,829	4,689,325	1,710,939	6,400,264	72,698	25,134	97,832	2,267,835	853,288	3,121,123	2,494,188	882,785	3,376,973
Cessnock (C)	61,256	5,712,415	1,897,626	7,610,041	93,438	27,089	120,527	2,844,749	908,049	3,752,798	2,961,104	1,016,666	3,977,770
Clarence Valley	51,730	7,939,237	3,503,908	11,443,145	129,680	51,497	181,177	3,955,607	1,725,706	5,681,313	4,113,310	1,829,699	5,943,009
Cobar (S)	4,417	4,562,100	1,847,627	6,409,727	72,121	27,202	99,323	2,249,829	922,735	3,172,564	2,384,392	952,094	3,336,486
Coffs Harbour (C)	77,648	5,458,525	2,389,795	7,848,320	89,325	35,051	124,376	2,717,874	1,207,394	3,925,268	2,829,976	1,217,452	4,047,428
Coolamon (S)	4,291	2,673,121	1,382,048	4,055,169	42,518	20,299	62,817	1,337,803	725,534	2,063,337	1,377,836	676,813	2,054,649
Coonamble (S)	3,907	3,005,406	1,584,121	4,589,527	46,948	23,294	70,242	1,510,772	791,366	2,302,138	1,541,582	816,049	2,357,631
Cootamundra-Gundagai Regional	11,225	3,954,803	1,678,242	5,633,045	63,434	24,693	88,127	1,963,818	838,157	2,801,975	2,054,419	864,778	2,919,197
Cowra (S)	12,730	3,490,681	1,558,131	5,048,812	55,491	22,917	78,408	1,732,911	785,035	2,517,946	1,813,261	796,013	2,609,274
Cumberland	242,674	6,489,875	1,850,925	8,340,800	106,368	27,394	133,762	3,610,485	891,394	4,501,879	2,985,758	986,925	3,972,683
Dubbo Regional	54,044	8,342,705	3,643,507	11,986,212	136,322	53,489	189,811	4,149,257	1,882,605	6,031,862	4,329,770	1,814,391	6,144,161
Dungog (S)	9,664	1,896,832	991,804	2,888,636	29,368	14,541	43,909	913,710	491,085	1,404,795	1,012,490	515,260	1,527,750
Edward River	9,083	4,333,635	1,636,732	5,970,367	69,498	24,052	93,550	2,168,262	824,080	2,992,342	2,234,871	836,704	3,071,575
Eurobodalla (S)	38,952	5,618,246	1,777,492	7,395,738	91,220	26,181	117,401	2,776,650	892,293	3,668,943	2,932,816	911,380	3,844,196
Fairfield (C)	210,825	7,522,617	1,807,588	9,330,205	123,295	26,887	150,182	3,788,744	911,967	4,700,711	3,857,168	922,508	4,779,676
Federation	12,598	4,945,519	2,390,224	7,335,743	80,144	35,028	115,172	2,429,948	1,190,359	3,620,307	2,595,715	1,234,893	3,830,608
Forbes (S)	9,920	3,790,897	2,085,976	5,876,873	60,431	30,661	91,092	1,892,545	1,043,543	2,936,088	1,958,783	1,073,094	3,031,877
Georges River	160,272	3,442,975	1,183,932	4,626,907	55,728	17,498	73,226	1,772,964	576,583	2,349,547	1,725,739	624,847	2,350,586
Gilgandra (S)	4,229	2,865,148	1,440,125	4,305,273	45,102	21,217	66,319	1,433,629	752,104	2,185,733	1,476,621	709,238	2,185,859
Glen Innes Severn	8,873	3,084,592	1,484,922	4,569,514	48,704	21,767	70,471	1,523,597	737,581	2,261,178	1,609,699	769,108	2,378,807
Goulburn Mulwaree	31,554	3,603,906	1,929,295	5,533,201	57,983	27,396	85,379	1,779,866	945,951	2,725,817	1,882,023	1,010,740	2,892,763
Greater Hume (S)	10,841	3,537,307	2,241,640	5,778,947	56,485	32,771	89,256	1,762,984	1,128,061	2,891,045	1,830,808	1,146,350	2,977,158
Griffith (C)	27,155	4,251,687	1,765,344	6,017,031	67,662	25,908	93,570	2,106,062	885,121	2,991,183	2,213,287	906,131	3,119,418
Gunnedah (S)	12,690	3,246,658	1,722,478	4,969,136	51,300	25,323	76,623	1,599,524	856,588	2,456,112	1,698,434	891,213	2,589,647
Gwydir (S)	5,299	3,084,079	1,996,031	5,080,110	48,532	29,459	77,991	1,556,047	1,013,538	2,569,585	1,576,564	1,011,952	2,588,516

