

# Business Paper

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, TUESDAY 24TH MAY, 2022**

**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, 24th May, 2022 at 6:00PM**

The agenda for the meeting is enclosed.

Les McMahon  
Interim General Manager

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

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

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

**Persons who conduct themselves in a manner considered by any reasonable person, to be disorderly, will be expelled from the forum in a similar manner as that provided under the Meetings Regulations for Council and Committee meetings under Section 258 of Local Government (General) Regulation, 2005.**

**Should the behaviour of a speaker and, or audience be such that the Administrator or Chairperson of the forum deems it necessary to discontinue a particular section of the forum you may be asked to leave the building where the meeting is being held.**



# AGENDA

## Order Of Business

**A special smoking ceremony performed by the Cootamundra Aboriginal Working Party and Gundagai Cultural Group.**

**Acknowledgment of Country by Uncle Pete**

**Singing of the Bala-yanhi Miya with the Cootamundra Aboriginal Working Party**

**Signing of the Memorandum of Understanding with Gundagai Cultural Group**

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**1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

## 5 CONFIRMATION OF MINUTES

### 5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 26 APRIL 2022

REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Ordinary Meeting of Council held on Tuesday 26 April 2022

### RECOMMENDATION

**The Minutes of the Ordinary Meeting of Council held on Tuesday, 26<sup>th</sup> April, 2022 be confirmed as a true and correct record of the meeting.**



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

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

# Minutes

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA**

**6:00PM, TUESDAY 26TH APRIL, 2022**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
ON TUESDAY, 26 APRIL 2022 AT 6:00PM**

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

**IN ATTENDANCE:** Les McMahon (Interim General Manager), Glen McAtear (Acting Deputy General Manager), Ganesh Ganeshamoorthy (Manager Assets), Mark Ellis (Manager Civil Works), Craig Perrin (Acting Manager Development, Building and Compliance), Andrew Brock (Manager Facilities), Janelle Chapman (Acting Manager Regulatory Services), Matt Stubbs (Manager Technical Services)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**ADJOURN MEETING FOR OPEN FORUM**

**RESOLUTION 117/2022**

Moved: Cr Logan Collins

Seconded: Cr Gil Kelly

**Council adjourn for Open Forum.**

**CARRIED**

**2 OPEN FORUM**

List of Speakers

1. Marcia Thorburn – Addressed Council on the Wallendbeen Memorial Hall 100 Years Celebration.
2. Greg Quirk – Addressed Council on Silo Road, Wallendbeen.
3. Bronwyn Naughton – Spoke against the defunct proposed Cootamundra–Gundagai Rail Trail.
4. Kylie Tout – Spoke against the defunct proposed Cootamundra–Gundagai Rail Trail.
5. Jim Hamilton – Spoke against the defunct proposed Cootamundra–Gundagai Rail Trail.
6. Cathy Hamilton – Spoke against the defunct proposed Cootamundra–Gundagai Rail Trail.
7. Mark Lucas – Spoke against the defunct proposed Cootamundra–Gundagai Rail Trail.



**RESUME OPEN MEETING****RESOLUTION 118/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Logan Collins

**Council resume the Open Meeting.**

**CARRIED**

**3 APOLOGIES**

Nil

**4 DISCLOSURES OF INTEREST**

Cr Kelly disclosed a Significant Non-Pecuniary Interest in Item 8.8.1 Sale of the Toyota Hiace Mini Bus.

Cr David Graham disclosed a Pecuniary Interest in item 10.1 Questions with Notice Procurement of Weed Spraying Chemicals.

**5 CONFIRMATION OF MINUTES****5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 22 MARCH 2022****RESOLUTION 119/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

**The Minutes of the Ordinary Meeting of Council held on Tuesday 22 March 2022 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON MONDAY 28 MARCH 2022**

Note: It was noted that Cr Graham was not in attendance at the Extraordinary Meeting as minuted.

**RESOLUTION 120/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Logan Collins

**The Minutes of the Extraordinary Meeting of Council held on Monday 28 March 2022 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**PROCEDURAL MOTION**

Note: At this point of the meeting the Mayor requested that standing orders be suspended to consider an urgent item on the proposals for the recruitment of a new General Manager.

**RESOLUTION 121/2022**

Moved: Cr Gil Kelly

Seconded: Cr Logan Collins

**That Standing Orders be suspended to consider the Proposals for the recruitment of a new General Manager as matter of urgency.**

**CARRIED**

**PROPOSAL FOR THE RECRUITMENT OF A NEW GENERAL MANAGER**

Note: the Mayor advised that three (3) proposals had been received from recruitment companies for the recruitment of a new General Manager and that the proposal Local Government Management Solutions was considered to be the most competitive proposal.

**RESOLUTION 122/2022**

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

**The proposal for the recruitment of the General Manager submitted by Local Government New South Wales Management Solutions for \$12,000 be accepted.**

**CARRIED**

**RESOLUTION 123/2022**

Moved: Cr David Graham

Seconded: Cr Gil Kelly

**The current recruitment panel comprise of the Mayor, Deputy Mayor, Cr Glover, Cr McAlister and the Interim General Manager.**

**CARRIED**

**RESUMPTION OF STANDING ORDERS****RESOLUTION 124/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Logan Collins

**That Standing Orders resume.**

**CARRIED**

**6 MAYORAL MINUTES****6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT**

Note: the following amendments were made at the meeting:

24<sup>th</sup> March, 2022

I also attended the interviews with candidates for the position of Interim General.

25<sup>th</sup> March, 2022

I also attended the interviews with candidates for the position of Interim General.

5<sup>th</sup> April, 2022

Cr Bowden was in attendance at the tree planting with students from Elouera special School and the Cootamundra Public School at the new Livvies Place Albert Park. Afterward we were given a tour of the progressing play space by Council's Manager Waste, Parks and Recreation.

**RESOLUTION 125/2022**

Moved: Cr Logan Collins

Seconded: Cr Les Boyd

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

**CARRIED**

## **7 REPORTS FROM COMMITTEES**

### **7.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING HELD ON TUESDAY 5 APRIL 2022**

#### **RESOLUTION 126/2022**

Moved: Cr David Graham

Seconded: Cr Abb McAlister

**The Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on Tuesday 5 April, 2022 be confirmed as a true and correct record of the meeting.**

**CARRIED**

## **8 GENERAL MANAGER'S REPORT**

### **8.1 BUSINESS**

#### **8.1.1 FINAL COMMUNITY STRATEGIC PLAN**

#### **RESOLUTION 127/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Abb McAlister

**The Cootamundra-Gundagai Regional Council Draft Community Strategic Plan (CSP) be deferred to the Ordinary Meeting scheduled to be held 24<sup>th</sup> May 2022 for consideration.**

**CARRIED**

#### **8.1.2 DRAFT CODE OF MEETING PRACTICE**

#### **RESOLUTION 128/2022**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

**The draft Code of Meeting Practice, attached to the report, be adopted.**

**CARRIED**

#### **8.1.3 ELECTION OF COUNCILLOR LEIGH BOWDEN AS COUNTRY VICE PRESIDENT OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION NSW BRANCH**

#### **RESOLUTION 129/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Trevor Glover

1. Council congratulate Cr Bowden (Deputy Mayor) on her recent election as the Country Vice President of the Australian Local Government Women's Association NSW Branch Annual General Meeting.
2. Council support Cr Bowden to undertake her duties in this elected position not only in her attendance at conferences but also to fulfil her role at the executive and board meetings by way of the provision of a Council car.
3. The Australian Local Government Women's Association NSW Branch be notified that Council will not cover the cost of accommodation at conferences or executive and board meetings.

**CARRIED**

#### **8.1.4 REGISTRATION FOR THE NATIONAL GENERAL ASSEMBLY 2022**

##### **RESOLUTION 130/2022**

Moved: Cr Abb McAlister

Seconded: Cr Leigh Bowden

1. The attendance of the Mayor and Interim General Manager at the 2022 National General Assembly scheduled to be held in Canberra 19<sup>th</sup> - 22<sup>nd</sup> June, 2022 be endorsed.
2. Registration for each attendee must be finalised before 20<sup>th</sup> May, 2022 to receive the early bird rate of \$989 per attendee.

**CARRIED**

#### **8.1.5 ANNUAL COMMUNITY GRANTS**

##### **RESOLUTION 131/2022**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

1. Councils Communications Officer promote the annual Community Grants Program with a closing date of Friday, 10<sup>th</sup> June, 2022.
2. A report containing all Community Grant Applications received by the closing be prepared and submitted to the Ordinary Meeting scheduled to be held Tuesday, 28<sup>th</sup> June, 2022 for the consideration of Council.

**CARRIED**

**8.1.6 DRAFT USE OF INFORMATION TECHNOLOGY AND COMMUNICATION DEVICES POLICY****RESOLUTION 132/2022**

Moved: Cr Logan Collins

Seconded: Cr Abb McAlister

**The Draft Use of Information Technology and Communication Devices Policy, attached to the report, be adopted.**

**CARRIED**

**8.1.7 TABLING OF PECUNIARY INTEREST RETURNS****RESOLUTION 133/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

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

**CARRIED**

**8.1.8 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES****RESOLUTION 134/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held 24<sup>th</sup> February and 24<sup>th</sup> March 2022, attached to the report, be received and noted.**

**CARRIED**

**8.1.9 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES****RESOLUTION 135/2022**

Moved: Cr Abb McAlister

Seconded: Cr Penny Nicholson

**The Minutes of The Arts Centre Cootamundra s.355 Committee Ordinary Meeting held 17<sup>th</sup> March, 2022, attached to the report, be received and noted.**

**CARRIED**

**8.1.10 WALLEND BEEN MEMORIAL HALL S.355 COMMITTEE MEETING AGM MINUTES AND MEMBERSHIP****RESOLUTION 136/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd

1. The Minutes and supporting documentation of the Wallendbeen Memorial Hall s.355 Committee Annual General Meeting (AGM) held 16<sup>th</sup> March 2022, attached to the report, be received and noted.
2. The office bearers and membership of the Wallendbeen Memorial Hall s.355 Committee as detailed in the report and attached AGM minutes, be endorsed.

**CARRIED**

**8.1.11 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES****RESOLUTION 137/2022**

Moved: Cr Les Boyd

Seconded: Cr Logan Collins

1. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Ordinary Meeting held on 7<sup>th</sup> March 2022, attached to the report, be received and noted.
2. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Annual General Meeting held on 7<sup>th</sup> March 2022, attached to the report, be received and noted.
3. The office bearer and membership of the Cootamundra Heritage Centre Management s.355 Committee as detailed in the report, be endorsed.

**CARRIED**

**8.1.12 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES****RESOLUTION 138/2022**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held 7<sup>th</sup> February, 2022 attached to the report, be received and noted.

**CARRIED**

**8.1.13 INFORMATION BULLETIN - MARCH, 2022****RESOLUTION 139/2022**

Moved: Cr Logan Collins

Seconded: Cr Trevor Glover

**The Information Bulletin March 2022, and attached correspondence, be received and noted.**

**CARRIED**

#### **8.1.14 COUNCIL MEETING ACTION REPORT - APRIL 2022**

##### **RESOLUTION 140/2022**

Moved: Cr Les Boyd

Seconded: Cr Logan Collins

**The Council Meeting Action Report be noted.**

**CARRIED**

### **8.2 FINANCE**

#### **8.2.1 INVESTMENT REPORT - MARCH 2022**

##### **RESOLUTION 141/2022**

Moved: Cr Abb McAlister

Seconded: Cr Leigh Bowden

**The Investment Report for March, 2022 be received and noted.**

**CARRIED**

#### **8.2.2 MONTHLY FINANCE REPORT FOR MARCH, 2022**

##### **RESOLUTION 142/2022**

Moved: Cr Les Boyd

Seconded: Cr Logan Collins

**The Finance Report for March, 2022 and attached reports be received and noted.**

**CARRIED**

### **8.3 COMMUNITY AND CULTURE**

#### **8.3.1 BUSINESS COOTAMUNDRA - MEMORANDUM OF UNDERSTANDING**

##### **RESOLUTION 143/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd



**Council delegate authority to the Interim General Manager to execute the Business Cootamundra Memorandum of Understanding 2022/23 on behalf of Cootamundra-Gundagai Regional Council.**

**CARRIED**

### **8.3.2 PROPOSAL TO RE-FORM S355 COMMITTEE FOR THE BRADMAN BIRTHPLACE AND MUSEUM**

#### **RESOLUTION 144/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Trevor Glover

- 1. That a Section 355 Committee be formed to manage the Bradman's Birthplace Museum with the following to be appointed and an induction be arranged through Coordinator Business:**
  - **Chairman – Eric Thorburn**
  - **Vice Chairman – Phil Moran**
  - **Secretary / Treasurer – Paul Burge**
  - **Committee – Brian Nolan, Charlie Donoghue**
  - **Member – Graeme Worboys**
  - **Councillor – Cr Collins**
- 2. The Section 355 Committee take on all responsibilities of the management of the facility including:**
  - **Volunteer Roster Management**
  - **Merchandise Management**
  - **Garden Maintenance**
  - **Facilities Maintenance**
- 3. The Interim General Manager facilitate further discussion to finalise financial controls and prepare a further report to Council once complete agreement is established.**

**CARRIED**

### **8.3.3 COOTAMUNDRA TOURISM ACTION GROUP ADVISORY COMMITTEE MEETING 7TH APRIL, 2022**

#### **RESOLUTION 145/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd

- 1. The Minutes of the Cootamundra Tourism Action Group Advisory Committee meeting held on 3<sup>rd</sup> March, 2022, attached to the report, be received and noted.**
- 2. Council consider the recommendations contained within the minutes:**

**CARRIED**

## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 DA 2022-52 PROPOSED SHED- 13 MURRAY ST COOTAMUNDRA

#### RESOLUTION 146/2022

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**That Council approve the following development subject to the consent conditions below:**

- **Application Number: DA2022/52**
- **Property:**  
**Lot 18 DP 18650**  
**13 Murray Street, Cootamundra**
- **Proposed Development: New Shed (ancillary to an existing dwelling)**

#### GENERAL CONDITIONS

##### (1) GEN Condition - Compliance Standards

Any building and associated works shall comply with the statutory requirements of the Environmental Planning & Assessment Act, Local Government Act, 1993 and the Building Code of Australia (BCA).

***Reason:** The legal obligations of the Council to administer the New South Wales building and planning laws in order to provide satisfactory standards of living and development.*

##### (2) GEN Condition - Compliance with Council

The Development being completed in accordance with plans and specifications stamped by Council listed in the table below and the Statement of Environmental Effects, except where varied by conditions of this consent.

Document Reference	Description	Author	Date
Drawing No. 2022001/1	Site Plan, Elevations, Floor Plan and Cross Section	S.J.C.	21.02.2022
Drawing No. 2022001/2	Engineering	S.J.C.	21.02.2022

***Reason:** To confirm the details of the application as submitted by the applicant and as approved by Council.*

##### (3) GEN Condition - Utilities

Approval is given subject to the location of, protection of, and/or any necessary modifications to any existing public utilities situated within or adjacent to the subject property.

**Reason:** *To ensure that any public utilities are maintained and protected from damage.*

**(4) Gen Condition – Not certify compliance with BCA or NCC**

The issue of this Development Consent does not certify compliance with the relevant provisions of the Building Code of Australia or National Construction Code Series.

**Reason:** *This consent does not certify compliance with the BCA or NCC.*

**PRIOR TO COMMENCEMENT OF WORKS**

**(1) PCW Condition – Prior to Building Work Commencing.**

The erection of a building in accordance with the development consent must not commence until:-

1. a construction Certificate for the building work has been issued by the consent authority, the council (if the council is not the consent authority) or an accredited certifier, and
2. the person having the benefit of the development consent has:
  - a. appointed a principal certifying authority for the building work, and
  - b. notified the principal certifying authority that the person will carry out the building work as an owner-builder, if that is the case, and
3. the principal certifying authority has, no later than 2 days before building works commences:
  - a. notified the consent authority and the council (if the council is not the consent authority) of his or her appointment, and
  - b. notified the person having the benefit of the development consent of any critical stage inspections and other inspections that are to be carried out in respect to the building work, and
4. the person having the benefit of the development consent, if not carrying out the work as an owner-builder, has,
  - a. appointed a principal contractor for the building work who must be the holder of a contractor licence if any residential work is involved, and
  - b. notified the principal certifying authority of any such appointment, and
  - c. unless that person is the principal contractor, notified the principal contractor of any critical stage inspection or other inspections that are to be carried out in respect of the building work .

**Reason:** *To ensure compliance with the requirements of the Environmental Planning and Assessment Regulations.*

**(2) PCW Condition – Signage.**

Site signage shall apply and must be erected on the site in a prominent, visible position for the duration of the construction. The signage must include: -

1. Statement that unauthorised entry to the site is not permitted

2. Show the name of the builder or another person responsible for the site and a telephone number at which the builder or other person can be contacted outside working hours
3. The name, address and telephone contact of the Principal Certifying Authority for the work

Any structures erected to meet the requirements of this condition must be removed when it is no longer required for the purpose for which it was erected.

**Reason:** *To meet the minimum requirements of the Environmental Planning & Assessment Regulation.*

**(3) PCW Condition – Notice of Commencement.**

Prior to work commencing a 'Notice of Commencement of Building Work and Appointment of Principal Certifying Authority' shall be submitted to Council at least 2 days prior to work commencing.

**Reason:** *To meet the minimum requirements of the Environmental Planning & Assessment Regulation.*

**(4) PCW Condition – Builders Toilets.**

Provision being made for temporary WC accommodation on site prior to the commencement of excavation or other associated building works.

**Reason:** *To ensure minimum standards of hygiene for onsite workers.*

**(5) PCW Condition – Residential Building Work.**

Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information

1. In the case of work for which a principal contractor is required to be appointed:
  - a. In the name and licence number of the principal contractor, and
  - b. The name of the insurer by which the work is insured under Part 6 of that Act.
2. In the case of work to be done by an owner-builder:
  - a. The name of the owner-builder and,
  - b. If the owner builder is required to hold an owner builder permit under the Act, the number of the owner-builder permits.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under subclause (1) becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

**Reason:** *Statutory compliance.*

**(6) PCW Condition – Siting of Building.**

The applicant is responsible to ensure that the building is sited on the allotment and constructed to the design levels approved by Council as specified on the approved site plan.

**Reason:** *To ensure the development is carried out on the correct allotment.*

**(7) PCW Condition – Waste Storage During Construction.**

Provision shall be made on site for the proper storage and disposal of waste such that no builders' waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind, e.g. Paper, sheets of iron, ridge capping, cement and lime bags and the like.

**Reason:** *To ensure that the site is not a source of wind-blown litter.*

**(8) PCW Condition – Soil Erosion Control.**

Site erosion control measures shall be incorporated into site management during construction. Seepage and surface water shall be collected and diverted clear of the building site by a drainage system. Care shall be taken to ensure that no nuisance is created to adjoining properties or public space by way of sediment run off.

**Reason:** *To ensure that adequate measures are in place so that damage from sediment run off to adjoining sites and waterways is minimised.*

**(9) PCW Condition – Underground Services.**

The applicant shall locate and identify all existing underground services prior to commencement of works and ensure there shall be no conflict between the proposed development and existing infrastructure including areas external to the development site where works are proposed.

**Reason:** *To ensure the utility services are protected and satisfactory for the proposed development.*

**DURING CONSTRUCTION**

**(1) DUR Condition – Works to be undertaken in Accordance with the Approval.**

All proposed works to be undertaken are to be carried out in accordance with the conditions of development consent, approved construction certificate drawings and specifications.

**Reason:** *ensure all works are carried out in accordance with the development consent.*

**(2) DUR Condition – Hours of Construction Site Works.**

Construction site works including the entering and leaving of vehicles is limited to the following hours, unless otherwise permitted by Council:-

Monday to Saturday from 7.00am to 7.00pm  
Sundays and public holidays from 9.00am to 12.00pm

The applicant is responsible to instruct and control subcontractors regarding hours of work.

**Reason:** *So that the development does not reduce the amenity of the area.*

**(3) DUR Condition – Waste Removal.**

All debris and any waste fill are to be removed from the site and disposed of at Cootamundra Garbage Depot, in the building refuse section of the garbage depot. Please note that a separate fee applies for disposal of waste at Council's waste depot. You should contact Council's Works Operations Manager for an estimate of costs in this regard.

**Reason:** *To ensure that the amenity and unsightly condition is minimised.*

**(4) DUR Condition - BCA Compliance.**

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

**Reason:** *To ensure the building complies with the BCA.*

**(5) DUR Condition – Inspections.**

The Principal Certifying Authority is to be given a minimum of 48 hours' notice prior to any critical stage inspection or any other inspection nominated by the Principal Certifying Authority via the notice issued under Section 91A of the Environmental Planning and Assessment Act 1979.

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

**Reason:** *To ensure that adequate time is given of required inspections.*

**(6) DUR Condition – Restricted Public Access.**

It is the responsibility of the applicant to restrict public access to the building site, building works or materials or equipment on the site when building work is not in progress or the site is otherwise unoccupied in accordance with WorkCover Regulations.

**Reason:** *To ensure public safety is maintained.*

**(7) DUR Condition – Storm Water.**

Storm water is to be discharged: -

1. To the roadside gutter, taken through the kerb and the kerb is to be made good or, alternatively, linked to existing storm water drainage which discharges at the roadside gutter
2. To the roadside table drain. The end of the storm water pipe at the table drain shall be suitably protected to avoid damage to the end of the pipe

**Reason:** To ensure that roof water is disposed of without nuisance to neighbours, without overloading Council's laneways system and so as to minimise input to the ground water system

**(8) DUR Condition – Storm Water / Ground Water Diversion.**

Run-off and ground water seepage shall be diverted around the building to the storm water system via a suitable ag drain or dish drain.

**Reason:** To minimise the opportunity for ponding and flooding.

**POST CONSTRUCTION**

**(1) POC Condition – Occupation of Building.**

A person must not commence occupation or use of the whole or any part of the buildings unless an occupation certificate has been issued by the appointed Principal Certifying Authority.

**Reason:** So that the development is substantially completed to a safe standard to allow use or occupation of said building.

**ONGOING USE**

**(1) USE Condition – Business Use.**

The shed not being let, adapted or used for separate occupation or commercial purposes.

**Reason:** Development consent is required for any activity other than residential.

**(2) USE Condition – Clean and Tidy.**

The premises are to be maintained in a clean and tidy condition at all times.

**Reason:** So that the development does not reduce the amenity of the area.

**(3) USE Condition –Amenity General.**

The development is to be conducted in a manner that will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil, by causing interference to television or radio reception or otherwise.

**Reason:** So that the development does not reduce the amenity of the area.

**(4) USE Condition – Non Habitable Use.**

The shed is not to be used for residential occupation without prior consent of Council.

**Reason:** Health and safety prohibition.

VOTING RECORD	
FOR RESOLUTION	AGAINST RESOLUTION

Cr Charlie Sheahan (Mayor) Cr Leigh Bowden Cr Les Boyd Cr Logan Collins Cr Trevor Glover Cr Abb McAlister Cr Penny Nicholson Cr Les McMahon	Nil
<b>ABSENT</b>	<b>DECLARED INTEREST</b>
Nil	Nil

**CARRIED**



**8.4.2 DA 2022-34 - PROPOSED CARPORT - 71 OLNEY STREET, COOTAMUNDRA****RESOLUTION 147/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

**1. That Council approve the following development subject to the consent conditions below:**

- **Application Number: DA2022/34**
- **Property:**  
**Lot 10 DP 236999**  
**71 Olney Street, Cootamundra**
- **Proposed Development: New Carport (ancillary to an existing dwelling)**

**GENERAL CONDITIONS****(1) GEN Condition - Compliance Standards**

Any building and associated works shall comply with the statutory requirements of the Environmental Planning & Assessment Act, Local Government Act, 1993 and the Building Code of Australia (BCA).

***Reason:** The legal obligations of the Council to administer the New South Wales building and planning laws in order to provide satisfactory standards of living and development.*

**(2) GEN Condition - Compliance with Council**

The Development being completed in accordance with plans and specifications stamped by Council listed in the table below and the Statement of Environmental Effects, except where varied by conditions of this consent.

Document Reference	Description	Author	Date
71 Olney St Cootamundra	Site Plan	Coota Design	February 2022
71 Olney St Cootamundra	Elevations, Cross-Sections, Floor Plan, Roof Plan & Connection Detail	Coota Design	20.10.2021

***Reason:** To confirm the details of the application as submitted by the applicant and as approved by Council.*

**(3) GEN Condition - Utilities**

Approval is given subject to the location of, protection of, and/or any necessary modifications to any existing public utilities situated within or adjacent to the subject property.

***Reason:** To ensure that any public utilities are maintained and protected from damage.*

**(4) Gen Condition – Not certify compliance with BCA or NCC**

The issue of this Development Consent does not certify compliance with the relevant provisions of the Building Code of Australia or National Construction Code Series.

**Reason:** *This consent does not certify compliance with the BCA or NCC.*

**PRIOR TO COMMENCEMENT OF WORKS****(1) PCW Condition – Prior to Building Work Commencing.**

The erection of a building in accordance with the development consent must not commence until:-

1. a construction Certificate for the building work has been issued by the consent authority, the council (if the council is not the consent authority) or an accredited certifier, and
2. the person having the benefit of the development consent has:
  - a. appointed a principal certifying authority for the building work, and
  - b. notified the principal certifying authority that the person will carry out the building work as an owner-builder, if that is the case, and
3. the principal certifying authority has, no later than 2 days before building works commences:
  - a. notified the consent authority and the council (if the council is not the consent authority) of his or her appointment, and
  - b. notified the person having the benefit of the development consent of any critical stage inspections and other inspections that are to be carried out in respect to the building work, and
4. the person having the benefit of the development consent, if not carrying out the work as an owner-builder, has,
  - a. appointed a principal contractor for the building work who must be the holder of a contractor licence if any residential work is involved, and
  - b. notified the principal certifying authority of any such appointment, and
  - c. unless that person is the principal contractor, notified the principal contractor of any critical stage inspection or other inspections that are to be carried out in respect of the building work .

**Reason:** *To ensure compliance with the requirements of the Environmental Planning and Assessment Regulations.*

**(2) PCW Condition – Signage.**

Site signage shall apply and must be erected on the site in a prominent, visible position for the duration of the construction. The signage must include: -

1. Statement that unauthorised entry to the site is not permitted
2. Show the name of the builder or another person responsible for the site and a telephone number at which the builder or other person can be contacted outside working hours
3. The name, address and telephone contact of the Principal Certifying Authority for the work

Any structures erected to meet the requirements of this condition must be removed when it is no longer required for the purpose for which it was erected.

**Reason:** To meet the minimum requirements of the Environmental Planning & Assessment Regulation.

**(3) PCW Condition – Notice of Commencement.**

Prior to work commencing a 'Notice of Commencement of Building Work and Appointment of Principal Certifying Authority' shall be submitted to Council at least 2 days prior to work commencing.

**Reason:** To meet the minimum requirements of the Environmental Planning & Assessment Regulation.

**(4) PCW Condition – Builders Toilets.**

Provision being made for temporary WC accommodation on site prior to the commencement of excavation or other associated building works.

**Reason:** To ensure minimum standards of hygiene for onsite workers.

**(5) PCW Condition – Residential Building Work.**

Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information

1. In the case of work for which a principal contractor is required to be appointed:
  - a. In the name and licence number of the principal contractor, and
  - b. The name of the insurer by which the work is insured under Part 6 of that Act.
2. In the case of work to be done by an owner-builder:
  - a. The name of the owner-builder and,
  - b. If the owner builder is required to hold an owner builder permit under the Act, the number of the owner-builder permits.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under subclause (1) becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

**Reason:** Statutory compliance.

**(6) PCW Condition – Siting of Building.**

The applicant is responsible to ensure that the building is sited on the allotment and constructed to the design levels approved by Council as specified on the approved site plan.

**Reason:** To ensure the development is carried out on the correct allotment.

**(7) PCW Condition – Waste Storage During Construction.**

Provision shall be made on site for the proper storage and disposal of waste such that no builders' waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind, e.g. Paper, sheets of iron, ridge capping, cement and lime bags and the like.

*Reason: To ensure that the site is not a source of wind-blown litter.*

**(8) PCW Condition – Second Hand Materials.**

No second hand materials are to be used on any external surface of the building unless made available for inspection and separately approved by Council prior to erection.

*Reason: To ensure the external appearance of the building is maintained to an acceptable standard.*

**(9) PCW Condition – Underground Services.**

The applicant shall locate and identify all existing underground services prior to commencement of works and ensure there shall be no conflict between the proposed development and existing infrastructure including areas external to the development site where works are proposed.

*Reason: To ensure the utility services are protected and satisfactory for the proposed development.*

**DURING CONSTRUCTION**

**(1) DUR Condition – Works to be undertaken in Accordance with the Approval.**

All proposed works to be undertaken are to be carried out in accordance with the conditions of development consent, approved construction certificate drawings and specifications.

*Reason: ensure all works are carried out in accordance with the development consent.*

**(2) DUR Condition – Hours of Construction Site Works.**

Construction site works including the entering and leaving of vehicles is limited to the following hours, unless otherwise permitted by Council:-

Monday to Saturday from 7.00am to 7.00pm  
Sundays and public holidays from 9.00am to 12.00pm

The applicant is responsible to instruct and control subcontractors regarding hours of work.

*Reason: So that the development does not reduce the amenity of the area.*

**(3) DUR Condition – Footpath Storage.**

Building materials not to be stored on Council footway or nature strip at any time.

*Reason: To ensure an adequate level of public safety is maintained.*

**(4) DUR Condition – Waste Removal.**

All debris and any waste fill are to be removed from the site and disposed of at Cootamundra Garbage Depot, in the building refuse section of the garbage depot. Please note that a separate fee

applies for disposal of waste at Council's waste depot. You should contact Council's Works Operations Manager for an estimate of costs in this regard.

*Reason: To ensure that the amenity and unsightly condition is minimised.*

**(5) DUR Condition – Tree Protection - Nature Strip.**

Existing trees which are located on the nature-strip shall be protected during the construction period.

*Reason: The Council's concern that the amount of vegetation in the Shire should continue to increase to improve the climate and appearance.*

**(6) DUR Condition - BCA Compliance.**

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

*Reason: To ensure the building complies with the BCA.*

**(7) DUR Condition – Inspections.**

The Principal Certifying Authority is to be given a minimum of 48 hours' notice prior to any critical stage inspection or any other inspection nominated by the Principal Certifying Authority via the notice issued under Section 91A of the Environmental Planning and Assessment Act 1979.

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

*Reason: To ensure that adequate time is given of required inspections.*

**(8) DUR Condition – Restricted Public Access.**

It is the responsibility of the applicant to restrict public access to the building site, building works or materials or equipment on the site when building work is not in progress or the site is otherwise unoccupied in accordance with WorkCover Regulations.

*Reason: To ensure public safety is maintained.*

**(9) DUR Condition – Storm Water.**

Storm water is to be discharged: -

1. To the roadside gutter, taken through the kerb and the kerb is to be made good or, alternatively, linked to existing storm water drainage which discharges at the roadside gutter

*Reason: To ensure that roof water is disposed of without nuisance to neighbours, without overloading Council's laneways system and so as to minimise input to the ground water system*

**(10) DUR Condition – Storm Water / Ground Water Diversion.**

Run-off and ground water seepage shall be diverted around the building to the storm water system via a suitable ag drain or dish drain.

*Reason: To minimise the opportunity for ponding and flooding.*

#### **POST CONSTRUCTION**

##### **(1) POC Condition – Occupation of Building.**

A person must not commence occupation or use of the whole or any part of the buildings unless an occupation certificate has been issued by the appointed Principal Certifying Authority.

*Reason: So that the development is substantially completed to a safe standard to allow use or occupation of said building.*

#### **ONGOING USE**

##### **(1) USE Condition – Business Use.**

The carport not being let, adapted or used for separate occupation or commercial purposes.

*Reason: Development consent is required for any activity other than residential.*

##### **(2) USE Condition – Carport Enclosure Prohibited.**

The open sides of the carport are not to be enclosed at any point in time without the prior consent of Council.

*Reason: Statutory compliance with the fire separation requirements of the Building Code of Australia.*

##### **(3) USE Condition – Clean and Tidy.**

The premises are to be maintained in a clean and tidy condition at all times.

*Reason: So that the development does not reduce the amenity of the area.*

##### **(4) USE Condition –Amenity General.**

The development is to be conducted in a manner that will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil, by causing interference to television or radio reception or otherwise.

*Reason: So that the development does not reduce the amenity of the area.*

##### **(5) USE Condition – Non Habitable Use.**

The carport is not to be used for residential occupation without prior consent of Council.

*Reason: Health and safety prohibition.*

<b>VOTING RECORD</b>	
<b>FOR RESOLUTION</b>	<b>AGAINST RESOLUTION</b>
Cr Charlie Sheahan (Mayor)	Nil

Cr Leigh Bowden Cr Les Boyd Cr Logan Collins Cr Trevor Glover Cr Abb McAlister Cr Penny Nicholson Cr Les McMahon	
<b>ABSENT</b>	<b>DECLARED INTEREST</b>
Nil	Nil

CARRIED

**8.4.3 DA 2022-30 PROPOSED SHED AND CARPORT (GARAPORT) - 17 WARREN STREET COOTAMUNDRA****RESOLUTION 148/2022**

Moved: Cr Les Boyd

Seconded: Cr Trevor Glover

Attachment 2.0 Recommended Conditions:**Council Item Number 8.4.3** - DA 2022-30 Proposed Shed and Carport (Garaport) – 17 Warren Street Cootamundra**Council Determination - Council Approved subject to:**

- no objection to relocating the proposed development from the adjoining neighbour (15 Warren Street Cootamundra);
- an additional condition (to the conditions listed below) requiring the proposed shed and carport be moved back to the building line from the original proposal;
- the following conditions contained in Attachment 2.0 Recommended Conditions:

**DATE OF COUNCIL MEETING:**

18 May 2022

**DEVELOPMENT REFERENCE:**

DA 2022/30

**DEVELOPMENT ADDRESS:**

17 Warren Street COOTAMUNDRA

**DEVELOPMENT LOT / SEC / PLAN:**

Lot: 19 / Section B / DP: 1975

**PROPERTY OWNER:**

Michael Purtell

**Council Determination subject to the following conditions:**Council approved the following development, of 100m<sup>2</sup> shed subject to the consent conditions below:

- ✦ Application No.: DA2022/30
- ✦ Property: Lot 19 / Section B / DP1975  
17 Warren Street  
COOTAMUNDRA NSW 2590
- ✦ Development: To construct new (6m x 12m) shed and carport (Garaport) Colourbond clad shed as ancillary to the existing dwelling

**Determination and Conditions:**

**Application Council Approved subject to the following conditions and reasons: -**

**GENERAL CONDITIONS**

Attachment 2.0 Recommended Conditions:

**Council Item Number 8.4.3** - DA 2022-30 Proposed Shed and Carport (Garaport) – 17 Warren Street Cootamundra

**DATE OF COUNCIL MEETING:**

18 May 2022

**DEVELOPMENT REFERENCE:**

DA 2022/30

**DEVELOPMENT ADDRESS:**

17 Warren Street COOTAMUNDRA

**DEVELOPMENT LOT / SEC / PLAN:**

Lot: 19 / Section B / DP: 1975

**PROPERTY OWNER:**

Michael Purtell

**Council Determination subject to the following conditions:**

Council approved the following development, of 100m<sup>2</sup> shed subject to the consent conditions below:

- ✦ Application No.: DA2022/30
- ✦ Property: Lot 19 / Section B / DP1975  
17 Warren Street  
COOTAMUNDRA NSW 2590
- ✦ Development: To construct new (6m x 12m) shed and carport (Garaport) Colourbond clad shed as ancillary to the existing dwelling

**Determination and Conditions:**

**Application Council Approved subject to the following conditions and reasons: -**

**GENERAL CONDITIONS**

**(1) GEN Condition - Compliance Standards**



Any building and associated works shall comply with the statutory requirements of the Environmental Planning & Assessment Act, Local Government Act, 1993 and the Building Code of Australia (BCA).

**Reason:** *The legal obligations of the Council to administer the New South Wales building and planning laws in order to provide satisfactory standards of living and development.*

## (2) GEN Condition - Compliance with Council

The Development being completed in accordance with plans and specifications stamped by Council listed in the table below and the Statement of Environmental Effects, except where varied by conditions of this consent.

Document Reference	Description	Author	Date
Job No. MAST35398 Sheet 1 of 8	Foundation Plan and Member Layout	Fairdinkum Sheds	14.02.2022
Job No. MAST35398 Sheet 2 of 8	Cross-Sections	Fairdinkum Sheds	14.02.2022
Job No. MAST35398 Sheet 3 of 8	Internal Frame Section	Fairdinkum Sheds	14.02.2022
Job No. MAST35398 Sheet 4 of 8	Bored Local Thickening Detail Structural General Notes	Fairdinkum Sheds	14.02.2022
Job No. MAST35398 Sheet 5 of 8	Connection Engineering Member & Material Schedule	Fairdinkum Sheds	14.02.2022
Job No. MAST35398 Sheet 6 of 8	Connection Engineering	Fairdinkum Sheds	14.02.2022
Job No. MAST35398 Sheet 7 of 8	Elevations	Fairdinkum Sheds	14.02.2022
Job No. MAST35398 Sheet 8 of 8	Guide to the Installation of Temporary Bracing	Fairdinkum Sheds	14.02.2022
Job No. MAST35398	Bolt Layout Plan	Fairdinkum Sheds	14.02.2022
Job No. MAST35398	Compliance Certificate for Building Design	Fairdinkum Sheds	14.02.2022

**Reason:** *To confirm the details of the application as submitted by the applicant and as approved by Council.*

## (3) GEN Condition - Utilities

Approval is given subject to the location of, protection of, and/or any necessary modifications to any existing public utilities situated within or adjacent to the subject property.

**Reason:** *To ensure that any public utilities are maintained and protected from damage.*

## (4) Gen Condition – Not certify compliance with BCA or NCC

The issue of this Development Consent does not certify compliance with the relevant provisions of the Building Code of Australia or National Construction Code Series.

**Reason:** *This consent does not certify compliance with the BCA or NCC.*

## (5) Gen Condition - Road Opening and Closing Permit.

If it is proposed to construct a new or alter the existing vehicular crossing on the public footpath, a road opening permit must be obtained from Council and an appropriate fee paid for Council to assess or to carry out the design and construction of such crossing. No excavation of, or construction on the public footpath is authorised to be carried out by others than Council except in accordance with (a) a design approved by Council and (b) the terms of an appropriate road opening permit.

**Reason:** *To ensure that work carried out on public roads conforms to the requirements of Council, the responsible authority.*

## **PRIOR TO COMMENCEMENT OF WORKS**

### **(1) PCW Condition – Prior to Building Work Commencing.**

The erection of a building in accordance with the development consent must not commence until:

1. a construction Certificate for the building work has been issued by the consent authority, the council (if the council is not the consent authority) or an accredited certifier, and
2. the person having the benefit of the development consent has:
  - a. appointed a principal certifying authority for the building work, and
  - b. notified the principal certifying authority that the person will carry out the building work as an owner-builder, if that is the case, and
3. the principal certifying authority has, no later than 2 days before building works commences:
  - a. notified the consent authority and the council (if the council is not the consent authority) of his or her appointment, and
  - b. notified the person having the benefit of the development consent of any critical stage inspections and other inspections that are to be carried out in respect to the building work, and
4. the person having the benefit of the development consent, if not carrying out the work as an owner-builder, has,
  - a. appointed a principal contractor for the building work who must be the holder of a contractor licence if any residential work is involved, and
  - b. notified the principal certifying authority of any such appointment, and
  - c. unless that person is the principal contractor, notified the principal contractor of any critical stage inspection or other inspections that are to be carried out in respect of the building work .

**Reason:** *To ensure compliance with the requirements of the Environmental Planning and Assessment Regulations.*

### **(2) PCW Condition – Signage.**

Site signage shall apply and must be erected on the site in a prominent, visible position for the duration of the construction. The signage must include: -

1. Statement that unauthorised entry to the site is not permitted
2. Show the name of the builder or another person responsible for the site and a telephone number at which the builder or other person can be contacted outside working hours
3. The name, address and telephone contact of the Principal Certifying Authority for the work

Any structures erected to meet the requirements of this condition must be removed when it is no longer required for the purpose for which it was erected.

**Reason:** *To meet the minimum requirements of the Environmental Planning & Assessment Regulation.*

**(3) PCW Condition – Notice of Commencement.**

Prior to work commencing a 'Notice of Commencement of Building Work and Appointment of Principal Certifying Authority' shall be submitted to Council at least 2 days prior to work commencing.