Councils	Population 30/6/2020	2021-22 Recommended General Purpose Entitlement	2021-22 Recommended Local Roads Entitlement	2021-22 Recommended Total Entitlement	2020-21 General Purpose CPI/Pop Adjustment	2020-21 Local Roads CPI/Pop Adjustment	2020-21 Total CPI/Pop Adjustment	2021-22 General Purpose Advance Payment	2021-22 Local Roads Advance Payment	2021-22 Total Advance Payment	2021-22 General Purpose Payments	2021-22 Local Roads Payments	2021-22 Total Payments
Hawkesbury (C)	67,749	2,744,617	1,820,636	4,565,253	44,970	27,000	71,970	1,382,675	919,612	2,302,287	1,406,912	928,024	2,334,936
Hay (S)	2,943	2,591,374	867,697	3,459,071	40,107	12,749	52,856	1,290,491	433,787	1,724,278	1,340,990	446,659	1,787,649
Hills (S)	183,791	3,948,229	2,165,442	6,113,671	62,193	30,977	93,170	1,928,084	1,018,724	2,946,808	2,082,338	1,177,695	3,260,033
Hilltops	18,617	5,618,487	3,016,390	8,634,877	90,397	43,966	134,363	2,814,722	1,509,123	4,323,845	2,894,162	1,551,233	4,445,395
Hornsby (S)	152,419	3,274,315	1,511,588	4,785,903	53,138	22,413	75,551	1,591,732	729,654	2,321,386	1,735,721	804,347	2,540,068
Hunters Hill (M)	14,962	352,930	134,039	486,969	5,510	2,057	7,567	169,378	60,236	229,614	189,062	75,860	264,922
Inner West	201,880	4,336,801	1,440,196	5,776,997	70,174	21,283	91,457	2,111,186	732,972	2,844,158	2,295,789	728,507	3,024,296
Inverell (S)	17,780	4,281,577	2,378,230	6,659,807	68,167	32,471	100,638	2,122,452	1,102,606	3,225,058	2,227,292	1,308,095	3,535,387
Junee (S)	6,676	2,138,864	999,818	3,138,682	33,590	14,697	48,287	1,046,152	507,985	1,554,137	1,126,302	506,530	1,632,832
Kempsey (S)	29,921	4,540,974	2,006,390	6,547,364	72,649	28,191	100,840	2,240,004	915,512	3,155,516	2,373,619	1,119,069	3,492,688
Kiama (M)	23,685	1,303,835	539,133	1,842,968	20,270	8,053	28,323	626,175	295,525	921,700	697,930	251,661	949,591
Ku-ring-gai	127,603	2,741,177	1,198,496	3,939,673	44,434	17,511	61,945	1,362,111	593,830	1,955,941	1,423,500	622,177	2,045,677
Kyogle	8,788	3,109,011	1,716,152	4,825,163	49,002	25,274	74,276	1,539,902	836,169	2,376,071	1,618,111	905,257	2,523,368
Lachlan (S)	6,089	6,407,125	3,632,596	10,039,721	101,912	53,362	155,274	3,165,625	1,811,276	4,976,901	3,343,412	1,874,682	5,218,094
Lake Macquarie (C)	207,775	13,907,121	2,963,321	16,870,442	227,691	43,758	271,449	6,923,604	1,496,405	8,420,009	7,211,208	1,510,674	8,721,882
Lane Cove (M)	40,534	898,879	304,761	1,203,640	14,032	4,498	18,530	441,404	155,873	597,277	471,507	153,386	624,893
Leeton (S)	11,343	3,660,656	1,121,765	4,782,421	57,773	16,438	74,211	1,814,875	556,935	2,371,810	1,903,554	581,268	2,484,822
Lismore (C)	43,667	4,541,183	2,092,598	6,633,781	73,878	30,761	104,639	2,251,325	1,036,117	3,287,442	2,363,736	1,087,242	3,450,978
Lithgow (C)	21,516	3,762,094	1,357,879	5,119,973	60,036	19,938	79,974	1,854,830	678,908	2,533,738	1,967,300	698,909	2,666,209
Liverpool (C)	231,296	6,606,970	2,489,628	9,096,598	108,287	36,312	144,599	3,327,619	1,255,246	4,582,865	3,387,638	1,270,694	4,658,332
Liverpool Plains (S)	7,853	2,662,407	1,476,107	4,138,514	41,948	21,717	63,665	1,317,197	739,202	2,056,399	1,387,158	758,622	2,145,780
Lockhart (S)	3,259	2,470,820	1,445,261	3,916,081	39,191	21,258	60,449	1,257,288	724,470	1,981,758	1,252,723	742,049	1,994,772
Lord Howe Island (Bd)	403	247,007	0	247,007	3,753	0	3,753	116,003	0	116,003	134,757	0	134,757
Maitland (C)	87,395	5,808,896	1,513,774	7,322,670	95,095	22,035	117,130	2,892,005	763,610	3,655,615	3,011,986	772,199	3,784,185
Mid-Coast	94,395	12,997,202	5,781,799	18,779,001	212,055	84,603	296,658	6,476,360	2,891,051	9,367,411	6,732,897	2,975,351	9,708,248
Mid-Western Regional	25,367	4,430,317	2,612,477	7,042,794	70,547	38,539	109,086	2,191,640	1,309,394	3,501,034	2,309,224	1,341,622	3,650,846
Moree Plains (S)	13,077	5,389,293	3,103,467	8,492,760	85,836	45,663	131,499	2,759,560	1,557,006	4,316,566	2,715,569	1,592,124	4,307,693
Mosman (M)	30,785	728,685	249,557	978,242	11,375	3,710	15,085	349,709	123,500	473,209	390,351	129,767	520,118
Murray River	12,330	5,782,103	3,052,815	8,834,918	92,888	44,853	137,741	2,900,308	1,432,955	4,333,263	2,974,683	1,664,713	4,639,396
Murrumbidgee (new)	3,916	3,210,847	1,755,435	4,966,282	50,663	25,791	76,454	1,610,970	857,744	2,468,714	1,650,540	923,482	2,574,022
Muswellbrook (S)	16,355	2,857,979	980,991	3,838,970	44,861	14,449	59,310	1,388,528	483,380	1,871,908	1,514,312	512,060	2,026,372
Nambucca (S)	19,861	3,045,967	1,309,512	4,355,479	47,685	19,296	66,981	1,475,715	657,197	2,132,912	1,617,937	671,611	2,289,548
Narrabri (S)	13,049	5,261,449	2,518,695	7,780,144	84,532	37,038	121,570	2,649,724	1,253,885	3,903,609	2,696,257	1,301,848	3,998,105
Narrandera (S)	5,858	3,530,246	1,699,985	5,230,231	56,332	24,994	81,326	1,778,390	850,946	2,629,336	1,808,188	874,033	2,682,221
Narromine (S)	6,460	3,203,480	1,550,533	4,754,013	51,165	22,795	73,960	1,609,659	773,193	2,382,852	1,644,986	800,135	2,445,121
Newcastle (C)	167,363	10,864,770	1,912,399	12,777,169	178,060	27,454	205,514	5,317,926	887,015	6,204,941	5,724,904	1,052,838	6,777,742
North Sydney	75,094	1,613,175	511,801	2,124,976	26,216	7,580	33,796	790,208	254,089	1,044,297	849,183	265,292	1,114,475
Northern Beaches	274,041	5,886,980	2,341,217	8,228,197	95,576	34,707	130,283	2,922,250	1,188,146	4,110,396	3,060,306	1,187,778	4,248,084
Oberon	5,419	1,991,016	1,032,130	3,023,146	31,075	15,087	46,162	977,424	488,542	1,465,966	1,044,667	558,675	1,603,342
Orange (C)	42,503	3,661,052	1,271,115	4,932,167	59,092	18,607	77,699	1,796,550	626,264	2,422,814	1,923,594	663,458	2,587,052
Parkes (S)	14,728	4,547,140	2,280,564	6,827,704	72,885	33,524	106,409	2,256,649	1,164,121	3,420,770	2,363,376	1,149,967	3,513,343
Parramatta (C) (new)	260,296	7,427,962	2,114,477	9,542,439	121,743	31,280	153,023	3,741,106	1,083,663	4,824,769	3,808,599	1,062,094	4,870,693
Penrith (C)	216,282	8,628,390	2,744,496	11,372,886	141,418	38,241	179,659	4,345,641	1,308,598	5,654,239	4,424,167	1,474,139	5,898,306
Port Macquarie-Hastings	85,952	6,556,373	3,195,297	9,751,670	107,297	46,694	153,991	3,264,770	1,613,819	4,878,589	3,398,900	1,628,172	5,027,072
Port Stephens	74,506	5,604,654	1,327,205	6,931,859	91,693	19,566	111,259	2,790,700	668,613	3,459,313	2,905,647	678,158	3,583,805
Queanbeyan-Palerang Regional	62,239	3,781,687	2,679,176	6,460,863	61,772	39,113	100,885	1,884,374	1,337,820	3,222,194	1,959,085	1,380,469	3,339,554
Randwick (C)	156,619	3,364,501	1,038,093	4,402,594	54,392	15,328	69,720	1,703,094	525,316	2,228,410	1,715,799	528,105	2,243,904
Richmond Valley	23,490	3,765,645	1,702,541	5,468,186	60,088	25,061	85,149	1,856,288	852,208	2,708,496	1,969,445	875,394	2,844,839
Ryde (C)	133,224	2,861,928	1,015,447	3,877,375	45,873	14,906	60,779	1,475,960	518,626	1,994,586	1,431,841	511,727	1,943,568
Shellharbour (C)	74,622	4,424,644	992,940	5,417,584	72,437	14,955	87,392	2,202,820	511,835	2,714,655	2,294,261	496,060	2,790,321
Shoalhaven (C)	107,191	9,204,324	3,710,513	12,914,837	150,680	54,208	204,888	4,582,678	1,872,888	6,455,566	4,772,326	1,891,833	6,664,159
Silverton (VC)	50	36,278	0	36,278	582	0	582	18,766	0	18,766	18,094	0	18,094
Singleton	23,380	2,671,774	1,424,870	4,096,644	41,891	20,754	62,645	1,292,364	719,648	2,012,012	1,421,301	725,976	2,147,277
Snowy Monaro Regional	20,997	7,167,489	2,940,144	10,107,633	116,016	43,948	159,964	3,571,870	1,485,872	5,057,742	3,711,635	1,498,220	5,209,855