*Reason: To meet the minimum requirements of the Environmental Planning & Assessment Regulation.*

**(5) PCW Condition – Residential Building Work.**

Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information

1. In the case of work for which a principal contractor is required to be appointed:
  - a. In the name and licence number of the principal contractor, and
  - b. The name of the insurer by which the work is insured under Part 6 of that Act.
2. In the case of work to be done by an owner-builder:
  - a. The name of the owner-builder and,
  - b. If the owner builder is required to hold an owner builder permit under the Act, the number of the owner-builder permits.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under subclause (1) becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

*Reason: Statutory compliance.*

**(6) PCW Condition – Siting of Building.**

The applicant is responsible to ensure that the building is sited on the allotment and constructed to the design levels approved by Council as specified on the approved site plan.

*Reason: To ensure the development is carried out on the correct allotment.*

**(7) PCW Condition – Waste Storage During Construction.**

Provision shall be made on site for the proper storage and disposal of waste such that no builders' waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind, e.g. Paper, sheets of iron, ridge capping, cement and lime bags and the like.

*Reason: To ensure that the site is not a source of wind-blown litter.*

**(8) PCW Condition – Soil Erosion Control.**

Site erosion control measures shall be incorporated into site management during construction. Seepage and surface water shall be collected and diverted clear of the building site by a drainage system. Care shall be taken to ensure that no nuisance is created to adjoining properties or public space by way of sediment run off.

*Reason: To ensure that adequate measures are in place so that damage from sediment run off to adjoining sites and waterways is minimised.*

**(9) PCW Condition – Underground Services.**

The applicant shall locate and identify all existing underground services prior to commencement of works and ensure there shall be no conflict between the proposed development and existing infrastructure including areas external to the development site where works are proposed.

*Reason: To ensure the utility services are protected and satisfactory for the proposed development.*

**DURING CONSTRUCTION****(1) DUR Condition – Works to be undertaken in Accordance with the Approval.**

All proposed works to be undertaken are to be carried out in accordance with the conditions of development consent, approved construction certificate drawings and specifications.

*Reason: ensure all works are carried out in accordance with the development consent.*

**(2) DUR Condition – Hours of Construction Site Works.**

Construction site works including the entering and leaving of vehicles is limited to the following hours, unless otherwise permitted by Council:-

Monday to Saturday from 7.00am to 7.00pm  
Sundays and public holidays from 9.00am to 12.00pm

The applicant is responsible to instruct and control subcontractors regarding hours of work.

*Reason: So that the development does not reduce the amenity of the area.*

**(3) DUR Condition – Waste Removal.**

All debris and any waste fill are to be removed from the site and disposed of at Cootamundra Garbage Depot, in the building refuse section of the garbage depot. Please note that a separate fee applies for disposal of waste at Council's waste depot. You should contact Council's Works Operations Manager for an estimate of costs in this regard.

*Reason: To ensure that the amenity and unsightly condition is minimised.*

**(4) DUR Condition - BCA Compliance.**

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

*Reason: To ensure the building complies with the BCA.*

**(5) DUR Condition – Inspections.**

The Principal Certifying Authority is to be given a minimum of 48 hours' notice prior to any critical stage inspection or any other inspection nominated by the Principal Certifying Authority via the notice issued under Section 91A of the Environmental Planning and Assessment Act 1979.

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

*Reason: To ensure that adequate time is given of required inspections.*

**(6) DUR Condition – Restricted Public Access.**

It is the responsibility of the applicant to restrict public access to the building site, building works or materials or equipment on the site when building work is not in progress or the site is otherwise unoccupied in accordance with WorkCover Regulations.

*Reason: To ensure public safety is maintained.*

**(7) DUR Condition – Storm Water.**

Storm water is to be discharged: -

1. To the roadside gutter, taken through the kerb and the kerb is to be made good or, alternatively, linked to existing storm water drainage which discharges at the roadside gutter
2. To the roadside table drain. The end of the storm water pipe at the table drain shall be suitably protected to avoid damage to the end of the pipe

*Reason: To ensure that roof water is disposed of without nuisance to neighbours, without overloading Council's laneways system and so as to minimise input to the ground water system*

**(8) DUR Condition – Storm Water / Ground Water Diversion.**

Run-off and ground water seepage shall be diverted around the building to the storm water system via a suitable ag drain or dish drain.

*Reason: To minimise the opportunity for ponding and flooding.*

**POST CONSTRUCTION****(1) POC Condition – Occupation of Building.**

A person must not commence occupation or use of the whole or any part of the buildings unless an occupation certificate has been issued by the appointed Principal Certifying Authority.

*Reason: So that the development is substantially completed to a safe standard to allow use or occupation of said building.*

**ONGOING USE****(1) USE Condition – Business Use.**

The shed not being let, adapted or used for separate occupation or commercial purposes.

*Reason: Development consent is required for any activity other than residential.*

**(2) USE Condition – Clean and Tidy.**

The premises are to be maintained in a clean and tidy condition at all times.

*Reason: So that the development does not reduce the amenity of the area.*

**(3) USE Condition –Amenity General.**

The development is to be conducted in a manner that will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil, by causing interference to television or radio reception or otherwise.

**Reason:** *So that the development does not reduce the amenity of the area.*

**(4) USE Condition – Non Habitable Use.**

The shed is not to be used for residential occupation without prior consent of Council.

**Reason:** *Health and safety prohibition.*

And no submission from neighbour notification

VOTING RECORD	
FOR RESOLUTION	AGAINST RESOLUTION
Cr Charlie Sheahan (Mayor) Cr Leigh Bowden Cr Les Boyd Cr Logan Collins Cr Trevor Glover Cr Abb McAlister Cr Penny Nicholson Cr Les McMahon	Nil
ABSENT	DECLARED INTEREST
Nil	Nil

**CARRIED**

**8.4.4 DEVELOPMENT APPLICATION MARCH 2022**

**RESOLUTION 149/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

**The information on Development applications approved in March, 2022 be received and noted.**

**CARRIED**

**8.5 REGULATORY SERVICES****8.5.1 REGULATORY REPORT****RESOLUTION 150/2022**

Moved: Cr David Graham

Seconded: Cr Abb McAlister

**The Regulatory Report for March, 2022 be received and noted.**

**CARRIED**

**8.6 ASSETS****8.6.1 INTEGRATED WATER CYCLE MANAGEMENT ENGAGEMENT AND FUNDING DEED THROUGH THE DEPARTMENT OF PLANNING AND ENVIRONMENT****RESOLUTION 151/2022**

Moved: Cr David Graham

Seconded: Cr Logan Collins

- 1. The Interim General Manager be delegated authority to execute the NSW Department Planning and Environment - Funding Deed – Integrated Water Cycle Management Project attached to the report.**
- 2. NSW Public Advisory Works - Proposal - Preparation of an Integrated Water Cycle Management Strategy - additional works, attached to the report be endorsed.**
- 3. The Safe and Secure Water Program – Subsidy Levels, attached to the report be noted.**

**CARRIED**

**8.7 CIVIL WORKS****8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - APRIL 2022****RESOLUTION 152/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

**The Civil Works and Technical Services Report for the month of April, 2022 be received and noted.**

**CARRIED**

**8.7.2 TENDER REFRESH - WET AND DRY PLANT HIRE RFT2021/15****RESOLUTION 153/2022**

Moved: Cr Gil Kelly

Seconded: Cr Logan Collins

1. **The Open Tendering Method for the refresh of the panel contract for Wet and Dry Plant Hire be endorsed.**
2. **A further report be prepared and submitted for the consideration of Council at the completion of the tendering process.**

**CARRIED**

## **8.8 TECHNICAL SERVICES**

### **8.8.1 EXPRESSIONS OF INTEREST TO PURCHASE THE 2017 TOYOTA HIACE MINI BUS**

Note: Having disclosed a significant non-pecuniary interest in this item Cr Kelly left the meeting.

#### **RESOLUTION 154/2022**

Moved: Cr Logan Collins

Seconded: Cr Abb McAlister

1. **That preference be given to the Gundagai Neighbourhood Centre for the sale of the 2017 Toyota Hiace Mini Bus for \$45,000.**
2. **If the Gundagai Neighbourhood Centre does not want the bus then it be sold to the Cootamundra Ex-Services Club**

**CARRIED**

## **8.9 FACILITIES**

### **8.9.1 FACILITIES WORKS REPORT APRIL 2022**

#### **RESOLUTION 155/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Logan Collins

**The Facilities Works report for April, 2022 be received and noted.**

**CARRIED**

## **8.10 WASTE, PARKS AND RECREATION**

Nil



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

- 9.1 NOTICE OF MOTION - ALL SALVAGEABLE TIMBER FROM THE DISMANTLING OF THE HISTORIC GUNDAGAI PRINCE ALFRED BRIDGE BE QUARANTINED AT THE GUNDAGAI LANDFILL FACILITY UNTIL SUCH TIME THAT FITTING PROJECTS OR TRIBUTES ARE NOMINATED TO MEMORIALISE THE BRIDGE AND IT IS KNOWN HOW THE PRECIOUS TIMBER WILL BE USED AND HOW MUCH OF THE TIMBER IS REQUIRED.**

**RESOLUTION 156/2022**

Moved: Cr Abb McAlister

Seconded: Cr Penny Nicholson

**All salvageable timber from the dismantling of the historic Gundagai Prince Alfred Bridge be quarantined at the Gundagai Landfill facility until such time that a fitting project or projects are nominated to memorialise the bridge and it is known how the precious timber will be used and how much of the timber is required.**

**CARRIED**

- 9.2 NOTICE OF MOTION - AN INVITATION BE EXTENDED IMMEDIATELY TO THE MINISTER FOR LOCAL GOVERNMENT, THE HON. WENDY TUCKERMAN, MP - TO VISIT AND TOUR THE LOCAL GOVERNMENT AREA, SPEAKING WITH COUNCILLORS AND COMMUNITY MEMBERS AT A GRASS-ROOTS LEVEL, DISCUSSING THE REAL ISSUES AND CONCERNS AFFECTING THE MERGED COUNCIL.**

**RESOLUTION 157/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

**An invitation be extended immediately to the Minister for Local Government, the Hon. Wendy Tuckerman, MP - to visit and tour the Local Government Area, speaking with Councillors and community members at a grass-roots level, discussing the real issues and concerns affecting the merged Council.**

**CARRIED**

- 9.3 NOTICE OF MOTION - FUNDING OPTIONS BE EXPLORED TO OBTAIN ELECTRICAL VEHICLE CHARGING STATIONS TO BE INSTALLATION IN GUNDAGAI AND COOTAMUNDRA AND VILLAGES. ADVICE, GUIDANCE AND STRATEGY BE SOUGHT FROM COUNCIL'S MANAGER COMMUNITY AND CULTURE, MRS MIRIAM CRANE, PRIOR TO HER LAST DAY WITH COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL.**

**RESOLUTION 158/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Logan Collins

**Funding options be explored to obtain Electrical Vehicle Charging stations to be installation in Gundagai and Cootamundra and villages. Advice, guidance and strategy be sought from Council's Manager**

**Community and Culture, Mrs Miriam Crane, prior to her last day with Cootamundra-Gundagai Regional Council.**

**CARRIED**

**10 QUESTIONS WITH NOTICE**

**10.1 QUESTIONS WITH NOTICE**

Note: Having disclosed a pecuniary interest in this item Cr Graham left the meeting.

**RESOLUTION 159/2022**

Moved: Cr Abb McAlister

Seconded: Cr Logan Collins

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

**CARRIED**

## **11 CONFIDENTIAL ITEMS**

### **11.1 CLOSED COUNCIL REPORT**

#### **RESOLUTION 160/2022**

Moved: Cr Logan Collins

Seconded: Cr Trevor Glover

- 1. Items 11.2 and 11.3 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 11.2 and 11.3 be withheld from the press and public.**

### **11.2 MOWING OF SPORTING FIELDS**

#### Provisions for Confidentiality

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

#### Public Interest

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

### **11.3 ROAD CLOSURE TOM STREET GUNDAGAI**

#### Provisions for Confidentiality

Section 10A (2) (b) – The Confidential Report contains discussion in relation to the personal hardship of a resident or ratepayer.

#### Public Interest

N/A.

**CARRIED**

**11.2 MOWING OF SPORTING FIELDS****RESOLUTION 161/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

- 1. Council is to assume all responsibility for the maintenance of ANZAC Park, Stan Crowe and Owen Vincent Ovals.**
- 2. The Interim General Manager undertake discussions with Gundagai District Services Club regarding the historical arrangements in relation to the Gundagai Golf Course.**

**CARRIED**

**11.3 ROAD CLOSURE TOM STREET GUNDAGAI****RESOLUTION 162/2022**

Moved: Cr Trevor Glover

Seconded: Cr Abb McAlister

- 1. The submissions received on the closure of Tom Street Gundagai between Camphor Lane and Camphor Street, attached to the report, be noted.**
- 2. The closure of Tom Street Gundagai between Camphor Lane and Camphor Street in accordance with Part 4, Division 3 of the Roads Act 1993 be finalised.**
- 3. Council pay all costs associated with the closure of Tom Street Gundagai.**
- 4. A report be prepared with an identified funding source.**

**CARRIED**

**11.4 RESUMPTION OF OPEN COUNCIL MEETING****RESOLUTION 163/2022**

Moved: Cr Logan Collins

Seconded: Cr Les Boyd

**The Open Council meeting resume.**

**CARRIED**

# **11.5 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

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

**The Meeting closed at 9:20 PM.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 May 2022.**

.....

**CHAIRPERSON**

.....

**GENERAL MANAGER**

## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - DEPUTY MAYOR ALLOWANCE

DOCUMENT NUMBER	369966
AUTHORISING OFFICER	Les McMahon, Interim General Manager
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Late Motions LGNSW Special Conference 2021 <a href="#">↓</a></li> <li>2. Late motion to LGNSW Special Conference <a href="#">↓</a></li> </ol>

#### RECOMMENDATION

**That the amount of \$500 per month from the Mayoral allowance be paid to the Deputy Mayor, in addition to the usual Councillor payment, as recompense for undertaking the supportive role of Deputy Mayor until such time that a review of the arrangement is required, be formalised.**

#### Discussion

The former Mayor, Cr Abb McAlister and former Deputy Mayor, Dennis Palmer had an arrangement in relation to the provision of a permanent monthly payment from the Mayoral allowance being paid to the Deputy Mayor to acknowledge the Deputy Mayor providing a supporting role to the undertaking of Mayoral commitments.

At the Ordinary Meeting held 22<sup>nd</sup> February, 2022 Council resolved (Min. no.043/2022) the following:

*3. Consideration be given to remunerate for the role of deputy mayor in councils. The role of deputy mayor currently has no remuneration. Where two events are held for simultaneous celebrations; Events such as Australia Day, ANZAC Day, Remembrance Day, the mayor cannot attend both ceremonies and some are many kilometres apart in regional and rural areas. The role of deputy mayor is increasing and the proposal for the role to be remunerated is not unreasonable.*

Attachment 1 Late Motions LGNSW Special Conference shows the motion was listed for debate. While the motion detailed in the attachment was carried unanimously at the NSW Local Government Special Conference held 28<sup>th</sup> February – 2<sup>nd</sup> March, 2022.

Cr Bowden, in her role as Deputy Mayor provides support to me in the administration of my duties as Mayor. Cr Bowden and I have come to an agreement for the amount of \$500 to be paid to her from my Mayoral allowance on a monthly basis acknowledging the supporting role of Deputy Mayor.

The payment is coming directly from the Mayoral allowance, it is not an additional fee to be budgeted for by Council. This payment will be a permanent arrangement until such time that the role of Deputy Mayor is assumed by an alternative Councillor.

## LATE MOTIONS – LGNSW SPECIAL CONFERENCE 2022

### CATEGORY 1 – FOR DEBATE

#### **L1 Cootamundra-Gundagai Regional Council**

#### **Deputy mayor remuneration**

That Local Government NSW call on the Minister for Local Government to give consideration to remunerate the role of deputy mayor in local councils. The role of deputy mayor currently has no remuneration provision in the Local Government Act. Where two events are held for simultaneous celebrations (events such as Australia Day, ANZAC Day, Remembrance Day) the mayor cannot attend both ceremonies and some are many kilometres apart in regional and rural areas. The role of deputy mayor is increasing and the proposal for the role to be remunerated is not unreasonable.

#### **Note from Council**

Remote, rural, regional and amalgamated councils have large areas with many miles between townships and villages. For events such as Australia Day, ANZAC Day, school celebrations, award ceremonies and others a mayor cannot attend all. Deputy mayors are required to attend more ceremonies that are undertaken to represent councils where mayors are already committed. Remuneration for the responsibility of deputy mayor should be considered. 25 – 33% of the mayoral allowance would be reasonable.

#### **L2 Broken Hill City Council**

#### **Affordable housing solutions for regional communities – regional tax incentive**

That Local Government NSW calls on the Federal Government to create a regional tax incentive to equalise the current remote area Fringe Benefit Tax concessions from 50% to 100% to enable all employees residing in regional and remote communities across Australia access to the same allowances as their employers. The tax incentive will assist to drive regional relocation, to smooth out the volatility of housing prices with the aim to address the regional housing affordability crisis across Australia (especially in regional areas affected by the boom-bust cycle of mining industries).

#### **Note from Council**

Broken Hill City Council's motion aims to address the housing affordability crisis which is currently affecting many regional communities in Australia.

At the 27 October 2021, Ordinary Council Meeting, Council resolved to contribute \$20,000 to stage two (2) of the 'More than Mining' Campaign as a founding member of the Australian Mining Cities Alliance.

The More than Mining campaign was launched to unite regional councils to fight for affordable housing solutions for their communities which are being crippled by skyrocketing housing prices.

The goal of the campaign is to create "sustainable, stable and inclusive regional communities, home to skilled and diverse residential workforces who continue to fortify our Nation's economic prosperity." It seeks to ensure that residents who do not have a large income base are not forced out of rural, regional and remote communities because of unaffordable housing during economic boom periods when rents and housing prices increase and aims to retain a permanent resident base in these communities.

The More than Mining campaign now has national representation from:

- Australian Mining Cities Alliance, as representative body for:
  - Broken Hill City Council (NSW)
  - Isaac Regional Council (QLD)
  - Mount Isa City Council (QLD)
  - City of Karratha (WA)
  - City of Kalgoorlie Boulder (WA)
- Regional Development Australia Pilbara
- Karratha & Districts Chamber of Commerce and Industry
- Additional funding support from partnering remote mining Local Government Areas:
  - West Coast Council (TAS)

**From:** [Ms Marianne McInerney](#)  
**Cc:** [Phil McMurray](#)  
**Subject:** Late motion to LGNSW Special Conference  
**Date:** Wednesday, 23 February 2022 1:49:55 PM  
**Importance:** High

Dear Mr. Thomas

<b>Motion title</b>	Consideration be given to remunerate the position of deputy mayor.
<b>Motion wording</b>	Consideration be given to remunerate the role of deputy mayor in local councils. The role of deputy mayor currently has no remuneration. Where two events are held for simultaneous celebrations; Events such as Australia Day, ANZAC Day, Remembrance Day, the mayor cannot attend both ceremonies and some are many kilometres apart in regional and rural areas. The role of deputy mayor is increasing and the proposal for the role to be remunerated is not unreasonable.
<b>Motion background note from council</b>	<i>Remote Rural, Rural, Regional And Amalgamated Councils Have Large Areas With Many Miles Between Townships And Villages. For Events such as Australia Day, ANZAC Day, school celebrations, award ceremonies and others a mayor cannot attend all. Deputy mayors are required to attend more ceremonies that are undertaken to represent councils where mayors are already committed. Remuneration for the responsibility as deputy mayor should be considered. 25 – 33% of the mayoral allowance would be reasonable</i>
<b>Attach evidence of council support for the motion</b>	Resolution 043/2022 Item 8.1.2 5. That Motion 3 be submitted as a late motion to the New South Wales Local Government Conference to be held 28 <sup>th</sup> February to 2 <sup>nd</sup> March, 2022 as detailed in the report. <a href="#">Minutes of Ordinary Council Meeting - Tuesday, February 22, 2022 (nsw.gov.au)</a>

Please send this to [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au).

You can see motions in the [LGNSW Special Conference business paper](#) as examples of other motions councils have submitted.



Regards

Damian

**Damian Thomas**

Strategy Manager, Social and Community

Local Government NSW

T 02 9242 4063

[damian.thomas@lgnsw.org.au](mailto:damian.thomas@lgnsw.org.au)

[lgnsw.org.au](http://lgnsw.org.au)



<b>6.2</b>	<b>MAYORAL MINUTE - FINANCIAL SUPPORT FOR CR BOWDEN (DEPUTY MAYOR) TO FULFILL HER OBLIGATIONS AS COUNTRY VICE PRESIDENT WITH AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION.</b>
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DOCUMENT NUMBER	370732
AUTHORISING OFFICER	Les McMahon, Interim General Manager
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	Nil

### RECOMMENDATION

**Cr Bowden (Deputy Mayor) be fully supported by Council by way of the provision of a Council car and payment of accommodation to fulfil her obligations as Country Vice President of the Australian Local Government Women's Association at any conference, Executive and Board meeting.**

#### Introduction

At its Ordinary Meeting held 26<sup>th</sup> April, 2022 Council was presented with a report item 8.1.3 Election of Councillor Leigh Bowden as a Country Vice President of the Australian Local government Women's Association NSW Branch. The recommendations of that report are detailed below.

- 1. Council congratulate Cr Bowden on her recent election as the Country Vice President of the Australian Local Government Women's Association NSW Branch Annual General Meeting.*
- 2. Council support Cr Bowden by assisting her to undertake her duties in this elected position not only in her attendance at conferences but also to fulfil her role at the executive and board meetings by way of the provision of a Council car and payment for the cost of accommodation.*

At that meeting Council amended the recommendations and resolved (Min. no.129/2022):

- 1. Council congratulate Cr Bowden (Deputy Mayor) on her recent election as the Country Vice President of the Australian Local Government Women's Association NSW Branch Annual General Meeting.**
- 2. Council support Cr Bowden to undertake her duties in this elected position not only in her attendance at conferences but also to fulfil her role at the executive and board meetings by way of the provision of a Council car.**
- 3. The Australian Local Government Women's Association NSW Branch be notified that Council will not cover the cost of accommodation at conferences or executive and board meetings.**

Discussion

I have since reflected on the resolution made by Council and, as such, have submitted this Mayoral Minute to reconsider this matter.

There are many requirements of councils to participate at local, State and National levels. As a Council there is a commitment and a responsibility to meet such requirements where possible.

As this stands it is very disappointing that Council, a regional council, believed it appropriated to support Cr Bowden (Deputy Mayor) only partially in having been elected to the significant position Country Vice President to Australian Local Government Women's Association (ALGWA) NSW Branch by approving a Council car and passing any accommodation costs to ALGWA.

As a progressive Council we should be proud and honoured that a Councillor has been elected to such an esteemed position in a high profile national organisation that promotes and supports women in local government. ALGWA is a peak national body representing women of any level in local government and Cr Bowden's election as Country Vice President is no small accomplishment.

I hold serious concerns that the amended resolution, which does not fully support Cr Bowden could be perceived by other councils, Cr Linda Scott, President of the Australian Local Government Association, Cr Darriea Turley, President of Local Government NSW, the Hon. Wendy Tuckerman, Minister for Local Government, the United Services Union, and others that Cootamundra-Gundagai Regional Council DOES NOT fully support the role of women in local Government.

Cr Bowden declined to attend the 2022 National General Assembly scheduled to be held in June. By not attending she has already saved Council approximately \$1,500 and there are unexpended funds available in the Councillor budget for this financial year. Furthermore, the Councillor budget will be reviewed as part of the upcoming fees and charges for the 2022/23 financial year.

**6.3 MAYORAL MINUTE - CONGRATULATIONS TO CASEY POLSEN AND COUNCILLOR ENGAGEMENT**

DOCUMENT NUMBER	369021
AUTHORISING OFFICER	Les McMahon, Interim General Manager
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	Nil

**RECOMMENDATION**

- 1. Council congratulate Miss Casey Polsen for her outstanding achievement of progressing to Regional Finalist of the New South Wales Trainee of the Year Awards.**
- 2. The information in the Mayoral Minute be received and noted.**

Cr Nicholson requests Council acknowledge the success and offer its support to Casey Polsen, Gundagai Visitor Centre Trainee.

Casey has been nominated as a regional finalist for the NSW Trainee of the Year Awards. Attending interviews, completing and achieving her Traineeship milestones to a high standard has ensured Casey is a perfect candidate for such a notable achievement.

On behalf of Council, we recognise the efforts of Casey and offer our congratulations on this wonderful achievement of being nominated as NSW Trainee of the Year Regional Finalist. Casey has shown dedication and commitment to progress to this level, an accomplishment that Casey should be enormously proud of and Cootamundra-Gundagai Regional Council (CGRC), as her employer, equally proud. Casey holds a maturity and commitment to CGRC beyond her years, which is to be commended.

We wish Casey the very best for the NSW Trainee of the Year Awards ceremony to be held in Griffith on Thursday, 9th June, 2022. If Casey is announced as the regional winner of her category, she will progress to the next stage, where she will represent the region and be invited to attend an interview in Sydney to determine the State finalists. State finalists are invited to attend the NSW Training Awards gala event where NSW State winners are announced. The NSW category winner will represent NSW at the Australian Training Awards.

An exciting success for Casey and a privilege for CGRC to be able to assist and support Casey in this process. Council will look forward to news of Casey's outcome at the finals.

Congratulations are extended to Casey for her outstanding academic achievement.

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.

19<sup>th</sup> April, 2022

Cr McAlister attended a Gundagai Prince Alfred Bridge working Group Meeting.

Cr Glover attended a Muttama Community Hall s355 Committee meeting.

21<sup>st</sup> April, 2022

Crs Graham, Nicholson and McAlister met with the Interim General Manager.

22<sup>nd</sup> April, 2022

The Interim General Manager and I attended the Riverina Joint Organisation and Riverina Eastern Regional Organisation of Councils Board meetings.

25<sup>th</sup> April, 2022

Crs Collins and Kelly attended the Cootamundra ANZAC Commemorative dawn service and Cr Kelly laid a wreath on behalf of Council.

Crs McAlister and Nicholson attended the Gundagai ANZAC Commemorative dawn service and laid a sheath on behalf of Council.

Cr Kelly attended the ANZAC Day breakfast at the Cootamundra-Ex Services Club.

Cr Bowden (Deputy Mayor) and Cr Collins attended the Wallendbeen ANZAC Commemorative service and Cr Collins laid a wreath on behalf of Council.

I participated in the ANZAC Day march from the Cootamundra Ex-Services Club to the cenotaph in Albert Park and laid a wreath on behalf of Council during the Commemorative service.

Cr McAlister attended the Gundagai ANZAC Day Commemorative service and welcome address and laid a sheath on behalf of Council.

Cr McAlister attended the Gundagai RSL Sub-Branch luncheon.

Cr Bowden (Deputy Mayor) and Cr Collins attended the ANZAC Day commemorative service in Stockinbingal and Cr Bowden laid a wreath on behalf of Council.

Cr Bowden (Deputy Mayor) and Cr Collins attended the Wallendbeen Memorial Hall Centenary event.

26<sup>th</sup> April, 2022

Cr Bowden (Deputy Mayor) Crs Boyd, Collins, Glover, Graham, Kelly, McAlister, Nicholson, and I attended a Councillor Workshop.

27<sup>th</sup> April, 2022

Cr Bowden (Deputy Mayor) and I attended a meeting with the Interim General Manager and the Acting Deputy General Manager.

Cr Bowden (Deputy Mayor), Crs Collins, Glover, Kelly, McAlister, Nicholson and I met with the Local Government Boundaries Commission.

Cr Bowden (Deputy Mayor), Crs Collins, Glover, McAlister, Nicholson and I attended a Local Government Boundaries Commission Hearing in Cootamundra.

28<sup>th</sup> April, 2022

Cr Bowden (Deputy Mayor), Cr Glover and I attended a Local Government Boundaries Commission Hearing in Cootamundra.

Cr Bowden (Deputy Mayor) and I created the first Council Meeting Wrap-UP recording.

Cr McAlister attended a Goldenfields Water County Council meeting.

Crs Glover, McAlister, and Nicholson attended a Local Government Boundaries Commission Hearing in Gundagai.

Cr Bowden (Deputy Mayor) attended an Ellwood's Hall s355 Committee meeting.

Cr Boyd and I attended an Adina Care Board meeting.

29<sup>th</sup> April, 2022

Cr Bowden (Deputy Mayor) and I attended the Cootamundra Red Cross Food Bank 1<sup>st</sup> birthday celebrations.

Crs Nicholson and McAlister attended a Local Government Boundaries Commission Hearing in Gundagai.

2<sup>nd</sup> May, 2022

Cr Bowden (Deputy Mayor), Cr McAlister and I attended a meeting with Local Government NSW President, Cr Darriea Turley, AM and Chief Executive Scott Phillips.

Cr Bowden (Deputy Mayor), Crs Glover, Graham, McAlister, Nicholson, and I attended a meeting in relation to the development of the Dog on the Tuckerbox.

Cr Nicholson attended a Gundagai Tourism Action Committee Advisory Group meeting.

3<sup>rd</sup> May, 2022

I attended a Riverina Joint Organisation Working Party meeting.

4<sup>th</sup> May, 2021

Cr Glover attended an Adjungbilly CWP Windfarm community information day.

Cr Glover attended a Muttama Community Hall s355 Committee meeting.

5<sup>th</sup> May, 2022

Cr Bowden (Deputy Mayor) attended a Cootamundra tourism Action Committee Advisory Group meeting.

I attended a meeting with Transport for NSW regarding the new Wallendbeen Bridge.

9<sup>th</sup> May, 2022

Crs McAlister and Nicholson attended a Gundagai Business Chamber meeting.

10<sup>th</sup> May, 2022

Cr Bowden (Deputy Mayor) and I visited at the Gundagai Historical Museum.

Cr Bowden (Deputy Mayor), Crs Boyd, Collins, Glover, Graham, McAlister, Nicholson and I attended a Councillor Workshop.

11<sup>th</sup> May, 2022

Cr Bowden (Deputy Mayor) attended a Business Cootamundra Board Meeting.

I attended a Riverina Joint Organisation and Riverina Eastern Regional Organisation of Councils Dinner.

12<sup>th</sup> May, 2022

The Interim General Manager and I attended a Riverina Joint Organisation and Riverina Eastern Regional Organisation of Councils breakfast and Board Meeting attended by the Minister for Emergency Services and Resilience: Flood Recovery, the Hon Steph Cooke; Minister for Women, Regional Health and Mental Health, the Hon. Bronnie Taylor; Minister for Planning and Homes, the Hon. Anthony Roberts; Minister for Local Government, the Hon. Wendy Tuckerman; Minister for Regional NSW and Deputy Premier, the Hon. Paul Toole; Minister for Agriculture, the Hon. Dugald Saunders; Minister for Arts, Aboriginal Affairs and Regional Youth, the Hon. Ben Franklin; and Executive Director Office of Local Government, Ally Dench.

Cr Bowden (Deputy Mayor) attended a Gundagai Cultural Group Meeting.

Cr Collins attended a Cootamundra-Gundagai Local Traffic Committee meeting.

**7        REPORTS FROM COMMITTEES**

Nil

**8        GENERAL MANAGER'S REPORT**



## 8.1 BUSINESS

### 8.1.1 2022-23 DETERMINATION OF THE LOCAL GOVERNMENT REMUNERATION TRIBUNAL - COUNCILLOR FEES AND ADDITIONAL MAYORAL FEE AND CONSIDERATION OF SUPERANNUATION FOR COUNCILLORS

DOCUMENT NUMBER	349294
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	An increase to annual remuneration of and the introduction of superannuation payments to Council.
LEGISLATIVE IMPLICATIONS	Compliance with Division 5 of the Local Government Act, 1993 and the Local Government Amendment Act 2021.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Local Government Remuneration Tribunal - April 2022 Annual Report and Determination <a href="#">↓</a></li> <li>2. Council Circular 22-04 - Payment of Councillor Superannuation <a href="#">↓</a></li> <li>3. Councillor Superannuation Discussion Paper Discussion Paper <a href="#">↓</a></li> </ol>

## RECOMMENDATION

1. It be noted that Cootamundra-Gundagai Regional Council is listed as Rural in the Local Government Remuneration Tribunal – April, 2022 Annual Report and Determination.
2. Council consider the Councillors annual fee effective 1<sup>st</sup> July, 2022 for a rural council as detailed in the Local Government Remuneration Tribunal – April, 2022 Annual Report and Determination.
3. Council consider the Mayor's annual fee effective 1<sup>st</sup> July, 2022 for a rural council as detailed in the Local Government Remuneration Tribunal – April, 2022 Annual Report and Determination.
4. The making of superannuation contribution payments for Councillors as detailed in the Council Circular 22-04 Payment of Councillor Superannuation, attached to the report, be considered.

## Introduction

Division 5 of the Local Government Act, 1993 (the Act), describes what fees, expenses and facilities may be paid or provided to Councillors

Every year Council must adopt fees as described by the Local Government Remuneration Tribunal (the Tribunal) for the coming financial year. Each Council is categorised by the Tribunal and fees are set for each category for their consideration (see table below).

Under Section 254B of the Local Government Act, 1993 Councillors may now resolve to make superannuation contributions to Councillors.

## Discussion

The Tribunal determines a range of fees for the remuneration of Councillors and Mayors annually. Each year councils must consider the reviewed fees and make a resolution prior to the 1<sup>st</sup> July each year.

The fees for rural councils are detailed in the table below:

### Local Government Remuneration Tribunal

#### Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2022

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2022 as per section 241 of the Local Government Act 1993 are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee (\$) effective 1 July 2022		Mayor/Chairperson Additional Fee* (\$) effective 1 July 2022	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	28,750	42,170	175,930	231,500
	Major CBD	19,180	35,520	40,740	114,770
	Metropolitan Large	19,180	31,640	40,740	92,180
	Metropolitan Medium	14,380	26,840	30,550	71,300
	Metropolitan Small	9,560	21,100	20,370	46,010
General Purpose Councils - Non-Metropolitan	Major Regional City	19,180	33,330	40,740	103,840
	Major Strategic Area	19,180	33,330	40,740	103,840
	Regional Strategic Area	19,180	31,640	40,740	92,180
	Regional Centre	14,380	25,310	29,920	62,510
	Regional Rural	9,560	21,100	20,370	46,040
	Rural	9,560	12,650	10,180	27,600
County Councils	Water	1,900	10,550	4,080	17,330
	Other	1,900	6,300	4,080	11,510

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

Section 254B of the Act Payment for superannuation contributions for councillors' states:

1. A council may make a payment (a **superannuation contribution payment**) as a contribution to a superannuation account nominated by a councillor, starting from the financial year commencing 1 July 2022.

2. The amount of a superannuation contribution payment is the amount the council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if the councillor were an employee of the council.
3. A superannuation contribution payment is payable with, and at the same intervals as, the annual fee is payable to the councillor.
4. A council is not permitted to make a superannuation contribution payment:
  - I. unless the council has previously passed a resolution at an open meeting to make superannuation contribution payments to its councillors, or
  - II. if the councillor does not nominate a superannuation account for the payment before the end of the month to which the payment relates, or
  - III. to the extent the councillor has agreed in writing to forgo or reduce the payment.
  - IV. The Remuneration Tribunal may not take superannuation contribution payments into account in determining annual fees or other remuneration payable to a mayor or other councillor.
  - V. A person is not, for the purposes of any Act, taken to be an employee of a council and is not disqualified from holding civic office merely because the person is paid a superannuation contribution payment.
7. A superannuation contribution payment does not constitute salary for the purposes of any Act.
8. Sections 248A and 254A apply in relation to a superannuation contribution payment in the same way as they apply in relation to an annual fee.

The development of the Councillor Superannuation Discussion Paper was to determine if mayors and councillors are adequately remunerated and why mayors and councillors should receive superannuation payments in addition to their fees. A comprehensive investigation and consultation process was undertaken for a report to be prepared and submitted with 4 options for consideration.

As detailed in the Council Circular 22-04 - Payment of Councillor Superannuation, attached to the report, amendment was made to the Act in 2021. As of 1<sup>st</sup> July, 2022 councils may make payments as a contribution to a superannuation account nominated by its councillors and made superannuation contributions payments optional at the discretion of councils.

A resolution in open council is required to make superannuation contribution payments to their councillors. With a resolution council is required to make superannuation contributions payments for its councillors and the amount of the payment is to be the amount council would have been required to contribute under the Commonwealth Superannuation Guarantee (Administration) Act 1992 as superannuation if the councillors were employees of the council.

As of 1<sup>st</sup> July, 2022 the superannuation guarantee rate will be 10.5% with the rate increasing by 0.5% each year until 1<sup>st</sup> July, 2025 when it reaches 12%. The council will make the contribution payments at the same intervals as the annual fee is paid to councillors. Councillors must nominate an eligible superannuation account for the payments to be made to prior to the next month's payment.

# Local Government Remuneration Tribunal

Annual Report and  
Determination

*Annual report and determination under sections  
239 and 241 of the Local Government Act 1993*

20 April  
2022

[NSW Remuneration Tribunals website](#)

## Local Government Remuneration Tribunal

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## Local Government Remuneration Tribunal

### Executive Summary

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The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal ("the Tribunal") to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

#### Categories

The Tribunal found the allocation of councils into the current categories appropriate. Criteria for each category is published in Appendix 1. These categories have not changed further to the extensive review undertaken as part of the 2020 review.

#### Fees

The Tribunal determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

## Local Government Remuneration Tribunal

### Section 1 Introduction

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1. Section 239 of the LG Act provides that the Tribunal determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act, requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees without breaching the Government's Wages Policy as per section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July each year.

### Section 2 2021 Determination

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6. The Tribunal received 18 submissions which included 9 requests for re-categorisation. At the time of making its determination, the Tribunal had available to it the Australian Bureau of Statistics 25 March 2020 population data for FY2018-19. The Tribunal noted the requirement of section 239 of the LG Act that it must determine categories for councils and mayoral offices at least once every 3 years. It noted that the Tribunal had conducted an extensive review in 2020 and decided that the categories would next be considered in 2023.
7. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's finding had regard to the 2020 review, the current category model and criteria and the evidence put forward in the received submissions.
8. In regard to fees, the Tribunal determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

### Section 3 2022 Review

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#### Process

9. In 2020, the categories of general purpose councils were determined as follows:

<b>Metropolitan</b>	<b>Non-Metropolitan</b>
<ul style="list-style-type: none"> <li>• Principal CBD</li> <li>• Major CBD</li> <li>• Metropolitan Large</li> <li>• Metropolitan Medium</li> <li>• Metropolitan Small</li> </ul>	<ul style="list-style-type: none"> <li>• Major Regional City</li> <li>• Major Strategic Area</li> <li>• Regional Strategic Area</li> <li>• Regional Centre</li> <li>• Regional Rural</li> </ul>

## Local Government Remuneration Tribunal

	<ul style="list-style-type: none"> <li>• Rural</li> </ul>
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10. The Tribunal wrote to all mayors or general managers and LGNSW on 14 October 2021 to advise of the commencement of the 2021 review and invited submissions regarding recategorisation, fees and other general matters. The Tribunal's correspondence advised that an extensive review of categories was undertaken in 2020 and, as this was only legislatively required every three years, consideration would be next be given in 2023. The correspondence further advised that submissions requesting to be moved into a different category as part of the 2022 review would require a strong case supported by evidence that substantiates that the criteria for the requested category is met.
11. Seven submissions were received from individual councils and one submission was received from LGNSW. The Tribunal noted that several of the submissions had not been endorsed by their respective councils. The Tribunal also met with the President, Chief Executive and Senior Manager of LGNSW.
12. The Tribunal discussed the submissions at length with the Assessors.
13. The Tribunal acknowledged previous and ongoing difficulties imposed by COVID19 and natural disasters on councils.
14. The Tribunal also acknowledged submissions from councils in regional and remote locations that raised unique challenges, such as travel and connectivity, experienced by mayors and councillors in those areas.
15. A summary of the matters raised in the received submissions and the Tribunal's consideration of those matters is outlined below.

### Categorisation

16. Five council submissions requested recategorisation. Three of these requests sought the creation new categories.

### Metropolitan Large Councils

17. Penrith City Council acknowledged that categories were not being reviewed until 2023. However, the Council reiterated their previous year's position and contended that their claim for the creation of a new category of "Metropolitan Large – Growth Centre" continues to be enhanced through their leading role in the Western Sydney City Deal. Council's submission further stated that the participation in the Deal demonstrated the exponential growth that will occur in the Penrith Local Government Area.
18. Blacktown City Council requested the creation of a new category "Metropolitan Large – Growth Area". Council stated that the current criteria for "Metropolitan Large" does not reflect the Council's size, rate of growth and economic influence.