Councils	Population 30/6/2020	2021-22 Recommended General Purpose Entitlement	2021-22 Recommended Local Roads Entitlement	2021-22 Recommended Total Entitlement	2020-21 General Purpose CPI/Pop Adjustment	2020-21 Local Roads CPI/Pop Adjustment	2020-21 Total CPI/Pop Adjustment	2021-22 General Purpose Advance Payment	2021-22 Local Roads Advance Payment	2021-22 Total Advance Payment	2021-22 General Purpose Payments	2021-22 Local Roads Payments	2021-22 Total Payments
Snowy Valleys	14,412	4,650,090	1,487,465	6,137,555	74,659	21,909	96,568	2,289,001	737,240	3,026,241	2,435,748	772,134	3,207,882
Strathfield (M)	47,767	1,048,832	323,024	1,371,856	16,399	4,741	21,140	534,302	166,292	700,594	530,929	161,473	692,402
Sutherland (S)	232,369	4,991,768	2,151,441	7,143,209	80,588	31,802	112,390	2,443,380	1,077,962	3,521,342	2,628,976	1,105,281	3,734,257
Sydney (C)	248,736	5,343,365	1,486,396	6,829,761	86,086	21,927	108,013	2,886,435	790,326	3,676,761	2,543,016	717,997	3,261,013
Tamworth Regional	62,545	6,486,013	4,567,935	11,053,948	105,754	67,221	172,975	3,231,617	2,287,191	5,518,808	3,360,150	2,347,965	5,708,115
Temora (S)	6,274	2,550,162	1,415,961	3,966,123	40,131	20,771	60,902	1,270,394	761,634	2,032,028	1,319,899	675,098	1,994,997
Tenterfield (S)	6,470	3,501,773	1,778,435	5,280,208	55,415	26,160	81,575	1,750,330	884,977	2,635,307	1,806,858	919,618	2,726,476
Tibooburra (VC)	134	81,466	0	81,466	1,306	0	1,306	40,361	0	40,361	42,411	0	42,411
Tweed (S)	98,382	8,041,776	3,136,906	11,178,682	131,527	45,845	177,372	4,004,449	1,560,023	5,564,472	4,168,854	1,622,728	5,791,582
Upper Hunter (S)	14,167	3,383,531	2,094,558	5,478,089	53,350	30,818	84,168	1,666,477	1,046,168	2,712,645	1,770,404	1,079,208	2,849,612
Upper Lachlan (S)	8,274	3,104,667	2,052,685	5,157,352	49,274	30,203	79,477	1,547,473	1,026,636	2,574,109	1,606,468	1,056,252	2,662,720
Uralla (S)	5,944	1,824,821	999,201	2,824,022	28,256	14,912	43,168	887,528	491,870	1,379,398	965,549	522,243	1,487,792
Wagga Wagga (C)	65,770	7,274,038	3,489,339	10,763,377	119,000	51,676	170,676	3,623,098	1,759,247	5,382,345	3,769,940	1,781,768	5,551,708
Walcha	3,105	1,668,915	1,014,513	2,683,428	25,465	14,929	40,394	819,401	507,189	1,326,590	874,979	522,253	1,397,232
Walgett (S)	5,828	5,005,496	2,101,086	7,106,582	79,056	30,916	109,972	2,511,377	1,047,908	3,559,285	2,573,175	1,084,094	3,657,269
Warren (S)	2,716	2,100,537	1,117,028	3,217,565	32,764	16,416	49,180	1,063,032	557,084	1,620,116	1,070,269	576,360	1,646,629
Warrumbungle (S)	9,209	5,070,727	2,633,728	7,704,455	81,040	38,931	119,971	2,550,230	1,321,625	3,871,855	2,601,537	1,351,034	3,952,571
Waverley	74,276	1,595,602	463,371	2,058,973	25,994	6,868	32,862	781,568	229,177	1,010,745	840,028	241,062	1,081,090
Weddin (S)	3,596	1,976,321	1,087,123	3,063,444	30,616	15,979	46,595	983,653	544,784	1,528,437	1,023,284	558,318	1,581,602
Wentworth (S)	7,090	4,509,627	2,183,668	6,693,295	72,611	32,075	104,686	2,258,506	1,091,628	3,350,134	2,323,732	1,124,115	3,447,847
Willoughby (C)	81,196	1,744,258	626,139	2,370,397	28,372	9,283	37,655	886,913	318,632	1,205,545	885,717	316,790	1,202,507
Wingecarribee (S)	51,760	3,334,838	2,070,429	5,405,267	54,371	30,174	84,545	1,661,946	1,034,545	2,696,491	1,727,263	1,066,058	2,793,321
Wollondilly (S)	54,005	2,475,919	1,455,791	3,931,710	40,534	21,626	62,160	1,232,773	741,598	1,974,371	1,283,680	735,819	2,019,499
Wollongong (C)	219,798	16,692,823	2,599,842	19,292,665	273,308	38,404	311,712	8,310,403	1,308,863	9,619,266	8,655,728	1,329,383	9,985,111
Woollahra (M)	59,431	1,276,701	457,368	1,734,069	20,753	6,785	27,538	624,331	228,333	852,664	673,123	235,820	908,943
Yass Valley	17,321	1,903,888	1,487,450	3,391,338	29,450	21,577	51,027	917,524	733,325	1,650,849	1,015,814	775,702	1,791,516
	8,167,158	584,824,936	236,942,282	821,767,218	9,422,892	3,473,233	12,896,125	291,536,853	118,253,076	409,789,929	302,710,975	122,162,439	424,873,414

APPENDIX C

LOCAL GOVERNMENT GRANTS COMMISSION GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2022-23 GRANTS

1. GENERAL

All submissions **must** be consistent with the principles which have been adopted by the NSW Local Government Grants Commission (Commission). The principles are attached in **Table 1**.

Information in the submissions must relate to the year ended 30 June 2021, in order to be compatible with the Commission's **Return of General Information** for that year (for the 2022-23 grant calculations).

Only operational costs should be included; capital costs are to be excluded.

Submissions should be based only on *inherent* disabilities and problems, which are outside a council's control. **Additional costs that result from deliberate policy decisions made by councils to provide a higher than average standard of service are not considered disabilities.**

Information provided on disabilities should be brief and the costing estimates of the disabilities should be as accurate as is practicable.

If you have further questions, then please contact Helen Pearce on (02) 4428 4131 or by email, helen.pearce@olg.nsw.gov.au.

Submissions should be emailed to the Commission at **olg@olg.nsw.gov.au** as soon as possible, by no later than **19 November 2021**.

2. EXPENDITURE DISABILITIES

(a) Content

The details of the Commission's expenditure calculations for Council's area are enclosed (See **Appendix A**). This information should be used in assessing whether to make a submission on expenditure disabilities; that is, in assessing whether the particular disabilities of Council's area are **already recognised** in the formula. If council believes that disabilities **other than those currently identified by the formula** have an impact on the cost of providing services, then this should be substantiated in the submission.

Similarly, if council believes that the impact of any disability already identified by the Commission is greater than indicated, then the case should be argued in the submission. Please refer to **Table 2** for the basic format for a special submission. Details of the expenditure items considered, the council functions and disability measures can be found in **Appendix D**.

(b) Required Format

Table 2 shows the **REQUIRED FORMAT** for submissions on expenditure disabilities. Submissions should be **brief** and include:

- (1) the function affected (using the Commission's functional heading);
- (2) a **brief** description of the disability;
- (3) a **brief** account of the action taken to deal with that disability; and,
- (4) the **estimated additional cost** impact of that action.

APPENDIX C**LOCAL GOVERNMENT GRANTS COMMISSION
GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2022-23 GRANTS**

Where a disability factor affects costs across a number of council functions, separate details should be used showing the cost impact in each function area.

(c) Outcome

Where the Commission recognises an additional disability raised in a submission beyond the measures recognised, an adjustment will be made as an "other" category.

Where an additional disability is recognised which has an impact on a number of councils, the methodology will be adjusted and *all councils* will be affected according to the extent of the relevant disability.

3. REVENUE DISABILITIES

While the approved principles generally bind the Commission's operation in this area, councils may wish to comment on the current methodology if it is considered that these unfairly disadvantage them.

It should be noted that non-rateable properties are taken into consideration in the Commission's calculation automatically. The loss of revenue from non-rateable properties does not need to be specified in the submission.

APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2022-23 GRANTS

TABLE 1

APPROVED PRINCIPLES

1. General purpose grants to local governing bodies will be allocated as far as practicable on a full equalisation basis as defined in the *Local Government (Financial Assistance) Act 1995*; that is a basis which attempts to compensate local governing bodies for differences in expenditure required in the performance of their functions and in their capacity to raise revenue.
2. The assessment of revenue and expenditure allowances of local governing bodies will, as far as is practicable, be independent of the policy or practices of those bodies in raising revenue and the provision of services.
3. Revenue raising capacity will primarily be determined on the basis of property values; positive and negative allowances relative to average standards may be calculated.
4. Revenue allowances may be discounted to achieve equilibrium with expenditure allowances.
5. Generally, for each expenditure function an allowance will be determined using operational cost; both positive and negative allowances relative to average standards may be calculated.
6. Expenditure allowances will be discounted to take account of specific purpose grants.
7. Additional costs associated with non-resident use of services and facilities will be recognised in determining expenditure allowances.

APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2022-23 GRANTS

TABLE 2

REQUIRED FORMAT FOR SUBMISSIONS ON EXPENDITURE DISABILITIES

Function:

Disability:

Description and Response:

Cost Impact:

APPENDIX D

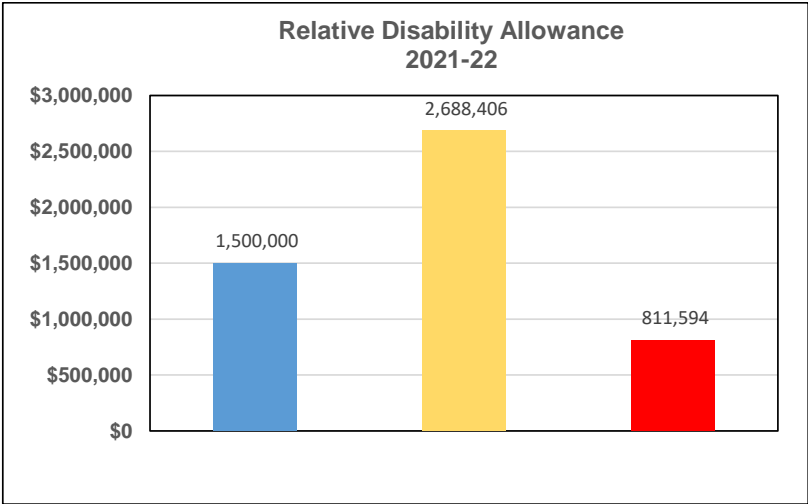
LOCAL GOVERNMENT GRANTS COMMISSION 2021-22 FINANCIAL ASSISTANCE GRANTS

Expenditure Functions with Expenditure Items Listed Below					
(Expenditure Items Source – Financial Data Return – Special Schedule 1/Net Cost of Services – 5 year average gross operational costs)					
Recreation & cultural	Administration & governance	Community amenity	Community services & education	Roads, bridges & footpaths	Public order, safety, health & other
Museums	Administration	Public Cemeteries	Admin & Education	Aerodromes	Animal Containment
Art Galleries	Governance	Public Toilets	Children’s Services	Urban Roads Local	Fire Service Levy
Communities Centres & Halls		Town Planning	Aged and Disabled	Sealed Rural Roads Local	Noxious Plants & Insects
Performing Arts Venues		Street Lighting	Social Protection	Unsealed Rural Roads Local	Environment Protection
Other Sport & Recreation				Bridges on Urban Roads Local	Stormwater Management
Other Performing Arts				Bridges on Sealed Rural Roads Local	Urban Storm Drainage
Public Libraries				Bridges on Unsealed Rural Roads Local	Other
Swimming Pools				Footpaths	Health
Sporting Grounds				Parking Areas	Enforcement of Regulations
Parks and Gardens					Beach Control
					Building Control
					Street Cleaning