Council based its argument for a new category on the following grounds:

- Significant population growth. Current estimated population of 403,000 with an expected population of 640,000 in 2041.
- Blacktown being critical to the success of the Greater Sydney Region Plan while also being part of the fastest growing district for the next 20 years.
- 4th largest economy in NSW – as of 30 June 2020, Gross Regional Product (GRP) was \$21.98 billion, comparatively City of Parramatta was \$31.36 billion.
- Undertaking of several transformational projects to increase economy and services. Examples include the redesign of Riverstone Town Centre, Australian Catholic University establishment of an interim campus for up to 700 undergrads



## Local Government Remuneration Tribunal

with a permanent campus to open by 2024, the \$1 billion Blacktown Brain and Spinal Institute proposal and Blacktown International Sports Park Masterplan to provide a first-class multi-sport venue.

- Expansion in provision of services such as childcare, aquatic and leisure centres.
- Diversity of population.

### Non-Metropolitan Major Regional City Councils

19. Newcastle Council requested clarification regarding City of Newcastle's status as either Metropolitan or Regional, noting that while City of Newcastle is classified as a "Major Regional City", the Newcastle Local Government Area is often exempt from both regional and metropolitan grant funding due to inconsistencies in classification. Council sought review on the following grounds:

- Size of council area 187km<sup>2</sup> (in comparison of Parramatta Council 84km<sup>2</sup>).
- Physical terrain.
- Population and distribution of population.
- Nature and volume of business dealt with by Council.
- Nature and extent of development of City of Newcastle.
- Diversity of communities served.
- Regional, national and international significance of City of Newcastle.
- Transport hubs.
- Regional services including health, education, smart city services and public administration.
- Cultural and sporting facilities.
- Matters that the Tribunal consider relevant

### Regional Centre

20. Tweed Shire Council requested to be reclassified as a "Regional Strategic Area" on the following grounds:

- Proximity to the Gold Coast City and Brisbane.
- Proximity to Sydney via the Gold Coast airport.
- Tweed being the major population and city centre for the Northern Rivers Joint Organisation.
- Tweed being the largest employer and strongest growth area in the Northern Rivers.

### Non-Metropolitan Rural Councils

21. Murrumbidgee Council requested recategorisation to "Regional Rural" as they are a product of the merger of the former Jerilderie Shire Council and the former Murrumbidgee Shire Council. Council also suggested that the criteria for "Regional Rural" is amended to:

- Councils categorised as Regional Rural will typically have a minimum residential population of 20,000 or can demonstrate one of the following features...."
  - the product of the 2016 amalgamation where two or more Rural classified Local Governments Areas merged.

### Findings - categorisation

22. The Tribunal assessed each Council's submission and found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's findings had regard to the 2020 review, the current category model and

## Local Government Remuneration Tribunal

criteria and the evidence put forward in the received submissions.

23. Having regard to the requirements of sections 239 and 240 of the LG Act, the Tribunal did not find that any council's submission was strong enough for a change in category or for the creation of a new category.
24. The Tribunal did note, however, that some councils may have a better case for recategorisation at the next major review of categories in 2023.
25. The Tribunal was of the view that the 2023 determination and review of categories as required by s239 (1) of the LG Act will see more requests from councils for recategorisation and possible determination of new categories. The Tribunal and Assessors may benefit from visits to meet regional organisations of councils and direct opportunities for input from Mayors and general managers in this regard.

### Fees

26. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required by section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.
27. Pursuant to section 146C(1)(a) of the IR Act, the current government policy on wages is expressed in the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014 (IR Reg.). The IR Reg. provides that public sector wages cannot increase by more than 2.5 per cent per annum. The Tribunal therefore has the discretion to determine an increase of up to 2.5 per cent per annum.
28. Submissions that addressed fees sought an increase of a maximum of 2.5 per cent per annum or greater. These submissions raised issues such as comparative remuneration, cost of living and increasing workloads. One submission also suggested that higher fees are required to attract a higher standard of candidates to council roles.
29. The LGNSW submission contained 3 parts. The first part of the submission supported an increase of 2.5 per cent per annum in remuneration, but further argued that the maximum increase is inadequate and does not address the historical undervaluation of work performed by mayors and councillors, and the substantial expansion of their responsibilities and accountability in recently years. LGNSW used the following economic indexes and wage data in support of their argument:
  - Consumer price index (CPI)
  - National and state wages cases
  - Wage increases under the *Local Government (State) Award 2020*.
30. The second part of LGNSW's submission addressed inequity and impacts of low remuneration. It was supported by the research paper "Councillor perspectives on the (in)adequacy of remuneration in NSW local government: Impacts on well-being, diversity and quality of representation" (the "ANU Paper"), written by Associate Professor Jakimow of the Australian National University. A key finding of the ANU Paper was that "current remuneration levels are perceived as inadequately reflecting the extent and nature of council work." The finding was derived from the undertaking of

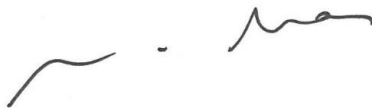
### Local Government Remuneration Tribunal

a survey of councillors and mayors. The paper suggests that there is a disconnect between workload and remuneration and this was identified as the most frequent argument for increasing the current rate.

31. The third and final part of LGNSW's submission compared the minimum and maximum rates of NSW mayor and councillor remuneration to the remuneration of directors and chairpersons of comparable government bodies and not-for-profits, mayors and councillors in Queensland and members of the NSW Parliament. The submission contended that NSW mayor and councillor remuneration is below that of their counterparts.
32. Following the most recent review by the Independent Pricing and Regulatory Tribunal (IPART) the amount that councils will be able to increase the revenue they can collect from rates will depend on their level of population growth. IPART has set a 2022-23 rate peg for each council, ranging from 0.7 to 5.0 per cent. IPART's rate peg takes into account the annual change in the Local Government Cost Index, which measures the average costs faced by NSW councils, in addition to a population factor based on each council's population growth.
33. Employees under the *Local Government (State) Award 2020* will receive a 2 per cent per annum increase in rates of pay from the first full pay period to commence on or after 1 July 2022.
34. The Tribunal has determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

### Conclusion

35. The Tribunal's determinations have been made with the assistance of Assessors Ms Kylie Yates and Ms Melanie Hawyes.
36. It is the expectation of the Tribunal that in the future all submissions have council endorsement.
37. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.
38. Determination 2 outlines the maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils as per section 241 of the LG Act.



Viv May PSM

**Local Government Remuneration Tribunal**

Dated: 20 April 2022

## Local Government Remuneration Tribunal

### Section 4 2021 Determinations

**Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2021**

**Table 1: General Purpose Councils - Metropolitan**

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta
Metropolitan Large (12)	Metropolitan Medium (8)
Bayside	Campbelltown
Blacktown	Camden
Canterbury-Bankstown	Georges River
Cumberland	Hornsby
Fairfield	Ku-ring-gai
Inner West	North Sydney
Liverpool	Randwick
Northern Beaches	Willoughby
Penrith	
Ryde	
Sutherland	
The Hills	
Metropolitan Small (8)	
Burwood	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
Strathfield	
Waverley	
Woollahra	

## Local Government Remuneration Tribunal

**Table 2: General Purpose Councils - Non-Metropolitan**

Major Regional City (2)	Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle	Central Coast	Lake Macquarie
Wollongong		

Regional Centre (24)		Regional Rural (13)	
Albury	Mid-Coast	Bega	
Armidale	Orange	Broken Hill	
Ballina	Port Macquarie-Hastings	Byron	
Bathurst	Port Stephens	Eurobodalla	
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree	
Cessnock	Shellharbour	Griffith	
Clarence Valley	Shoalhaven	Kempsey	
Coffs Harbour	Tamworth	Kiama	
Dubbo	Tweed	Lithgow	
Hawkesbury	Wagga Wagga	Mid-Western	
Lismore	Wingecarribee	Richmond Valley Council	
Maitland	Wollondilly	Singleton	
		Snowy Monaro	

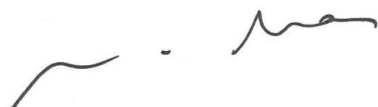
Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth

**Local Government Remuneration Tribunal**

Rural (57)	
	Yass

**Table 3: County Councils**

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



Viv May PSM

**Local Government Remuneration Tribunal**

Dated: 20 April 2022

### Local Government Remuneration Tribunal

#### Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2022

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2022 as per section 241 of the *Local Government Act 1993* are determined as follows:

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County Councils	Water	1,900	10,550	4,080	17,330
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\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



Viv May PSM

**Local Government Remuneration Tribunal**

Dated: 20 April 2021

## Local Government Remuneration Tribunal

### Appendices

#### Appendix 1 Criteria that apply to categories

##### Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

##### Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.



## Local Government Remuneration Tribunal

### Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

### Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

## Local Government Remuneration Tribunal

### Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

### Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

### Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a

## Local Government Remuneration Tribunal

significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

### Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

### Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

## Local Government Remuneration Tribunal

### Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

### Rural

Councils categorised as Rural will typically have a residential population less than 20,000.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

### County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

### County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	22-04/ 15 March 2022/ A811265
<b>Previous Circular</b>	21-07 <i>Commencement of Local Government Amendment Act 2021</i>
<b>Who should read this</b>	Councillors / General Managers / Council Governance Staff
<b>Contact</b>	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information / Council to Implement

### Payment of councillor superannuation

#### What's new or changing

- Following an amendment to the *Local Government Act 1993* (the Act) last year, councils may make payments as a contribution to a superannuation account nominated by their councillors, starting from the financial year commencing on **1 July 2022**.
- The making of superannuation contribution payments for councillors is optional and is at each council's discretion.

#### What this will mean for your council

- To exercise the option of making superannuation contribution payments for their councillors, councils must first resolve at an open meeting to make superannuation contribution payments for the councillors.
- Where a council resolves to make superannuation contribution payments for its councillors, the amount of the payment is to be the amount the council would have been required to contribute under the *Commonwealth Superannuation Guarantee (Administration) Act 1992* as superannuation if the councillors were employees of the council.
- As of 1 July 2022, the superannuation guarantee rate will be 10.5%. The rate will increase by half a percent each year until 1 July 2025 when it reaches 12%.
- The superannuation contribution payment is to be paid at the same intervals as the annual fee is paid to councillors.
- To receive a superannuation contribution payment, each councillor must first nominate a superannuation account for the payment before the end of the month to which the payment relates. The superannuation account nominated by councillors must be an account for superannuation or retirement benefits from a scheme or fund to which the *Commonwealth Superannuation Guarantee (Administration) Act* applies.
- Councils **must not** make a superannuation contribution payment for a councillor if the councillor fails to nominate an eligible superannuation account for the payment before the end of the month to which the payment relates.
- Individual councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments. Councillors must do so in writing.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

- Councils must not make superannuation contribution payments for councillors during any period in which they are suspended from their civic office or their right to be paid any fee or other remuneration, or expense, is suspended under the Act.
- Councillors are also not entitled to receive a superannuation contribution payment during any period in which they are not entitled to receive their fee under section 254A of the Act because they are absent.

**Where to go for further information**

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

**Melanie Hawyes****Deputy Secretary, Crown Lands and Local Government**

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



Office of  
Local Government

## COUNCILLOR SUPERANNUATION

**Discussion paper**

**March 2020**

### **ACCESS TO SERVICES**

The Office of Local Government is located at:

5 O'Keefe Avenue  
NOWRA NSW 2541

Locked Bag 3015  
NOWRA NSW 2541

Phone 02 4428 4100  
Fax 02 4428 4199  
TTY 02 4428 4209

Email [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
Website [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

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## Minister's foreword

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Since becoming the Minister for Local Government, I have actively engaged with local councils across New South Wales. I am constantly impressed by the passion held by our mayors and councillors, and frequently find myself commenting on the incredible work ethic of many who continually deliver for their communities.

I am proud to be a part of a Government that is committed to supporting councils to deliver for their local communities. Since 2011 this Government has provided more than \$9 billion to local councils to deliver and improve local infrastructure, services and facilities for their communities. About half of this funding has gone to regional and rural communities which are struggling through one of the worst droughts on record and are recovering and rebuilding after the recent natural disasters. This funding boost has helped local councils provide the very things that make our communities tick – from local infrastructure to essential services and programs that unite local residents.

Under Commonwealth legislation, councils are not required to make superannuation contributions in relation to the fees they pay to mayors and councillors because they are not employees of councils. Recently I was pleased to host a workshop where the obstacles that deter women from nominating to be a councillor or mayor were identified, and the lack of superannuation payments was one of the barriers raised. It can also be said that this goes some way in deterring people under 35 from representing their community on their local council.

As you know, mayors and councillors currently receive a level of remuneration that is independently set by the Local Government Remuneration Tribunal based on the application of a range of criteria. It is currently possible for councils to make superannuation contributions on behalf of mayors and councillors on a pre-tax basis out of the fees they receive from the council as determined by the Tribunal.

However, the Government recognises that not everyone agrees with the current arrangements and acknowledges the calls for councils to be required to make superannuation contributions on behalf of mayors and councillors in addition to the payment of their fees. The purpose of this discussion paper is to encourage further discussion about this issue and assist the Government in better understanding the views of the local government sector and the broader community.

The discussion paper:

- provides information on the current system for setting councillor remuneration and the legislation governing superannuation contributions for elected officials
- sets out the arguments for and against the payment of superannuation contributions for mayors and councillors, and
- provides different options and legislative models.

I welcome your input into this conversation and look forward to hearing your views.

**The Hon Shelley Hancock MP**  
**Minister for Local Government**

## 1. Should mayors and councillors in NSW receive superannuation payments in addition to their fees?

Reasons that mayors and councillors should receive superannuation payments in addition to their fees can be summarised as follows:

- it will ensure that mayors and councillors are adequately remunerated for the performance of their duties
- it will address a historic anomaly that has seen mayors and councillors denied the benefit of superannuation guarantee payments enjoyed by the broader workforce, and
- it is hoped it will encourage more women to stand as candidates for election to councils.

Each of these arguments are examined below.

### Are NSW mayors and councillors adequately remunerated?

In NSW, the remuneration received by mayors and councillors is independently set by an expert tribunal, the Local Government Remuneration Tribunal.

Under section 239 of the NSW *Local Government Act 1993* (the Act), the Tribunal is required to determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories. The categories are to be determined at least once every 3 years.

To ensure that mayors and councillors receive remuneration that is commensurate with, and reflects their workload and responsibilities, the Tribunal is required to consider a range of criteria under section 240 of the Act in determining remuneration categories. These include:

- the size, physical terrain, population and the distribution of the population of each local government area
- the nature and volume of business dealt with by each council
- the nature and extent of the development of each local government area
- the diversity of the communities each council serves
- the regional, national and international significance of the council, and
- any other matters the Tribunal considers relevant to the provision of efficient and effective local government.

The Tribunal last undertook a significant review of the categories and the allocation of councils into each of the categories in 2017. The Tribunal has indicated that it will next consider the model, the criteria applicable to each group and the allocation of councils in detail in 2020.

Under section 241 of the Act, the Tribunal is required to determine, no later than 1 May in each year, for each of the categories determined under section 239, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.

As noted above, in determining the maximum and minimum fees payable in each of the categories, the Tribunal is required under section 242A(1) of the Act, to give effect to the same policies on increases in remuneration as the Industrial Relations Commission.

The current policy on wages is that public sector wages cannot increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.

However, the Tribunal is able to determine that a council can be placed into another existing or a new category with a higher range of fees without breaching the Government's wage policy pursuant to section 242A(3) of the Act. This means that where, for whatever reason, the workload or responsibilities of the mayor and councillors increase, they may receive an increase in remuneration that reflects their increased workload even if that increase exceeds the 2.5% public sector wages cap.

The current remuneration levels for mayors and councillors in each category are set out below:

**Table 1: Minimum and maximum fees for NSW mayors and councillors**

Category		Councils in Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
			Minimum	Maximum	Minimum	Maximum
General Purpose Councils – <b>Metropolitan</b>	Principal CBD	1	27,640	40,530	169,100	222,510
	Major CBD	1	18,430	34,140	39,160	110,310
	Metropolitan Large	8	18,430	30,410	39,160	88,600
	Metropolitan Medium	9	13,820	25,790	29,360	68,530
	Metropolitan Small	11	9,190	20,280	19,580	44,230
General Purpose Councils – <b>Non - metropolitan</b>	Regional City	2	18,430	32,040	39,160	99,800
	Regional Strategic Area	2	18,430	30,410	39,160	88,600
	Regional Rural	37	9,190	20,280	19,580	44,250
	Rural	57	9,190	12,160	9,780	26,530
<b>County Councils</b>	Water	4	1,820	10,140	3,920	16,660
	Other	6	1,820	6,060	3,920	11,060

- Mayors and county council chairpersons receive their fee **in addition to** the fee they receive as a councillor/member.

A comparison of average remuneration received by mayors and councillors in NSW with the remuneration received by their counterparts in other jurisdictions indicates that NSW councillors receive similar or higher levels of remuneration than their counterparts in other jurisdictions other than Queensland.

**Table 2: Interjurisdictional comparison of councillor remuneration (as paid at March 2020)**

Jurisdiction	Average	Lowest Fee	% NSW fee	Highest fee	% NSW fee
<b>NSW</b>	24,860	9,190		40,530	
<b>QLD</b>	141,066	53,049	577%	160,938	397%
<b>VIC</b>	27,999	8,833	96%	47,165	116%
<b>TAS</b>	23,372	9,546	104%	37,198	92%
<b>WA</b>	17,634	3,589	39%	31,678	78%
<b>NT<sup>1</sup></b>	13,283	4,428	48%	22,137	55%
<b>SA</b>	16,215	6,500	71%	25,930	64%

**Table 3: Interjurisdictional comparison of mayors' remuneration (as paid at March 2020)**

Jurisdiction	Average	Lowest Fee	% NSW fee	Highest fee	% NSW fee
<b>NSW</b>	141,005	18,970		263,040	
<b>QLD</b>	185,824	106,100	1,030%	265,549	101%
<b>VIC</b>	131,877	62,884	331%	200,870	76%
<b>TAS</b>	58,430	23,863	125%	92,997	35%
<b>WA</b>	94,443	4,102	22%	184,784	70%
<b>NT</b>	73,856	24,619	130%	123,093	47%
<b>SA</b>	101,500	26,000	137%	177,000	67%

<sup>1</sup> NT's councillor and mayoral fees are based on the Councillor Member Allowances for July 2018-2019

### Have NSW mayors and councillors been denied a financial benefit received by other members of the workforce through the payment of the superannuation guarantee?

The superannuation guarantee was introduced in 1992-93, with compulsory contributions rising at regular intervals from 3 per cent of wages in that year to 9 per cent in 2002-03 and 9.5 per cent in 2013-14. The superannuation guarantee is scheduled to rise incrementally from 9.5 per cent of wages today to 12 per cent by July 2025.

While superannuation guarantee payments are made in addition to an employee's wages, as the Grattan Institute has demonstrated<sup>2</sup>, higher compulsory superannuation contributions are ultimately funded by lower wages. When the superannuation guarantee increases, this is wholly or mostly borne by workers who receive smaller pay rises and lower take-home pay. For example, when the superannuation guarantee increased by from 9 per cent to 9.25 per cent in 2013, the Fair Work Commission stated in its minimum wage decision that the proposed minimum wage increase was *"lower than it otherwise would have been in the absence of the Super Guarantee increase"*.

Given the evidence that superannuation guarantee payments are in effect paid for by workers through lower wages, it would be over simplifying the situation to assume that workers are receiving a 9.5% supplementary payment that is being denied to NSW mayors and councillors.

The last increase in the superannuation guarantee came into effect in 2013/14 when the contribution rate increased from 9.25% to 9.5%. A comparison of increases in average weekly earnings with increases in NSW mayors' and councillors' remuneration as determined by the Tribunal since then indicates that NSW mayors and councillors have, on average, enjoyed slightly higher increases in remuneration than the rest of the community.

**Table 4: Comparison of increases in average weekly earnings with increases in mayors' and councillors' remuneration**

Financial year	Average weekly ordinary time earnings Aust - annual average increase June to June each year	Councillor remuneration increase 1 July
1 July 2014 – 30 June 2015	2.3%	2.5%
1 July 2015 – 30 June 2016	2.0%	2.5%
1 July 2016 – 30 June 2017	2.2%	2.5%
1 July 2017 – 30 June 2018	1.8%	2.5%
1 July 2018 – 30 June 2019	2.7%	2.5%
1 July 2019 – 30 June 2020	3.1%	2.5%

<sup>2</sup> See John Daley and Brendan Coates (2018) [Money in retirement: More than enough](#), Grattan Institute. November 2018

Were councils to be required to make an additional payment on behalf of mayors and councillors equivalent to the superannuation guarantee amount (currently 9.5% of their fees) this would, in effect confer on mayors and councillors a 9.5% increase in their remuneration outside of the normal process for setting mayors' and councillors' remuneration by the Local Government Remuneration Tribunal.

This will not be a one-off increase. With the superannuation guarantee set to increase to 12% in the years up to 2025, this would see further increases to mayors' and councillors' remuneration over and above any increases approved by the Tribunal.

While the receipt of a 9.5% increase in their remuneration through the payment of the superannuation guarantee is likely to be widely supported by mayors and councillors, it is important that the community is consulted and support shown by them before changes are made.

At present it is not clear whether ratepayers would support seeing the revenue they contribute to their local councils being diverted from providing services and infrastructure to fund a 9.5% increase in remuneration for their elected representatives.

### **Will payment of the superannuation guarantee encourage more women to stand as candidates at council elections?**

Payment of the superannuation guarantee for mayors and councillors has been promoted as an equity measure to address disparities in men's and women's superannuation balances.

Research has demonstrated that the principal impediments to more women standing as candidates at local government elections are:

- lack of awareness of local government and the role of councils and councillors
- feeling unqualified
- balancing carer and work commitments
- the investment of time required to be an effective councillor, and
- perceptions of the culture of councils and councillor conduct.<sup>3</sup>

The payment of the superannuation guarantee would benefit male and female councillors alike. In the short term, male mayors and councillors will be the principal beneficiaries of any increase in remuneration through the receipt of an additional superannuation payment given that they currently comprise 69% of councillors in NSW<sup>4</sup>.

Major stakeholders promoting an increase in the number of females represented on councils including Local Government NSW, Women for Election Australia, Australian Local Government Women's Association and the Country Women's Association of NSW recently noted that *"a key barrier for women standing for election to local government can be the lack of access to superannuation, with women unwilling to take on more work with insufficient remuneration"*. The stakeholders also noted *"women tend to have far lower superannuation balances than men, often due to time out of the workforce caring for family members"*.

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<sup>3</sup> See Manion, Jo and Sumich, Mark (2013), [\*Influencing Change – Views of elected representatives on leadership, decision making and challenges for Local Government in NSW\*](#)

<sup>4</sup> See Office of Local Government (2019), [\*NSW Candidate and Councillor Diversity Report 2017\*](#)

### Will payment of the superannuation guarantee encourage younger people to stand as candidates at council elections?

Two separate studies undertaken by the University of Melbourne in 2014<sup>5</sup> and 2015<sup>6</sup> found that younger people tend not to be engaged by and are uninterested in superannuation or retirement planning. HECS repayments and saving to purchase a first home tend to be higher financial priorities for younger people than saving for retirement.

The average tenure of councillors is between one to two terms. More than three quarters (77%) of councillors elected at the 2012, 2016 and 2017 elections had served two terms or less. Assuming that councillors were to receive the superannuation guarantee of 9.5% with respect to their fees over one or two terms, as demonstrated by table 5, the value of the capital contributions made to their superannuation funds would, at retirement, represent a small proportion of their accumulated lifetime superannuation capital.

**Table 5: Comparison of superannuation contribution amounts that would be made on the maximum annual fee in each category of council at a rate of 9.5% over 1 term (4 years) and 2 terms (8 years).**

Category		Number of Councils in Category	Councillor/Member Maximum Annual Fee	4 years at 9.5%	8 years at 9.5%
General Purpose Councils – <b>Metropolitan</b>	Principal CBD	1	40,530	15,401	30,802
	Major CBD	1	34,140	12,973	25,946
	Metropolitan Large	8	30,410	11,556	23,112
	Metropolitan Medium	9	25,790	9,800	19,600
	Metropolitan Small	11	20,280	7,706	15,412
General Purpose Councils – <b>Non-metropolitan</b>	Regional City	2	32,040	12,175	24,350
	Regional Strategic Area	2	30,410	11,556	23,112
	Regional Rural	37	20,280	7,706	15,412
	Rural	57	12,160	4,621	9,242
<b>County Councils</b>	Water	4	10,140	3,853	7,706

<sup>5</sup> See Ali, Paul and Anderson, Malcolm and Clark, Martin and Ramsey, Ian and Shekhar, Chander (2014), [Superannuation Knowledge, Behaviour and Attitudes in Young Adults in Australia](#), CIPR Paper No. RP002/2014

<sup>6</sup> See Ali, Paul and Anderson, Malcolm and Clark, Martin and Ramsey, Ian and Shekhar, Chander (2015), [No Thought for Tomorrow: Young Australian Adults' Knowledge, Behaviour and Attitudes About Superannuation](#), Law and Financial Markets Review Vol. 9, No. 2, pages 90-105

	Other	6	6,060	2,303	4,606
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### How much will it cost and who will pay?

The cost of paying the superannuation guarantee for mayors and councillors will need to be met by each council out of its existing budget.

This cost will vary from council to council depending on what fees the mayor and councillors receive and how many councillors there are on the council. The table below sets out the average annual cost to councils in each remuneration category of paying the 9.5% superannuation guarantee for the mayor and each councillor based on the maximum annual fee payable in each category.

The total estimated annual cost of paying the 9.5% superannuation guarantee for mayors and councillors for the local government sector as whole is close to \$3 million (\$2,758,739).

**Table 6: Average annual cost to councils of making a 9.5% superannuation contribution for mayors and councillors**

Category		Councils in Category	Average annual cost of paying 9.5% superannuation contribution for mayors and councillors
General Purpose Councils – <b>Metropolitan</b>	Principal CBD	1	55,792
	Major CBD	1	55,886
	Metropolitan Large	8	45,973
	Metropolitan Medium	9	35,911
	Metropolitan Small	11	21,541
General Purpose Councils – <b>Non-metropolitan</b>	Regional City	2	46,007
	Regional Strategic Area	2	45,973
	Regional Rural	37	21,543
	Rural	57	11,762
<b>County Councils</b>	Water	4	9,289
	Other	6	5,081



## **2. Why are councils not required to make superannuation guarantee payments to mayors and councillors?**

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The Commonwealth *Superannuation Guarantee (Administration) Act 1993* (SG Act) imposes an obligation on an employer to pay the superannuation guarantee of 9.5% of an employee's earnings to a complying superannuation fund nominated by the employee.

The obligations under the SG Act do not extend to councils with respect to the fees they pay to mayors and councillors because they are not employees of the council for the purposes of that Act. Mayors and councillors are elected to a civic office in the council and the council is not their employer.

Section 12(9A) of the SG Act expressly excludes mayors and councillors across Australia from the definition of "employee" meaning that councils are not obliged to make superannuation guarantee payments to mayors and councillors under that Act. Section 12(9A) of the SG Act provides that, "*a person who holds office as a member of a local government council is not an employee of the council*".

Section 251 of the NSW Local Government Act also makes it clear that the payment of a fee to a mayor or councillor does not constitute the payment of a salary and mayors and councillors are not to be taken to be employees of councils because of the payment of the fee.

## **3. Can NSW councils make superannuation contributions on behalf of mayors and councillors as a component of their fees?**

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There is nothing currently preventing councils from making superannuation contributions on a voluntary basis on behalf of the mayor and councillors.

The Australian Tax Office has made a definitive ruling, (ATO ID 2007/205) that allows for mayors and councillors to redirect their annual fees into superannuation on a pre-tax basis.

In practical terms, there is nothing currently preventing mayors and councillors, who wish to make concessional contributions to their superannuation funds, from entering into an arrangement with their council under which they agree to forego part of their remuneration in exchange for the council making contributions to a complying superannuation fund on their behalf on a pre-tax basis.

Councils are also able to determine for themselves, by council resolution and/or within an appropriate council policy, if and how councillors may do this.

## 4. Can NSW councils make superannuation contributions on behalf of mayors and councillors *in addition to the payment of their fee?*

It is open to councils under sections 446-5(1)(a) and 12-45(1)(e) of Schedule 1 of the Commonwealth *Taxation Administration Act 1953* (TAA) to resolve that mayors and councillors are subject to Pay As You Go withholding. The resolution must be unanimous to be effective.

A resolution under sections 446-5(1)(a) and 12-45(1)(e) of Schedule 1 of the TAA operates to take the mayor and councillors out of section 12(9A) of the SG Act, which recognises that they are not employees of the council, and brings them within section 12(10) of the SG Act which states that:

*A person covered by paragraph 12-45(1)(e) in Schedule 1 to the Taxation Administration Act 1953 (about members of local governing bodies subject to PAYG withholding) is an employee of the body mentioned in that paragraph.*

Section 12(1) effectively deems the mayor and councillors to be employees and the council to be their employer for the purposes of the SG Act. This will mean the council will be obliged to make superannuation guarantee contributions (currently 9.5% of the mayor's and councillors' fees) to complying superannuation funds in respect of fees paid to the mayor and councillors. These contributions would be paid in addition to the fees received by the mayor and councillors.

It should be noted however that a resolution under sections 446-5(1)(a) and 12-45(1)(e) of Schedule 1 of the TAA will also result in mayors and councillors being treated as employees for a wide range of other taxation purposes. Among other things:

- the council will have to withhold amounts from the payment of fees to the mayor and councillors in accordance with section 12-45(1)(e) of Schedule 1 of the TAA
- the council will be subject to fringe benefits tax under the Commonwealth *Fringe Benefits Tax Assessment Act 1986* on the taxable value of expenses paid to and facilities provided to the mayor and councillors under the council's councillor expenses and facilities policy adopted under section 252 of the LGA, and
- the council will be obliged under Commonwealth *Child Support (Registration and Collection) Act 1988* to withhold payments from fees paid to the mayor and councillors for the purposes of making child support/maintenance/carer payments.

It is unclear however whether a resolution under sections 446-5(1)(a) and 12-45(1)(e) of Schedule 1 of the TAA is permissible under sections 248(2) and 249(3) of the Act where it would have the consequence of requiring a council to make a superannuation guarantee contribution in respect of the fees paid to councillors and the mayor that, taken together with their fees, exceeds the maximum amount determined by the Local Government Remuneration Tribunal.

It is also unclear what impact section 242A of the Act would have in relation to a council's resolution under sections 446-5(1)(a) and 12-45(1)(e) of Schedule 1 of the TAA. Section 242A of the Act places an obligation on the Local Government Remuneration Tribunal when determining the remuneration of mayors and councillors, to apply the same policies on increases in remuneration as those that the Industrial Relations Commission is required to apply under section 146C of the NSW *Industrial Relations Act 1996* when making or varying awards or orders relating to the conditions of employment of public sector employees.

It is possible that where a council is obliged to make superannuation guarantee contributions on behalf of the mayor and councillors in addition to their fee, the Tribunal may, in turn, be obliged under section 242A to make a determination reducing the mayor's and councillors' fees to ensure that the fee and superannuation contribution do not result in an increase that exceeds the 2.5% public sector wages cap.

## 5. What is the position in Queensland?

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Section 226 of the Queensland *Local Government Act 2009* gives councils the option to pay an amount into a complying superannuation fund on behalf of the mayor and councillors up to an amount payable with respect to employees of the council. The amount paid is in addition to the amount the mayor and councillor receive as a fee. Alternatively, councils may contribute a portion of the mayor's or councillors' fees to complying superannuation fund as is the case in NSW.

## 6. Options

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### **Option 1: Maintaining the status quo**

Under this option, councils will continue not to be obliged to make superannuation guarantee payments on behalf of the mayor and councillors. Mayors and councillors who wish to make concessional contributions to their superannuation funds can continue to enter into an arrangement with the council under which they agree to forego part of their fee in exchange for the council making contributions to a complying superannuation fund on their behalf on a pre-tax basis.

### **Option 2: Amending the NSW *Local Government Act 1993* to require councils to pay a portion of the mayor's and councillors' fees equivalent to the superannuation guarantee amount into a complying superannuation fund nominated by the mayor and councillors.**

Under this option, the Act would be amended to require councils to pay a proportion of the mayor's and councillors' fees equivalent to the superannuation guarantee amount into a complying superannuation fund nominated by the mayor and councillors.

### **Option 3: Amending the NSW *Local Government Act 1993* to require councils to pay an amount equivalent to the superannuation guarantee into a complying superannuation fund nominated by the mayor and councillors in addition to the payment of the mayor's and councillors' fees.**

Under this option, all councils will be required to pay an amount equivalent to the superannuation guarantee contribution payable with respect to the mayor's and councillors' fees, into a complying superannuation fund nominated by the mayor and councillors. The payment would be made in addition to the payment of the mayor's and councillors' fees.

A supporting amendment would be required to exempt the additional payment from section 242A of the Act.

### **Option 4: Amend the NSW *Local Government Act 1993* to give councils the option to pay an amount equivalent to the superannuation guarantee into a**

**complying superannuation fund nominated by the mayor and councillors in addition to the mayor's and councillors' fees.**

This option is based on the Queensland model. Under this option, the payment of an additional superannuation contribution in addition to the mayor's and councillors' fees would be optional for councils. Councils would also have the option to make a superannuation contribution on behalf of the mayor and councillors as a portion of the mayor's or councillors' fees.

As with option 3, a supporting amendment would be required to exempt the additional payment from section 242A of the Act.

## 7. Have Your Say

We now want to hear from you.

**Key questions to consider**

- **Should councils be required to make superannuation contributions for the mayor and councillors?**
- **Should contributions be made as a portion of mayors' and councillors' fees or in addition to them?**
- **Which is your preferred option?**
- **Do you have an alternative suggested option?**

Submissions may be made in writing by COB Friday 7 August 2020 to the following addresses.

**Post**

Locked Bag 3015  
NOWRA NSW 2541

**Email:**

[olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

Submissions should be labelled 'Councillor Superannuation Consultation' and marked to the attention of OLG's Council Governance Team.

**Further information**

For more information, please contact OLG's Council Governance Team on (02) 4428 4100 or via email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

**8.1.2 PURCHASING PROCEDURES AND THE GENERAL MANAGERS DELEGATION**

DOCUMENT NUMBER	369652
REPORTING OFFICER	Catherine Smith, Procurement Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with Sections 55 and 55A of the Local Government Act, 1993
POLICY IMPLICATIONS	Council's Procurement Guidelines for Officers
ATTACHMENTS	Nil

**RECOMMENDATION**

The details contained in the report regarding purchasing procedures and the General Manager's delegation for accepting Tenders be noted, and the Procurement Guidelines for Staff be amended to reflect the details contained in the report.

Introduction

At its Ordinary Meeting held 10<sup>th</sup> January, 2022 Council considered the delegations of the General Manager and resolved (Min.no.004/2022) as follows:

- 1. Following the review of the delegations of the General Manager in accordance with section 380 of the Local Government Act 1993, the General Manager, or the person who acts in that position, continue to be granted all of the functions, powers, duties and authorities of the Council that it may lawfully delegate under the Local Government Act 1993, any other Act, regulation, instrument, rule or the like (including any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like) except those functions prescribed in section 377(1) of the Local Government Act 1993.**
- 2. The General Manager, or the person who acts in that position, be granted the additional delegation to authorise urgent works and other expenditures outside of the adopted budget up to an amount of \$20,000.**

**CARRIED**

Discussion

In relation to Tenders, in granting these delegations, the General Manager is authorised to determine the method of tendering, the inviting and acceptance of tenders except those involving the provision of services currently provided by members of staff of Council.

Notwithstanding this delegation, and the fact that Part 3, Division 1, Section 55 (1)(e) of the Local Government Act, 1993 (the Act) requires that councils are only required to go to tender for the provision of goods or materials, for amounts over \$250,000 (inc. GST) or contracts expected to exceed two (2) years. The former General Manager practiced the reporting of all purchases above \$150,000 (inc. GST), irrespective of the method of procurement, to Council.

Typically, expenditure up to this level has already been approved by Council through the Budget process so a further report to Council represents a duplication by staff in seeking approval for the expenditure. This process whereby Councillors re-approve expenditure creates delays in progressing purchases due to the need to wait for the next Council meeting.

It is recommended that these practices be discontinued, meaning that, purchasing and acceptance of Tenders will be undertaken in accordance with Council's Procurement Policy and Procedures and the delegations of the General Manager. It should be noted that the General Manager is able to refer any procurement to Council for determination on an exception basis.

**8.1.3 COMMUNITY STRATEGIC PLAN, DELIVERY PROGRAM AND OPERATIONAL PLAN**

DOCUMENT NUMBER	370182
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with s.402 of the Local Government Act, 1993.
POLICY IMPLICATIONS	To comply with the Office of Local Government Integrated Planning and Reporting Guidelines and Handbook.
ATTACHMENTS	1. Final draft CSP <a href="#">↓</a>

**RECOMMENDATION**

- 1. The draft Cootamundra-Gundagai Regional Council 2022-2032 Community Strategic Plan be endorsed.**
- 2. The draft Cootamundra-Gundagai Regional Council 2022-2024 Delivery Program and Cootamundra-Gundagai Regional Council 2022-2023 Operational Plan, circulated separately to Council, be placed on public exhibition for twenty-eight (28) days.**

Introduction

At its Ordinary Meeting held 26<sup>th</sup> March, 2022, Council resolved to place the draft Community Strategic Plan (CSP) on public exhibition for twenty-eight (28) days. The public exhibition period ended on the 19<sup>th</sup> March, 2022.

The CSP was subsequently presented to Council at the Ordinary Meeting held 26<sup>th</sup> April, 2022 for endorsement. Council requested further time to consider the CSP and resolved the item be deferred to the Ordinary Meeting scheduled to be held 24<sup>th</sup> May, 2022 for consideration.

No further updates have been made to the CSP. The final draft Community Strategic Plan is presented to Council and the community.

At the time of writing this report the draft Delivery Program and Operational Plan had not been received for distribution and will be provided to Council and the community as a late attachment, as soon as they are received, prior to the commencement of the Council meeting and are to be placed on public exhibition for 28 days.

The draft resourcing strategy which consists of the Workforce Management Plan, Long Term Financial Plan and Asset Management Plan is to be presented to Council at its Ordinary Meeting scheduled to be held 28<sup>th</sup> June, 2022.

Community Strategic Plan (CSP)

The Community Strategic Plan (CSP) is the highest-level plan that a council will prepare. The purpose of the CSP is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. It guides all remaining strategies and plans and must be developed by councils with and on behalf of the community.

Delivery Program (DP)

The Delivery Program (DP) is a statement of commitment to the community from each newly elected council and translates the community's strategic goals into clear actions.

It is the primary reference point for all activities undertaken by a council during its term of office. It allows councils to determine what is achievable over the next 4 years, what the priorities are, and how programs will be scheduled.

Operational Plan (OP)

The Operational Plan (OP) is a council's action plan for achieving the community priorities outlined in the Community Strategic Plan (CSP) and Delivery Program (DP).

An OP is prepared each year and presented to a council for adoption. Each OP identifies the projects, programs and activities that a council will conduct to achieve the commitments of the DP.







# WORKING IN PARTNERSHIP WITH THE COMMUNITY

To co-create a vibrant region attracting people, investment and business through innovation, diversity, and community spirit.



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

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**THE DECISIONS WE MAKE  
NOW AS A COUNCIL  
AND COMMUNITY WILL  
IMPACT ON WHAT  
OUR LIVES, TOWN AND  
REGION WILL BE LIKE  
IN THE FUTURE.**





# MESSAGE FROM THE MAYOR

I am pleased as Mayor of Cootamundra-Gundagai Regional Council to present the new Community Strategic Plan (CSP). "Our Place, Our Future 2022" is the vision Council shares with the community for the future of our Region and it was time for a refresh.

The goal of the CSP is to work in partnership with the community to co-create a vibrant region attracting people, investment and business through innovation, diversity, and community spirit. Reviewing our Community Strategic Plans will ensure the hopes, aspirations and vision for our region is captured.

The CSP has been created in consultation with our community to provide a document that identifies the community's priorities and aspirations.

The decisions we make now as a Council and community will impact on what our lives, town and region will be like in the future.

I sincerely appreciate the responses and time, members of the community have invested in providing feedback, attending community workshops, and completing surveys during the consultation period. This input is invaluable and instrumental giving Council a clear direction in what the community feel is important to achieve our visionary goals.

The CSP is not just a document. It is a road map for our future, and on behalf of my fellow Councillors, we look forward to the future development of our communities and region as a place where lifestyle and environment meets community expectations.

I extend a heartfelt thank you to the community for their input, ideas and comments that have guided the formation of the CSP.

**Cr Charlie Sheahan**

Mayor Cootamundra-Gundagai Regional Council







## OUR PLAN

The Cootamundra-Gundagai Community Strategic Plan is based on the aspirations, priorities, and values of our community. The Community Strategic Plan (CSP) is a shared community vision, and has been developed by balancing what the community has asked for and what needs to be done.

The plan helps to shape Council actions over the next 10 years. It is reviewed every four years in line with Council elections to ensure it aligns with community needs.

The CSP represents the highest level of strategic planning undertaken by local Councils. It is led by the Mayor and Councillors through engagement with the community. Council has a custodial role in engaging, refining and preparing the plan on behalf of the Cootamundra-Gundagai community.

Cootamundra-Gundagai Regional Council developed this plan in consultation with the community through online, telephone, face-to-face community survey and forums. When the plan refers to 'we' and 'our' it refers to the collective Cootamundra-Gundagai community, including Council, other levels of government, businesses and organisation and residents.

The plan aligns with the NSW State Plan and Riverina-Murray Regional Plan, and has been prepared with regard to social justice principles of access, equity, participation and rights, and addresses social, environmental, economic and governance matters.

## INTEGRATED PLANNING AND REPORTING FRAMEWORK

The CSP is the cornerstone document of the NSW Government's Integrated Planning and Reporting (IP&R) Framework. The IP&R framework provides the structure from which all of Council's strategic and operational documents are connected, including reporting and accountability.

## MEASURING PROGRESS

The IP&R framework requires Councils to measure and report on progress in implementing this Plan. Our outcomes are listed in this plan under each theme heading.



# OUR VISION. OUR VALUES.

Our vision for the Cootamundra-Gundagai region is to be a vibrant region attracting people, investment and business through innovation, diversity, and community spirit.

As a community we value:

Country Living

Agricultural landscape

Friendly communities











## ENGAGEMENT PROCESS

During the stakeholder engagement phase of this project Council engaged with the local community and stakeholders to understand:

1. The community's priorities and aspirations for the future
2. Local challenges, opportunities and priorities
3. Their ideas for what would make living in the region better

During the engagement activities, Council asked the community to consider:

1. Where are we now? To understand our current position and identify what we do well as a region
2. Where are we going? To identify the trends, pressures and constraints that are likely to affect us in the future
3. Where do we want to be? To imagine and visualise a preferred future, looking 10 years ahead
4. How will we get there? To determine the actions, we need to make our preferred future a reality
5. How will we know when we've arrived? To visualise what success will look like

The CSP Community Engagement phase included communications and marketing activities, Council pop-up stands, facilitated stakeholder workshops and focus groups, direct mail-outs and an online community survey that reached over 7,866 people across the region.

- 333 online surveys were completed
- 502 conversations at community pop-up stands
- 60 people attended facilitated stakeholder group discussions
- 25 local businesses were directly engaged
- 107 people received the Council internal email
- 8 local schools were engaged with a direct mail
- 60 emails were sent directly engaging with community groups and Section 355 committees
- 971 recipients of the postcard survey mail out



## ENGAGEMENT APPROACH

The CSP Engagement Plan was designed and delivered in accordance with Cootamundra-Gundagai Regional Council's Engagement Framework. Key focus areas of this framework include social justice principles equity, access, participation and rights. The framework is also guided by key elements of, and in accordance with, the International Association of Public Participation (IAP2). These elements are:

- Inform – giving information to the local community
- Consult – seeking feedback from the local community
- Involve – working directly with the local community
- Collaborate – create partnerships with the local community to produce recommendations and solutions
- Empower – putting final decision-making into the hands of the community



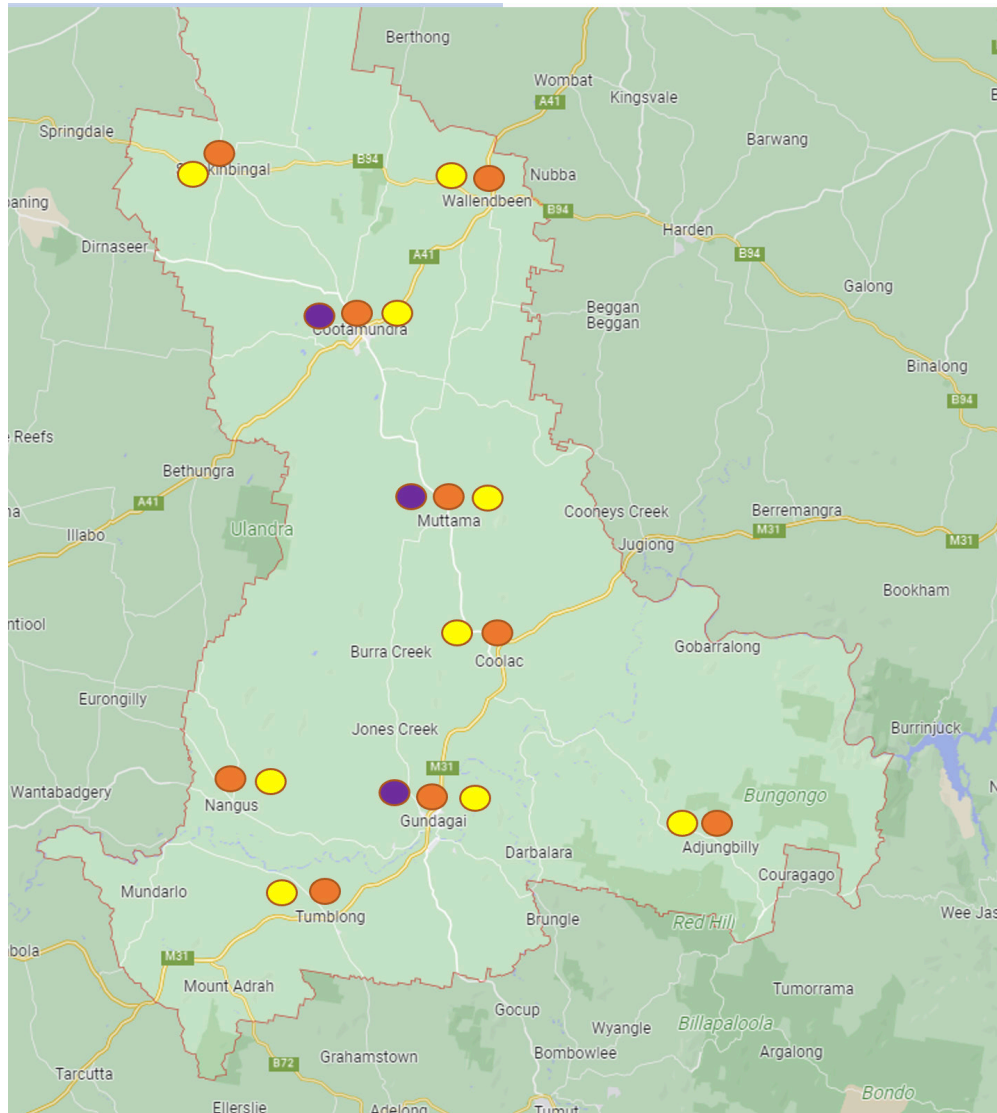
# ENGAGEMENT ACTIVITIES

The Cootamundra-Gundagai community invested significant time, thought and energy into the engagement activities with over 7,866 people directly and indirectly engaged. Overall, the community valued having the opportunity to have their say.

A key focus of the engagement plan was to ensure that activities were undertaken in main towns as well as villages providing a sufficient geographic coverage to afford as many community members as possible with an opportunity to participate.



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL



- Pop Up
- Workshop
- Survey responses



# BRINGING THE PLAN TO LIFE.

## ROLE OF COUNCIL

### Consultation, Delivery and Monitoring

Council has a key role in driving the community towards its preferred future. Council has developed the Community Strategic Plan on behalf of the community, and will continue to take a lead role in facilitating and advocating the plan's objectives.

Community engagement activities will continue during the 10-year period to make sure our goals for the future meet the changing needs of our community. Council also has a role in delivering key strategies within the plan, and will advocate on behalf of the community those activities not resourced by Council by partnering with other government agencies, non-government organisations and residents.

This plan is supported by Council's Delivery Program and Operational Plan:

- Delivery Program: identifies the 4-year principal activities Council will undertake to work towards the community's vision for the future
- Operational Plan: the projects and actions Council will take in the next financial year to achieve the 4-year Delivery Program

Our community's aspirations will not be achieved without sufficient resources – time, money, assets and people – to carry them out. Council is committed to allocating resources to ensure the successful delivery of the strategies within the Community Strategic Plan, while ensuring the continuation of basic services in a fiscally responsible manner.

This resourcing strategy includes:

- The Long-Term Financial Plan: to provide financial modelling for the next ten years
- The Workforce Management Strategy: to address the human resourcing requirements for the next four years, and
- The Asset Management Strategy: to identify critical assets, and develop risk management strategies and actions to improve capability, requirements and timeframes

Council will regularly monitor progress towards achieving our goals, and will report back to the community on how we are tracking. More detailed reports outlining progress will be provided in the Annual Report, as well as at the end of the elected Council's term.



## ROLE OF RESIDENTS AND LOCAL ORGANISATIONS

### Participation

Bringing the Community Strategic Plan to life requires working together. Our residents, community groups and local businesses have an ongoing role in providing input and actively participating in engagement activities.

Our community members already do so much to improve our area – from supporting community events to taking an active role in local projects or taking leadership positions in community organisations. Continuing to make positive changes in our everyday lives will benefit us all in realising our future vision.

## ROLE OF OTHER AGENCIES

### Partnership

Through the development of robust and strategic partnerships and sharing resources with other government and non-government agencies, our plans for the future can be brought to life.

Council is committed to working with other levels of government and neighbouring local Councils to support objectives that reach beyond our local government area.

The Cootamundra-Gundagai Regional Council CSP is influenced by external legislative and regulatory requirements.

Key planning instruments include:

- NSW Premier's Priorities
- Riverina-Murray Regional Plan 2036
- Disability Inclusion Action Planning
- Office of Local Government – Fit for the Future Program
- Legislative Requirements of NSW State Agencies

The Premier has identified key focus areas which government agencies and Council are to consider in their planning process. The Cootamundra-Gundagai Regional Council's CSP will align with these priorities listed below:

- A strong economy
- Highest quality education
- Well connected communities with quality local environments
- Putting the customer at the centre
- Breaking the cycle of disadvantage

The Riverina-Murray Regional Plan has a significant influence on the Cootamundra-Gundagai Community Strategic Plan, and provides direction to Council with four key goals for the region:

- Support agriculture as the dominant industry, encouraging development of livestock production and processing, as well as development of key freight transport services
- Develop niche value-added agricultural produce and related tourism opportunities
- Capitalise on the existing access to rail and road infrastructure
- Enhance access to services and facilities, including health and aged care, to support a healthy rural community

Collaboration and partnerships are crucial to achieve our goals.









## CLIMATE CHANGE

A range of issues was discussed relating to the forecasted changing climate including the need to embed environmental care into wider thinking within the region. Our community talked about innovation and adaptability as being key to responding to climate change in the future.

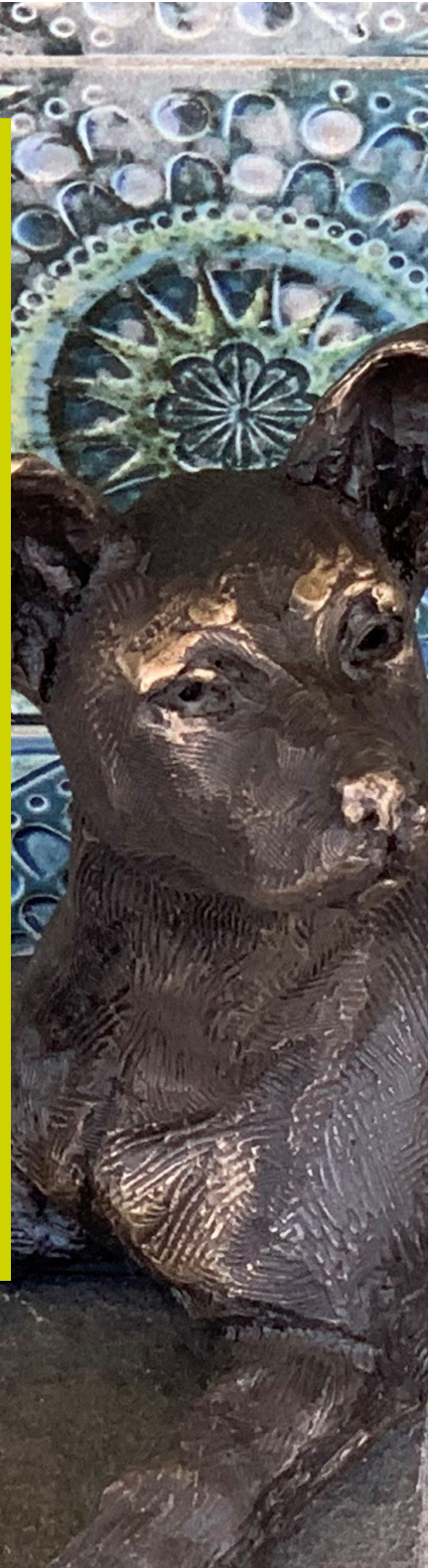
Opportunities to strengthen our already sound response include increasing community awareness and education, investigating the potential for innovative renewable energies and protecting the agricultural base of the region. The strength of community spirit was seen as a benefit in coping with natural disasters, but the need for health and emergency services to protect those who are most at risk was noted.

## TOURISM AND PROMOTION

There was a strong sense from across the community that more could be done to realise the tourism potential of the area. People felt that increased promotion of the region should be anchored in existing strengths such as heritage and historic events, sporting success, natural beauty such as the wattle in the area, food production and proximity to population centres. Importantly a whole-of-region approach was favoured with calls for increased co-ordination of events and tourism opportunities.

Whilst the Dog on the Tuckerbox is a well-known point of reference to encourage travellers to stop, other parts of the region need to develop similar draw cards, for instance Cootamundra being Donald Bradman's birthplace or an increased focus on Cootamundra as a wattle region. Revisiting the Rail Trail project was also regularly mentioned during the consultations. Other opportunities for improvement included better signage and promotion of the region and its major towns and villages, introducing a stand alone Visitor Information Centre at Cootamundra, and implementing a series of workshops and mentoring to support agritourism development.

OUR COMMUNITY  
HAS IDENTIFIED THE  
NEED FOR FURTHER  
INVESTMENT AND  
ENCOURAGING NEW  
BUSINESSES TO  
START UP IN THE  
REGION AS KEY  
FOR OUR FUTURE  
SUSTAINABILITY.





## EMPLOYMENT AND INVESTMENT

Our community has identified the need for further investment and encouraging new businesses to start up in the region as key for our future sustainability and economic resilience. We need to encourage and incentivise a diversity of investment to promote economic growth in the development of new sectors, as well as the growth and expansion of existing businesses.

By fostering a culture of innovation, being open to new ideas and promoting entrepreneurship we can promote ourselves as being “open for business”. Large-scale infrastructure investments can be a catalyst for positive change, such as the ARTC Inland Rail project, a locally based abattoir, and the National Broadband Network (NBN) rollout providing opportunities for the future, making it easier for business to do business and increasing our connectedness with our regional and city counterparts. Our challenge, then, is to be prepared to capture opportunities as they arise.



## BIG IDEAS

- Redevelopment of the Cootamundra Airport
- Add airline services
- Revisit the rail trail in vibrant and supportive community
- Permitted land use and increased land releases and subdivisions with residential and lifestyle land encouraged
- Stronger state and federal government advocacy
- Better access to the Murrumbidgee River at North Gundagai Common
- Increased transparency and accountability
- Connection to country and more work with our Indigenous community
- Innovation and embracing new technologies
- Encourage and facilitate new businesses to start up in the area
- Focus on art and culture as both are a tourism driver
- Building community and business preparedness for natural and manufactured disasters and emergencies
- Stronger focus on maintenance and upgrade of town appearance, tourism and agritourism asset development
- Introduction of Youth Hub and/or a multi-purpose community centre that can be used for range of community needs
- Seek additional funding opportunities to develop tourism and youth assets and support tourism development
- Support establishment of Business Chamber in Gundagai
- Better signage for Cootamundra
- New playground equipment in Muttama
- Stand-alone Visitor Information Centre in Cootamundra
- Avenues of Autumn trees or Wattle to create a spectacle
- Implement a series of workshops and mentoring to support agritourism development
- Revisit major sporting event hosting opportunities for the region
- Silo art to bring tourism
- Establish kerbside bulky waste collection in Gundagai
- A closed dog park in Gundagai for off-leash exercise
- Prioritise planning for the suitable selection, placement and integration of street trees



# OUR PLAN FOR THE FUTURE

The Cootamundra-Gundagai Community Strategic Plan is a call to action which reflects the aspirations and visions for the future.

**Our community strategic plan is made up of:**

- Five key focus areas that identify where we want to be
- Eighteen objectives we want to achieve over the next 10 years
- Strategies that help us achieve our objectives
- Partners we can work with to achieve our objectives
- Performance Measures to track and monitor our progress

## HOW TO READ THIS PLAN

Key Focus Area



### A VIBRANT, SAFE, AND INCLUSIVE COMMUNITY

We have a thriving community where diversity is embraced, everyone is welcomed, valued, safe and we have opportunities to enhance our health, happiness, and wellbeing.

	Where do we want to be	How will we get there	Council's role	Partners
Objectives	Our health and wellbeing needs are met	<ul style="list-style-type: none"> <li>Quality health and well-being services that support the changing needs of the community throughout the lifecycle are provided through government and nongovernment organisations</li> <li>Provide opportunities for the recreational use of parks sporting facilities, swimming pools by ensuring they are safe, maintained, managed and meet the needs of all community members</li> <li>Seek funding and investment for the revitalisation of the Gundagai Memorial Swimming Pool and existing sports and recreation facilities across Cootamundra, Gundagai and villages</li> </ul>	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>Community groups and sporting organisations</li> <li>NSW and Australian governments</li> <li>Primary and allied health services</li> </ul>
Strategies				
Council's Role				
Partners who can help				

Performance indicators and measures



Outcomes	Measure	Source
A diverse and inclusive community	<ul style="list-style-type: none"> <li>Attendance and participation in community and cultural events, activities and programs</li> <li>% Of residents who say they can get help from their friends, family, neighbours when needed</li> </ul>	<ul style="list-style-type: none"> <li>Cootamundra-Gundagai Regional Council community survey</li> </ul>
A happy, healthy and safe community	<ul style="list-style-type: none"> <li>Community wellbeing score reflects average regional Australian wellbeing score</li> <li>Low crime rates maintained</li> <li>% Of residents who are a healthy weight</li> <li>% Of residents who are non-smokers</li> <li>% Of residents involved in physical activity or who are involved in sports</li> </ul>	<ul style="list-style-type: none"> <li>Regional Wellbeing Survey</li> <li>Local Police Reports</li> <li>NSW Bureau of Crime Statistics and Research</li> </ul>



## 1

# A VIBRANT, SAFE, AND INCLUSIVE COMMUNITY

We have a thriving community where diversity is embraced, everyone is welcomed, valued, safe and we have opportunities to enhance our health, happiness, and wellbeing.

Where do we want to be	How will we get there	Council's role	Partners
<b>1.1 Our health and wellbeing needs are met</b>	<p>1.1a Provide quality health and well-being services that support the changing needs of the community throughout the lifecycle through government and non-government organisations</p> <p>1.1b Provide opportunities for the recreational use of parks, sporting facilities, swimming pools by ensuring they are safe, maintained, managed and meet the needs of all community members</p> <p>1.1c Seek funding and investment for the revitalisation of the Gundagai Memorial Swimming Pool and existing sports and recreation facilities across Cootamundra, Gundagai and villages</p>	<b>Leader Partner Advocate</b>	<ul style="list-style-type: none"> <li>Community groups and sporting organisations</li> <li>NSW and Australian governments</li> <li>Primary and allied health services</li> </ul>
<b>1.2 A welcoming community that cares for and looks after each other</b>	<p>1.2a Support initiatives and facilities that encourage social inclusion and community connections</p> <p>1.2b Acknowledge and respect Aboriginal and Torres Strait Islander peoples</p> <p>1.2c Undertake an Aboriginal Heritage and Cultural Places Study</p> <p>1.2d Local groups, clubs, and volunteer organisations are recognised, supported and promoted</p> <p>1.2e Increase focus on the Arts by providing accessible, functional, multi-purpose facilities and spaces suitable for culture, recreational, learning and information services and activates</p>	<b>Leader</b>	<ul style="list-style-type: none"> <li>Community groups</li> <li>Local historical societies</li> <li>Artists</li> <li>Art &amp; Culture Groups</li> <li>Local Aboriginal Community</li> <li>Sporting Groups</li> </ul>
<b>1.3 Maintaining low crime levels</b>	<p>1.3a Deliver dependable emergency service management practices and responses which protect our community</p> <p>1.3b Work with key partners and community to maintain low levels of local crime and deliver community and road safety</p> <p>1.3c Installation of CCTV cameras in higher crime areas</p>	<b>Leader Facilitator</b>	<ul style="list-style-type: none"> <li>Local Police</li> <li>Stock Squad</li> <li>State Forest NSW</li> <li>Crime Prevention Working Group</li> </ul>

# WHAT YOU CAN DO:

Volunteer, participate in community activities and events, share and promote local events and activities, participate in healthy lifestyle activities. Report to Council when facilities require maintenance or attention, make use of our open spaces, visit our tourist attractions.

Outcomes	Measure	Source
<b>A diverse and inclusive community</b>	<ul style="list-style-type: none"> <li>Attendance and participation in community and cultural events, activities and programs</li> <li>% Of residents who say they can get help from their friends, family, neighbours when needed</li> </ul>	<ul style="list-style-type: none"> <li>Cootamundra-Gundagai Regional Council community survey</li> </ul>
<b>A happy, healthy and safe community</b>	<ul style="list-style-type: none"> <li>Community wellbeing score reflects average regional Australian wellbeing score</li> <li>Low crime rates maintained</li> <li>% Of residents who are a healthy weight</li> <li>% Of residents who are non-smokers</li> <li>% Of residents involved in physical activity or who are involved in sports</li> </ul>	<ul style="list-style-type: none"> <li>Regional Wellbeing Survey</li> <li>Local Police Reports</li> <li>NSW Bureau of Crime Statistics and Research</li> </ul>
<b>Community satisfaction with local arts, entertainment, and culture</b>	<ul style="list-style-type: none"> <li>Level of community satisfaction with the provision of local arts, entertainment and culture</li> </ul>	<ul style="list-style-type: none"> <li>Cootamundra-Gundagai Regional Council community survey</li> </ul>
<b>Community satisfaction with parks and recreational areas</b>	<ul style="list-style-type: none"> <li>Level of community satisfaction with the provision of parks and recreational areas</li> </ul>	<ul style="list-style-type: none"> <li>Cootamundra-Gundagai Regional Council community survey</li> </ul>



## 2

A REGION FOR  
THE FUTURE

We are a prosperous and resilient region providing opportunities for growth and learning to strengthen and grow our economy, support tourism, and adopt new technologies to ensure long-term sustainability.

Where do we want to be	How will we get there	Council's role	Partners
<b>2.1 Recognised as a must-visit tourist destination</b>	2.1a Seek funding and investment opportunities for tourism asset development 2.1b Seek funding and investment opportunities to improve existing visitor amenities and experiences 2.1c Growth and expansion of the region's events calendar and tourism products with a focus on agritourism opportunities 2.1d Increased marketing of the Cootamundra and Gundagai tourism brands 2.1e Actively promote and develop the region's visitor accommodation, products, and recreational infrastructure 2.1f Establish stand-alone Visitor Information Centre in Cootamundra and refurbishment of Gundagai Visitor Information Centre 2.1g Undertake community consultation and feasibility studies for Rail Trail between Cootamundra and Gundagai	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>• NSW and Australian governments</li> <li>• Community Groups</li> <li>• Local businesses and business partnerships</li> </ul>
<b>2.2 A thriving region that attracts people to live, work and visit</b>	2.2a Support and facilitate economic development and employment opportunities 2.2b Attract new business and employment opportunities to the region, supporting their establishment and retention 2.2c Implement strategies and report on outcomes from Council's Tourism and Economic Development Strategy 2.2d Deliver Youth Strategy actions and promote existing Youth Council Resources including establishing Youth Hub 2.2e Work with businesses, planners and governments to facilitate key infrastructure projects to support economic growth 2.2f Facilitation of business grants 2.2g Creation of a hub for education and training of frontline medical staff to position Cootamundra as a centre of medical excellence 2.2h Improving Council's focus on the Arts by providing accessible, functional and multi-purpose facilities and spaces suitable for cultural, recreational, learning and information services and activities	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>• Youth Council</li> <li>• Cootamundra Tourism Action Group</li> <li>• Gundagai Tourism Action Committee</li> <li>• Business Associations</li> <li>• NSW Business Chamber</li> <li>• NSW and Australian governments</li> <li>• Murrumbidgee Local Health District</li> <li>• TAFE NSW</li> </ul>



# WHAT YOU CAN DO:

Shop locally, support local businesses, share with each other upcoming events and help with local promotion, employ local people, participate in healthy lifestyle activities, use local and regional service providers, think local when looking for work opportunities, encourage family and friends to relocate to the region.

<b>2.3 A region that can accommodate and support strategic growth</b>	<p>2.3a Pursue affordable housing opportunities in the region</p> <p>2.3b Provide appropriate land development to meet market demand</p> <p>2.3c Implement actions from the Local Environmental Plan and Development Control Plan such as providing approval for subdivisions and boundary realignments below the minimum lot sizes and allowing for rural zones to be considered 'open' and implementing a zero minimum lot size for the R3- Medium Density Residential Zone</p> <p>2.3d Secure Cootamundra as an Inland Port location serving to transfer rail freight between the Inland Rail and Sydney-Melbourne line</p>	<p><b>Leader</b></p> <p><b>Partner</b></p> <p><b>Advocate</b></p>	<ul style="list-style-type: none"> <li>Local farmers and agricultural landowners</li> <li>Landowners</li> <li>NSW and Australian governments</li> <li>Inland Rail</li> </ul>
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Outcomes	Measure	Source
Region recognised as a popular tourist destination	<ul style="list-style-type: none"> <li>Increased tourism numbers and overnight visitation</li> <li>Annual spend in region</li> <li>Uptake of Council's community donations/funding/sponsorships</li> </ul>	<ul style="list-style-type: none"> <li>Cootamundra-Gundagai Regional Council</li> <li>Destination NSW</li> <li>Tourism Research Australia</li> </ul>
A strong, diverse, and resilient economy with business, work, and investment opportunities available	<ul style="list-style-type: none"> <li>Growth in number of registered small and medium business</li> <li>Increase in value of approved commercial developments</li> </ul>	<ul style="list-style-type: none"> <li>Australian Business Register Data</li> <li>Cootamundra-Gundagai Regional Council</li> </ul>
Responsible growth, and development with land-use opportunities identified, promoted and realised	<ul style="list-style-type: none"> <li>Number of development applications and number of development approvals</li> </ul>	<ul style="list-style-type: none"> <li>Cootamundra-Gundagai Regional Council</li> </ul>
Local unemployment is low	<ul style="list-style-type: none"> <li>Overall unemployment rate low</li> <li>Youth unemployment rate low</li> </ul>	<ul style="list-style-type: none"> <li>Australian Bureau of Statistics</li> </ul>
Increased population	<ul style="list-style-type: none"> <li>Number of new residents</li> </ul>	<ul style="list-style-type: none"> <li>Australian Bureau of Statistics</li> <li>Cootamundra-Gundagai Regional Council</li> </ul>

## 3

A PROTECTED AND  
ENHANCED ENVIRONMENT

We have attractive towns and villages that complement our unique natural environment, where heritage is preserved and enhanced whilst balancing the needs for regional development and growth.

Where do we want to be	How will we get there	Council's role	Partners
<b>3.1 Our natural environment is valued and protected</b>	3.1a Implement land-use strategies as highlighted in the Local Environmental Plan and Development Control Plan which enhance and protect our natural environment 3.1b Undertake active weed and pest management 3.1c Ensuring new developments minimise impacts on water catchments, including downstream and groundwater sources 3.1d Locate developments, including new urban release areas away from areas of known high biodiversity value, high bushfire, and flooding hazards, contaminated land, and designated waterways to reduce the community's exposure to natural hazards	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>Local organisations</li> <li>Community members</li> <li>Local Land Services</li> <li>Landcare</li> <li>CSIRO</li> </ul>
<b>3.2 We have attractive towns and villages</b>	3.2a Undertake place making and beautification activities at entrances to towns and villages 3.2b Increase highway signage for Cootamundra and investigate additional signage opportunities for walks, public art, village facilities, river, nature-based experiences 3.2c Regeneration of creeks and waterways including Muttama Creek and Gundagai waterways 3.2d Planning for rural, urban and industrial development is complementary to the region's natural environment and heritage 3.2e Ensuring the protection of high environmental value assets throughout plans	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>Cootamundra-Gundagai Regional Council</li> <li>Local businesses</li> <li>Community groups</li> <li>Local producers</li> </ul>
<b>3.3 Responsive and adaptive community to climate change risks and impacts</b>	3.3a Investigate and implement renewable energy technologies to reduce environmental impact including developing specific controls for solar farms and permissibility of landfills 3.3b Investigate and implement sustainable water and waste strategies as outlined in CGRC Local Strategic Planning Statement 3.3c Encourage and support active community participation in local environment projects	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>Renewable energy companies</li> <li>Transgrid</li> <li>Essential Energy</li> <li>NSW Government</li> <li>Landcare</li> <li>Local Land Services</li> <li>NSW Government</li> <li>CSIRO</li> <li>Community</li> </ul>



# WHAT YOU CAN DO:

Conserve water, recycle and minimise energy use, get involved in activities that assist protecting the environment, protect our natural habitats by being responsible and respectful, control weeds and pests on private property.

<b>3.4 Greater efficiency in the use of resources</b>	3.4a Improve waste minimisation and recycling practices in homes workplaces, development sites and public places 3.4b Encourage energy and resource efficiency initiatives such as native and water wise gardens to increase drought tolerance 3.4c Revise asset management strategy 3.4d Develop, implement and report on a Regional Sustainability Strategy 3.4e Community sustainability communication activities	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>• NSW Government</li> <li>• Developers</li> <li>• Planners</li> <li>• Landcare</li> <li>• Local Land Services</li> <li>• Local businesses</li> <li>• Community</li> <li>• Essential Energy</li> </ul>
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Outcomes	Measure	Source
Interesting, attractive, and welcoming towns and villages	<ul style="list-style-type: none"> <li>• Community satisfaction with place making activities, and beautification projects</li> </ul>	<ul style="list-style-type: none"> <li>• Cootamundra-Gundagai Regional Council community survey</li> </ul>
Local history, heritage, culture, and character is valued and preserved	<ul style="list-style-type: none"> <li>• Community satisfaction with heritage conservation</li> </ul>	<ul style="list-style-type: none"> <li>• Cootamundra-Gundagai Regional Council community survey</li> </ul>
Environment and climate change risks and impacts are understood and managed collectively	<ul style="list-style-type: none"> <li>• Reduced water usage</li> <li>• Increased community readiness and resilience to bushfires and floods</li> </ul>	<ul style="list-style-type: none"> <li>• Cootamundra-Gundagai Regional Council water usage</li> </ul>
Increased use of sustainable water and energy sources	<ul style="list-style-type: none"> <li>• Household water usage</li> <li>• Compliance with Australian Drinking Water Guidelines</li> <li>• Household electricity usage</li> </ul>	<ul style="list-style-type: none"> <li>• Cootamundra-Gundagai Regional Council</li> <li>• Transgrid</li> <li>• Water NSW</li> </ul>

## 4

COLLABORATIVE AND  
PROGRESSIVE LEADERSHIP

We have a transparent and accountable local Council with an actively engaged community and effective partnerships that fosters trust, facilitates innovation and uses resources wisely to meet community needs.

Where do we want to be	How will we get there	Council's role	Partners
<b>4.1 A clear strategic direction that is delivered upon</b>	4.1a Continuous improvement in services delivery based on accountability, transparency and good governance 4.1b Provide the community with responsive customer service 4.1c Maintain a high-quality workforce that is committed to delivering on the community's and Council's vision and goals 4.1d Strengthen strategic partnerships with the community, business and all levels of government 4.1e Ensure long-term financial sustainability through short, medium and long-term financial planning	<b>Leader Partner Advocate</b>	<ul style="list-style-type: none"> <li>NSW and Australian governments</li> <li>Community</li> <li>Local businesses and business partnerships</li> </ul>
<b>4.2 Proactive, practical Council leaders who are aligned with community needs and values</b>	4.2a Elected representatives who are trained, skilled, resourced, and knowledgeable 4.2b Implementing, monitoring, review and reporting on Council strategic and operational plan outcomes 4.2c Deliver better online solutions to customers who engage with Council	<b>Leader Partner Advocate</b>	<ul style="list-style-type: none"> <li>Community Members</li> </ul>
<b>4.3 Actively engaged and supportive community</b>	4.3a Engaging and partnering with the community in the delivery of CSP objectives 4.3b Promoting and celebrating achievements of Council and the community 4.3c Facilitate more face-to-face community engagement/pop-up activities 4.3d Develop and implement a Communications Plan for Council 4.3e Facilitate community consultation in line with Community Engagement Charter 4.3f Active and robust Section 355 Working Committees	<b>Leader Partner Advocate</b>	<ul style="list-style-type: none"> <li>Community</li> <li>Section 355 Committees</li> </ul>



# WHAT YOU CAN DO:

Participate in Council engagement activities and events, attend Council meetings, or watch them online, make use of Council's website, provide feedback on Council plan and initiatives, make suggestions to Council, support the Section 355 committees in your town/village.

<b>4.4 Recognised as a premier local government Council that represents and advocates for community needs</b>	<p>4.4a Maintaining a strong and robust financial position that supports the delivery of services and strategies ensuring long-term financial stability</p> <p>4.4b By meeting all legislative requirements and operating within good governance practices and frameworks</p> <p>4.4c Information is communicated with the community consistently, reliably, timely and in a manner that best suits diverse needs</p> <p>4.4d Planning and decision making is holistic and integrated and has due regard to the long-term and cumulative impacts</p> <p>4.4e Advocate to NSW Government for the provision of incentives to attract health specialists and essential support services for our community</p> <p>4.4f Implement and deliver Council's Disability Inclusion Action Plan</p> <p>4.4g Establish innovative leadership practices</p>	<p><b>Leader</b></p> <p><b>Partner</b></p> <p><b>Advocate</b></p>	<ul style="list-style-type: none"> <li>• NSW Government</li> </ul>
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Outcomes	Measure	Source
<b>Strong Council performance and culture</b>	<ul style="list-style-type: none"> <li>• Compliance with integrated and reporting requirements</li> <li>• Benchmark to best practice</li> <li>• % Of residents who are satisfied with Council performance</li> <li>• Quality of service to rate payers</li> <li>• Adherence to Code of Conduct</li> <li>• Increase in staff capacity, satisfaction and wellbeing</li> <li>• Council attracts, retains, develops and supports workers in a safe, healthy and non-discriminatory environment</li> </ul>	<ul style="list-style-type: none"> <li>• Cootamundra-Gundagai Regional Council community survey</li> <li>• NSW Department of Local Government</li> <li>• Cootamundra-Gundagai Regional Council staff survey</li> </ul>
<p><b>A well informed and engaged community</b></p> <p><b>Community is satisfied with Council's level of engagement, accountability and transparency</b></p>	<ul style="list-style-type: none"> <li>• Opportunities for genuine community engagement</li> <li>• Additional support to achieve community outcomes by seeking targeted grant funding</li> <li>• % Of residents who feel that Council delivers value for their rate dollar</li> <li>• % Of residents who feel Council communicates well with the community</li> <li>• % Of residents who know who to contact at Council for representation and information</li> </ul>	<ul style="list-style-type: none"> <li>• Cootamundra-Gundagai Regional Council community survey</li> <li>• Cootamundra-Gundagai Regional Council customer service reports</li> <li>• Grant Register</li> </ul>

# 5 INTEGRATED AND ACCESSIBLE REGION

We have transport networks and services that are well connected and convenient and not only connect our villages and towns, but also connect us to other regions, capital cities and states, and our community has access to services and facilities that make the region 'liveable'.

Where do we want to be	How will we get there	Council's role	Partners
<b>5.1 Known for our good road network</b>	5.1a Revising the asset management plan 5.1b Prioritising access road maintenance and future development to provide safe and efficient road and pathway network 5.1c Considering alternate/additional road maintenance partners 5.1d Work with partners to improve access to public transport 5.1e Improve passenger and freight transport connections in the region	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>Telstra/telecommunications provider</li> <li>Road maintenance contractors</li> <li>Other contractors</li> </ul>
<b>5.2 Easily accessible from major cities and other regional towns</b>	5.2a Feasibility study/masterplan for development of Cootamundra airport into a true regional airport facilitating visitors, business, health services, and managing emergencies 5.2b Improve road conditions across the region, and advocate to improve access to regional cities and connection out of the region 5.2c Establish linked network of pedestrian footpaths and cycle paths through continued extension and upgrade of pedestrian and cycle paths 5.2d Seek funding to enable electric charging infrastructure	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>NSW and Australian governments</li> <li>Murrumbidgee Local Area Health</li> <li>Cootamundra Airport</li> <li>Cootamundra Tourism Group</li> <li>Business Chambers</li> <li>Transport for NSW</li> <li>RMS</li> <li>Neighbouring Rail Trails</li> </ul>
<b>5.3 Secure Cootamundra as an Inland Port location serving to transfer rail freight between the Inland Rail and Sydney-Melbourne line</b>	5.3a Target opportunities for new freight and logistics facilities in the area that maximise the use of available industrial land, access to transport and specific labour market requirements 5.3b Identify, coordinate and prioritise the delivery of local road projects that help support the regional freight network 5.3c Attend State agency and local government area roundtable meetings to achieve better regional planning outcomes, and ensuring a more collaborative approach across the region 5.3d Implement actions from Villages Strategy which target industrial and freight development	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>NSW Government</li> <li>Freight and Logistic providers</li> <li>Transport Providers</li> <li>Local businesses and business partnerships</li> </ul>



# WHAT YOU CAN DO:

Keep footpaths clear of parked cars and overhanging, overgrown vegetation, be aware of your safety when moving around the region, use local and regional transport providers, report unsafe road conditions to Council.

<b>5.4 Functional communications technologies to improve services and facilities across the region</b>	5.4a Develop a digital services strategy 5.4b Implement technology solutions to improve transport infrastructure and experiences 5.4c Advocate for future technology provision (i.e., IoT) to support business and lifestyle in our community	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>• Telecommunications Provider</li> <li>• Local businesses and business partnerships</li> <li>• NBN</li> </ul>
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Outcomes	Measure	Source
A safe, sustainable and efficient road and pathway network	<ul style="list-style-type: none"> <li>• Community satisfaction with the safety of the road network in their town or village and across the region</li> <li>• Community satisfaction with the condition of the road network in their town or village and across the region</li> </ul>	<ul style="list-style-type: none"> <li>• Cootamundra-Gundagai Regional Council community survey</li> </ul>
Better connectivity between towns villages, other regions, major cities and other states	<ul style="list-style-type: none"> <li>• Community satisfaction with connectivity</li> <li>• Increased opportunity for Council</li> </ul>	<ul style="list-style-type: none"> <li>• NSW Government</li> <li>• Cootamundra-Gundagai Regional Council Community survey</li> <li>• Federal Government</li> </ul>
Improved access to IoT technologies	<ul style="list-style-type: none"> <li>• % Of residents connected via technology</li> <li>• Community satisfaction with services</li> </ul>	<ul style="list-style-type: none"> <li>• Australian Bureau of Statistics</li> <li>• Cootamundra-Gundagai Regional Council community survey</li> </ul>

# OUR PLACE... OUR FUTURE.

2022 Community Strategic Plan





**8.1.4 DELIVERY PROGRAM AND OPERATIONAL PLAN QUARTERLY PROGRESS REPORT**

DOCUMENT NUMBER	368919
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with section 404(5) of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Q3 Progress Report Update <a href="#">↓</a>

**RECOMMENDATION**

**The Delivery Program incorporating the Operational Plan 2021/22, quarterly progress report, (3rd Quarter 1<sup>st</sup> January – 31<sup>st</sup> March 2022), attached to the report, be received and noted.**

Discussion

Section 404 (5) of *the Local Government Act, 1993* requires that “The general manager must ensure that regular progress reports are provided to the council, reporting as to its progress with respect to the principal activities detailed in its delivery plan”.

Accordingly, attached to this report is the quarterly progress report detailing the extent to which performance measures and targets, set out in the Delivery Program and Operational Plan, have been achieved during the third quarter of the reporting year; that is between 1<sup>st</sup> January and 31<sup>st</sup> March, 2022.

The next progress report will be presented to Council at the Ordinary Meeting to be held 23<sup>rd</sup> August, 2022 and will consist of status updates for actions within the 21/22 Operational Plan (4th quarter reporting period of April-June, 2022).