APPENDIX D**LOCAL GOVERNMENT GRANTS COMMISSION
2021-22 FINANCIAL ASSISTANCE GRANTS**

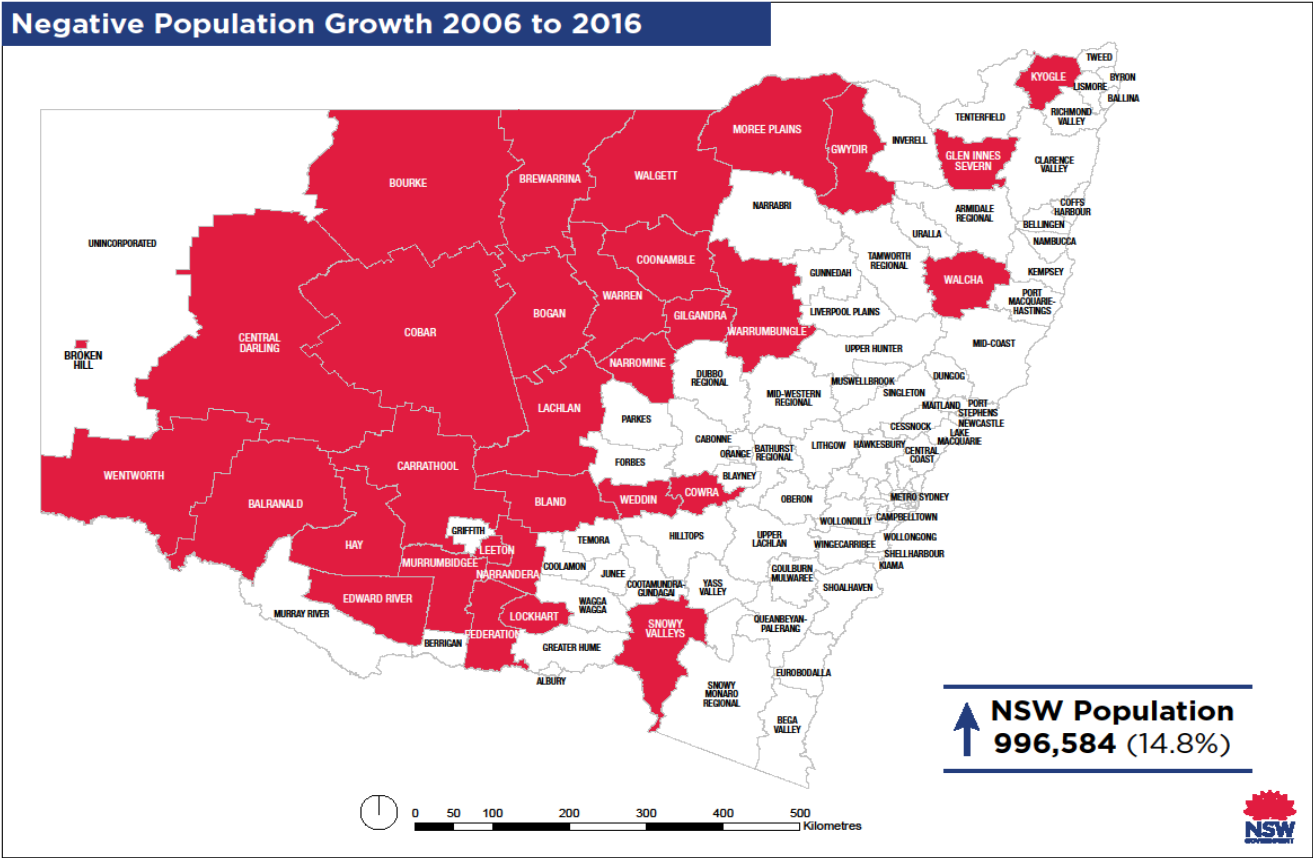
Expenditure Disability Factors		
Disability Factor	Description	Data Source
Population Size	Number of people residing in local government area. The more people in a community, the cheaper it is to provide resources per person. This suggests compensation for councils with smaller populations	ABS Regional population 2019-20, Estimated Resident Population (released 30 March 2021).
ATSI	Proportion of residents identified as Aboriginal and Torres Strait Islander.	ABS 2075.0 Census of Population and Housing - Counts of Aboriginal and Torres Strait Islander Australians, 2016 (released 5 December 2018).
Local Road Length	Kilometres of road within a local government area.	Data provided by OLG, based on data supplied by each local council for the 2020-21 financial year.
Environment	Hectares of environmental land (hectares of conservation and natural environment, water and inland water bodies).	ABS 1410.0 - LAND AND ENVIRONMENT, Local Government Area, 2011-2018 (released 19 November 2019).
Rainfall, topography and drainage index	An index that measures variation in the cost of construction and maintenance of stormwater drainage based on a number of considerations.	Data provided by OLG, Independent Consultants, 1987, Stormwater Drainage Return.

APPENDIX D
LOCAL GOVERNMENT GRANTS COMMISSION
2021-22 FINANCIAL ASSISTANCE GRANTS



Within the GPC, \$5.0 million of the \$10.0 million CPI increase was apportioned to councils with greatest relative disadvantage on the basis of unsealed local road lengths (reported by local councils), isolation (ABS population data, 5 years averaged isolation expenditure reported by local councils, distance from Sydney and the nearest major regional centre, Western Zone Allowance), and population decline (ABS Estimated Population 2006-2020) .

APPENDIX D
LOCAL GOVERNMENT GRANTS COMMISSION
2021-22 FINANCIAL ASSISTANCE GRANTS



Red indicates population decline in NSW from 2006-2016.

TABLE 2**REQUIRED FORMAT FOR SUBMISSIONS ON EXPENDITURE DISABILITIES****Function:**

Roads Maintenance

Disability:

The CGRC local government area is considered to have a measure below the State standard with regards to rainfall, topography and drainage index, as a result we receive no disability factor for this component. It could be argued that there are sections of the LGA that receive higher than average rainfall and as a result the local roads in these areas are subjected to increased maintenance demand.

Local industry within the LGA also provides seasonal increases to maintenance demand within the road network, in particular those roads impacted by timber and grain harvest operations.

The other element of maintenance that doesn't appear to be addressed by the formula is the distance our local road network is located from our main townships and works depots. There are numerous roads that are over an hour drive for maintenance crews to reach to undertake routine maintenance that presents multiple challenges including access to water and suitable gravel material that is a necessity for maintenance activities.

Description and Response:

Maintenance operations are undertaken as efficiently as possible but it is conservatively estimated that it costs 30% more to undertake maintenance on this portion of the roads network when compared to other roads within the LGA.

When considering travel to the more remote roads within the LGA, a 25% cost increase can be observed in labour alone, this is without considering the additional cost to transport materials required for these works including gravel supply, water or bitumen. It is evidenced that roads that are subject to heavy traffic require more frequent maintenance to ensure an acceptable level of service and when it is considered that these roads are also some of the most remote in the LGA, the maintenance costs in these locations are further increased.

Cost Impact:

It is conservatively estimated that 25% of the roads network is subject to the additional maintenance demand highlighted above, this results in an estimated impact of 7.5% additional maintenance expense incurred as a result of these factors, which applied to council's annual roads operating budget of \$4,157,552, represents an additional maintenance expense of \$311,816.40 per annum.