# Delivery Program / Operational Plan

## Quarterly Progress Report

2021/2022 Q3

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

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

1.1a: A range of programs, activities and events are delivered and promoted across the region to create opportunities for all members of our community to come together and strengthen community cohesion.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	1.1a (1)	Assist with the promotion of local events through the Council tourism and general social media channels	Manager Community and Culture	Ongoing	Promotion of a range of tourism events during the period.
	1.1a (1)	Assist with the promotion of local events through the Council tourism and general social media channels	Coordinator Business	Ongoing	Business unit administers the Cootamundra-Gundagai Regional Council Website and Face Book page. Administrators share posts from Gundagai and Cootamundra Tourism pages consistently. Local events are cross promoted across all pages.
	1.1a (1)	Develop and consistently conduct a broad range of community surveys to gauge community interests and expectations in regard to council communications, community sentiment and council managed events	Coordinator Business	Ongoing	Community Strategy Plan survey used to develop Community Strategic Plan 2022 and associated Integrated Planning & Reporting documentation.

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Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.1a (1)	Provide agreed in-kind support to major events such as the Beach Volleyball Carnival, Cootamundra and the Busking Festival, Gundagai	Manager Community and Culture	Ongoing	Cootamundra Beach Volleyball planning underway. Gundagai busking in doubt at this stage.
	1.1a (1)	Seek grants or support other group grant applications as they relate to Events	Manager Community and Culture	Ongoing	Funding being sought to hold community building events. Event organisers supported with statistical information on event success.
Encourage the development of initiatives to welcome new residents and make them aware of the opportunities which exist in the local government area.	1.1a (3)	Develop and retain current centralised information on the LGA's attributes in the towns and villages including features, events and service, and promote and make available, livability information via council's website	Manager Community and Culture	Ongoing	Information on Country Change website and packs available from Council.
Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	1.1a (4)	Consider the needs of stakeholders in developing library collections and services in line with Covid-19 requirements	Manager Community and Culture	Ongoing	Have been offering more online and over the phone e-library help. More need for home delivery services. People still anxious about coming back to libraries.
	1.1a (4)	Explore options to potentially participate in designated RRL workshop/s	Manager Community and Culture	Ongoing	The next Riverina Regional Library workshop / training day is in April and all relevant staff will attend.
	1.1a (4)	Implement program to encourage Library membership and increase overall membership numbers	Manager Community and Culture	Ongoing	Joined up new members recently at the retirement Village and had a stand at the Seniors Expo. Also been networking with local schools.

1.1b: Cultural and arts facilities and services are promoted and supported.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Build and sustain partnerships with cultural and arts bodies, and the local arts community, to support	1.1b (1)	Collaborate with the Local Cultural Committee and regularly attend Committee meetings	Manager Community and Culture	Ongoing	Attended Gundagai Cultural Group Meeting.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
activities and to secure funding for cultural and arts development in the local government area.	1.1b (1)	Continue partnership with Eastern Riverina Arts	Manager Community and Culture	Ongoing	Councillor representative attended Eastern Riverina Arts meeting.
	1.1b (1)	Pursue available grant opportunities	Manager Community and Culture	Ongoing	Grant opportunities identified, further planning required to be shovel ready.
Provide assistance to art and cultural bodies to promote and develop programs and facilities.	1.1b (2)	Provide support to the Cootamundra Arts Centre with funding applications	Manager Community and Culture	Ongoing	Facilities Manager providing support with relevant applications.
Undertake development of Cootamundra library outdoor area.	1.1b (3)	Complete refurbishment of Cootamundra Library	Manager Facilities	Ongoing	Meeting undertaken with staff to finalise plans and arrange updated costings, time frames for project to move forward. Received signed executed funding deed from Regional program office.

1.1c: Local groups, clubs, and volunteer organisations are recognised, promoted and supported.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure the best interests of local volunteer and community organisations are promoted where ever possible.	1.1c (1)	Council to provide space and support for social groups at the Gundagai Library	Manager Community and Culture	Ongoing	Social groups have continued to operate in the main library space as craft room not complete. New furniture purchased for craft room and also the undercover area have been able to be utilised while the weather is good.
	1.1c (1)	Provide support to volunteer organisations with funding applications	Manager Community and Culture	Ongoing	Various groups supported with applications.
Encourage volunteerism across the local government area.	1.1c (2)	Assist with promotion of volunteer employment opportunities	Manager Community and Culture	Ongoing	Various volunteer opportunities promoted through newsletter and social media.
Provide support and funding where possible to support a range of	1.1c (3)	Develop and implement an Annual Volunteer Grants Program	Manager Community and Culture	Ongoing	Currently being managed by Executive Assistant to the Mayor and General Manager.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
community groups deliver positive outcomes for the local community.	1.1c (3)	Investigate funding opportunities to assist with community group promotion	Manager Community and Culture	Ongoing	Funding achieved to enable better promotion.

1.1d: Recognise and value the importance and uniqueness of the history and heritage of our area and its communities.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	1.1d (1)	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	Gundagai Museum open again. Museum advisor program to be joined.
	1.1d (1)	Investigate a collection exchange or travelling/temporary exhibition options to enhance the attraction of the museums	Manager Community and Culture	Ongoing	Bradman signed Bat acquired as a donation for collection. Trip planned for Bowral late 2022 to look at opportunities for Bradman's Birthplace.
	1.1d (1)	Investigate new experiences such as virtual technology, visual media etc to enhance the experience of museum visitors	Manager Community and Culture	Ongoing	Application successful. Elements to be delivered in conjunction with Gundagai Cultural Group.
	1.1d (1)	Seek grants to enhance the museum collections	Manager Community and Culture	Ongoing	Museum advisor to be appointed for the region.
Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	1.1d (2)	Develop masterplans for the management of Council owned/managed heritage buildings and structures	Manager Community and Culture	Ongoing	Ongoing work on a number of buildings including the Cootamundra Heritage Centre, Bradman's Birthplace and the Old Mill in Gundagai.
	1.1d (2)	Investigate funding opportunities to implement masterplan activities	Manager Community and Culture	Ongoing	Captain Moonlite display completed in the infirmary space. Stove purchased and heritage report prepared for upgrade of kitchen facilities.
Facilitate the coordination and promotion of the different historical groups and heritage	1.1d (3)	Explore options to potentially provide 'promotional space' at the Gundagai Library for the Gundagai Museum	Manager Community and Culture	Ongoing	Local historical interest items are displayed at library. Promotional space is already offered at Gundagai Visitor Centre which is more frequented by tourists.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
assets within the local government area.	1.1d (3)	Provide promotion of Historical Groups in LGA via newsletters and social media	Manager Community and Culture	Ongoing	Both our libraries and tourism teams connect people with the historical groups as requested. Any events or activities are promoted when asked.

1.1e: Develop and implement a range of activities and initiatives which promote a culture of accessibility and inclusiveness.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	1.1e (1)	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	Ongoing	No action for this quarter.
	1.1e (1)	Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	Ongoing	No action this quarter.
	1.1e (1)	Ensure information concerning accessible public transport including Community Transport is readily available	Manager Community and Culture	Ongoing	Online public toilet map includes this information.
	1.1e (1)	Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Ongoing	Facilities Manager will update as buildings/signs are upgraded.
	1.1e (1)	Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	Ongoing	Coordinator Business manages s.355 Committees, manual to be reviewed to ensure this is considered.
	1.1e (1)	Ensure the Council's Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Ongoing	Council's Community Strategic Plan being finalised.
	1.1e (1)	Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	Ongoing	Space does limit the information able to be provided in some formats but promotional material takes people to website.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.1e (1)	Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Ongoing	Complaints can generally be reported through Council's complaints process. Members of the Access Inclusion Advisory Committee can also bring concerns to meetings.
	1.1e (1)	Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	No requests for support this quarter.
	1.1e (1)	Review Council documents to make them easy to complete for people of all abilities. All forms to include how people can access assistance in completion	Manager Community and Culture	Ongoing	Council newsletter now issued in a reader friendly version. Manager Finance and Customer Service and Coordinator Business to consider as documents come up for review.
	1.1e (1)	Update existing Council channels to ensure that they have the ability to include access information and other stakeholder requirements, and that this is collected	Manager Community and Culture	Ongoing	Manager Finance and Customer Service and Coordinator Business to address as they review channels.
	1.1e (1)	When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	Ongoing	Coordinator Business to review local information on Council website.
Develop and implement a Youth Strategy which meets the needs of young people within our community.	1.1e (2)	Implement Youth Strategy	Manager Community and Culture	Ongoing	Priorities set for the coming year. Cootamundra Youthspace and the final delivery of the Gundagai Youthspace being key priorities for action.

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

### 1.2a: Maintain and enhance the amenity of our main streets and public spaces so that they are attractive, clean and people feel safe.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Enhance the amenity and appearance of our towns' main streets.	1.2a (1)	Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	General Manager	Completed	Completed.
	1.2a (1)	Implement upgrades to main street and public spaces as funded by grants	Manager Community and Culture	Ongoing	Manager Technical Services and Manager Waste, Parks & Recreation Services are delivering upgrades.
Provide and maintain a clean and attractive streetscape.	1.2a (2)	Continue to maintain and clean main street and public spaces in the Local Government Area	Manager Waste, Parks & Rec Services	Ongoing	The main-street is maintained within the financial allocations and adopted standards.
	1.2a (2)	Continue to maintain and clean main street and public spaces in the Local Government Area	Manager Facilities	Ongoing	Main street gardens are continually being maintained and improved as budget allows and is required. Ongoing construction works has slowed the progress of some gardens but these are now being planted out or lawn is being added for ease of maintenance.
Plan for and manage the construction of public space upgrades as funding permits.	1.2a (3)	Investigate options for improving access to local businesses	Manager Community and Culture	Ongoing	Local Road and Community Infrastructure Program (LRCI Program) funding to address access to the edge of the premises.

### 1.2b: Promote our sense of identity and enhance the attractiveness of our region by investing in town and village entrances.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Improve the amenity of town and village entrances.	1.2b (1)	Seek a grant for landscaping plans/works at the Wallendbeen Roundabout & Rest Area and South Gundagai Roundabout to enhance the visual "entrances" to our LGA	Manager Waste, Parks & Rec Services	Ongoing	This is managed in accordance with Councils Grant Policy.



Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.2b (1)	Seek a grant for landscaping plans/works at the Wallendbeen Roundabout & Rest Area and South Gundagai Roundabout to enhance the visual “entrances” to our LGA	Manager Facilities	On Hold	Currently no funds available. I have received a contact for RMS who own the sites and yet to discuss these requests.

1.2c: Encourage the wide-spread use of open spaces and community facilities by ensuring they are welcoming, accessible, maintained and managed for everyone to enjoy, and that they continue to meet the needs of our community.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Maintain and improve Council buildings and properties in accordance with asset management plans.	1.2c (1)	Maintain council owned buildings in accordance with councils Asset Management Plan, and budget	Manager Facilities	Ongoing	Investigation into updating the asset register is currently required. Investigations into an online reporting system, as well as the ability for staff to record maintenance issues while in the field is also required. Routine maintenance is being carried out on a re-active basis currently, this is due to the high work load in completing major projects. Future planning for a dedicated maintenance routine and budget is being investigated.
	1.2c (1)	Seek additional funding (Grants) to improve council buildings and facilities	Manager Facilities	In Progress	The facilities team are still working on all the currently approved grant projects. We are looking at other grants when time permits to continue to improve all Council facilities.
Maintain and improve Council library facilities.	1.2c (2)	Complete meeting space addition to Gundagai Library	Manager Facilities	Ongoing	Discussions with staff have confirmed designs, final drawings are being prepared for application lodgment for Development Application.
	1.2c (2)	Create programs to cater for ongoing service delivery to isolated residents	Manager Community and Culture	Ongoing	Cootamundra delivered a Be Connected computer program at Stockinbingal. Did a library presentation at the Retirement Village. We now take new resources monthly to residents.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Maintain and improve Council's parks and recreation and sporting facilities.	1.2c (3)	Maintain Council Parks, Gardens and Sporting Grounds across the Local Government Area	Manager Waste, Parks & Rec Services	Ongoing	In accordance within allocated resources.
	1.2c (3)	Maintain Sporting Grounds as per the current adopted schedules and specifications	Manager Facilities	Ongoing	Inspection and liaising with user groups helps to assist with priorities in ground maintenance and improvements. Regular inspections are undertaken and the booking system assists with programming improvement works.
Co-ordinate the provision of Council facilities for community use.	1.2c (4)	Implement and monitor systems that allow for effective and efficient management and identify availability of Public Open Space and associated facilities to the community and user groups	Manager Waste, Parks & Rec Services	Not Progressing	System completed but no resources to manage and or implement at this stage.
	1.2c (4)	Implement and monitor systems that allow for effective and efficient management and identify availability of Public Open Space and associated facilities to the community and user groups	Manager Facilities	Ongoing	Council's booking process is through the reception counter and booking forms. Calendars are kept up to date with current bookings. User groups are encouraged to have team sport draws in early for sports seasons.
Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	1.2c (5)	Review use of all Council Facilities and report on findings	Manager Facilities	On Hold	Due to high work load with grant builds, this item has stalled. A detailed listing of facilities and current usage, income/expense is yet to be completed. Looking at breaking this into smaller components to achieve reporting requested.

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

1.3a: A broad range of services are provided and supported to meet the needs of all members to promote personal health and well-being and encourage a healthy lifestyle.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue to consult with local health services providers and identify and advocate for opportunities to improve the quality and range of health services provided in the local government area.	1.3a (1)	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	Ongoing	Library and Community Services Manager has attended these meetings.
	1.3a (1)	Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	Cootamundra initial meeting held.
Promote a wide range of health and community services offered by various agencies in the local government area.	1.3a (2)	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	Funding successful for print guide.
Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	1.3a (3)	Undertake continued improvements at Mirrabooka Community Centre	Manager Community and Culture	Ongoing	Meeting held with Manage Facilities to discuss outstanding maintenance and extension projects.
Promote programs which encourage healthy lifestyle choices and activities.	1.3a (4)	Pursue available grant opportunities, that relates to promoting healthy lifestyle choices and activities, as resources allow	Manager Facilities	Ongoing	Through discussions with user groups, sporting bodies and Council, healthy lifestyle programs are encouraged by all and if grant funding is available, this is applied for to increase the length of activities.
	1.3a (4)	Pursue available grant opportunities, that relates to promoting healthy lifestyle choices and activities, as resources allow	Manager Waste, Parks & Rec Services	Ongoing	This is managed in accordance with Council's Grant Policy.

1.3b: Provide opportunities for the recreational and active use of parks, sporting facilities and swimming pools by ensuring they are promoted, accessible, safe, maintained and managed, and meet the needs of all age groups.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	1.3b (1)	Finish improvements to the Gundagai Netball Courts lighting and amenities	Manager Facilities	Ongoing	Drawings received, application for planning approval being undertaken and sourcing contractors to carry out works for budget allocated. Users are kept informed.
	1.3b (1)	Report any planned improvements to council	General Manager	Ongoing	Reported through Council reports and quarterly budget reviews.
	1.3b (1)	Work in partnership with the L&R Group in delivering more improved recreational opportunities to the Cootamundra Community	Manager Waste, Parks & Rec Services	Ongoing	Working with the Leisure & Recreation Group (L&R Group) in accordance with the terms and conditions of the contract.
Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	1.3b (2)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility, in the Cootamundra Area	Manager Waste, Parks & Rec Services	Ongoing	Grant priorities are in accordance with Councils new grant policy. The Division is currently working with local Sporting Clubs with their grant opportunities. This would include access into businesses located within the Central Business District areas.
	1.3b (2)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility, in the Gundagai Area	Manager Facilities	Ongoing	Staff are continuing to work on improvements, through talking with residents, user groups, and their own identification of issues which could be improved are highlighting areas of change which is required. Where these changes/improvements are required planning and sourcing funding is investigated and actioned where possible.
	1.3b (2)	Seek appropriate grants for the refurbishment and associated signage etc of the Big Bat & Stumps at Bradman Oval, Cootamundra	Manager Waste, Parks & Rec Services	Completed	Completed.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement an inspection and maintenance plan for playground equipment.	1.3b (4)	Continue undertaking routine playground maintenance and inspections as per the program, for Cootamundra	Manager Waste, Parks & Rec Services	Ongoing	Recreational and open space maintenance is managed within the resources made available.
	1.3b (4)	Continue undertaking routine playground maintenance and inspections as per the program, for Gundagai	Manager Facilities	Ongoing	Grounds are inspected and issues addressed as required. The grounds are well attended by schools, sporting groups, and general public. Discussions between Council Staff and User Groups are continuing for further investigate upgrades to the grounds and buildings, as well as options for funding.
Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	1.3b (5)	Monitor the operation of the Cootamundra Swimming Pool Facilities, ensuring that Council's objectives are achieved	Manager Waste, Parks & Rec Services	Ongoing	Managed with the Terms and Conditions of the contract.
	1.3b (5)	Monitor the operation of the Gundagai Swimming Pool Facilities, ensuring that Council's objectives are achieved	Manager Facilities	Ongoing	Gundagai pool has been fortunate enough to have substantial funding allocated through grant processes and has seen major upgrades carried out. A master plan has been developed for the site and additional funding is being sourced to complete these works. Council have a lessee in place for running this site. Council, user groups, and the lessee, identify areas of improvement required. Operation of the pool through good communication is continuing throughout the years.
Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for	1.3b (6)	Ensure that all public open space and community facilities are maintained in accordance with WH&S, resource and financial allocations	Manager Waste, Parks & Rec Services	Ongoing	Maintained in accordance with funding and resources allocated by Council.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
current and future community need.	1.3b (6)	Ensure that all public open space and community facilities are maintained in accordance with WH&S, resource and financial allocations	Manager Facilities	Ongoing	All facilities and open space areas are well maintained. Ongoing discussions with sporting clubs to promote ongoing use and holding special events/carnivals are encouraged. All areas are promoted through Councils media platforms.
	1.3b (6)	Finish construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	Ongoing	Final plans supplied and approved by users. Application to be lodged shortly. Currently having issues with sourcing contractors to carry out works for the budget allocated.
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Waste, Parks & Rec Services	Ongoing	Procedures implemented as required by Australian Safety Standards.
	1.3b (7)	Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Facilities	Ongoing	All open spaces are maintained on a regular basis and within budget allocations.
	1.3b (7)	Implement the 'Detail Works Activity Program'	Manager Waste, Parks & Rec Services	Completed	Program completed.
	1.3b (7)	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	Prioritised footpath and pedestrian facilities renewed under Local Roads and Community Infrastructure funding. Seek further projects as fund become available.
	1.3b (7)	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Technical Services	Ongoing	Council priority replacements underway. Design works are in progress for externally funded footpath extensions within Gundagai.

1.3c: Work with key partners and members of our community to maintain low levels of local crime and deliver community safety.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	1.3c (1)	Road Safety Officer to work in partnership with TfNSW on Road Safety Campaigns to implement programs	Manager Civil Works	Ongoing	New Road Safety Officer engaged and commenced working with Transport for NSW.
Develop and operate safe food handling and public health controls.	1.3c (2)	Ensure Council buildings are not inconsistent with the principles of Septic Tank Effluent Disposal (STED)	Manager Development, Building and Compliance	Ongoing	Audit of Council facilities has commenced but ongoing.
	1.3c (2)	Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure and will continue as part of the annual inspection regime. Food Safety Advice is provided to operators during inspections, provision of factsheets and food safety calendars either annual compliance or in response to complaints.
	1.3c (2)	Work with the community to implement Septic Tank Effluent Disposal (STED) principles for subdivision and buildings through adequate controls within the Development Control Plan (DCP)	Manager Development, Building and Compliance	Ongoing	Applications for subdivision and development that need to consider on site wastewater disposal are assessed in accordance with best practice and Council's On Site Sewage Management Systems (OSSMS) Policy. A series of factsheets are being developed to educate the community on the issues and considerations associated with onsite systems.
A range of programs are supported, promoted and controlled to encourage and enforce responsible companion animal ownership.	1.3c (3)	Analyse data captured through Companion Animals Management System (CAMS) for resource reviews	Manager Regulatory Services	Ongoing	Monthly Report submitted to Council, with Companion Animals Management System data outlining all animals seized and actions taken.
	1.3c (3)	Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	Ongoing	Days are calendared for next six (6) months, Ranger is visiting libraries and schools.
	1.3c (3)	Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Ongoing	COVID restrictions have impacted ability to perform free micro chipping days, but 2 days have been booked.



Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.3c (3)	Continue Companion Animals Audit	Manager Regulatory Services	Ongoing	Monthly update report submitted to Council, on registrations captured through the Companion Animals Audit. Unregistered animals are approaching a manageable level across the Local Government Area.

1.3d: Deliver dependable emergency service management practices and responses which protect our community members.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	1.3d (1)	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	Four (4) meetings held each year, along with regular communication with other Local Emergency Agencies.
Develop and maintain effective and well tested emergency management plans.	1.3d (2)	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Ongoing	Continue to work with Local Emergency Organisations to develop a stronger Cootamundra-Gundagai Regional Council Local Government Emergency Management Plan. Portable Generator required for Emergency Operation Centre operations.
Maintain an active involvement and positive relationship with FRNSW, RFS and SES, Health, Ambulance, Police, Local Land Services and all emergency services organisations within the legislative framework and for the benefit of the community.	1.3d (3)	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	Regular meetings held and communication had between the Police Local Emergency Operations Controller (LEOCON) and Councils Local Emergency Management Officer (LEMO).
Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	1.3d (4)	Establish and equip functional Emergency Operations Centres at Gundagai	Manager Regulatory Services	Ongoing	Training room at Gundagai depot could possibly be used as an Emergency Operation Centre in the event that the Council Chambers is not suitable.
	1.3d (4)	Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	Councils Local Emergency Management Officer (LEMO) provides regular updates to all Agencies and four (4) meetings are held each year with all Combat Agencies.

## 2: A prosperous and resilient economy: We are innovative and 'open for business'

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

2.1a: Develop and deliver strategies which support the economic sustainability of the Cootamundra-Gundagai region.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	2.1a (1)	Arrange two (2) annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	Ongoing	Meeting held February to work on priorities for the next two years.
	2.1a (1)	Consider Assess Trails, Art Trails and Walking and Riding Trails, in budget development deliberations inclusive of capital and operational expenditure	Manager Community and Culture	Ongoing	Quotations sought for Rail Trail Study. Proposal put to Riverina Tourism regarding Riverina Cycle Trails Website.
	2.1a (1)	Coordinate an annual workshop with businesses and Tourism Action Committees to plan for ongoing growth in the visitor economy	Manager Community and Culture	Ongoing	To be held once Gundagai Business Chamber is formed, and also in Cootamundra towards the end of the year.
	2.1a (1)	Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	Ongoing	Potential to use some of our Black Summer Bushfire Recovery money to fund this activity.
	2.1a (1)	Implement the Agritourism Strategy	Manager Community and Culture	Ongoing	Grant application successful to undertake business support. Gundagai Business Chamber proposal supported.
	2.1a (1)	Implement the Tourism Communications Strategy for Cootamundra and Gundagai	Manager Community and Culture	Ongoing	Actions are separately listed in Integrated Planning & Reporting document.
	2.1a (1)	Maintain Council's tourism websites	Manager Community and Culture	Ongoing	Looking at options for add messenger website to website, online shopping function will go live next quarter.
	2.1a (1)	Seek funding to implement masterplan for an outlet for local produce at the Old Gundagai Mill site	Manager Community and Culture	Ongoing	Funding application successful. Tender to be advertised shortly.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	2.1a (1)	Seek funding to Implement masterplan improvements to Heritage Centre	Manager Community and Culture	Ongoing	Heritage consultant reviewing plans ahead of Development Application.
Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	2.1a (2)	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Ongoing	Meeting held in March at Gundagai which discussed business conditions, Business Cootamundra monitor this in the Cootamundra community.
Implement strategies which encourage the growth of the local population.	2.1a (3)	Participate in Country Change initiative	Manager Community and Culture	Ongoing	Continuing to participate.
Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	2.1a (4)	Pursue available grant opportunities	General Manager	Ongoing	Various grant applications submitted and outlined through Council reports.

2.1b: Develop and implement land-use strategies and management practices which protect our agricultural sector.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	2.1b (1)	Continue to work with agencies and agriculture sector to ensure that development is appropriate for the location to limit land use conflicts and avoid areas of high environmental value	Manager Development, Building and Compliance	Ongoing	Council's Rural Lands Strategy has been adopted and the appropriate recommendations and findings have been included in Council's Local Strategic Planning Statement. The recommendations and findings of both these documents will be used to inform the comprehensive, consolidated local environmental planning instrument and associated policies to ensure that the agricultural sector is considered in future planning.
	2.1b (1)	Implement Rural Land Strategy	Manager Development, Building and Compliance	Ongoing	This strategy has been adopted with the recommendations of the strategy being progressively implemented.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide, maintain and upgrade as funding permits the saleyards facility which allows the regular sale of animals from this and surrounding districts in a suitable environment.	2.1b (3)	Continue to maintain Saleyards Facility	Manager Regulatory Services	Ongoing	Full time Regulatory Attendant employed to maintain facilities along with other regulatory duties.

2.1c: Ensure transportation networks link our local government area with other regional centres and cities and support economic, environmental and community needs.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work with key partners to explore and advocate for opportunities to better utilise and develop transportation and freight networks which meet our community needs.	2.1c (1)	Investigate options to better use and develop transportation and freight networks in the Local Government area	Manager Community and Culture	Ongoing	Investigating funding options for Electric Vehicles charging points.
Provide and maintain a safe and well maintained aerodrome for use by commercial and recreational aircraft and promote use by external users.	2.1c (2)	Develop working relationship with aerodrome users through aerodrome users committee	Manager Civil Works	Ongoing	Quarterly Committee meetings held as required.
	2.1c (2)	Investigate potential areas for aerodrome development	Manager Civil Works	Ongoing	Potential development areas identified - progressing on with Quinlan Drive duplication.

2.1d: Ensure communication and electronic technologies are accessible to all, meet the current and future needs of our community, and provide consistent and reliable coverage across the local government area.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	2.1d (1)	Advocate and support funding applications in relation to communication and electronic technologies for the LGA, where applicable	Manager Community and Culture	Ongoing	No applications supported in this quarter.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Offer and promote free public wi-fi internet access in key public spaces across the local government area.	2.1d (3)	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Coordinator Business	Completed	Public Wi-Fi has been consistently available to designated areas.

2.1e: Identify, promote and incentivise the strategic and innovative investment opportunities that exist in our region.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement a range of initiatives which support and promote the sustainable development of the towns' Central Business Districts and industrial land.	2.1e (1)	Develop new LEP, DCP, contributions and servicing plans from the data contained within the land use strategies	Manager Development, Building and Compliance	In Progress	Council is progressing with the development of a new comprehensive Local Environmental Plan (LEP). When complete the Development Contribution Plan (DCP) and contribution plans will be considered.
	2.1e (1)	Implement Cootamundra and Gundagai Town Strategies	Manager Development, Building and Compliance	In Progress	Council is progressing with the development of a new comprehensive Local Environmental Plan (LEP) which will include implementing aspects of the town strategies.
Promote to the community and industry groups potential growth opportunities and development efficiencies.	2.1e (2)	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	Council social media, Business Cootamundra and Gundagai Business newsletters.
	2.1e (2)	Identify value adding opportunities (use of new technology, processes and packaging, collaborations, shared transport costs, use of waste materials for new products etc.) to maximise the opportunities in the sectors where Cootamundra-Gundagai's competitive advantage exists	Manager Community and Culture	Ongoing	Continuing to look for suitable opportunities.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Encourage growth in development and construction locally.	2.1e (3)	Provide education material through factsheets to assist the community understand the various pathways, such as exempt, complying and local development	Manager Development, Building and Compliance	Ongoing	Council has completed a suite of factsheets, guidelines and templates for development to assist the community to understand the planning framework. These are reviewed and updated to ensure that they reflect legislative changes and new processes, such as the introduction of e-Planning.

2.1f: Develop and strengthen effective partnerships with, and between, locally-based organisations and business operators to enhance connectivity and working together.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work in partnership with agencies and other levels of government to support local businesses.	2.1f (1)	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	Forwarded online training opportunities as this is all our suppliers are offering at the moment.
Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	2.1f (2)	Develop a plan with the local Real Estate agents to jointly promote available business opportunities in the LGA	Manager Community and Culture	Ongoing	Not yet actioned.
	2.1f (2)	Support potential businesses in finding suitable land for their business, where required	Manager Community and Culture	Ongoing	Low volume of business enquiry this quarter. Working on review of Tourism & Economic Development Officer position into business concierge service to enable better management of enquiries that do occur.
Maintain a close liaison and continue to work with Regional Development Australia.	2.1f (3)	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	No Regional Development Australia (RDA) Forum held in period. Hosted RDA Riverina Board Meeting and bus tour where local projects were advocated for.

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

### 2.2a: Develop integrated land-use strategies which meet the community's current and future needs.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop a new, comprehensive Local Environmental Plan for the local government area.	2.2a (1)	Develop a communication strategy to ensure that the community is involved in developing land use controls	Manager Development, Building and Compliance	Ongoing	Council has developed and adopted a Community Participation Plan (CPP). The CPP seeks to provide opportunities for community engagement in planning by giving the community every opportunity to participate in strategic planning, have a say on major development and ensure there is transparency in decision making processes. The CPP provided a strategy for ongoing communication and engagement with the community and stakeholders.
Identify and address current and future land-use needs through integrated strategic planning and development.	2.2a (2)	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	In Progress	Background data collection, and the development of strategic planning strategies and studies needed for the drafting of the new consolidated Local Environmental Plan is almost complete. The development control plan will be developed once the local environmental plan is finalised.
Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	2.2a (3)	Enquiries are acknowledged within 5 working days	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure with 80% of enquiries being responded to within the agreed timeframes.
	2.2a (3)	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure, all inspections are undertaken within agreed timeframes and within staff resources.



2.2b: Provide appropriate land-use development to meet market demand

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	2.2b (1)	Commence preparation of new draft Development Control Plan to ensure that the community desires for development design are appropriately considered	Manager Development, Building and Compliance	In Progress	The Development Control Plan will be drafted after the completion of the comprehensive Local Environmental Plan.
Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	2.2b (2)	Complete the redesign of Claron Estate Residential Subdivision in Cootamundra, and prepare strategy to build and market the land	General Manager	In Progress	1 to 2 months to finish the drawing and arrange a subdivision application. Council anticipate approval by November 2022, with S94 conditions.
	2.2b (2)	Establish a working party to develop a strategy for residential and industrial development opportunities	General Manager	Completed	Working Party established.
	2.2b (2)	Subject to funding, Council to commence subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	In Progress	Strategic Planning Committee have identified areas for development. Consultants preparing plans.

2.3: Tourism opportunities are actively promoted

2.3a: Develop and implement strategies which provide opportunities for increased tourism.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	2.3a (1)	Implement the Tourism and Economic Development Strategy	Manager Community and Culture	Ongoing	Actions are separately included in Integrated Planning & Reporting document.

2.3b: Actively promote the local government area and local programs, activities and events to attract visitors to the region.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	2.3b (1)	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Ongoing	Tourism websites include this information, including our updates to Get Connected. Coordinator Business responsible for local information that needs to go on Council website.
Work with the community to develop a marketing strategy for the local government area as a tourist destination.	2.3b (2)	Implement Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	Ongoing	Daytrips from Wagga campaign live, Cootamundra Billboard and villages Caravanning Australia promotions this quarter.
Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	2.3b (3)	Continue to maintain and promote Calendar of Activities, Programs and Community Events	Manager Community and Culture	Ongoing	Website and Facebook calendars maintained.
	2.3b (3)	Maintain Cootamundra Tourism Website, and continue production of Events Newsletter	Manager Community and Culture	Ongoing	Cootamundra Tourism Website to be updated to include mapping tool in 2022.

2.3c: Invest in improvements to visitor amenity and experiences.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	2.3c (1)	Seek funding to Implement masterplan for improvements at the Cootamundra Heritage Centre	Manager Community and Culture	Ongoing	Heritage Consultant making changes to documentation ahead of Development Application.
Undertake a redevelopment of the Gundagai Visitor's Information Centre.	2.3c (2)	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatre space and accessibility improvements	Manager Community and Culture	Ongoing	Manager Facilities project managing project. Will be completed in 2022.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	2.3c (3)	Seek funding to implement Masterplans for the Cootamundra and Gundagai Council managed Caravan Parks	Manager Community and Culture	Ongoing	Manager facilities has notes ready for the plans to be drawn up.
Undertake connection of water supply to the Dog on the Tuckerbox site.	2.3c (4)	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	Ongoing	Design and preparation of Review of Environmental Factors has been completed. Additional funds were allocated to invite tender and implement this scheme.
Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	2.3c (5)	Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	Ongoing	Funding source needs to be determined.
	2.3c (5)	Seek funding to continue implementation of the Gundagai Gaol Masterplan	Manager Community and Culture	Ongoing	Moonlite display complete. New stove to be installed in modern kitchen and display being prepared for old kitchen.

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

### 2.4a: Develop and implement strategies which increase the knowledge, skills and health of our local workforce.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote local employment and training opportunities within the Council organisation.	2.4a (1)	Develop Council Training Plan	General Manager	In Progress	Under development pending completion of Performance Reviews Program.
	2.4a (1)	Participate in Joint Organisations Skill Shortages Project	General Manager	In Progress	Participation occurring and initiatives commenced.
Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	2.4a (2)	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	Council social media, Business Cootamundra and Gundagai business newsletters.

### 3: Sustainable natural and built environments: We connect with the places and spaces around us

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

##### 3.1a: Develop and implement land-use strategies and management practices which enhance and protect our natural environments and biodiversity.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	3.1a (1)	Continue to assess all development applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	Templates for reporting and assessment have been developed and are used to ensure that all matters required by legislation, including environmental impact, are included in the assessment of development applications.
Operate an efficient quarrying service in an environmentally responsible manner that meets all statutory requirements and standards.	3.1a (2)	Arrange suitable quarry products and have available at all gravel pits for construction needs	Manager Civil Works	Ongoing	Source materials as required.
Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	3.1a (3)	Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Civil Works	Ongoing	Drainage works upgraded as required. Major projects identified as future projects.
	3.1a (3)	Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Technical Services	Ongoing	Continual maintenance of stormwater network as required. Capital works allocated on a priority basis and programmed to occur later in financial year.
	3.1a (3)	Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Assets	Ongoing	Further infrastructure upgrade will need to be considered in conjunction with recommendation with Flood Study.
Develop and implement a street tree planting plan which enhances amenity and our natural environment.	3.1a (4)	Continue to undertake Street Tree Planting in accordance with Gundagai Street tree planning Masterplan	Manager Facilities	Ongoing	Street tree master plan works are ongoing. Regular pruning works are carried out and staff are investigating new species of trees more suited to the townships and locations within the master plan. Modification of the current master plan is being investigated and once complete will be presented to Council for endorsement.

3.1b: Investigate and implement renewable energy technologies to reduce our environmental footprint.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	3.1b (1)	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	Under negotiation.
Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Council's environmental impact.	3.1b (2)	Continue to investigate funding sources for solar energy works for Council buildings	Manager Facilities	Ongoing	Currently working with energy consultant to identify further funding opportunities. Changes to Council building energy meters are underway which will provide better detailed data and changing tariffs will provide further savings. Upgrades to lighting in new builds and refurbishments are also underway. Solar installed to new sewer treatment plant as part of ongoing works.

3.1c: Investigate and implement sustainable waste and water strategies.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	3.1c (2)	Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks & Rec Services	On Hold	There has been an upgrade of the access and security systems and clean up of sites not compliant with Environmental Protection Authority Terms and Conditions for the operation of an unlicensed landfill.
	3.1c (2)	Upgrade the weighbridge management system as to allow for the management and sale of recycled waste material	Manager Waste, Parks & Rec Services	Completed	Completed.
Provide a facility through which used chemical drums can be disposed of correctly.	3.1c (3)	Continue to provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Ongoing	DrumMUSTER collections are offered throughout the year. Extra staff have been trained to perform this task.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide a facility for the composting and re-using of greenwaste.	3.1c (4)	Prepare a resale area for compost and mulch collection for retail sale to the community	Manager Waste, Parks & Rec Services	Completed	Completed, sales and display area is located adjacent to the Compactor pit.
Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	3.1c (5)	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	Ongoing	Gundagai Golf Course were successful in securing funding to upgrade irrigation systems to golf course. As part of this work, detailed plans have been supplied for future upgrades to sporting fields and Yarri Park. Further funding and licensing agreements are required to complete all works.
	3.1c (5)	Prepare a report to Council outlining the current condition of the existing open space irrigation systems and identify future management requirements to ensure the effective and efficient operation of the wastewater reuse system	Manager Waste, Parks & Rec Services	Completed	This is now being managed by the Waste/Water service unit of Council.

3.1d: Deliver, encourage and support a range of programs, activities and projects that promotes awareness and encourages the active protection and sustainability of our natural environment.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	3.1d (1)	Introduce a Food Organics & Garden Organics (FOGO) service to the Cootamundra community	Manager Waste, Parks & Rec Services	On Hold	Program is currently with the Environmental Protection Authority seeking approval to proceed.
	3.1d (1)	Investigate opportunities to use raw water	Manager Assets	Ongoing	Approval is required from Natural Resources Access Regulator (NRAR) to proceed with extraction of raw water from the river. Opportunities are being investigated, but limited, and subject to approval from regulatory authorities.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	3.1d (2)	Investigate funding opportunities and conduct community consultation and education sessions for the materials recovery facility	Manager Waste, Parks & Rec Services	Ongoing	Systems are in place including the promotion of recycling methodologies and principals to the community. This has also included review of Landfill operating hours and compost processing and sales.
Encourage the best use of treated water through water saving measures.	3.1d (3)	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	Recycled water management system, and maximise the use of treated effluent, is considered. Public Works Authority has been engaged to do this work at Gundagai. Risk assessment and review of the existing system is required at Cootamundra to expand the existing recycled water reuse facilities.
Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	3.1d (4)	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	This an ongoing measure with requirements for reporting continuing to be met.
	3.1d (4)	Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	This is an ongoing legislative requirement and is continuing to occur and met the legislative timeframes.
Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	3.1d (5)	Grant Funding opportunities pursued and secured when available	General Manager	Ongoing	Various grant applications submitted and outlined through Council reports.
A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	3.1d (6)	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	Ongoing	Council to investigate purchasing surveillance cameras for overt operations. Finances to be accessed via grants etc.
	3.1d (6)	Undertake illegal dumping surveillance	Manager Regulatory Services	Ongoing	Ranger at Gundagai has had illegal dumping added to his specific tasks. Council are awaiting the results of grant applications to purchase surveillance equipment.



3.1e: Undertake active weeds and pest management practices.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Noxious weeds will be contained, reduced or eliminated as appropriate.	3.1e (1)	Develop a Community Education and Awareness program in regards to weed management	Manager Regulatory Services	Ongoing	Further weed information days are currently being planned in conjunction with Local Land Services.
	3.1e (1)	Undertake Weed Control program in conjunction with Riverina Regional Strategic Weed Management Plan	Manager Regulatory Services	Ongoing	Biosecurity & Regulatory staff have undertaken weed management control and identification using electronic weed capture and reporting.
Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	3.1e (2)	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Ongoing	Regulatory staff working in conjunction with Local Lands Services to address Weed and Pest Animal Management programs.

3.2: Our built environments support and enhance liveability

3.2a: Develop and implement land-use plans and design practices which complement the character of our communities, are considerate of our heritage, support sustainable design practices and respond to changing needs.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and operate development control systems to ensure compliance with appropriate legislation and to achieve the best possible development outcomes for the community.	3.2a (1)	Continue to assist the community in navigating the NSW Planning portal and associated legislation	Manager Development, Building and Compliance	Ongoing	Council has developed factsheets, Guidelines and templates to assist the community with the transition to ePlanning, and will continue with initiatives such as installation of kiosks, access and training to enable equitable access to the Planning Portal for all in the community.
	3.2a (1)	Provide Development Applicants with relevant information concerning Disability Discrimination legislation	Manager Development, Building and Compliance	Ongoing	Disability Discrimination information is included on all applications. Pre-lodgement advice is available to all applicants. For commercial and industrial developments this includes the provision of information regarding inclusion and access for people with a disability.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure new development is considerate of our heritage.	3.2a (2)	Include heritage considerations when assessing all Development Applications, as applicable, and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	This is a legislative requirement with templates developed which include this as an assessment criteria.
	3.2a (2)	Seek grant funding for the engagement of a heritage consultant to provide advice and assist in the community in redeveloping heritage items	Manager Development, Building and Compliance	In Progress	Grant funding has been obtained for the engagement of a Heritage Advisor who commenced in Jan 2022. The Local Heritage Places program will be initiated for the 2022/23 financial year.

3.2b: Ensure a variety of housing options are made available.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	3.2b (1)	Continue preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Background data collection, and the development of strategic planning strategies and studies needed for the drafting of the new consolidated Local Environmental Plan is almost complete. The development control plan will be developed once the local environmental plan is finalised.

3.2c: Deliver and maintain infrastructure to meet the current and future needs of our community.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	3.2c (1)	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	Proposal for Integrated Water Cycle Management (IWCM) development has been received from Public Work Advisory (PWA) and it is now being reviewed and revised in agreement with Department of Planning, Industry and Environment (DPIE). PWA will be engaged to develop IWCM Strategies and grant funding is available from State Government via DPIE.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Undertake Cootamundra Water Main Replacement Program.	3.2c (2)	Administer ongoing water main replacement work/ annual program to improve the reliability of the water supply system	Manager Assets	Ongoing	Further renewal work has been completed along West Street, Gundagai and Mackay Street, Cootamundra. Design work is in progress to deliver water main renewal along Adams Street, Queen Street and Ursula Street in Cootamundra.
Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	3.2c (3)	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	Ongoing	Business case completed and the cost of the project is \$8.4m. Lower cost benefit ratio does not justify the implementation on a business point of view. Council representatives met the residents and explained the process. Grant funding will be sought to proceed with the work.
Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	3.2c (4)	Continue and complete construction of the Gundagai Sewer Treatment Plant replacement	Manager Assets	Ongoing	Construction work is more than 90% completed. Construction works were delayed due to wet weather
Provide and maintain a stormwater disposal system which allows the removal of stormwater from the towns in the most economical and efficient manner possible whilst minimising impact on natural environment.	3.2c (5)	Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Assets	Ongoing	Voluntary House Raising (VHR) and Voluntary Purchasing feasibility assessment has been completed. Cootamundra Flood study and Risk Assessment is in progress.
Undertake Stormwater Mitigation Strategy across Cootamundra and Gundagai.	3.2c (6)	Prepare Gundagai Flood Study response - Implement VHR, VP (Voluntary House Raising, Voluntary Purchasing)	Manager Assets	Ongoing	Feasibility studies on Voluntary House Raising (VHR) and Voluntary Purchasing (VP) is completed for Gundagai. Grant funding will be required along with Council contribution to implement the recommendations. Limited funding sources available to implement for such projects.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Manage Council's waste collection, disposal and processing facilities.	3.2c (7)	Consult & educate the village communities in preparation of closing the Wallendbeen & Stockinbingal Landfill Sites and replace with Transfer Stations	Manager Waste, Parks & Rec Services	On Hold	This is implemented as funding and resources become available. Currently basic and routine maintenance is carried out as and when required.
	3.2c (7)	Design and construct a Secondhand Sale Shop for waste recyclables at the Cootamundra Landfill	Manager Waste, Parks & Rec Services	On Hold	The 2nd hand shop is pending the allocation of funds from Council and or Grants.
	3.2c (7)	Develop a Cootamundra Landfill Land & Environmental Management Plan (LEMP)	Manager Waste, Parks & Rec Services	Completed	Completed.
	3.2c (7)	Develop Rehabilitation Plans for the Wallendbeen & Stockinbingal Landfill Sites	Manager Waste, Parks & Rec Services	On Hold	This is currently pending a financial allocation.
	3.2c (7)	Manage Council's waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks & Rec Services	Ongoing	This is implemented within the allocated resources.
	3.2c (7)	Undertake an efficiency Audit of all current Transfer station Operations	Manager Waste, Parks & Rec Services	On Hold	This is currently pending the allocation of appropriate funds.
Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	3.2c (8)	Continue monitoring Council Public Toilet Facilities	Manager Facilities	Ongoing	Carberry Park is receiving a new public facility. Plans are complete, going through planning approval process and securing contractors to start works before June 2022. Council's other facilities have had minor upgrades including painting, electrical works, replacement cisterns, soap and hand towel or hand dryer. Facilities are checked and cleaned every day.

3.2d: Develop and implement strategies to deliver safe and accessible local roads, bridges, footpaths and parking.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement strategies to improve safety and accessibility of all road users.	3.2d (1)	Road Safety Officer to work in partnership with TfNSW on Road Safety Campaigns	Manager Civil Works	Ongoing	Road Safety Officer now engaged. Commenced working on strategies for safety and pedestrian facilities
Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	3.2d (2)	Complete capital works program, inclusive of externally funded projects	Manager Technical Services	Ongoing	Capital works are ongoing. Significant progress made on externally funded Fixing Local Roads and Restart NSW Projects along with Council capital works. Progress impacted due to wet weather, Covid and natural disasters.
	3.2d (2)	Complete capital works program, inclusive of externally funded projects	Manager Civil Works	Ongoing	Works progressing as required. Fixing Local Roads Program works completed.
	3.2d (2)	Undertake annual Road Maintenance Program	Manager Civil Works	Ongoing	Works progressing as required.
	3.2d (2)	Undertake annual Road Maintenance Program	Manager Technical Services	Ongoing	Ongoing asset maintenance as appropriate. Wet weather and natural disasters have increased maintenance demand.
Undertake the annual footpath renewal and extension program.	3.2d (3)	Seek additional grant funds to assist with footpath renewal works	Manager Civil Works	Ongoing	List of potential projects prepared - seek funding when opportunities exist.
	3.2d (3)	Seek additional grant funds to assist with footpath renewal works	Manager Technical Services	Ongoing	Council capital works underway. Funding approved through Local Roads and Community Infrastructure program Phase 3 for a number of extensions within Gundagai.
	3.2d (3)	Undertake Footpath Renewal and Extension Program, depending on availability of funds	Manager Technical Services	Ongoing	Footpath renewal in priority locations planned for quarter four (4) 21/22.
	3.2d (3)	Undertake Footpath Renewal and Extension Program, depending on availability of funds	Manager Civil Works	Ongoing	Works being undertaken as funding becomes available.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement asset management plans and strategies for all transport assets.	3.2d (4)	Conduct a water, sewerage and drainage asset valuation	Manager Assets	Ongoing	Tenders were invited twice using Local Government Procurement panel for water and sewerage asset valuation and no tenders were received. It is considered using direct negotiations subject council approval with qualified contractors.
	3.2d (4)	Review and update condition assessment data across the local government area	Manager Assets	Ongoing	Transport assets were revalued during 2020/21. Further inclusion of these assets in Global Information System has been done and a continuous improvement process of data integrity is being considered.

3.2e: Supply local public transport networks to cater for the current and future needs of residents, businesses and visitors.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Advocate for State and Federal departments to improve public transport networks to meet the needs of our community.	3.2e (2)	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Working with Riverina Eastern Regional Organisation of Councils (REROC) on procurement and technical cooperation.
	3.2e (2)	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Attending meetings and liaising with Riverina Eastern Regional Organisation of Councils (REROC) on common issues related to member councils.

## 4: Good Governance: An actively engaged community and strong leadership team

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

#### 4.1a: Council is representative of the community and works together to meet the needs of our local government area.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Councillors will support and advocate for the needs of all members in our community.	4.1a (1)	Ensure Councillors are available and contactable by community members	General Manager	Completed	Councillor's contact information is available on Council's website and can also be obtained upon request.
Implementation of the Cootamundra-Gundagai Regional Council's suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	4.1a (2)	Present quarterly 'Progress Report' on Delivery Program/Operational Plan to Council and the Community	Coordinator Business	Ongoing	Quarter three (3) Progress Report to be presented at the May Council Meeting.
Council's corporate plans are informed by community expectations and are reviewed and updated on a regular basis to meet the changing needs of our community members.	4.1a (3)	Conduct reviews and updates on councils Integrated Planning and Reporting (IP&R) documents and resourcing strategies as per Communications Strategy and as detailed in the OLG Guidelines	Coordinator Business	In Progress	Draft Community Strategic Plan has been developed. Resourcing Strategy, Delivery Program and Operational Plan currently under development. All plans to be adopted by 30 June 2022.

#### 4.1b: Strengthen strategic partnerships with the community, business and all levels of government.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	4.1b (1)	Seek funding opportunities when available	General Manager	Ongoing	Various grant applications submitted and outlined through Council reports.



Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	4.1b (2)	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Ongoing	Motions are being prepared for various meetings.
Participation in relevant REROC activities that will benefit the local government area.	4.1b (3)	Participation in REROC events and activities	General Manager	Ongoing	Continued participation has taken place in Riverina Eastern Regional Organisation of Councils (REROC) board meetings and other events and activities hosted by REROC.
Maintain effective working partnerships with key stakeholder groups such as the Rural Fire Services, Local Land Services and Riverina Regional Library.	4.1b (4)	Continue to participate in Riverina Regional Library workshops	Manager Community and Culture	Ongoing	There have been no workshops due to Covid.
Continue to foster and support the Youth Council.	4.1b (5)	Continue to support the Youth Council	Manager Community and Culture	Ongoing	Delivered summer holiday and youth week programs supported by external funding applications.
Work in partnership with community members, businesses and all levels of government to deliver community priorities.	4.1b (6)	Participation in Stakeholder events and activities	General Manager	Ongoing	Community activities are supported by Councillor and Employee participation.

4.1c: A clear strategic direction is outlined in Council's corporate plans and guides Council's decision-making and future planning.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
The development of the Cootamundra-Gundagai Regional Council's integrated suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans, provide a clear strategic direction and drives the organisation's activities.	4.1c (1)	Coordinate development of IPR plans, which consist of the Community Strategic Plan, Delivery Program, Operational Plan and resourcing strategies	Coordinator Business	In Progress	Draft Community Strategic Plan has been developed. Resourcing Strategy, Delivery Program and Operational Plan currently under development. All plans to be adopted by 30 June 2022.
Council's decision-making and future planning shows evidence of being linked to Council's integrated suite of plans and the needs of our community.	4.1c (2)	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Coordinator Business	Completed	Linkages to the Community Strategic Plan are included in the Business Paper Reports and have been added to new template for plans, guides and reports.
Determine development applications in an efficient and effective manner based on merit	4.1c (3)	80% of DAs determined within statutory 40 days' timeframe	Manager Development, Building and Compliance	Ongoing	The majority of development applications are determined within statutory timeframes.
Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	4.1c (4)	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	Ongoing	Being undertaken by Planning team.

4.1d: Monitor, review and report on the outcomes of corporate plans.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	4.1d (1)	Continually identify improvements in operating councils corporate planning software (Pulse)	Coordinator Business	Ongoing	Legislative Compliance module update and demonstration arranged for end of April.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	4.1d (3)	Report to the community on achievements of corporate plans as detailed in the Communications Strategy	Coordinator Business	Ongoing	Draft Community Strategic Plan placed on Public Exhibition in April. Delivery Program and Operational Plan presented to May Council meeting to be placed on Public Exhibition for 28 days as per Community Engagement Strategy. All documents to be resolved by Council June 2022.

4.1e: Elected representatives are trained, skilled, resourced and knowledgeable.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Support for Councillors to attend training, conference and development opportunities will be provided.	4.1e (1)	Attend the Local Government NSW Annual General Conference	General Manager	Ongoing	Mayor, Deputy Mayor and General Manager attend conference each year.
	4.1e (1)	General Manager to facilitate Councillor training requirements	General Manager	Ongoing	Induction training provided. Councillors advised of 'Hit the ground running' training seminars. Councillors are advised of further training opportunities when they become available.
Programs and activities which encourage and develop the capacity of current and future community leaders is provided.	4.1e (2)	Identify programs and activities which encourage and develop the capacity of current and future community leaders	General Manager	Ongoing	Youth Council established in both towns and Councillor representatives appointed.
Provide and maintain services and infrastructure that assists the efficient and effective undertaking of the duties of the elected Council.	4.1e (3)	Continue to provide and maintain services and infrastructure to assist elected representatives in undertaking their duties	General Manager	Ongoing	iPads and accessories presented to each Councillor, with necessary training provided and to continue as required.
Support Council's elected representatives in undertaking their role in the community.	4.1e (4)	Continue to provide administrative support to Council's elected representatives to assist in undertaking their role in the community	General Manager	Ongoing	Ongoing support provided as needed.

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

4.2a: Ensure opportunities for genuine and robust community consultation and engagement are provided to all members of our community.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
A range of consultation and engagement activities will be offered to our community in order to plan the long term future direction of the local government area and to inform Council's decision-making.	4.2a (1)	Continue to maintain support for councils Digital Communication Panel	Coordinator Business	Ongoing	Digital Community Panel used for additional community engagement method throughout the development of the Community Strategic Plan 2022/2032 and associated Integrated Planning & Reporting documentation.

4.2b: Provide opportunities to review the objectives and delivery of the Community Strategic Plan to ensure it continues to meet the changing needs of the community.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	4.2b (1)	Research and pursue affordable staff training for community engagement	Coordinator Business	Ongoing	Will be investigated when time and finances permit.

4.2c: Engage and partner with the community in delivering the objectives of the Community Strategic Plan.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote the objectives of the Community Strategic Plan and work in partnership with community members, businesses and other local stakeholders to deliver community priorities.	4.2c (1)	Develop a Community Engagement Strategy to assist with delivering the objectives in the Community Strategic Plan	Coordinator Business	Completed	Strategy has been adopted by Council and is being implemented.

4.2d: Promote and celebrate the achievements of Council and our local community.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	4.2d (1)	Collaborate with council departments and Stakeholders to actively promote projects/achievements of the Community Strategic Plan	Coordinator Business	Ongoing	Media Officer regularly contacts departments for updates on projects and major works. Media Releases, newsletter, snippets, website articles and Face Book posts ensure appropriate coverage for Councils achievements of the Community Strategic Plan.

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

4.3a: Maintain a strong and robust financial position that supports the delivery of services and strategies and ensures long-term financial stability.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure Council's long term financial planning supports the delivery of community expectations and financial stability.	4.3a (1)	Implement the proposed Special Rate Variation	Manager Finance and Customer Service	Completed	Completed.
Ensure the availability of finances are managed, controlled, reviewed and regularly reported on in order to provide the appropriate services and facilities within the allocated budget and achieve the maximum value for expenditure.	4.3a (2)	Prepare and implement procedures to enable all staff with budget responsibility to effectively operate Council's integrated budgeting process	Manager Finance and Customer Service	Ongoing	Regular internal budget reports in place.
Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	4.3a (3)	Conduct and file monthly audit reports for audit purposes	Coordinator Business	Completed	As per requirements, Audits for Human Resources, Accounts Payable and Administrator access are completed monthly and recorded.
	4.3a (3)	Undertake assessment and improvement of procurement processes	Coordinator Business	Ongoing	Procurement assessment and processes are continually updated with best practice updates and organisational improvements. Councillor Workshop completed informing new Council of Procurement Policy and Procedure.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Identify and follow-up opportunities to increase Council's revenue base including grant funding opportunities to deliver additional income to fund major projects.	4.3a (4)	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Progressing	This action will be completed once the local environmental plan is finalised.
	4.3a (4)	Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	Relevant grants are identified and applications made when available.
Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	4.3a (5)	Implement works programs to improve asset condition	Manager Assets	Ongoing	As part of the Integrated Water Cycle Management (IWCM) process this will be developed. Long term asset planning and renewal requirements are to be identified and implemented with Developer Service Plan (DSP) and head works charge.
	4.3a (5)	Review and improve Asset Management Plans	Manager Assets	Ongoing	Asset Management Plan will be reviewed and updated by 1 June 2022. As part of the Integrated Water Cycle Management (IWCM) process conditions of the assets will be assessed for all above ground assets.
Improve functionality and amenity within Council's work depots.	4.3a (6)	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	Ongoing	Scheduling of minor works at Depots to commence in Quarter 3.
	4.3a (6)	Continue ongoing efficient operation and maintenance of depot	Manager Civil Works	Ongoing	Operational efficiencies being undertaken where identified.
	4.3a (6)	Continue ongoing efficient operation and maintenance of depot	Manager Technical Services	Ongoing	Works depot maintenance undertaken as required.

4.3b: Council meets all legislative requirements and operates within good governance practices and frameworks.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council ensures statutory compliance is achieved and demonstrates good governance practices.	4.3b (1)	Continue to participate in the Internal Audit Alliance, coordinate Internal Audit Committee meetings and manage the recommendations identified by the Internal Audit Committee and Audit Office	Coordinator Business	Ongoing	Next Internal Audit Alliance Meeting scheduled for November 2022.
Support and funding for elections is provided as required.	4.3b (2)	Make provision in the Long-Term Financial Plan for funding of the 2021 Council election	Manager Finance and Customer Service	Completed	Included in September 2021 Quarterly Budget Review.
Implement effective integrated risk management strategies and practices.	4.3b (3)	Implement Council's Enterprise Risk Management Framework and monitor Risk Registers	Coordinator Business	Ongoing	Council has developed an Enterprise Risk Management Framework. Business Coordinator meeting the Work Health and Safety staff to ensure framework aligns with best practice updates and organisational improvements.
	4.3b (3)	Implement Council's Fraud Control Plan	Coordinator Business	Ongoing	Council has Implemented a Fraud Control Plan. This Plan will be continually updated with best practice updates and organisational improvements.

4.3c: Information is communicated to our community consistently, reliably and timely, and over a variety of platforms to meet the needs of residents.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Current, informative and easy access to Council information is made available to the community using a range of communication methods, including traditional media and digital channels, Council's website, Community News newsletter and social media.	4.3c (1)	Develop Community Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Coordinator Business	Completed	Communication Strategy adopted by Council and implemented.
	4.3c (1)	Improve services available on Council's websites through the development of eServices and online forms	Coordinator Business	In Progress	Council website upgrade scheduled for 2022.



4.3d: Council services the community in a manner that is professional, efficient and promotes an ease of 'doing business'.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide quality customer service during all "front line" interactions between Council and the community and in all other interactions between staff, agencies, Council and the community.	4.3d (1)	Develop and Implement a Customer Service Charter	Manager Finance and Customer Service	In Progress	Draft charter prepared.
Adopt and maintain information technology and communication services and infrastructure that assists the efficient and effective undertaking of Council's operations, increases productivity and adequately supports the organisation and our community's needs.	4.3d (2)	Investigate options to integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Coordinator Business	In Progress	Quotes have been obtained. Issues with the Authority System are to be rectified prior to any further Civica Projects being commenced.
	4.3d (2)	Review Business Systems and identify services that can be delivered on Council's Website	Coordinator Business	Ongoing	Council website upgrade to commence 2022.
	4.3d (2)	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Coordinator Business	In Progress	Council website upgrade to commence 2022.
Council's records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	4.3d (3)	Continue to undertake improvements to infoXpert workflows to streamline record keeping	Coordinator Business	Completed	Best practice improvements are continually researched and implemented by Records Staff and communicated to staff.
Requests for service are processed in an efficient and effective manner.	4.3d (4)	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Finance and Customer Service	Not Due to Start	The survey is to be conducted after the adoption of the charter and compared with the satisfaction survey results from 2018.
	4.3d (4)	Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Finance and Customer Service	In Progress	Postponed and delayed due to staff resources and Covid. To be rescheduled when able.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide well-maintained cemeteries and efficient, appropriate and dignified cemetery operations and services that create the most peaceful surroundings possible for funeral parties and visitors.	4.3d (5)	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	Ongoing	Six (6) cemetery mapping projects are currently live to the community Cootamundra, Stockinbingal, Wallendbeen, Gundagai North and South and Nangus. Other cemeteries are ongoing.
	4.3d (5)	Develop a Cemetery Services Strategic plan	Manager Regulatory Services	Ongoing	Once the digitalisation project has been completed the Cemetery Strategic Plan can be developed around this. This will include a reflection centre within the Cootamundra Cemetery.
	4.3d (5)	Provide additional signage and seating, and maintain Cemeteries in the Local Government Area	Manager Regulatory Services	Ongoing	Signage and markers for the cemeteries require purchasing and installing. Some seating has been donated by Country Women's Association and requirements are being monitored.
Council's fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	4.3d (6)	Undertake plant replacement in accordance with related policies and programs	Manager Technical Services	Ongoing	Plant replacement program adopted, and replacements are taking place in accordance with this program. Preliminary discussions underway for 2022/23 program.

4.3e: Continuous improvement practices are utilised to ensure facilities and services are provided efficiently and meet the changing needs of our community.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Effective day-to-day management and leadership of the organisation conducts service reviews and implements continuous improvement practices to create greater efficiencies and effectiveness across the organisation.	4.3e (1)	Report quarterly on Efficiencies and Cost Savings	General Manager	Ongoing	Included in Quarterly Budget Review paper.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure adequate project management techniques are in place to ensure the delivery of projects which meet the changing needs of our community on time, within budget and to an acceptable standard.	4.3e (2)	Investigate and implement appropriate Project Management tools	General Manager	Ongoing	Demonstration held on Pulse Project Management system module. Further discussion and final decision still to be made on whether to implement module or to seek other options. Included in Performance Review for responsible Section Manager.

4.3f: Council attracts, retains, develops and supports employees in a safe, healthy and non-discriminatory work environment.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	4.3f (1)	Review and enhance recruitment practices	General Manager	In Progress	Working with Riverina Eastern Regional Organisation of Councils (REROC) on Skills and Shortage Project.
Review the efficiency and effectiveness of Council's adopted Organisational Structure and ensure the structure and staffing mix can adequately deliver the activities approved by Council.	4.3f (2)	Implement Operational Plan activities	General Manager	Ongoing	Operational Plan being delivered and reported on quarterly.
Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	4.3f (3)	Update Workforce Management Plan	General Manager	In Progress	Plan will be updated and adopted by 1 June 2022.
Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	4.3f (4)	Review monthly WHS reports and statistics discussed at Managers Meetings	Manager Civil Works	Ongoing	Monthly reviews undertaken.
	4.3f (4)	Review monthly WHS reports and statistics discussed at Managers Meetings	Manager Technical Services	Ongoing	Regular updates on Work Health and Safety statistics are being provided to management.
Develop and implement a Staff Wellbeing Program	4.3f (5)	Develop and implement Staff Wellbeing Program	General Manager	In Progress	Flu Vaccinations have been offered to all staff. Staff Newsletter continuing in 2022.

4.3g: Council staff are well-trained, skilled, resourced and knowledgeable.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement a training plan to enhance the skills and knowledge of staff across the organisation.	4.3g (1)	Develop Staff Training Plan following skills/performance process	General Manager	Ongoing	Training Plans to be developed after performance review process is finalised.
Provide learning and development opportunities to staff to develop the individual's potential and meet the needs of the community and organisation.	4.3g (2)	Implement Performance Review Program, and undertake the first cycle	General Manager	In Progress	Performance review process underway.
Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	4.3g (3)	Improve Geographic Information System (GIS) and the interface with Asset Management System	Manager Assets	Ongoing	Further training for staff will be arranged during 2022. Improvement has been made to the Geographic Information System (GIS) on flood layers and road GIS. Further improvement is proposed to the GIS.

**8.1.5 COOTAMUNDRA ANNUAL BEACH VOLLEYBALL EVENT**

DOCUMENT NUMBER	369651
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b></p> <p>2.3 Tourism opportunities are actively promoted</p> <p><b>1. A vibrant and supportive community: all members of our community are valued</b></p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p> <p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	\$26,000 residual profit from the former Coota Beach Volley Competition.
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 use the residual \$26,000 of the now defunct Volleyball Committee to assist a Coordinator to manage the annual Cootamundra Beach Volleyball event.**
- 2. A workshop be held to undertake further consideration on arrangements for the 2023 Cootamundra Beach Volley Ball Competition.**
- 3. Following the workshop further report on the Cootamundra Beach Volley Ball Competition be brought back to Council for final determination.**

Introduction

The former Cootamundra Beach Volleyball Committee approached Council to hand over the management and coordination of the popular annual Cootamundra Beach Volleyball Competition. The impact of COVID-19 and relevant restrictions and dwindling membership were some factors leading to this action.

While numerous discussions were held between committee members and Council staff on the outstanding financial balance from previous competitions a full handover has now been finalised.

Discussion

The annual Cootamundra Beach Volleyball Competition (the Event) is a major tourism and economic event for Cootamundra. It has grown over some twenty years. Around one hundred teams annually register and have come from across New South Wales, interstate and overseas. It has been a tourism event that has provided significant economic benefit across the Cootamundra business district including but not limited to; hotels, motels, cafes, Woolworths and IGA supermarkets.

The Event was unable to be held in 2021 and 2022 due to the COVID-19 pandemic restrictions. This resulted in a significant downturn in the local economy. It is imperative that the Cootamundra Beach Volleyball Competition continue to support the local economy.

Cootamundra-Gundagai Regional Council has always provided significant in-kind support to the Event though never acknowledged as a major sponsor. As such, taking on the management of the annual competition is a reasonable, responsible and essential action.

Council is to receive two proposals from external organisations expressing an interest in managing the Event. Both of these submissions will be provided to Council in a workshop environment for consideration to establish the best outcome for the Event and the community. Once a date for the workshop is determined an invitation is to be extended to both parties to discuss their proposals with Council.

**8.1.6 EASTERN RIVERINA ARTS ANNUAL GENERAL MEETING**

DOCUMENT NUMBER	370673
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Eastern Riverina Arts Annual General Meeting - 22nd April 2022 <a href="#">↓</a></li> <li>2. Eastern Riverina Arts Annual Report 2021 <a href="#">↓</a></li> <li>3. Eastern Riverina Arts Annual Membership Fees 2022/2023 <a href="#">↓</a></li> <li>4. Eastern Riverina Arts 2021 Financial Statements <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

The Report on the Eastern Riverina Arts Annual General Meeting held 22<sup>nd</sup> April, 2022 prepared by Cr Leigh Bowden (Deputy Mayor) and supporting documents attached to the report, be noted.

Introduction

The Report on the Eastern Riverina Arts Annual General Meeting held 22<sup>nd</sup> April, 2022 is submitted for the information of Council and the community.

**Cr Leigh Bowden, CGRC delegate at the AGM (it's usually the GM) and member of ERA Advisory Committee**

**Report on**

**EASTERN RIVERINA ARTS  
ANNUAL GENERAL MEETING  
Friday 22 April 2022**

Easter Riverina Arts (ERA) is an organisation that supports and connects artists, organisations, communities and councils to ensure that arts and culture contribute to the vibrancy, well-being and uniqueness of communities across our region. It works in collaboration with the eight Councils of Bland, Coolamon, Cootamundra-Gundagai, Lockhart, Junee, Snowy Valleys, Temora and Wagga Wagga. In addition to member Council contributions, it is funded by the NSW Government through Create NSW and is part of a state-wide network of Regional Development Arts Organisations. ERA is a member of Regional Arts NSW.

ERA is managed by a skills-based Board of seven people. There is a staff of four people: one full-time Executive Director, Tim Kurylowicz, and three part-time staff. An Advisory Committee made up of representatives from each of the eight Councils is a mechanism by which Councils can feed into the running of the organisation.

The Annual Report is attached.

Anne Lowe, Chair, spoke of the value she places on ERA's relationship with each of the member Councils and passed on thanks on behalf of the artists that have benefited from ERA's services because of the members' support and collaboration. Anne reported that ERA had been approved for DGR status and was now on the Register of Cultural Organisations which could receive tax-deductible donations.

Tim drew people's attention to pp 5&6 of the Report which provides an overview of the breadth of work ERA undertakes. One of the 33 micro grants mentioned enabled the commissioning of a First Nations Mural in Cootamundra, coordinated by the CDC and the Cootamundra Aboriginal Working Party. It is situated in Parker Street between Business Cootamundra and Deeps. Tim also emphasised the extraordinary role the arts play in resilience and recovery and that community projects and festivals bring people together to share memories and hopes. The state government had its biggest year in funding resilience projects.

Graig Richardson, Treasurer, presented the Financial Statements (see attachment). In 2021 there was a profit of \$130,000 compared with \$48,000 in 2020. ERA is in a very strong financial position which gives the Board options: the beneficiaries of funds will be local communities and artists. Graig thanked Tim for the streamlining of activities which resulted in considerable savings. A graph on p.15 of the Annual Report shows the contribution of councils in the whole income stream.



For this coming financial year, the membership fee increase will be consistent with the .7% rate peg. The Board aims to keep costs as low as it can. However, new ABS data will allow for the adjustment of fees. At some point there will be conversations with councils about the services provided and costs. The 2022 fees are attached.

Of the seven-person Board, two members are residents of CGRC's LGA: Elise Magrath and Freda Nicholls. We congratulate them and thank them for their commitment to a vibrant arts scene in our region.

Tim has offered to come and speak with member councils about the work of ERA and what it can provide for them. He has encouraged CGRC to take him up on his offer. The Advisory Council will meet in Cootamundra on Friday, 10 June, at The Arts Centre

# Eastern Riverina Arts

# 2021 Annual Report



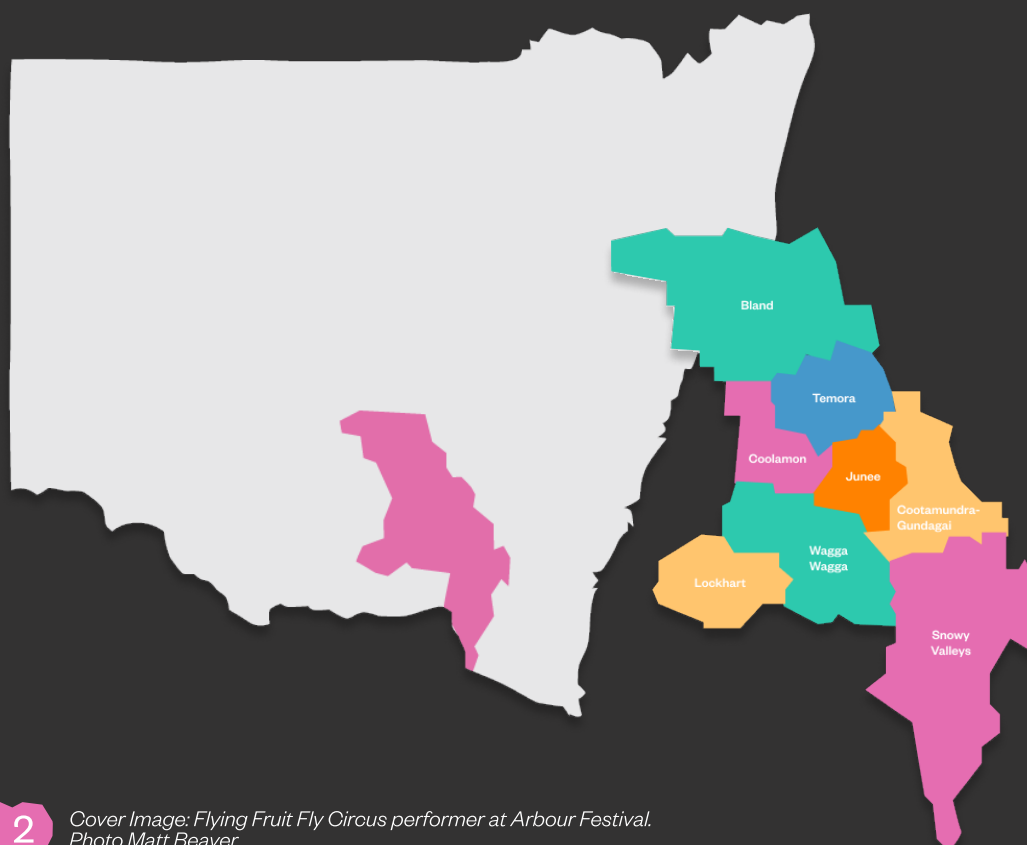
# About Eastern Riverina Arts

Eastern Riverina Arts (ERA) is a small organisation providing big opportunities to artists and creative people in our region.

We work in collaboration with the eight Councils of Bland, Coolamon, Cootamundra-Gundagai, Lockhart, Junee, Snowy Valleys, Temora and Wagga Wagga. Eastern Riverina Arts works within these communities to support creative practitioners, stimulate creative activity and enterprise, and increase participation in the arts.

We support and connect artists, organisations, communities and Councils to ensure that arts and culture contribute to the vibrancy, wellbeing and uniqueness of communities across our region.

Eastern Riverina Arts is funded by the NSW Government through Create NSW. We are part of a statewide network of Regional Arts Development Organisations and are a member of Regional Arts NSW.



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Cover Image: Flying Fruit Fly Circus performer at Arbour Festival.  
Photo Matt Beaver

# Chair's welcome



2021 was different! It demanded some very creative thinking on the part of Eastern Riverina Arts to ensure services continued to be available and accessible. So successful was that creative thinking that 2021 emerged as the busiest year to date! The blend of some bold and inventive strategies with well-established practices saw truly exciting projects initiated and delivered, more than can be captured in this report.

At the heart of this organisation is a very small but committed team - one that has developed strength and capability under the leadership of the Executive Director, Tim Kurylowicz. The smooth workings of this team, the ability of individuals to adapt at short notice to changes and external pressures meant that ERA delivered very solid outcomes yet again!

There were changes in the team, Tim officially took on the role of Executive Director at the commencement of the year. Marcus Wright left to take up a role with Museum of Contemporary Art, Scott Howie also left and was later appointed (Interim) General Manager of Regional Arts Australia, Claire Harris took on the leadership and management of RENEW, Ashleigh Adams was welcomed to the team as Administration Officer. At the end of the year our communications officer Kate Howarth signalled her intention to leave to pursue other career interests. I commend the team members for their resilience and thank them for their outstanding commitment to supporting artists and artistic endeavours in our region. I thank the members of the Board of Directors for their very generous support of this team, and of the organisation.

We acknowledge the financial support of the NSW Government enabling us to deliver a range of services and programs, some of which were targeted specifically to meet the challenging impacts of COVID. During the year we also strengthened our resources base by implementing further efficiencies and well-informed business and governance practices.

Towards the end of the year, we were presented with the revised Regional Arts NSW operating model. The organisation has adopted a range of exciting strategies which will see it concentrate on regional sector advocacy and support and sustainable business practices. We welcome this new direction and look forward to working with RANSW during 2022.

We really value our relationships with our eight member councils. Their ongoing support underpins our ability to raise the profile of artists and creative practices across this region. I add thanks from those artists who have benefited from the services we have been able to provide because of the collaboration and support of these members.

We reflect with pride on 2021, a year that delivered some tough challenges but also some great achievements, and I commend this report to you as a snapshot of that year.

**Anne Lowe**

Chair of the Eastern Riverina Arts Board of Directors



# Executive Director's Report



We commenced 2021 in the thick of delivering the Arbour Festival, a 50-event festival in a bushfire zone. Despite the team having wrapped months of work on the Artstate Conference in Wagga Wagga only weeks prior, we stepped up to deliver a project as beautiful as it was challenging, with professionalism and care.

What would follow was a year of unparalleled scale for Eastern Riverina Arts. We supported and delivered more than 60 projects across our region through Arts Restart, a Covid response funded by the NSW Government. This was also the year we broke new ground with the Renew Wagga project, helping dozens of artists and creatives grow creative businesses and bolster local retail and experience economies.

**“ 2021 gave Eastern Riverina Arts expanded capabilities for the foreseeable future, and we have wasted no time expanding the work we do around our region. ”**

The signing of a new funding agreement with CreateNSW in October 2021 gave Eastern Riverina Arts expanded capabilities for the foreseeable future, and we have wasted no time expanding the work we do around our region.

As I reflect on the year I can't help but notice our subtle but significant evolution from an organisation that in many ways revolved around the Executive Director, to an organisation that reflects the best and combined work of a team. So many of the outcomes catalogued in this report are only possible thanks to the commitment and hard work of Ash, Kate and Claire, and I'd like to acknowledge each of them for their stellar work ethic and unflagging optimism during a year that was nobody's favourite.

I am also proud that amidst the flurry of project delivery, we were able to strengthen ERA's operations, and achieve some of the big aspirations of our Strategic Plan as well. Lots of work has gone into improving our systems and processes, training staff, strengthening our policy and governance and formulating new projects and priorities.

I'm so looking forward to the opportunities that are ahead, and excited for Eastern Riverina Arts' future. Thanks for being part of our story, and for the role you'll play in our future.

**Tim Kurylowicz**

Executive Director





# 2021 by the numbers

**\$500,000**

in artist fees, production fees and worker salaries distributed across our region above and beyond the core services we are funded to provide.

**22**

Artists commissioned through the A4 Art Commission project.

**32**

Artists who we supported to sell their work through the Christmas Markets and the Creative Riverina Christmas campaign.

**33**

Micro Grants provided for creative and cultural projects across our region.



Renew Wagga Christmas Markets  
Image: Ash Smith

Advice and support provided to:

**135** artists and creative businesses

**80** community groups

**84** council projects

# Testimonials



"Eastern Riverina Arts provided me with a wealth of support and direction during a recent project of mine. The expertise, knowledge and community links were immensely valuable for me as an Aboriginal artist - supporting fair and equitable access to resources and guiding best practice in the arts."

**Amanda Hinkelmann**

Because of my Four



"Managing an art project was not something that I had ever done before. Thankfully, Eastern Riverina Arts was there to help me negotiate everything from what type of contract to use through to when to step back and allow the artist to exercise their poetic licence in the design. What resulted was an amazing collaborative project."

**Tony Wennerbom**

Wing Commander,  
Royal Australian Air Force



The support provided to my business by Eastern Riverina Arts over the past 5 years has been pivotal in our resilience, success and growth. The organisation is full of outstanding creative professionals, each with their own experience and skills, but all eager to share advice and contacts to help the sector grow together."

**Adam Bannister**

Pyrus Event Services



"Through the help of Eastern Riverina Arts I have been able to gain a national profile as a comedian while continuing to live in the Riverina with my friends and family. During the pandemic they helped me to navigate funding opportunities to help me stay afloat during a really tough time, and over the years they have helped me grow as an artist in knowledge and experience in lots of different ways."

**Dane Simpson**

Comedian



"The Australia Council hosted several key events and leadership programs in Wagga Wagga in 2021. This would not have been possible without the local knowledge, commitment, and guidance of Eastern Riverina Arts. Tim and the team were a dream to work with and we thank them for their critical work advocating for the arts and the Eastern Riverina region."

**Kevin du Preez**

Previously Director  
Capacity Building, Australia  
Council for the Arts



"Renew Wagga is giving artists like me a start. Today I am open for business, my art is on the walls and I have already made several sales. I actually have accounting software and thanks to Eastern Riverina Arts and the Business Enterprise Centre realise that a business plan involves more than "paint the pictures, sell the pictures, buy more paint"! This is literally a dream come true."

**Maggie Deal**

Owner, Little Yellow House  
Gallery

# Our Core Services

## Growing local culture in 2021

Despite the challenges of Covid, our work continued without pause in 2021. We held more than 135 individual meetings with artists, and 80 with community and cultural groups. We provided advice and support 84 times to council projects.

We overhauled and expanded our Creative Riverina database, and extended its coverage across the service areas of Western Riverina Arts and South West Arts. This means the whole of NSW's Riverina region is now represented within this vibrant creative database and online community.

We toured the Old:New exhibition to Lockhart, Coolamon and Temora, and through the Lagoon project facilitated Aboriginal tools workshops in Batlow, Gundagai and Wagga Wagga.



We assisted 21 artists and community groups with requests for auspicing and wrote 52 letters of support for projects within our region. We provided significant assistance to recipients of past grants whose projects had been delayed by bushfires and Covid, clearing an auspicing backlog and helping get money into communities to reactivate towns and keep artists working during the pandemic.

We set up a Public Fund and applied for Deductible Gift Recipient status. We held an Art auction and raised over \$3000 to support future art projects in our region.



Top: Old:New Exhibition Image: Patrick Ronald  
Left: Freeraom Theature





*Arbour Festival Finale Concert Image: Matt Beaver*

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# Connecting a vibrant and creative region

## Highlights

We were able to deliver and support so many outcomes across our region. Here are a few of our favourites:

- A youth arts project in Bland shire that put artwork from local youth on empty shopfront windows.
- Funding provided to support production costs for a community production of Macbeth in Temora.



Left: Riverina Comedy Club  
Top: Jugiong Writers Festival

- The purchase of hanging equipment to support future Up2Date art and photography exhibitions in Coolamon.



- Commissioning an Aboriginal Mural in Cootamundra, coordinated by the Cootamundra Development Corporation and the Cootamundra Aboriginal Working Group.
- Professional photography of cultural attractions in Lockhart shire to promote tourism.
- Coordinating a mural (and online audio experience) on the Tarcutta Memorial Hall honouring local soldiers.
- Aunty Lorraine Tye and Hands on Weavers commissioned to produce a new woven artwork as part of the Wirramurri project.
- Bringing the Flying Fruit Fly Circus to perform at the Arbour Festival, and provide circus workshops in 3 local schools.
- Funding a live music showcase at the Loco Hotel and a free community concert on Broadway, Junee
- Supporting a live gig in the historic Moonbucca station Woolshed in Temora Shire
- Transdisciplinary artist residency pilot program delivered in aged care facility, and development of training resources.
- Partnering with the Riverina Comedy Club to present "Access All Areas," a showcase of comedians with disability and associated workshop for comedians with disability from across NSW in Wagga Wagga







# Major project: RENEW Wagga

Renew Wagga breathes life into vacant city buildings and unlocks new opportunities for creative people in Wagga Wagga.