8.8.2 SOFTWOODS WORKING GROUP - GROWING LOCAL ECONOMIES FUNDING SUPPORT

DOCUMENT NUMBER	357551
REPORTING OFFICER	Matt Stubbs, Manager Technical Services
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.1 The local economy is strong and diverse
FINANCIAL IMPLICATIONS	\$5,454.55 Ex GST to be costed to Council's roads operating budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. SWG Invoice ↓

RECOMMENDATION

- 1. The payment of \$5,454.55 Ex GST to Softwoods Working Group for their work in securing funding for timber haulage upgrades be endorsed.**
- 2. Softwoods Working Group be congratulated for their strong advocacy and evidence preparation work for the Growing Local Economies Funding and for the successful application that will benefit the softwoods industry and the local communities.**
- 3. Cootamundra Gundagai Regional Council's position that the three Councils will continue to work with the Softwoods Working Group to develop partnerships for works on roads to benefit the softwoods industry on the basis of upfront agreed contributions be confirmed.**

Introduction

The Softwoods Working Group (SWG) has formally written to the Cootamundra-Gundagai Regional Council, Snowy Valleys Council and Greater Hume Council (CGRC, SVC and GH) via Snowy Valleys Council on 27th May, 2021 regarding the successful Growing Local Economies Funding received in 2020. The softwoods working group is requesting reimbursement of some expenditure for the \$20 million achieved in roads funding.

The three Councils received roads funding under this proposal – Snowy Valleys, Greater Hume and Cootamundra-Gundagai Regional Councils under the following projects (with no matching funding required from Councils):

Bombowlee Creek Road – SVC - \$7m

Taradale/Broadleaf Park Roads – SVC - \$2.65m

Coppabella Road – GH - \$7 m

Northern Complex – CGRC - \$3.7m

The Executive Group of the Softwoods Working Group (SWG) resolved to send a submission and seek funding reimbursement from the three councils advising that when the project was initiated in 2015 there were discussions that reimbursements would be claimable against the project. None of the three councils can find any record to support this claim. Extensive conversations were had between Phil Clements (Executive Officer) Softwoods Working Group and the General Managers of the councils involved.

Discussion

The work undertaken by SWG was initiated in 2015 with the SWG's Road Haulage Study that formed the business case to justify the upgrades and SWG resolved to lodge an application for funding.

The SWG scope of work included:

- Consultations with stakeholders
- Site visits
- Collection and compilation of data
- Economic analysis and modelling
- Report writing
- Preparation of funding submissions
- Advocacy
- Ancillary costs

The work involved considerable work by SWG's Executive who played a considerable role in securing this funding.

The SWG Executive initially considered that remuneration of approximately \$300,000 was appropriate. divided between the three councils as a ratio as compared to funding amounts received as outlined below:

LGA	Project Description	Funding \$M	Funding %	SWG Claim \$k
SVC	Bombowlee Ck Rd	7.0	34	102
SVC	Taradale/Broadleaf Park Rds	2.65	13	39
GHSC	Coppabella Rd	7.0	34	102
CGRC	Northern Complex	3.7	19	57
Totals		20.35	100	300

Following this submission, the General Managers further discussed the matter with concerns following raised:

- Due to the guidelines imposed by the funding, providing this remuneration from the funding allocation itself was not an option as it is dedicated to actual works. As a result the requested amount would need to be sourced from each council's general fund.
- Given there was no formal record of this agreement being made, of the three councils none can recall any verbal agreement taking place prior to funding being obtained.

There is no doubt that the work undertaken by SWG has been extremely beneficial for the councils and it is anticipated the demonstrated goodwill through the partnership with SWG continues to

provide benefits to each community. Furthermore, It is mutually recognised that SWG should be compensated for their work.

Following discussions between all parties and considering the circumstances involved, both Snowy Valleys Council and Greater Hume Council resolved, at their respective June and July meetings, to:

- Offer Softwoods Working Group a combined total of \$30,000 shared proportionately between each council, should each Council agree individually to support this proposal;
- Thank Softwoods Working Group for their strong advocacy and evidence preparation work for the Growing Local Economies Funding and congratulate them for the successful application that will benefit the softwoods industry and the local communities.
- Advise Softwoods Working Group that the three Councils are supportive of future partnership works on roads to benefit the softwoods industry on the basis of upfront agreed contributions.

The breakdown of the \$30,000 contribution is outlined in the table below:

	Funding Secured \$ (millions)	%	Total Claim \$30,000
SVC Bombowlee CK Rd	\$ 7.00	34%	\$ 10,319.41
SVC Taradale/Broadleaf Park Rds	\$ 2.65	13%	\$ 3,906.63
GHSC Copperbella Rd	\$ 7.00	34%	\$ 10,319.41
CGRC Northern Complex	\$ 3.70	18%	\$ 5,454.55
Total Joint Contribution	\$ 20.35	100%	\$ 30,000.00
Cootamundra Gundagai Component Contribution	\$ 3.70	18%	\$ 5,454.55



Tax invoice

PO BOX 519
Lavington NSW 2641
Ph: 0407 272 375
E: phil@pandaclements.com.au
ABN: 33241194030

Cootamundra Gundagai Regional Council
Attn: Phil McMurray
General Manager
PO Box 420
Cootamundra NSW 2590

Invoice No.: 00000076
Date: 25/08/2021

Description	Amount
Contribution from CGRC for expenses associated with obtaining the GLE Funding for the upgrade of the Northern Road complex.	\$ 5454.55

SALE AMOUNT: \$ 5,454.55
GST: \$ 545.45
TOTAL Inc GST: \$ 6,000.00

EFT Payments to:
Account Name: Softwoods Working Group Inc
Bank : Hume Bank
BSB: 640 000; Account Number: 111 241 487

8.9 FACILITIES

8.9.1 FACILITIES WORKS REPORT SEPTEMBER 2021

DOCUMENT NUMBER	357519
REPORTING OFFICER	Andrew Brock, Manager Facilities
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Facilities Works report for September, 2021 be received and noted

Introduction

The Facilities Works report provides a detailed update on works undertaken by the Gundagai Facilities and Parks and Garden Team. The scheduled activities and projects, undertaken for the month of September , 2021 are included in this report which has been prepared and submitted for the information of Council and the community.

Discussion

Staff have carried out irrigation and planting work to the Sheridan and West Street intersection. Additional potted colour plants are to be added to these areas, to create a vibrant entrance to the township. These plants are expected to arrive and be planted within the next two (2) weeks.

Top dressing work and tree preparation have been undertaken along West Street as part of the tidy up works following water main replacement work, which is now complete. The trees are due to arrive week ending 26th September, 2021 with plans to commence planting the following week, weather permitting.

Parks and Gardens staff continue with ongoing mowing and general maintenance works around the town.