In 2021 we facilitated short term usage of empty CBD spaces by artists and creative entrepreneurs, activating 627 square metres of prime shopfront space in Wagga Wagga.

Creative businesses make a city more vibrant, unique and profitable for everyone. With bespoke professional support, we're helping local creative people establish sustainable businesses that will thrive into the future and grow the local creative ecosystem.

Other highlights of the Renew Wagga project included the provision of comprehensive professional development program to support artists to develop sustainable and profitable businesses. This includes ART Work monthly sessions and individualised support.

This work culminated in the Renew Wagga Christmas Markets, a thriving shopping event featuring the work of 32 local creatives.

In 2022 the Renew Wagga project will establish a Creative Industries Hub within Wagga Wagga to support and grow our unique creative economy.

**“ As a new creative business owner, I can attest to the immediate and significant impact of the Renew Wagga program administered by Eastern Riverina Arts. After facing financial and administrative barriers for over eighteen months, my business partner and I were able to launch our business and begin trading in just five weeks. This was only made possible by the Renew Wagga project and the ongoing support of Eastern Riverina Arts. ”**



Renew Wagga is supported by the NSW Government through the Stronger Country Communities Fund.

Dr James Farley, Artist, Curator, Photographer  
f.Stop Workshop

From top left: RENEW Wagga launch Image: Brittany Hefren  
Millie Hocking (The Shy Fox) in Middlemost Image: James Farley  
f.Stop Workshop shop Image: James Farley  
f.Stop Workshop display Image: Brittany Hefren  
Bella Ingram at RENEW Wagga launch Image: Brittany Hefren

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# Major project: Arbour Festival

The Arbour Festival comprised a festival of more than 50 separate events, exhibitions and workshops spanning 50 days, as well as a series of ephemeral artworks installed in the Pilot Hill Arboretum for the festival duration. Front and centre of the Arbour Festival's programming were bushfire-affected local creatives.



## Woodland Film Festival

A locally-curated festival of short films submitted locally and from around the country including performances from a regional band.

## Arbour Festival Finale

A concert featuring performances from the Flying Fruit Fly Circus, and Riverina musicians Fanny Lumsden and the Thrillseekers, Montgomery Church, William Oughton (special guest William Barton) and Rory Phillips

## Remembering the Sugar Pines

An intimate dawn ceremony featuring music, readings and an original movement piece from local artists, musicians, writers and performers to commemorate the 1 year anniversary of the loss of the iconic 'Sugar Pine Walk'.

## Ephemeral Art Installations

Commissioned installations by Riverina Artists: Robyn Sweeney, Sulari Gentill, Juju Roche, Helen Newman, Andreas Buisman and Marlene Pearce.

## Exhibitions

3 Exhibitions of artworks responding to the Dunns Road Fire were mounted in 3 Snowy Valley towns and ran for the duration of the Festival.

*Opposite from top left: Robyn Sweeney with her work Containment Lines  
Image: Jack of Hearts  
Circus Performer, Arbour Finale. Image: Matt Beaver  
Arbour Festival Finale Concert Musicians. Image: Matt Beaver  
Circus Performer, Arbour Finale. Image: Matt Beaver  
Aboriginal Weaving Workshops. Image: Jack of Hearts  
Above: Arbour Festival Finale Concert  
Image: Matt Beaver*

## Impact and Recognition

- Increased visibility and recognition of local artists
- Sold out events platforming LOCAL professional musicians, writers, visual artists, etc
- Significant economic activity increases in Batlow, Tumut and Tumbarumba through cultural tourism and increased street activity
- Successful community participation from residents impacted by bushfire
- Recognition from recovery agencies and NGOs for the delivery of programming that successfully and professionally engaged a traumatised community

As well as positive mentions on Radio National and ABC Statewide, Arbour Festival received more than 60 mentions/stories in media throughout the project, including The Australian, FilmInk, About Regional and a swathe of local/regional outlets. The festival was featured as Season 2, Ep 1 of the Creative Recovery Network's Creative Responders Podcast.

Arbour Festival was a project of Eastern Riverina Arts, supported by the NSW Government through CreateNSW.



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# National Impact

## National Leadership Programs

It's not every year that we can boast about arts leaders gathering from all over the country at the Up2Date Store in Coolamon or the Art Gallery in Wagga Wagga.

In 2021 Eastern Riverina Arts worked closely with the Australia Council for the Arts (AusCo) to facilitate covid-safe gatherings of their flagship leadership programs in the Riverina.

For AusCo, this meant gathering dispersed cohorts of four separate week-long residency programs in and around Wagga Wagga – the first time all three programs have run in the same place, bringing over 100 arts leaders into the Riverina.

We were delighted to partner with AusCo and three neighbouring Regional Arts Development Organisations to deliver the Riverina Arts Leaders Program, with 25 participants from across Southern NSW receiving a free leadership training over 4 sessions.

**“ We partnered with AusCo and three neighbouring Regional Arts Development Organisations to deliver the Riverina Arts Leaders Program. ”**

## National Recognition

Also in 2021, Tim Kurylowicz joined Arbour Festival Artistic Director Vanessa Keenan on a panel about Creative Recovery at Artlands, Regional Arts Australia's National conference. Tim was also invited to present at the Powerhouse Museum's Regional Stakeholder's Forum in December.



AusCo Custodianship Program  
Photo: Eastern Riverina Arts

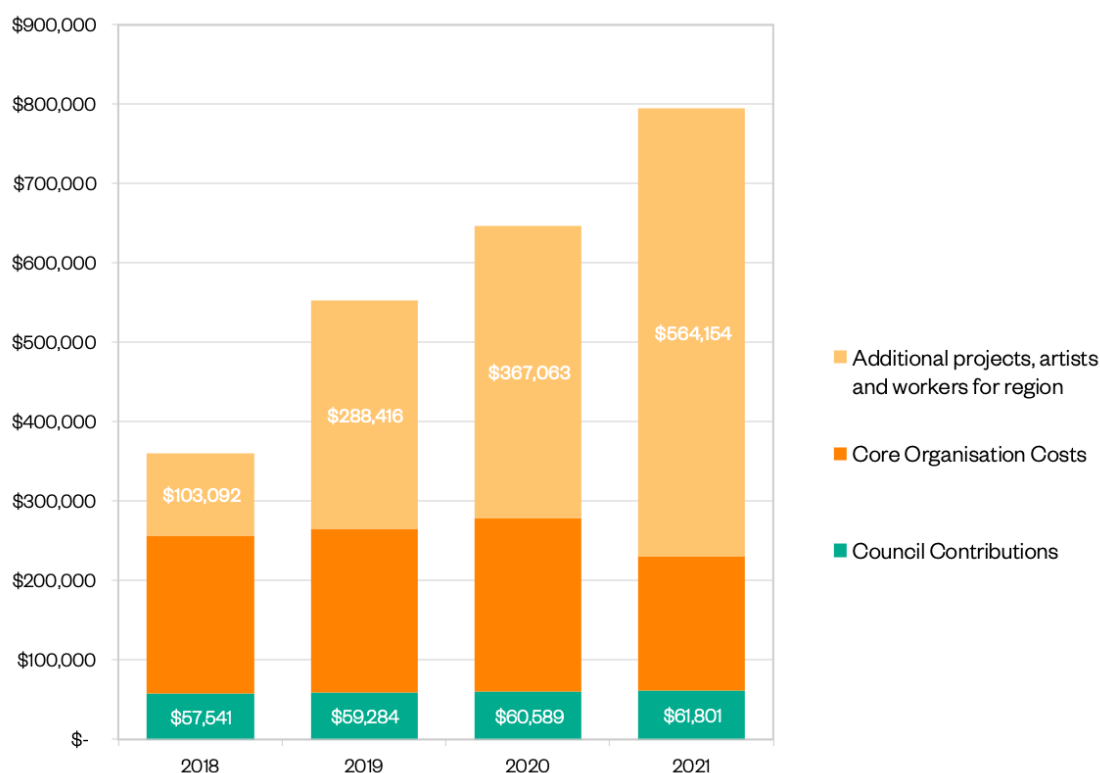


# Financial Returns

Eastern Riverina Arts continues its track record of growth, delivering an increasing dividend on our members' investment.

In 2021, ERA-led projects including Arbour Festival, Arts Restart and Renew Wagga distributed more than \$500,000 in artist fees, production fees and worker salaries across our region, above and beyond the core services that are funded through the contributions of our member councils and Create NSW.

To read our full audited financial statement for 2021, please visit [easternriverinaarts.org.au/documents](http://easternriverinaarts.org.au/documents)



# Acknowledgements

Eastern Riverina Arts acknowledges the financial and in-kind support of its member Councils



## Eastern Riverina Arts

(02) 6921 6890

[exec@easternriverinaarts.org.au](mailto:exec@easternriverinaarts.org.au)

48 Trail Street, Wagga Wagga, NSW

ABN 93 195 464 075

[easternriverinaarts.org.au](http://easternriverinaarts.org.au)



Create NSW  
Arts, Screen & Culture

REGIONAL  
ARTS  
NSW



## ERA Membership Fees

### PURPOSE

For members to determine the membership fees for the 2022/23 financial year.

### BACKGROUND

Our Constitution states that membership fees will be determined by the association, whereas previously they were set by the Board. The board, since 2010-11 have decided that fees would be calculated on a base rate plus a per capita loading on LGA population using most recent ABS Census data for each LGA, with an annual uplift in fees in line with Council rate pegging. The Association membership agreed to continue using this model at 2017 and 2021 AGMs.

These fees are for the most cases significantly lower than the recommended minimum fees set by Regional Arts NSW, which some of the Regional Arts Development Organisations use. The RANSW model is not per-capita based and increases annually by 3.5%.

Eastern Riverina Arts will again absorb rising costs on behalf of our member Councils, imposing only an increase in line with the rate peg of 0.7%.

We note that this year's fee structure is based on 2016 ABS Population data, and we expect to be able to recalculate our fees based on more recent Census data before the 2023/24 Financial Year. We believe that at some point in the future it will be necessary to review the membership fee structure in light of rising costs and the changed nature of the services we provide to our member Councils.

### RECOMMENDATION

That the 2022/2023 fees be set using our standard model with an uplift of 0.7% in line with IPART rate peg which is recommended for all of our member Councils.

All figures in this table are GST Exclusive

Council	Population (ABS 2016)	2021	2022
Bland	5865	\$5,178	\$5,214.00
Coolamon	4099	\$4,601	\$4,633.61
Cootamundra	10996	\$6,852	\$6,900.30
Junee	5878	\$5,182	\$5,218.27
Lockhart	2998	\$4,242	\$4,271.77
Temora	5776	\$5,149	\$5,184.75
Snowy Valley	14292	\$7,928	\$7,983.52
Wagga Wagga	59458	\$22,669	\$22,827.24
		<b>\$61,801</b>	<b>\$62,232</b>



# **EASTERN RIVERINA ARTS INCORPORATED**

**ABN: 93 195 464 075**

## **FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

# **EASTERN RIVERINA ARTS INCORPORATED**

**ABN: 93 195 464 075**

## **CONTENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**EASTERN RIVERINA ARTS INCORPORATED****ABN: 93 195 464 075****AUDITOR'S INDEPENDENCE DECLARATION****FOR THE YEAR ENDED 31 DECEMBER 2021**

Pursuant to Section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012*, as lead auditor for the audit of Eastern Riverina Arts Incorporated, we declare that, to the best of our knowledge and belief, during the year ended 31 December 2021, there have been:

- (i) no contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-for-profits Commission Act 2012*, in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

**National Audits Group Pty Ltd**  
**Authorised Audit Company**

**Chang Chow**  
**Registered Company Auditor**

**Dated: 23 March 2022**

**Wagga Wagga**



**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME**

FOR THE YEAR ENDED 31 DECEMBER 2021

		2021	2020
	Note	\$	\$
Revenue	4	793,975	644,661
Interest income		751	1,780
		<u>794,726</u>	<u>646,441</u>
<b>Less: Expenses</b>			
Artist fees		285,518	96,199
Auditor's remuneration	5	7,670	6,500
Board expenses		996	4,383
Bookkeeping		9,155	9,795
Conference and professional development		1,475	1,130
Consultant and speaker fees		19,345	2,311
Depreciation		25,692	38,834
Equipment and staging		4,900	-
Employee benefits expense		220,438	278,139
Insurance		6,146	5,976
Other expenses		42,029	33,721
Platform project expenses		-	103,296
Rental outgoings		15,424	-
Travel and accommodation		5,095	4,467
Website and advertising		21,020	13,776
		<u>129,823</u>	<u>47,914</u>
<b>Profit for the year</b>		129,823	47,914
Income tax expense	2(a)	-	-
Other comprehensive income, net of income tax		-	-
		<u>-</u>	<u>-</u>
<b>Total comprehensive income for the year</b>		<u>129,823</u>	<u>47,914</u>

The accompanying notes form part of these financial statements.

**EASTERN RIVERINA ARTS INCORPORATED**  
ABN: 93 195 464 075

**STATEMENT OF FINANCIAL POSITION**

AS AT 31 DECEMBER 2021

	Note	2021 \$	2020 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	6	529,845	491,180
Trade and other receivables	7	1,637	169,123
Other assets		7,706	3,091
<b>TOTAL CURRENT ASSETS</b>		<b>539,188</b>	<b>663,394</b>
<b>NON-CURRENT ASSETS</b>			
Right-of use asset	8	-	1,502
Property, plant and equipment	9	46,559	68,043
<b>TOTAL NON-CURRENT ASSETS</b>		<b>46,559</b>	<b>69,545</b>
<b>TOTAL ASSETS</b>		<b>585,747</b>	<b>732,939</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade payables	10	21,405	45,802
Employee benefits	11	12,440	20,414
Contract Liabilities	12	176,639	407,358
Lease liabilities	13	-	1,502
<b>TOTAL CURRENT LIABILITIES</b>		<b>210,484</b>	<b>475,076</b>
<b>NON-CURRENT LIABILITIES</b>			
Employee benefits	11	-	12,423
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>-</b>	<b>12,423</b>
<b>TOTAL LIABILITIES</b>		<b>210,484</b>	<b>487,499</b>
<b>NET ASSETS</b>		<b>375,263</b>	<b>245,440</b>
<b>EQUITY</b>			
Retained earnings		375,263	245,440
<b>TOTAL EQUITY</b>		<b>375,263</b>	<b>245,440</b>

The accompanying notes form part of these financial statements.

**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**STATEMENT OF CHANGES IN EQUITY**

FOR THE YEAR ENDED 31 DECEMBER 2021

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Retained earnings at the beginning of the year</b>	245,440	197,526
Profit for the year	129,823	47,914
<b>Retained earnings at the end of the year</b>	<u>375,263</u>	<u>245,440</u>

The accompanying notes form part of these financial statements.

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**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**STATEMENT OF CASH FLOWS**

FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	2021 \$	2020 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Receipts from customers		203,023	186,808
Payments to suppliers and employees		(691,738)	(557,803)
Receipts from government grants		477,773	395,465
Interest received		751	1,780
Government subsidies received (COVID-19)		49,946	72,042
<b>Net cash provided by operating activities</b>	14	<u>39,755</u>	<u>98,292</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Purchase of property, plant and equipment		(1,090)	(12,727)
<b>Net cash used in investing activities</b>		<u>(1,090)</u>	<u>(12,727)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>			
<b>Net increase in cash and cash equivalents held</b>		38,665	85,565
Cash and cash equivalents at beginning of year		491,180	405,615
<b>Cash and cash equivalents at end of financial year</b>	6	<u>529,845</u>	<u>491,180</u>

The accompanying notes form part of these financial statements.

**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 DECEMBER 2021**

The financial statements cover Eastern Riverina Arts Incorporated as an individual entity. Eastern Riverina Arts Incorporated is a not-for-profit Association incorporated in New South Wales under the *Associations Incorporation Act (NSW) 2009* and *Associations Incorporation Regulation (NSW) 2016*.

The principal activities of the Association for the year ended 31 December 2021 were to provide assistance and support to local artists and local councils in the Riverina.

The functional and presentation currency of Eastern Riverina Arts Incorporated is Australian dollars (\$AUD). All amounts reported have been rounded to the nearest dollar.

**1 BASIS OF PREPARATION**

The Board have prepared the financial statements on the basis that the Association is a non-reporting entity because there are no users dependent on general purpose financial statements. The financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*, *Australian Charities and Not-for-profits Commission Regulation 2013*, *Associations Incorporation Act (NSW) 2009* and *Associations Incorporation Regulation (NSW) 2016*.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 *Presentation of Financial Statements*, AASB 107 *Statement of Cash Flows*, AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* and AASB 1054 *Australian Additional Disclosures*.

The financial statements have been prepared on an accruals basis and are based on historical costs. Comparatives are consistent with prior years, unless otherwise stated.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****(a) Income Tax**

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

**(b) Leases**

At the lease commencement, the Association recognises a right-of-use asset and associated lease liability for the lease term. The lease term includes extension periods where the Association believes it is reasonably certain that the option will be exercised.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises of the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration less any lease incentives received.

The right-of-use asset is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of assets accounting policy.

The lease liability is initially measured at the present value of the remaining lease payments at the commencement of the lease.

## EASTERN RIVERINA ARTS INCORPORATED

ABN: 93 195 464 075

### NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

## 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Where the lease liability is remeasured, the right-of-use asset is adjusted to reflect the remeasurement or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

The Association has elected to exercise the exemption available to short-term and low-value leases. Leases that are exempt have not been recognised as a right-of-use asset or lease liability and will be recognised in the Statement of Profit or Loss and Other Comprehensive Income on a straight-term basis over the term of the lease.

A lease agreement for the premises located at 98 Fitzmaurice Street, Wagga Wagga NSW 2650 commenced on 1 August 2019 and expired on 31 January 2021. The lease has been extended on a month-to-month basis until September 2021. Rental outgoings are payable monthly in advance with payments increasing by a fixed rate of 3% annually.

On 26 August 2021, the Association entered into a new lease agreement for the premises located at 48 Trail Street, Wagga Wagga NSW 2650 which commenced on 1 September 2021. The licence fee to occupy part of the serviced office is payable monthly in advance.

### (c) Revenue and other income

#### Revenue from contracts with customers

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the Association expects to receive in exchange for those goods or services. Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer
2. Identify the performance obligations
3. Determine the transaction price
4. Allocate the transaction price to the performance obligations
5. Recognise revenue as and when control of the performance obligations is transferred

Generally the timing of the payment for sale of goods and rendering of services corresponds closely to the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

None of the revenue streams of the Association have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations.

All revenue is stated net of the amount of goods and services tax (GST).

#### Income of Not-for-Profit Entities

Under AASB 1058 *Income of Not-for-Profit Entities*, the Association recognises revenue on a basis that reflects the fair value of goods, services, and assets (such as cash, inventories and property, plant and equipment), which have been provided or transferred to the Association for nil or nominal consideration, and is deemed to further the objectives of the Association.

**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 DECEMBER 2021****2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****(c) Revenue and other income****Grant revenue**

Grant revenue derived is recognised on delivery of services in accordance with the milestone/activities of the Funding Agreement. Funding received in advance will be set aside as unearned income as contract liabilities in the statement of financial position.

**Rendering of services**

Contract revenue depends on whether the Association has fulfilled its performance obligation as outlined in the initial terms of the agreement with the customer.

When a performance obligation is satisfied by completing contractual obligations for the customer before the customer pays consideration or the before payment is due, the Association presents the contract as a contract asset, unless the Association's rights to that amount of consideration are unconditional, in which case the Association recognises a receivable.

**Local government membership income**

Membership income is recognised on an accruals basis when the Association has met its specific performance obligations relating to the generated income.

**Interest income**

Interest income is recognised as interest accrues using the effective interest method. This is a method of calculating the amortised cost of a financial asset and allocating the interest income over the relevant period using the effective interest rate, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset.

**Other income**

Other income is recognised on an accruals basis when the Association has met its specific performance obligations relating to the generated income.

**(d) Goods and services tax (GST)**

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

Cash flows in the statement of cash flows are included on an inclusive basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.



**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2021

**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****(e) Property, plant and equipment**

Each class of property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment.

Items of property, plant and equipment acquired for nil or nominal consideration have been recorded at the acquisition date fair value.

Costs include purchase price, other directly attributable costs and the initial estimate of the costs of dismantling and restoring the asset, where applicable.

**Depreciation**

Property, plant and equipment, is depreciated on a straight-line basis over the asset's useful life to the Association, commencing when the asset is ready for use.

The depreciation rates used for each class of depreciable asset are shown below:

<b>Fixed asset class</b>	<b>Depreciation rate</b>
Furniture, Fixtures and Fittings	100%
Motor Vehicles	25%
Computer Equipment	25% - 100%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

**(f) Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand, cash at bank and short-term deposits, which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

**(g) Employee benefits**

A liability is made for the Association's employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements.

**(h) Provisions**

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured.

## EASTERN RIVERINA ARTS INCORPORATED

ABN: 93 195 464 075

### NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

## 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### (i) Economic dependence

Eastern Riverina Arts Incorporated is dependent on Government Funding from the NSW Department of Premier and Cabinet for the majority of its revenue used to operate the business. At the date of this report the Board have no reason to believe the government will not continue to support Eastern Riverina Arts Incorporated.

In the opinion of the Board, the Association has adequate cash reserves to support the continued level of operations for at least the next 12 months.

## 3 CRITICAL ACCOUNTING ESTIMATES AND JUDGMENTS

The Board make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

### **Key estimates - impairment of property, plant and equipment**

The Association assesses impairment at the end of each reporting period by evaluating conditions specific to the Association that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

### **Key estimates - receivables**

The receivables at reporting date have been reviewed to determine whether there is any objective evidence that any of the receivables are impaired. An impairment provision is included for any receivable where the entire balance is not considered collectible. The impairment provision is based on the best information at the reporting date.

### **Key judgments - Coronavirus (COVID-19) pandemic**

Judgement has been exercised in considering the impacts that the Coronavirus (COVID-19) pandemic has had, or may have, on the Corporation based on known information. Other than as addressed in specific notes, there does not currently appear to be either any significant impact upon the financial statements or any significant uncertainties with respect to events or conditions which may impact the Corporation.

**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 \$	2020 \$
<b>4 REVENUE AND OTHER INCOME</b>		
<b>Revenue from contracts with customers</b>		
Grant revenue		
- Create NSW Multi-year	168,000	140,000
- Arbour festival	89,129	36,628
- Arts restart grant	171,234	-
- Create space grant	95,509	7,106
- Indigenous language and arts grant	60,931	101,557
- Other grant income	33,944	90,995
- Platform - NDIS funding (capital)	13,008	1,382
- Platform - NDIS funding (operating)	-	118,445
- Tarcutta mural project	30,000	-
Local Government Memberships	61,801	60,589
Other Income	20,473	5,117
	<u>744,029</u>	<u>561,819</u>
<b>Revenue recognised on receipt</b>		
Government subsidies (COVID-19)	49,946	82,842
	<u>793,975</u>	<u>644,661</u>

**EASTERN RIVERINA ARTS INCORPORATED**  
ABN: 93 195 464 075

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021 \$	2020 \$
<b>5 AUDITORS' REMUNERATION</b>		
Remuneration of the auditor National Audits Group Pty Ltd, for:		
- auditing and assisting with compilation of the financial statements	7,670	6,500
<b>6 CASH AND CASH EQUIVALENTS</b>		
	<b>Note</b>	
CURRENT		
Cash on hand	-	200
Cash at bank	372,189	337,369
Short-term deposits	154,362	153,611
Cash at bank - public fund	6(a) 3,294	-
	<u>529,845</u>	<u>491,180</u>
<b>(a) Cash at bank - public fund</b>		
A separate bank account was opened in November 2021 to meet the requirement of the public fund as outlined in Clause 45(1) of the Constitution "The Organisation will establish and maintain a public fund".		
<b>7 TRADE AND OTHER RECEIVABLES</b>		
CURRENT		
Trade receivables	1,637	169,123
The carrying value of trade receivables is considered a reasonable approximation of fair value due to the short-term nature of the balances.		
<b>8 RIGHT-OF-USE ASSETS</b>		
NON-CURRENT		
Right-of-use asset - at cost	26,513	26,513
Accumulated depreciation	(26,513)	(25,011)
	<u>-</u>	<u>1,502</u>

**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 \$	2020 \$
<b>9 PROPERTY, PLANT AND EQUIPMENT</b>		
NON-CURRENT		
Plant and equipment		
At cost	70,057	70,057
Accumulated depreciation	(38,636)	(23,581)
	<u>31,421</u>	<u>46,476</u>
Motor vehicles		
At cost	27,680	27,680
Accumulated depreciation	(20,000)	(17,719)
	<u>7,680</u>	<u>9,961</u>
Computer equipment		
At cost	15,943	14,853
Accumulated depreciation	(8,485)	(3,247)
	<u>7,458</u>	<u>11,606</u>
	<u>46,559</u>	<u>68,043</u>

**(a) Movements in carrying amounts of property, plant and equipment**

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Plant and Equipment	Motor Vehicles	Computer Equipment	Total
<b>Year ended 31 December 2021</b>				
Balance at the beginning of year	46,476	9,961	11,606	68,043
Additions	-	-	1,090	1,090
Depreciation expense	(15,055)	(2,281)	(5,238)	(22,574)
<b>Balance at the end of the year</b>	<u>31,421</u>	<u>7,680</u>	<u>7,458</u>	<u>46,559</u>

# **EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

## **NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 \$	2020 \$
<b>10 TRADE AND OTHER PAYABLES</b>		
CURRENT		
Trade payables	21,405	45,802
Trade and other payables are unsecured, non-interest bearing and are normally settled within 30 days. The carrying value of trade and other payables is considered a reasonable approximation of fair value due to the short-term nature of the balances.		
<b>11 EMPLOYEE BENEFITS</b>		
CURRENT		
Provision for annual leave	12,440	20,414
NON-CURRENT		
Provision for long service leave	-	12,423
<b>12 CONTRACT LIABILITIES</b>		
CURRENT		
Funding received in advance	176,639	407,358
<b>13 LEASE LIABILITIES</b>		
CURRENT		
Lease liabilities	-	1,502

**EASTERN RIVERINA ARTS INCORPORATED**  
ABN: 93 195 464 075

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021 \$	2020 \$
<b>14 CASH FLOW INFORMATION</b>		
<b>(a) Reconciliation of result for the year to cashflows from operating activities</b>		
Reconciliation of net income to net cash provided by operating activities:		
Profit for the year	129,823	47,914
Cash flows excluded from profit attributable to operating activities		
Non-cash flows in profit:		
- capital asset depreciation	22,574	21,115
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	167,486	(166,360)
- (increase)/decrease in other assets	(4,615)	1,157
- increase/(decrease) in trade and other payables	(24,397)	3,752
- increase/(decrease) in contract liabilities	(230,719)	176,014
- increase/(decrease) in employee benefits	(20,397)	14,700
Cashflows from operations	<u>39,755</u>	<u>98,292</u>

**15 EVENTS OCCURRING AFTER THE REPORTING DATE**

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations, or the state of affairs of the Association in future financial years.



**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**RESPONSIBLE PERSONS' DECLARATION****FOR THE YEAR ENDED 31 DECEMBER 2021**

The responsible persons declare that in the responsible persons' opinion:

- (i) there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- (ii) the financial statements and notes satisfy the requirements of the relevant Australian Accounting Standards, *Australian Charities and Not-for-profits Commission Act 2012*, *Associations Incorporation Act (NSW) 2009* and *Associations Incorporation Regulation (NSW) 2016*.

This statement is made in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Responsible person .....  
Anne Lowe

Responsible person .....  
Madeleine Scully

Dated: 23 March 2022

**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**INDEPENDENT AUDITOR'S REPORT****FOR THE YEAR ENDED 31 DECEMBER 2021****Report on the Audit of the Financial Statements****Opinion**

We have audited the accompanying financial statements, being special purpose financial statements of Eastern Riverina Arts Incorporated (the Association), which comprises the statement of financial position as at 31 December 2021, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the responsible persons' declaration.

In our opinion, the accompanying financial statements present fairly, in all material respects, including:

- (i) giving a true and fair view of the Association's financial position as at 31 December 2021 and of its financial performance for the year ended; and
- (ii) complying with the relevant Australian Accounting Standards, *Australian Charities and Not-for-profits Commission Act 2012*, *Australian Charities and Not-for-profits Commission Regulation 2013*, *Associations Incorporation Act (NSW) 2009* and *Associations Incorporation Regulation (NSW) 2016*.

**Basis for Opinion**

We have conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the auditor independence requirements of Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial statements in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Emphasis of Matter - Basis of Preparation**

We draw attention to Note 1 of the financial statements, which describes the basis of preparation. The financial statements have been prepared to assist the Association to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*, *Australian Charities and Not-for-profits Commission Regulation 2013*, *Associations Incorporation Act (NSW) 2009* and *Associations Incorporation Regulation (NSW) 2016*. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**Responsibilities of Management for the Financial Statements**

The Board is responsible for the preparation and fair presentation of the financial statements in accordance with the relevant Australian Accounting Standards, *Australian Charities and Not-for-profits Commission Act 2012*, *Australian Charities and Not-for-profits Commission Regulation 2013*, *Associations Incorporation Act (NSW) 2009* and *Associations Incorporation Regulation (NSW) 2016* and for such internal control as the Board determines is necessary to enable the preparation of the financial statements to be free from material misstatement, whether due to fraud or error.

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**MORE THAN JUST AUDITORS**

T: 1300 734 707

E: [info@audits.com.au](mailto:info@audits.com.au)[www.audits.com.au](http://www.audits.com.au)

National Audits Group Pty Ltd, ABN 93 195 464 075, 100/101-102/103-104/105-106/107-108/109-110/111-112/113-114/115-116/117-118/119-120/121-122/123-124/125-126/127-128/129-130/131-132/133-134/135-136/137-138/139-140/141-142/143-144/145-146/147-148/149-150/151-152/153-154/155-156/157-158/159-160/161-162/163-164/165-166/167-168/169-170/171-172/173-174/175-176/177-178/179-180/181-182/183-184/185-186/187-188/189-190/191-192/193-194/195-196/197-198/199-200/201-202/203-204/205-206/207-208/209-210/211-212/213-214/215-216/217-218/219-220/221-222/223-224/225-226/227-228/229-230/231-232/233-234/235-236/237-238/239-240/241-242/243-244/245-246/247-248/249-250/251-252/253-254/255-256/257-258/259-260/261-262/263-264/265-266/267-268/269-270/271-272/273-274/275-276/277-278/279-280/281-282/283-284/285-286/287-288/289-290/291-292/293-294/295-296/297-298/299-300/301-302/303-304/305-306/307-308/309-310/311-312/313-314/315-316/317-318/319-320/321-322/323-324/325-326/327-328/329-330/331-332/333-334/335-336/337-338/339-340/341-342/343-344/345-346/347-348/349-350/351-352/353-354/355-356/357-358/359-360/361-362/363-364/365-366/367-368/369-370/371-372/373-374/375-376/377-378/379-380/381-382/383-384/385-386/387-388/389-390/391-392/393-394/395-396/397-398/399-400/401-402/403-404/405-406/407-408/409-410/411-412/413-414/415-416/417-418/419-420/421-422/423-424/425-426/427-428/429-430/431-432/433-434/435-436/437-438/439-440/441-442/443-444/445-446/447-448/449-450/451-452/453-454/455-456/457-458/459-460/461-462/463-464/465-466/467-468/469-470/471-472/473-474/475-476/477-478/479-480/481-482/483-484/485-486/487-488/489-490/491-492/493-494/495-496/497-498/499-500/501-502/503-504/505-506/507-508/509-510/511-512/513-514/515-516/517-518/519-520/521-522/523-524/525-526/527-528/529-530/531-532/533-534/535-536/537-538/539-540/541-542/543-544/545-546/547-548/549-550/551-552/553-554/555-556/557-558/559-560/561-562/563-564/565-566/567-568/569-570/571-572/573-574/575-576/577-578/579-580/581-582/583-584/585-586/587-588/589-590/591-592/593-594/595-596/597-598/599-600/601-602/603-604/605-606/607-608/609-610/611-612/613-614/615-616/617-618/619-620/621-622/623-624/625-626/627-628/629-630/631-632/633-634/635-636/637-638/639-640/641-642/643-644/645-646/647-648/649-650/651-652/653-654/655-656/657-658/659-660/661-662/663-664/665-666/667-668/669-670/671-672/673-674/675-676/677-678/679-680/681-682/683-684/685-686/687-688/689-690/691-692/693-694/695-696/697-698/699-700/701-702/703-704/705-706/707-708/709-710/711-712/713-714/715-716/717-718/719-720/721-722/723-724/725-726/727-728/729-730/731-732/733-734/735-736/737-738/739-740/741-742/743-744/745-746/747-748/749-750/751-752/753-754/755-756/757-758/759-760/761-762/763-764/765-766/767-768/769-770/771-772/773-774/775-776/777-778/779-780/781-782/783-784/785-786/787-788/789-790/791-792/793-794/795-796/797-798/799-800/801-802/803-804/805-806/807-808/809-810/811-812/813-814/815-816/817-818/819-820/821-822/823-824/825-826/827-828/829-830/831-832/833-834/835-836/837-838/839-840/841-842/843-844/845-846/847-848/849-850/851-852/853-854/855-856/857-858/859-860/861-862/863-864/865-866/867-868/869-870/871-872/873-874/875-876/877-878/879-880/881-882/883-884/885-886/887-888/889-890/891-892/893-894/895-896/897-898/899-900/901-902/903-904/905-906/907-908/909-910/911-912/913-914/915-916/917-918/919-920/921-922/923-924/925-926/927-928/929-930/931-932/933-934/935-936/937-938/939-940/941-942/943-944/945-946/947-948/949-950/951-952/953-954/955-956/957-958/959-960/961-962/963-964/965-966/967-968/969-970/971-972/973-974/975-976/977-978/979-980/981-982/983-984/985-986/987-988/989-990/991-992/993-994/995-996/997-998/999-1000/1001-1002/1003-1004/1005-1006/1007-1008/1009-1010/1011-1012/1013-1014/1015-1016/1017-1018/1019-1020/1021-1022/1023-1024/1025-1026/1027-1028/1029-1030/1031-1032/1033-1034/1035-1036/1037-1038/1039-1040/1041-1042/1043-1044/1045-1046/1047-1048/1049-1050/1051-1052/1053-1054/1055-1056/1057-1058/1059-1060/1061-1062/1063-1064/1065-1066/1067-1068/1069-1070/1071-1072/1073-1074/1075-1076/1077-1078/1079-1080/1081-1082/1083-1084/1085-1086/1087-1088/1089-1090/1091-1092/1093-1094/1095-1096/1097-1098/1099-1100/1101-1102/1103-1104/1105-1106/1107-1108/1109-1110/1111-1112/1113-1114/1115-1116/1117-1118/1119-1120/1121-1122/1123-1124/1125-1126/1127-1128/1129-1130/1131-1132/1133-1134/1135-1136/1137-1138/1139-1140/1141-1142/1143-1144/1145-1146/1147-1148/1149-1150/1151-1152/1153-1154/1155-1156/1157-1158/1159-1160/1161-1162/1163-1164/1165-1166/1167-1168/1169-1170/1171-1172/1173-1174/1175-1176/1177-1178/1179-1180/1181-1182/1183-1184/1185-1186/1187-1188/1189-1190/1191-1192/1193-1194/1195-1196/1197-1198/1199-1200/1201-1202/1203-1204/1205-1206/1207-1208/1209-1210/1211-1212/1213-1214/1215-1216/1217-1218/1219-1220/1221-1222/1223-1224/1225-1226/1227-1228/1229-1230/1231-1232/1233-1234/1235-1236/1237-1238/1239-1240/1241-1242/1243-1244/1245-1246/1247-1248/1249-1250/1251-1252/1253-1254/1255-1256/1257-1258/1259-1260/1261-1262/1263-1264/1265-1266/1267-1268/1269-1270/1271-1272/1273-1274/1275-1276/1277-1278/1279-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2280/2281-2282/2283-2284/2285-2286/2287-2288/2289-2290/2291-2292/2293-2294/2295-2296/2297-2298/2299-2300/2301-2302/2303-2304/2305-2306/2307-2308/2309-2310/2311-2312/2313-2314/2315-2316/2317-2318/2319-2320/2321-2322/2323-2324/2325-2326/2327-2328/2329-2330/2331-2332/2333-2334/2335-2336/2337-2338/2339-2340/2341-2342/2343-2344/2345-2346/2347-2348/2349-2350/2351-2352/2353-2354/2355-2356/2357-2358/2359-2360/2361-2362/2363-2364/2365-2366/2367-2368/2369-2370/2371-2372/2373-2374/2375-2376/2377-2378/2379-2380/2381-2382/2383-2384/2385-2386/2387-2388/2389-2390/2391-2392/2393-2394/2395-2396/2397-2398/2399-2400/2401-2402/2403-2404/2405-2406/2407-2408/24

**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**INDEPENDENT AUDITOR'S REPORT****FOR THE YEAR ENDED 31 DECEMBER 2021****Responsibilities of Management for the Financial Statements (continued)**

In preparing the financial statements, the Board is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so. The Board is also responsible for overseeing the Association's financial reporting process.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of managements' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements removes the underlying transactions and events in a manner that achieves fair presentation.

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**MORE THAN JUST AUDITORS**

T: 1300 734 707

E: [info@audits.com.au](mailto:info@audits.com.au)[www.audits.com.au](http://www.audits.com.au)

**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**INDEPENDENT AUDITOR'S REPORT****FOR THE YEAR ENDED 31 DECEMBER 2021****Auditor's Responsibilities for the Audit of the Financial Statements (continued)**

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the Board with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them, all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

**National Audits Group Pty Ltd**  
**Authorised Audit Company**

A handwritten signature in black ink, appearing to read 'Chang Chow'.

**Chang Chow**  
**Registered Company Auditor**

**Dated: 23 March 2022**

**Wagga Wagga**

**EASTERN RIVERINA ARTS INCORPORATED****ABN: 93 195 464 075****DISCLAIMER****FOR THE YEAR ENDED 31 DECEMBER 2021**

The additional financial data presented on pages 21 and 22 are in accordance with the books and records of the Association which have been subjected to the auditing procedures applied in our statutory audit of the Association for the year ended 31 December 2021. It should be appreciated that our statutory audit did not cover all details of the additional financial data.

Accordingly, we do not express an opinion on such financial data, and we give no warranty of accuracy or reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person (other than Eastern Riverina Arts Incorporated) in respect of such data, including any errors of omissions therein however caused.

**National Audits Group Pty Ltd**  
**Authorised Audit Company**

A handwritten signature in cursive script, appearing to read 'Chang Chow'.

**Chang Chow**  
**Registered Company Auditor**

**Dated: 23 March 2022**

**Wagga Wagga**

**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

**PROFIT AND LOSS ACCOUNT**

FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 \$	2020 \$
<b>Income</b>		
Arbour Festival funding	89,129	36,628
Arts restart funding	171,234	-
Artstate funding	4,001	51,572
Ash Dust Air funding	289	11,290
Box office	14,849	(145)
Create NSW core funding	168,000	140,000
Government subsidies (COVID-19)	49,946	82,842
Indigenous language and arts grant	60,931	101,557
Interest Income	751	1,780
Local government memberships	61,801	60,589
Other grant income	106,847	17,022
Other income	5,624	5,262
Platform - NDIS funding (capital)	13,008	1,382
Platform - NDIS funding (operating)	18,316	136,662
Tarcutta mural project	30,000	-
	<b>794,726</b>	<b>646,441</b>
<b>Less: Expenses</b>		
Artist fees	229,243	87,819
Auditor's remuneration	7,670	6,500
Board expenses	996	4,383
Bookkeeping	9,155	9,795
Cleaning	3,060	3,196
Computer expenses	3,083	3,836
Conferences and professional development	1,475	1,130
Consultant and speaker fees	19,345	2,311
Depreciation	25,578	38,834
Electricity	1,475	2,086
Employee benefits expense	220,438	278,139
Insurance	4,153	3,976
Motor vehicle expenses	3,581	4,925
Office expenses	2,647	209
Platform project expenses	-	103,296
Postage, printing and stationery	389	186
Production expenses	79,647	20,964
Promotion and marketing	27,548	17,336

**EASTERN RIVERINA ARTS INCORPORATED**

ABN: 93 195 464 075

ABN: 93 195 464 075

**PROFIT AND LOSS ACCOUNT****FOR THE YEAR ENDED 31 DECEMBER 2021**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Expenses (Continued)</b>		
Rental outgoings	15,424	-
Staff amenities	-	25
Sundry expenses	1,060	2,923
Telephone	1,491	2,191
Travel expenses	5,095	4,467
	<u>664,903</u>	<u>598,527</u>
<b>Profit for the year</b>	<u>129,823</u>	<u>47,914</u>



**8.1.7 WALLEDBEEN MEMORIAL HALL S.355 COMMITTEE MEETING ANNUAL FEES**

DOCUMENT NUMBER	370287
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	The schedule of fees and charges for the Wallendbeen Memorial Hall hire be included in Council's annual fees and charges to be considered for the 2022/23 financial year.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Wallendbeen Memorial Hall s.355 Committee Hiring Fees and Charges for 2022/23 <a href="#">↓</a>

**RECOMMENDATION**

**The proposed 2022/2023 schedule of hall hire charges for the Wallendbeen Memorial Hall, attached to the report, be listed in the 2022/23 Operational Plan Fees and Charges.**

Schedule of Fees

The proposed 2022/2023 schedule of hall hire charges for the Wallendbeen Memorial Hall are attached for the consideration of Council. It is recommended that the Committees proposed fees be listed in Councils 2022/2023 Operational Plan Fees and Charges for public consideration and subsequent adoption by Council.