Gundagai Memorial Swimming Pool

Works have continued through the month of September with the removal of old diving blocks. Concrete pads have been poured in readiness for the new barbeque area which includes shelter and seating. Plans are to install these items in the next two weeks weather permitting. An additional

concrete pour is required for the installation of new diving blocks and this will include new tiling to be done at the diving board end of the 50m pool. Top dressing and general tidy up works are still being undertaken to ensure readiness for this year's swimming season.

Gundagai Administration Centre and Chambers

Existing gardens have been removed in readiness of construction works being undertaken at the start of October, 2021. Staff are being prepared for relocation to several sites while this work is being undertaken. Facilities staff have started erecting construction fencing in preparation for these works. Contractors have been engaged and all preparations are in place for the scheduled start. Councillors have been invited to a walkthrough to discuss the planned work prior to construction starting.

Bradman Cottage

Roof replacement at the site has been completed successfully and the installation of storage cupboards is imminent. Windows are being costed for replacement in preparation for painting works to be undertaken.

Stockinbingal Ellwood Hall

Demolition of the old kitchen is complete and a new concrete floor has been poured. A contractor will be engaged to carry out framing work and window replacement. Kitchen cabinets are on order and it is hoped that they will be delivered as soon as possible.

Cootamundra Stadium

At the time of writing this report Stadium roof repairs were nearing completion and to be followed with solar replacement which should be complete by the end of September, 2021 weather permitting.

Cootamundra Showground

Installation of new water pipes has been completed at the camping ground area and painting of the camping toilet block is also complete. Ongoing mowing and spraying of the grounds continues in preparation of spring season use.

Cootamundra AFL

The fit out works are 80% complete. Club members have been unable to carry out installation of the internal roofing due to lockdown, however, it is anticipated that the club will start this work within the next few weeks. Preparation for new electrical cabling has been completed and new electrical fitting can be installed once painting has been completed. Installation of panelling and toilet partitions is currently being undertaken. The new kitchen has been installed, however, stainless steel bench tops have yet to be delivered to complete the work.

Gundagai Community Garden

Installation of toilets and basins anticipated to be completed by the end of September, 2021.

Gundagai Pre-School

The Gundagai Preschool Kindergarten project is currently on Vendor Panel inviting tenders which closes mid-October, 2021. A report will be presented to the Ordinary Meeting to be held 26th October, 2021 for the consideration of Council.

Lindley Park

Development approval has been issued to demolish the house on the property. A Contractor has been engaged to undertake the demolition work. All services to the house have been dis-connected

in preparation for its demolition this month. Planning and design preparations are underway for the carpark and stormwater work which will be completed over the next few months.

Cootamundra Administration Building

Roof replacement works are continuing over the Alby Schultz Meeting Centre. Painting inside the space is well underway and will be completed prior to the end of September, 2021.

Muttama Hall

Work funded through a Veterans Grant has been completed. This work included fencing, pathways and flag poles. Further grant applications have yet to be announced to undertake the supper room refurbishment and painting. Quotes are being sourced for repair works to existing windows.

Gundagai Library extension

A concept design is being finalised in preparation for a development application to be submitted to Council.

Cootamundra Library Refurbishment

Ongoing consultation with staff regarding new design layout continue. Specifications are being prepared to invite contractors to provide a quotation for the work. It is anticipated that work will commence in the New Year dependent upon the on again off again COVID restriction.

Cootamundra Men's Shed

Electrical work is underway with club members carrying out internal framing work and replacement of curved roof area due to water leaks. Shaping of the site is required to minimise drainage issues found over the recent rain events. Although the committee has been extremely dedicated to completing the work, the haphazard COVID lockdowns have interfered to a certain extent.

Some of the existing Stronger Country Communities Fund grants are currently being reassessed by the approval body for scope of works and budget variations. Works are unable to proceed until those approvals have been received.

8.9.2 GUNDAGAI MEMORIAL SWIMMING POOL MASTER PLAN

DOCUMENT NUMBER	357531
REPORTING OFFICER	Andrew Brock, Manager Facilities
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Submissioins received during the Master Plan Public Exhibition Period ↓

RECOMMENDATION:

1. The submission for the proposed Gundagai War Memorial Olympic Pool Masterplan be received and noted.
2. Use of the Proposed Gundagai War Memorial Olympic Pool Complex Masterplan by Halliday design - dated April, 2021 be endorsed for use in future funding opportunities.

Introduction

Halliday design was engaged to prepare a concept plan for the upgrade of the Gundagai War Memorial Olympic Pool Complex. The Proposed Masterplan Gundagai War Memorial Olympic Pool Complex by Halliday design - dated April, 2021 (attached to a report submitted the July, 2021 Ordinary Meeting) addresses the aging infrastructure, non-compliance with current Australian standards, and upgrades to facilities which will meet the growing needs of the local sporting fraternity and attract visitors to stop in the Gundagai region.

Discussion

At the Ordinary Meeting held 27th July, 2021 Council requested the proposed masterplan be placed on public exhibition for the required 28 days. In response to this exhibition period, Council received only two submissions and are attached to the report.

The submissions requested consideration be given for the installation of heating, which would allow the pool to be used all year round. Although this suggestion carries merit, the cost implications require a business case to be undertaken as it the current design would need to be amended to accommodate this change. Furthermore, Public consultation would have to be undertaken to determine if such a development would be patronised well enough to justify significant cost expenditure.

The adoption of the proposed masterplan will allow staff to seek funding opportunities and enhance any future applications. The works currently being undertaken will have a positive reduction, in running expenses for the 2021/22 swimming season.

Council has received grant funding from numerous state funding streams, to allow some of the repair works to be undertaken. The intention is to continue seeking funding sources to enable the proposed upgrade work and the masterplan is an essential component of any funding applications.

22/8/2021

General Manager
CGRC
PO Box 420
Cootamundra 2590

Cootamundra Gundagai
Regional Council
Document Received

24 AUG 2021

File No.....

Initials _____

Dear Sir

Perhaps I have missed something in the detail of the proposed 7 million dollar spend.
Could you let me know if the proposed works at the Gundagai Swimming pool include pool heating to allow it to be a whole of year facility?

Gundagai people of all ages would greatly benefit if they could access one pool that is heated during the months that it has historically been closed.
Improved physical and mental health of locals would follow.

The football players would be able to use the facility as part of their training programme and recovery.

Aqua aerobics is very popular in the summer and is held for about 6-8 weeks each year.
It would be most beneficial if it was available all year round rather than Gundagai residents travelling out of town for the rest of the year.

Kind regards

emailed

OBS: HC

23rd August 2021

The General Manager
Cootamundra Gundagai Regional Council
mail@cgrc.nsw.gov.au

Dear Sir

Re: Proposed Masterplan for Gundagai War Memorial Olympic Pool

I read with interest the article in the Gundagai Independent on 30th July 2021 regarding the abovementioned masterplan. As a resident of Gundagai my entire life, I have always appreciated the wonderful facility that the Gundagai Pool is, and have used the pool myself over the last 50 odd years.

Although I found the masterplan to be a great initiative to upgrade the ageing facilities I feel that as someone who lives at Backstation Creek and drives past the pool 2-3 times most days, I have been very disappointed for many years at the lack of use the Pool has. If it wasn't for Swimming Club meets and carnivals you would never see a crowd there.

My sister and I have been travelling to Junee Aquatic Centre for 10 years to attend an aqua aerobics class every Friday. It is a magnificent community facility and many times I have seen Gundagai people patronising the centre. Because the 2 pools are heated they can, and are, used for 12 months of the year. We have tried to establish similar water fitness classes in Gundagai but with our very short swim season they never last very long.

Unfortunately with the effects of global warming, I just don't understand how the proposed plan really offers much more than we already have. Yes the pools need to be redone, the additional shade sails are of benefit and the complex needs to meet Australian Standards but at the end of the day council needs to look at how to utilise it to its full potential.

Gundagai has a very extreme summer and what I would like you to consider is that if part of the Olympic pool could be heated, roofed, walled and enclosed as Junee, Wagga, and Cootamundra's is we would have an outstanding and very useful attraction for Gundagai. Unfortunately the age we live in means kids are obsessed with being inside on their technology, adults don't want to leave their air-conditioning and if you go to the pool you are out in the blazing sun, hot winds, dust storms and the like, and it doesn't really make for a great summer experience.

Additionally, as I work at the Gundagai Medical Centre I see so many people who have hip and knee replacements and other health issues where hydrotherapy could be offered by any of the four physiotherapy services that operate in Gundagai. When in Junee I always see people doing their rehab in the heated pools. Lots of people love to swim laps but it usually has to be very early in the morning and this doesn't really work well for everyone.

I congratulate you on our wonderful sporting facilities and the children's playground addition to

Carberry Park and I believe if you were able to source grants for the **Gundagai War Memorial Olympic Pool** it could become a fantastic facility that could benefit all ages and be another tourist attraction for Gundagai, and something we could be proud of for our town. We have the perfect setting and central location but I don't think by adding some cosmetic changes, adding a couple of extra lanes and a water slide will change the fact that its only used for about 3 months of the year.

I really believe it would be beneficial if Councillors were to take a drive to Junee and see what a brilliant complex they have. I have never been to the Cootamundra complex but I assume it is similar to that of Junee. Children can do learn-to-swim lessons 12 months of the year. Residents and visitors could exercise and improve their health anytime they wished.

I can appreciate a staged approach would be necessary for such an expensive concept, but I would be grateful if you chose to consider the points I have put forward.

I look forward to hearing more about the project.

Kind regards

8.10 WASTE, PARKS AND RECREATION

8.10.1 DOMESTIC RURAL WASTE INITIATIVE

DOCUMENT NUMBER	357015
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	The costs associated with the proposed Domestic Rural Waste Initiative be funded from the Waste Reserves.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	Councils associated Fees & Charges reflect the recommended changes.
ATTACHMENTS	Nil

RECOMMENDATION

The following Domestic Rural Waste Initiatives be adopted:

- Council to issue on application 1 x 240Lt bin per residential rural property (black bin with red lid) free of charge.
- Single rateable properties with more than one house would have to pay for an additional annual Waste service of \$69.68.
- The Domestic Rural Waste Initiative be funded from the waste reserves.
- All Domestic Rural Waste Management bins be issued on receipt of a formal application with Council, whereby all property details are recorded into Council's domestic waste management system.
- Each liveable rural property is limited to one service only.
- Each bin issued is to bear Council branding and branded Domestic Rural Waste Management. The bins remain the property of Cootamundra-Gundagai Regional Council.
- Unlimited visits to Cootamundra-Gundagai Regional Council landfill sites.
- No disposal fee on the approved Domestic Rural Waste Management bin disposed at a Cootamundra-Gundagai Regional Council Landfill site.
- Any unbranded bin will not be accepted at a Cootamundra-Gundagai Regional Council Landfill as part of this initiative.
- The Domestic Rural Waste Initiative be promoted through Council's usual mediums detailing the initiative as an improved waste management strategy throughout the local government area.

Introduction

The Domestic Rural Waste Initiative has been developed in response to rural community residents inquiries regarding free waste disposal and access to the Cootamundra-Gundagai Regional Council (CGRC) landfill sites for domestic waste.

Discussion

Council has, as part of its fees and charges review and rates harmonisation process, introduced an annual rural waste charge of \$69.68 per annum charged on rural landholders. This charge was implemented to ensure a financial contribution from all ratepayers to contribute towards better management of waste throughout the local government area.

Since the introduction of the rural waste charge, there has been several inquiries received from rural ratepayers that currently receive no domestic waste collection service, however, pay an annual waste charge in addition to paying to take domestic waste to a CGRC landfill site.

On review of the comments and concerns received from the rural ratepayers, it is considered appropriate that they too receive some incentive and encouragement to manage household waste and for Council to support good waste management principles and beneficial community incentives.

It is therefore recommended that Council consider allowing rural households that do not receive a domestic waste service, free access to their local Landfill site. This would be for the emptying of a Council provided wheelie bin used solely for the purpose of disposing of household domestic waste.

It is proposed that rural households would manage their domestic waste in a wheelie bin provided by Council for the disposal such waste.

It is proposed that the Domestic Rural Waste Initiative agreement be implemented as detailed below:

- Council to issue 1 x 240Lt bin per rural residential only (black bin with red lid) free of charge on application.
- Single rateable properties with more than one liveable house would be required to pay for an additional Waste service of \$69.68.
- The cost of bins be funded from the waste reserves.
- Bins issued on formal application with Council, whereby all property details are recorded into Council's waste management system. Each rateable property is limited to one bin only.
- Each bin issued, to have a Council logo, and branded DRWM (Domestic Rural Waste Management). The bins remain the property of CGRC.
- Unlimited visits to landfills.
- No waste charge on the approved bin disposed at a CGRC Landfill.
- Any unbranded bin will not be accepted at a Cootamundra-Gundagai Regional Council Landfill as part of this initiative.
- The Domestic Rural Waste Initiative be promoted through Council's usual mediums detailing the initiative as an improved waste management strategy throughout the local government area.

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

11.1 CLOSED COUNCIL REPORT

DOCUMENT NUMBER	357727
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	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. Items and be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.
2. In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items and be withheld from the press and public.

11.2 RFQ2021/29 - WATER MAIN REPLACEMENT - MACKAY STREET COOTAMUNDRA

Provisions for Confidentiality

Section 10A (2) (d(i)) – The Confidential Report contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as publication of all tendered amounts would discourage potential tenderers from submitting commercial information in the future and therefore prejudice Council's ability to secure the optimum outcome for the community..

11.3 SOUTH WEST FUELS ELECTRICITY PROVISION FINANCIAL CONSIDERATIONSProvisions for Confidentiality

Section 10A (2) (g) – The Confidential Report contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Public Interest

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