# WALLENDREEN MEMORIAL HALL :

## HIRING FEES : 3 / 2022

<u>MEETING</u> : DAY OR NIGHT :	\$20 -	<u>WINTER G</u>
<u>STALL</u> : MORNING TEA :	\$40 - -	\$70 -
<u>MARKET DAY</u> : WITH LUNCH :	\$60 - -	\$75 -
<u>LUNCHEON</u> : COLD MEAL :	\$75 -	\$85 -
" HOT MEAL :	\$90 -	\$110 -
<u>PRESENTATION NIGHT</u>		
DANCE OR BALL	\$80 - (11pm)	\$100 -
	\$100 - (1pm)	\$150 -
<u>TRIVIA NIGHT</u> :	\$60 -	\$80 -
<u>PRIVATE PARTY</u> :	\$200 -	\$250 -
<u>DINNER FUNCTION</u> :	\$150 -	\$200 -
<u>WEDDING</u> :	\$200 -	\$250 -
<u>SCHOOL PRESENTATION NIGHT</u> :	\$45 -	\$65 -
" " " DAY :	\$25 -	\$50 -
<u>FUNERAL</u> : REFRESHMENTS :	\$60 - (LUNCH) \$45 - (A/T tea)	\$80 - (LUNCH) \$65 - (A/T)

## FURNITURE :

WOODEN TRESSEL :	\$5 - EACH
" STOOLS :	\$2 - "
BLUE / GREEN CHAIRS :	\$5 - (FOR 10)
URN :	\$10 -

NOT FOR HIRE : LECTERN  
BONE CHAIRS  
LAMINATED TABLES



### 8.1.8 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP

DOCUMENT NUMBER	369423
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. MHMC s.355 Meeting Minutes 19th January 2022 <a href="#">↓</a></li> <li>2. MHMC s.355 Meeting Minutes 23rd February 2022 <a href="#">↓</a></li> <li>3. MHMC s.355 Meeting Minutes 19th April 2022 <a href="#">↓</a></li> </ol>

#### RECOMMENDATION

1. The Minutes of the Muttama Hall Management s.355 Committee Ordinary Meetings held on 19<sup>th</sup> January, 2022 and 23<sup>rd</sup> February, 2022, and 19<sup>th</sup> April, 2022 attached to the report, be noted.
2. The new chairperson and membership of the Muttama Hall Management s.355 Committee, as detailed in the report, be endorsed.

#### Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee, Ordinary Meetings held on 19<sup>th</sup> January, 2022, 23<sup>rd</sup> February, 2022 and 19<sup>th</sup> April, 2022 are submitted for the information of Council and the community.

#### Membership

Recently, Council has received the resignations of three (3) existing members. Subsequently, a new chairperson has been elected and new membership interest has been received.

The Chairperson and new membership details are provided for Council's information and consideration, as follows:

**Chairperson:** Robert Flint (existing member)

**New Member:** Hilary Connors



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](http://www.cgrc.nsw.gov.au)

# Minutes

## MUTTAMA HALL MANAGEMENT SECTION 355 COMMITTEE

MUTTAMA HALL

18:30, WEDNESDAY 19 JANUARY 2022

### 1 MINUTES

#### 1.1 Attendance and Confirmation of Quorum

**Present:** President/Chairperson: Sarah Last  
Secretary: not yet appointed  
Treasurer: not yet appointed  
Councillor: Trevor Glover  
General Members: Bart Groen, Bill Buckley, Faith Morris, Robert Flint

**Confirmation of a Quorum:** There are **5** Members appointed to this Committee.  
Quorum numbers are met: **YES**

#### 1.2 Apologies

None

#### 1.3 Disclosure of Interests

There were **NO** disclosures of Interest

#### 1.4 Confirmation of previous meeting Minutes

The minutes of the last **Muttama Hall** Section 355 Committee meeting dated **20 October 2021** are confirmed as true and correct.

#### 1.5 Business Arising from previous Minutes:

- Committee Membership
  - Welcome to Faith Morris
  - Motion for Faith Morris to be appointed as Secretary by Faith Morris, seconded by Sarah Last **CARRIED**
  - Motion for Lien Puddicombe to be accepted to the committee and appointed as Treasurer by Faith Morris, seconded by Sarah Last **CARRIED**
  - Motion for Rachael Moorby to be appointed as General Committee member by Sarah Last, seconded by Bart Groen **CARRIED**
- Pending capital works to the hall
  - Still awaiting council to schedule work on backstage and side area [skillion]
  - Painting of hall exterior – awaiting recommendation on paint colour from council's Heritage Advisor

### 1.6 Correspondence in/out:

- Sarah Last to draft Thank You letters to former office holders: Hilary Connors, Anne Last and Leigh Scott **SL to action**
- Sarah Last to contact former committee members to locate any cleaning equipment paid for by the committee but relocated during capital works on the hall **SL to action**
- Sarah Last to put committee document templates in Google Drive **SL to action**
- Sarah Last to chase up with former office holders prior correspondence and documents that aren't currently on Google Drive **SL to action**
- Awaiting a copy of the email regarding the unsuccessful Stronger Communities grant from Andrew Brock **SL to request**

### 1.7 Report from the Treasurer:

- Former Treasurer Leigh Scott has provided to Sarah Last the paperwork regarding the office of Treasurer
- Sarah Last to pass on to new Treasurer Lien Puddicombe the papers **SL to action**
  - Motion to purchase a lever-arch folder from committee funds for the Treasurer's paperwork from Sarah Last, agreed to by all present **CARRIED - SL to action**
- Balance of Muttama Hall Committee NAB account \$6591.60
- Address for bank account temporarily changed to PO Box 113 – The Wired Lab – until a suitable arrangement can be made
- Motion to appoint new signatories of bank account as Sarah Last, Lien Puddicombe and Robert Flint – agreed to by all present **CARRIED - SL to organise**
- Discussion re arranging electronic access to the bank account – to be decided by all signatories and noted at next committee meeting **SL, LP, RF to action**
- Hall Fee Schedule – our suggestions to be requested by CGRC in approx. April??
- Invoice to be raised to Muttama Landcare for meeting held at hall on 7 December 2021 **LP to action**

### 1.8 General Business

- 1) Potential Bookings & CGRC Covid-19 Requirements
  - Faith Morris to set up a Bookings Calendar on Google Drive for all to access **FM to action**
  - SL reported that current CGRC Covid-19 requirements are that Muttama Hall can hold max 55pax inside
- 2) Potential grant funding opportunities:
  - Discussion – Who applies for grants? Who controls the money? What are the acquittal periods? What is the communication process between MCH and CGRC regarding all stages of grants from applications to full acquittal? **FM to request**
  - Australian War Memorial has two lots of grants each year – as we have not yet acquitted the last grant money received from them it was decided to not apply for another grant at this stage
  - Potential booking from The Wired Lab for a festival in March 2022 – still to be determined if needed
  - Stronger Country Communities Fund recent tour of Muttama Hall – gave positive feedback to Andrew Brock.
- 3) Additional keys to Muttama Hall provided by CGRC:
  - Sarah Last to ensure all new keys work before distributing **SL to action**

- Faith Morris to create a Key Register and place on Google Drive **FM to action**
- All committee members to 'stocktake' what keys they hold and bring them all to the next committee meeting for testing and registering **ALL**
  - Robert Flint holds the key/s [?] to the flags and flagpole
  - It was proposed and agreed to purchase from Muttama Hall funds key rings for the new keys **SL to action**

4) Any other business:

- Faith Morris to create a Property Register for all property belonging to Muttama Hall and place on Google Drive. To be populated by all at next committee meeting and ongoing **FM to action**
  - Interpretive sign for the Hall is currently at CGRC in Cootamundra
- Volunteer register for Muttama Hall – Faith Morris to request **FM to action**
- Rosemary garden – needs to be weeded – Sarah Last, Bart Groen, Bill Buckley, and Robert Flint to do after this meeting **SL, BG, BB, RF to action**
- Lawn mowing – currently done by local resident Kerry Edgerton. Can this be done by CGRC? Faith Morris to request lawn mowing / slashing schedule for Muttama and ask if it can include Hall grounds **FM to action**

## 1.9 Date and Time of Next Meeting

- It was decided that the MHMC will meet the 4<sup>th</sup> Wednesday of each month in 2022
- It was proposed that the MHMC meetings be held in Cootamundra, but this was only viable for one committee member
- Next Meeting 18:30, Wednesday 23 February 2022, Muttama Hall

## 1.10 Time Meeting Closed

Approx. 19:05



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

## MUTTAMA HALL MANAGEMENT SECTION 355 COMMITTEE

MUTTAMA HALL

18:30, WEDNESDAY 23 FEBRUARY 2022

### 1 AGENDA ITEMS

**Sign On in the Volunteer Attendance Register - Done**

#### 1.1 Attendance and Confirmation of Quorum

**Attendance:** President/Chairperson: Sarah Last

Secretary: Faith Morris

Treasurer: Lien Puddicombe

Councillor: Trevor Glover

General Members: Bill Buckley, Robert Flint

**Confirmation of a Quorum:** There are **7** Members appointed to this Committee.  
Quorum numbers are met **YES**

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

**Start of meeting: 18:30**

#### 1.2 Apologies:

Bart Groen, Rachael Moorby

#### LATE ADDITION TO AGENDA

Motion from Faith Morris for Committee Secretary to electronically record minutes at each meeting for the purpose of taking the minutes correctly. Once each meeting minutes are approved the recording is to be deleted. At the beginning of each meeting the Secretary is to remind all attendees that the meeting will be recorded. Seconded by Bill Buckley **CARRIED**

#### 1.3 Disclosure of Interests:

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

**NONE DECLARED**



#### 1.4 Confirmation of previous meeting Minutes:

The minutes of the last **Muttama Hall Management** Section 355 Committee meeting dated **19 January 2022** be confirmed as true and correct

THIS AGENDA ITEM WAS INADVERTENTLY MISSED AND THE MINUTES WERE NOT CONFIRMED  
TO BE ADDRESSED AT NEXT MEETING

#### 1.5 Business Arising from previous Minutes:

- Committee membership – welcome to new committee members
  - SL welcomed new Treasurer Lien Puddicombe
- Pending capital works to the Hall – Update re proposed works and their schedule/s
  - Trevor reported from Council – Muttama Hall has two grants in the works at the moment, the money for which can only be used for the specified purposes
  - SL will clarify with Andrew Brock if the Saluting Their Service grant for c\$6825 for landscaping, hall sign, posts at front, flagpoles, garden beds, etc been fully expended
  - The second Saluting Their Service grant for c\$10k for backstage is pending. SL and TG to meet with AB to discuss progress **SL to arrange**
- Distribution of keys to the Hall and completion of Key Register
  - New keys and key tags have all been checked and work - these have been provided to FM to label & distribute at next meeting – create two master sets, one to be held by MHMC and one to be held by CGRC **FM to arrange**
  - New flagpole keys need to be cut for master sets – RF to bring in flagpole key to next meeting or get to SL to arrange cutting beforehand **RF / SL to arrange**
- Register of Hall property / plant & equipment
  - FM to populate outside of meeting time and ongoing **FM to action**
  - Post to be put on Muttama Facebook group re other items not belonging to the Hall will be made available to be collected at a designated time. Any items left to be donated / discarded depending on quality. Time to be decided at next meeting.
  - Muttama Community Tennis Club have some (around half of the 54) chairs belonging to Muttama Hall. SL to contact the Tennis Club to gain access to count chairs held by them **SL to action**
- Google Bookings Calendar
  - SL has set up and will provide access to all and email link to all committee members **SL to action**
  - Regarding Google Drive – FM mentioned no access to upload documents. SL to check permissions and provide instructions if required **SL to action**
- CGRC mowing schedule of village and Hall area
  - Response received from Andrew Brock that mowing of the hall precinct is not council's responsibility. CGRC does do slashing around Muttama occasionally. Currently mowing is undertaken by local volunteer Kerry Edgerton. Discussion followed about the price of petrol, and it was decided that MHMC would be happy to reimburse Kerry for associated petrol costs. TG suggested Kerry submit a docket for costs e.g. once a month that then can be reimbursed. SL to let Es & Kerry know **SL to action**

#### 1.6 Correspondence in/out:

- Update on draft letters of thanks to past committee members Hilary Connors, Anne Last & Leigh Scott

- SL read out the draft emails – approved by all to be emailed – SL will also ask recipients to upload any MHMC documents not already in the GoogleDrive, and also to return any plant or equipment paid for by MHMC **SL to action**
- Email from Essential Energy re Essential Communities 2022 Community Hall Program
  - Register of interest for further information only - actioned by FM. FM to forward any details received regarding this funding opportunity to SL **FM to action**
- Notice of Muttama Community Tennis Club
  - 10 April 2022, 16:30, to be held at Muttama Community Tennis Club

### 1.7 Report from the Treasurer:

- Current balance of NAB account:
  - January 2022 statement not yet received. Balance of account \$6591.56 as of December 2021
- Update on NAB account – signatories, transaction methods & mailing address if still required
  - LP to go to bank tomorrow [25/02/22] to be added as signatory on account. LP to request monthly bank statements and also request statements be emailed, but if not possible to request the mailing address of the statements be changed to her mailing address **LP to action**
  - RF still to attend NAB to be added as signatory **RF to action**
  - TB suggested paying all bills at the bank via cheque in future to speed up payment process and result in clear audit trail if ever required
  - LP has two receipts from SL to be reimbursed for stationery purchased. To be arranged once LP added as signatory **LP to action**
- Invoice Muttama Landcare for use of the Hall in December 2021
  - MHMC invoice template has been emailed to LP but needs to be updated. Once updated invoice to be raised and emailed **SL / LP to action**
  - SL has found that there is an ABN currently registered under “Muttama Hall Management Committee” as an “Other Unincorporated Entity” that is registered for GST - is the bank account under that ABN or under CGRC’s ABN? SL & LP to talk to NAB and CGRC re ABN on MHMC bank account and invoices, as well as GST implications – **SL to arrange**

### 1.8 General Business

- 1) Potential Bookings – consider the appointment of a MHMC Bookings Officer
  - a. There are no current bookings and we have had no enquiries for the future
  - b. After discussion it was decided to not appoint a Bookings Officer while capital works are still being undertaken on the hall. To be revisited once works are completed
- 2) Grant funding – acquittals due and potential funding opportunities
  - a. Acquittals due - see above “Business Arising from Previous Meeting” re pending capital works
  - b. Dept of Veteran Affairs Saluting Their Service Commemorative Grants has two new grants suitable for us to apply for as a registered War Memorial: Community Grants up to \$10,000 and Major Grants up to \$150,000, deadline February 2023. The Muttama Hall Master Plan will support any application and we should consider getting toilets made fit for purpose and finalising the skillion. SL to clarify definitions and dates and will liaise with CGRC **SL to action**
  - c. SL reported that there are other grants that we may be able to apply for, but we should prioritise a larger Saluting Their Service Major Grant first

- d. Fund raising (apart from grants) – has not been done in recent years and has not been substantial – not ideal while capital works are ongoing

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

- Determine MHMC's regular meeting times throughout 2022
  - It was agreed to hold meetings on the 1<sup>st</sup> Tuesday of each month at 6.30pm, starting April 5<sup>th</sup>, 2022

### **1.10 Time Meeting Closed – 19.51**

**Sign Off in the Volunteer Attendance Register – Done**



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

# Minutes

## MUTTAMA HALL MANAGEMENT SECTION 355 COMMITTEE

MUTTAMA HALL

18:00, TUESDAY 19 APRIL 2022

Time Meeting Opened – 18:05

Sign On in the Volunteer Attendance Register - DONE

### 1 AGENDA ITEMS

#### 1.1 Attendance and Confirmation of Quorum

**Attendance:** President/Chairperson: unappointed  
Secretary: Faith Morris  
Treasurer: Lien Puddicombe  
Councillor / Returning Officer: Trevor Glover  
General Members: Bill Buckley, Robert Flint

**Confirmation of a Quorum:** There are 4 Members appointed to this Committee.  
Quorum numbers are met **YES**

#### 1.2 Apologies

None

#### 1.3 Confirmation of previous meeting Minutes

The minutes of the Muttama Hall Management Section 355 Committee meetings be confirmed as true and correct:

- 19 January 2022 – moved by Bill Buckley, seconded by Robert Flint – **CARRIED**
- 24 February 2022 – moved by Bill Buckley, seconded by Robert Flint - **CARRIED**

#### 1.4 Disclosure of Interests

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

**None declared**

### 1.5 Correspondence in/out:

- IN:
  - Resignation letters from Sarah Last, Rachael Moorby & Bart Groen. These were sent to CGRC and accepted by the interim General Manager
- OUT:
  - To be drafted and presented at next meeting – thank you letters to the above

**FM to action**

### 1.6 Report from the Treasurer:

- Current balance of NAB account – 31/3/22 - \$6591.56
- Update on NAB account – signatories, transaction methods & mailing address – Robert Flint still to attend NAB to be added as signatory **RF to action**
- Motion by Faith Morris to be added as signatory to the bank account, seconded by Robert Flint – **CARRIED** **FM to action**
- Reimbursement to Sarah Last for stationery – still to be done once two signatories are on account
- Invoice Muttama Landcare for use of the Hall in December 2021 – Trevor Glover to ask CGRC for Invoice template with correct details **TG to action**

Moved by Bill Buckley, seconded by Robert Flint - **CARRIED**

### 1.7 Appointment of Committee Chairperson

- Discuss the role and requirements of the Committee Chairperson, and appoint new Chairperson from any applications / nominations received:
  - Role of Chairperson read out from S355 Committee Management Manual and clarified
- Faith Morris moved that Robert Flint become Chairperson, seconded by Bill Buckley – **accepted by Robert Flint and CARRIED**

### 1.8 Business Arising from previous Minutes:

- Pending capital works to the Hall – any update?
    - Paint colour for façade of hall – still awaiting advice from CGRC Heritage Consultant who should be attending CGRC end April
    - \$10k grant acquittal – still pending – Trevor Glover to follow up with Andrew Brock
- TG to action**
- Distribution of keys to the Hall & Key Register - done
  - Register of Hall Property – update, incl chairs at Muttama Tennis Club
    - Still ongoing – FM to follow up with Tennis Club re chairs
- FM to action**
- Google Bookings Calendar – need to create a new one – perhaps on Facebook? Any other options for those not on social media? – FM to discuss with Teresa Breslin at CGRC
- FM to action**
- Mowing of Hall grounds – payment to Kerry Edgerton & Es Sell – Faith Morris phoned Es who confirmed reimbursement for petrol would be appreciated
    - Robert Flint moved that MHMC buy a 20L jerry can with the right fuel for Kerry and when he refills it after mowing the hall grounds, he provide the fuel receipt to MHMC for reimbursement, seconded by Faith Morris – **CARRIED** **FM to relay to Es**
  - Payment / claiming of GST by MHMC – Trevor Glover to investigate with CGRC Finance dept
- TG to action**

### 1.9 Report from the Secretary:

- Cancellation of ABN 82 435 979 269 “Muttama Hall Management Committee” – active from 1 Nov 1999 and registered for GST from 2005
  - Have requested a “Change of ABN Registration Details” from the ABR. Once the registration details are updated we can cancel or keep as required. Form to be brought to next meeting for further discussion **FM to action**
- Application from potential new committee member – Hilary Connors
  - Moved by Faith Morris, seconded by Robert Flint – **CARRIED** **FM to action**

### 1.10 General Business:

- 1) Grant funding – acquittals due and potential funding opportunities – none at present
- 2) Any other business
  - a. Motion from Bill Buckley to get hall Emergency Exit lighting fixed, seconded by Robert Flint – **CARRIED** **BB to obtain quote for next meeting**

### 1.11 Date and Time of Next Meeting:

- Proposed – Wednesday 4 May, 2022 – 18:00 - confirmed

### 1.12 Time Meeting Closed – 19.31

**Sign Off in the Volunteer Attendance Register - DONE**

### 8.1.9 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	369595
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the CGRC s.355 Committee Management Manual.
ATTACHMENTS	<p>1. Cootamundra Heritage Centre s.355 Committee Meeting Minutes 4th April 2022 <a href="#">↓</a></p>

#### RECOMMENDATION

**The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Ordinary Meeting held on 4<sup>th</sup> April, 2022, attached to the report, be noted.**

#### Introduction

The attached Minutes of the Cootamundra Heritage Centre Management s.355 Committee Ordinary Meeting held 4<sup>th</sup> April, 2022, are submitted for the information of Council and the community.



**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE CENTRE ON MONDAY 4 April 2022 COMMENCING AT 4.02PM**

**Present:** Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Helen Hamilton, Michele Pigram, Betti Punnett, Craig Stewart

**Apologies:** Ros Wight

**Members expressed their sadness at the death of Arthur Ward. Arthur Ward will be remembered as an original member of the Management Committee, a volunteer from day one and a valued worker for CHC. We are very sorry to lose Arthur Ward.**

**Minutes from the Previous Meeting:** Read and confirmed on the motion of Betty Brown, seconded by Helen Hamilton. **CARRIED**

**Business Arising:** "Marbellous" John Noble's boomerang - by unanimous decision, the boomerang is not to be lent to the Museum of the Riverina. The boomerang is the only fully authenticated object in the CHC collection connected to a Cootamundra Wiradjuri citizen in early C20th.

**Correspondence:** OUT: Meeting Minutes

**IN:** \* AMaG Association - Chart Grant

\* Kate Sharmen - re EFTPOS machine

\* Sam Leach + phone call - re boomerang

**Financial Report:** Betti Punnett presented the Financial Report for March CHC 260 1 child \$ 351.90; VIC 241 \$141.00 Total \$492.90. Moved Betti Punnett, seconded Craig Stewart **CARRIED**

**General Business:** \* TACC souvenirs - a box of souvenirs has been received from The Arts Centre Cootamundra used when it was the VIC. These will be priced and added to CHC souvenirs.

\* *Cootamundra Herald* negatives - still no information on owner/s of said negatives. Kelly Manwaring to be asked for information.

\* Cootamundra Accommodation brochure needs to be updated eg Free camping: Showground \$20, no power \$10

\* Craig Stewart presented new items - a Bible, Marriage Certificate

\* Smoke alarm - Les Carr to be asked to check alarms

There being no further business, the meeting closed at 4.55pm.

Betti Punnett Secretary/Treasurer

**Next meeting: 4.00pm 2 May 2022**

Cootamundra Gundagai  
Regional Council  
Document Received

27 APR 2022

File No. ....

Initials .....

**8.1.10 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	370249
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Ellwood's Hall s.355 Committee Meeting 28th April 2022 <a href="#">↓</a> 2. Ellwood's Halls proposed Hiring Fees for 2022-23 <a href="#">↓</a>

**RECOMMENDATION**

- 1. The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held 28<sup>th</sup> April, 2022, attached to the report, be noted.**
- 2. The proposed 2022/2023 schedule of hall hire charges for the Stockinbingal Ellwood's Hall, attached to the report, be listed in Cootamundra-Gundagai Regional Council's 2022/23 Operational Plan Fees and Charges.**

Discussion

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 28<sup>th</sup> April, 2022, are submitted for the information of Council and the community.

Schedule of Fees

The proposed 2022/2023 schedule of hall hire charges for the Stockinbingal Ellwood's Hall is attached for the consideration of Council and subsequent inclusion in the 2022/23 Operational Plan Fees and Charges.

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

# Minutes

## STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE

### ELLWOOD'S HALL STOCKINBINGAL

4.30PM THURSDAY 28 APRIL 2022

#### 1. AGENDA:

##### 1.1. Attendance and Confirmation of Quorum

<b>Present:</b>	<b>President/Chairperson:</b>	<b>Carmel Payne</b>
	<b>Secretary:</b>	<b>Lorna Nixon</b>
	<b>Treasurer:</b>	<b>Alan Pether</b>
	<b>Councillor:</b>	<b>Leigh Bowden</b>
	<b>General Members:</b>	<b>Sue Caldwell, Lynn Basham, Stephen Neave, Russell Vincent.</b>
	<b>Guest:</b>	<b>Murray Stringer</b>

**Confirmation of a Quorum:** There are 7 Members on this Committee. Quorum numbers are met.

##### 1.2. Apologies: Andrew Brock

##### 1.3. Disclosure of Interests

There were **no** disclosures of Interest.

##### 1.4. Confirmation of previous meeting Minutes

The minutes of the last **Ellwood's Hall Stockinbingal Section 355 Committee** meeting dated **24 March 2022** were confirmed as true and correct. Moved: Russell Vincent. Seconded: Lynn Basham

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

- Kitchen: Vinyl flooring to be laid today, 28 April 2022. Will be completed tomorrow.
- Lawn Mowing: Robert Munday is generously donating his mowing skills.
- Code of Conduct - members to sign. Now complete and to be emailed to council.
- Further cost to committee for Kitchen - advised by Andrew Brock that we will need to pay for the extra electrical work.
- Mothers Day Raffle: Tickets sold on two days last week so far. More to be sold at IGA this week and next week. To be drawn at Terese's cafe Sat 7 May.
- Hall guttering: still leaking into Meeting Room - Andrew Brock has quotes and will be contacting the contractor this week.
- Debit card: Alan Pether has made enquiries at Westpac. Difficult to have a card if two people to sign. Suggested that we open another account holding a smaller amount of money for low cost items that committee members can use.
- Leaf Blower: is now working properly. Russell to be reimbursed.

##### 1.6. Correspondence in/out:

- CGRC Community News: Kitchen mentioned with photo.
- Community Building Partnership: Kitchen grant finalised.
- 19.04.2022: From Rochelle Nicholls - wishing to conduct further technology training in Sep/Oct and requiring a quote for hiring the hall.
- 26 April: from Teresa Breslin - needing to know Hall Hiring Fees for the year.
- 28 April: From Andrew Brock advising that we need to pay for extra electricals in kitchen.

Minutes: stockinbingal ellwood's hall SECTION 355 COMMITTEEPage 1

Opening Balance: \$ 11,254.24  
 Income: 0.00  
 Expenses: 331.00 Meat for Welcome Barbeque  
 Closing Balance: 10,923.24  
 Bills to be Paid: 100.00 for Leaf Blower (Reimburse Russell Vincent)

Alan Pether moved that his report be accepted; seconded: Lynn Basham

### 1.8. General Business

- 1) **Trivia Night:** Advertising to start with flyers, posters, on Facebook, personal contact. Use list of bookings from 2021. Carmel, Sue and Alan to work on questions and check them on Thursday 5th May. Murray will check with Tony Nicholls if speaker cords can be lengthened. Carmel will ask Brad Shields if he would comper the trivia night/read questions. Hall to be set up on Friday before the Trivia night. Prize for winning table will be \$100 to share.
- 2) **Model Train Weekend:** Colin McMaster unable to come. Hazel Fallon's food van is booked as well as the coffee van. Greg Briscoe-Hough keen to come and may be able to use the floor space left by Colin McMaster. Accommodation has been booked for the Epping team. Advertising to commence
- 3) **Use of Hall without permission:** It has come to our notice that a person has been using the hall without our knowledge. Carmel will speak to those involved.
- 4) **Hall rates:** Need to be revised and sent in to council. See separate list of hiring rates.
- 5) **Drama Group:** Murray Stringer has spoken to Todd Kable about a variety night to be held in late June at the Hall. This would be cabaret style with tables and BYO. Lock Stock & Bingle would provide backing music. Participants would register and there would be a charge at the door for the audience.
- 6) **Electricals:** Committee would like another outside light installed and another outside power point. Brendan O'Callaghan to be contacted prior to him installing the dishwasher power point in the kitchen and re-installing the stove. Secretary to attend to thi

**1.9. Date and Time of Next Meeting: 4.30 pm Thursday 26 May 2022**

**1.10. Time Meeting Closed: 5.55pm**

## Ellwood's Hall Hiring Fees

May 2022

Community Interest Meeting, Council Meeting etc	\$20/hour
Commercial Meetings eg ARTC	\$30/hr
Activities (Tai Chi, Active Farmers)	\$20/hr
Morning Tea (no food provided)	\$20
Market Day Stalls	\$20 outside \$30 inside
Private Party – Day	\$100 – ½ day; \$200 - full day \$100 bond (refundable)
Private Party – night	\$200 + \$100 bond
Wedding	\$300 (\$150 deposit+ \$100 bond)
School Activities	Free
School Presentation Night	Free

Adult supervision is required for under 18's events.

These fees were set down by the Ellwood's Hall Committee on 28 April 2022.

**8.1.11 COOTAMUNDRA TOURISM ACTION GROUP (ADVISORY COMMITTEE) - 5TH MAY 2022 - MINUTES**

DOCUMENT NUMBER	370574
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Cootamundra Tourism Action Group Advisory Committee - 5th May 2022 - Minutes <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Cootamundra Tourism Action Group (Advisory Committee), attached to the report be noted.**

The Minutes of the Cootamundra Tourism Action Group (Advisory Committee) held 5<sup>th</sup> May, 2022 are attached to the report for the information of Council and the community.



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](http://www.cgrc.nsw.gov.au)

# Minutes

## COOTAMUNDRA TOURISM ACTION GROUP (ADVISORY COMMITTEE)

STEPHEN WARD ROOMS, WALLEDOON STREET  
4.30PM, THURSDAY 5<sup>TH</sup> MAY 2022

### AGENDA ITEMS

#### 1.1 Attendance and Confirmation of Quorum

**Attendance:** Chairperson: Nina Piotrowicz  
Secretary:  
Members: Cr Leigh Bowden, Hans Bruitzman, Brian Nolan, Lorna Nixon  
Other: Janet Temperley

**Confirmation of a Quorum:** Quorum numbers are met [no]

#### 1.2 Apologies & Disclosure of Interests

Apologies were received from Annie Jacobs, Kim Knox-Thurn, Rosalie Dale, Leah Sutherland and Yvonne Forsyth. An apology was also received from Interim GM, Les McMahon who will instead attend the June meeting.

#### 1.3 Minutes of Previous Meeting

The Committee noted the minutes of meeting 7<sup>th</sup> April 2022

Whilst the five recommendations to Council were carried at their last meeting on the 26<sup>th</sup> April, there was no discussion by Council on the items. *Action: The Chair to ask the Interim GM if these will now be added to Council's Action List or whether they need to be reconsidered.*

#### 1.4 Discussion items

- *Community Strategic Plan 2022 – 2032*

The Plan was only tabled at the last Council meeting and has not yet been ratified. The Chair has no knowledge if any of the additional comments from the Community on the draft were included.

- *Visit Cootamundra - Social Media/Website/Brochure/Other*

A number of updates are need to the Visit Cootamundra website. *Action: The Chair to ask the Interim GM who may be able to action these updates due to the current absence of a TED Officer for Cootamundra.*

- *Grant & Project Activities*

The Albert Park playground is nearing completion – it would be good if there was broader media coverage about the opening and it also needs to be included ASAP as part of our Visit Cootamundra tourism website & socials.

The Chair suggested that in line with the last meeting's motion to Council, that the Cootamundra Aboriginal Working Party and Friends of Pioneer Park group may want to take the lead in reaching out to



Council to request input into Stage 2 of Pioneer Park. Action: The Chair to email both groups with the suggestion.

Community member, Rueben Xuereb, had emailed through a suggestion for solar powered charging stations. Action: *The Chair to email to Wayne Bennett and James Tonson at Council for their consideration (again).*

- **Other**

The Committee further discussed Janet's idea/dream of a Koala Sanctuary. There had been at least 3 sightings in Pioneer Park and near Dirnaseer. There are a few areas noted by the Australian Koala Foundation as suitable habitat including near Bethungra. It was suggested that Janet contact the AKF re formal methods to track/record the sightings. CTAG could also contact the local Landcare groups to see if this was something their members could consider assisting with. If enough formal evidence can be gathered, it could then be given to Council to consider options which may include a joint activity with Junee Shire Council given the locations of current sightings and suitable habitat.

The Committee discussed the lack of progress by Council to resolve free camping sites to allow Cootamundra, Stockinbingal & Wallendbeen to be considered as RV Friendly locations. Parking of RVs in Cootamundra was also discussed. Action: *The Chair to email the Traffic Committee re consideration of further designated Caravan parking spots closer to the main street.*

### **What has been happening?**

Hans is continuing to organise FibreFest in conjunction with TACC. Likely a 2-day event this year in November. Hans is also looking to organise a Ukele Festival later this year, currently considering suitable dates. He has set up a Ukele's for Ukraine initiative – it was suggested he contact Prime 7 Wagga re some media coverage.

The Model Train event will return to Stockinbingal in June – it will feature a scale model of the Bethungra Spiral.

The fences need repair at the Stockinbingal rest area and weedspraying is also required near the kids playground – Lorna's emails to Council have so far gone unanswered.

A launch is planned soon for the booklet produced about the Ampol Tanks area.

## **1.6 Next Meeting**

Thursday 2<sup>nd</sup> June 2022.

## 8.2 FINANCE

### 8.2.1 INVESTMENT REPORT - APRIL 2022

DOCUMENT NUMBER	370195
REPORTING OFFICER	John Chapman, Interim Manager Finance and Customer Service
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	Council's investment income for April, 2022 was \$8,759.39, 72% 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 <sup>st</sup> July 2018 and is now due for review.
ATTACHMENTS	1. Investments Report - April 2022 <a href="#">↓</a>

## RECOMMENDATION

**The Investment Report for April, 2022 be 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 \$8,759.39, being 72% over the budget for the month.

## INVESTMENT REPORT

As at: 30/04/2022



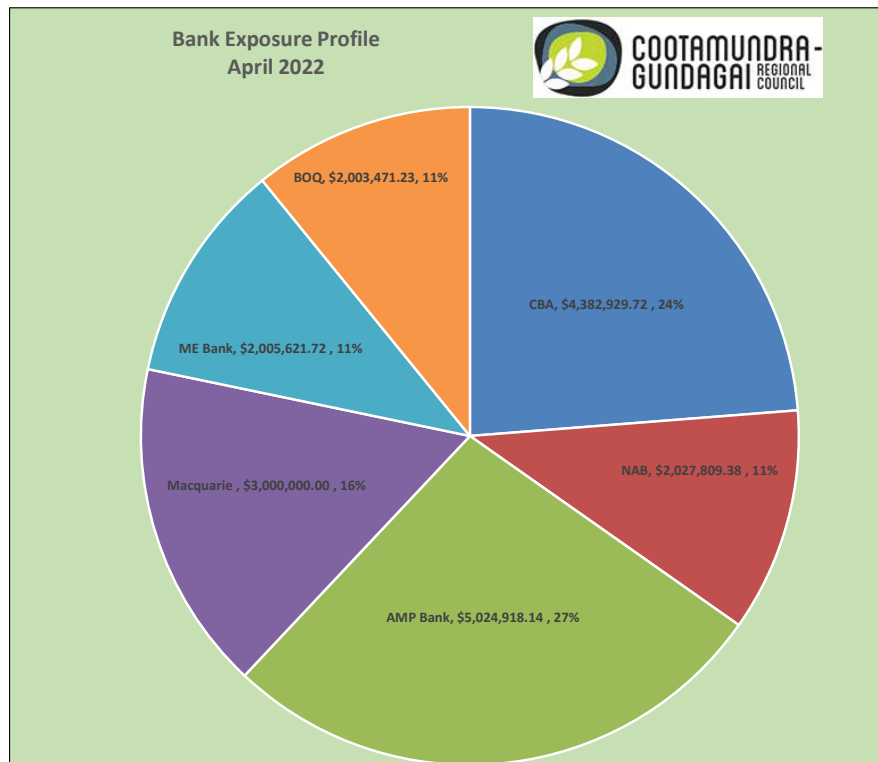
Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
13 Jul 2021	0.75%	336	\$2,013,908.49	AMP	\$1,241.45	14 Jun 2022
18 Jan 2022	0.55%	182	\$1,003,377.88	ME Bank	\$ 453.58	19 Jul 2022
1 Mar 2022	0.95%	182	\$1,000,000.00	Macquarie	\$ 780.82	30 Aug 2022
20 Sep 2021	0.80%	365	\$2,000,000.00	AMP	\$1,315.07	20 Sep 2022
21 Sep 2021	0.38%	365	\$2,003,471.23	BOQ	\$ 625.74	21 Sep 2022
21 Sep 2021	0.35%	365	\$2,000,000.00	National Australia Bank	\$ 575.34	21 Sep 2022
22 Feb 2022	1.25%	333	\$1,011,009.65	AMP	\$1,038.71	21 Jan 2023
1 Mar 2022	0.95%	329	\$1,000,000.00	Macquarie	\$ 780.82	24 Jan 2023
1 Mar 2022	0.85%	365	\$1,002,243.84	ME Bank	\$ 700.20	1 Mar 2023
1 Mar 2022	0.95%	365	\$1,000,000.00	Macquarie	\$ 780.82	1 Mar 2023
		AC	\$276,069.78	Commonwealth Bank	\$ -	At Call
		BOS	\$4,106,859.94	Commonwealth Bank	\$ 463.28	At Call
		AC	\$27,809.38	National Australia Bank	\$ 3.55	At Call
Total			\$18,444,750.19			
Matured in Report Month						
Totals					\$8,759.39	

Budgeted Interest for Month	\$ 5,096
Combined Interest Rate	0.57%
BBSW Benchmark Rate	0.1634%

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



### 8.3 COMMUNITY AND CULTURE

#### 8.3.1 GUNDAGAI TOURISM ACTION GROUP ADVISORY COMMITTEE MEETING 2 MAY, 2022

DOCUMENT NUMBER	369887
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	
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 - Minutes May 02052022 <a href="#">↓</a>

#### RECOMMENDATION

1. The Minutes of the Gundagai Tourism Advisory Group meeting held 2<sup>nd</sup> May, 2022, attached to the report, be noted.
2. Council consider the recommendations contained within the minutes:
  - 2.1 Extend Memorandum of Understanding with APPI Ghost Hunts and Tours be extended and further opportunities with the group be explored.
  - 2.2 The Gundagai Tourism Action Committee would like to formally acknowledge and thank Miriam Crane for her dedication and hard work and support she has provided to be committee during her time in her role.

#### Introduction

The Minutes of the Gundagai Tourism Advisory Group meeting held 2<sup>nd</sup> May, 2022 are submitted for the information of Council and the community.



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

# Minutes

## GUNDAGAI TOURISM ACTION GROUP ADVISORY COMMITTEE

**MEETING NO: 121**  
**GUNDAGAI COUNCIL CHAMBERS**  
**4.30PM, MONDAY 2<sup>ND</sup> MAY 2022**

### 1 AGENDA ITEMS

**Meeting start:** 4:36pm

#### 1.1 Attendance and Apologies

**Attendees:** Miriam Crane, Penny Nicholson, Casey Polsen, Izzy Perko Peter Smith

**Apologies:** Mike Kingwill, Abb McAlister, Ian Doughty, Bonita Taylor

#### 1.2 Confirmation of previous meeting Minutes

The Committee to confirm the minutes of Meeting Monday 14th March 2021

**Moved:** Izzy Perko

**Second:** Peter Smith

#### 1.3 Correspondence

No correspondence

#### 1.4 For Discussion

##### 1. Membership

Verity & Michael Whittaker would like to withdraw from the committee. Verity has accepted a fulltime role and with this, and the running of their own business, they will not be able to dedicate the time that is required. Ian Doughty has joined the group as the representative for the Rail Trail.

##### 2. Historic Bridges/River Access & Morleys Creek Plan

Miriam met with interpretation consultants Conrad Gargett on Monday 2<sup>nd</sup> May to discuss the Prince Alfred Bridge project, Miriam said overall the meeting was positive. Consultants for the Prince Alfred Bridge interpretations will be in Gundagai on Tuesday 17<sup>th</sup> and Wednesday 18<sup>th</sup> May meeting with community members and Councillors. Members of the tourism committee are invited to attend an information session with Councillors. Penny suggested Miriam propose Tuesday 17<sup>th</sup> of May at 4:30pm as a suitable time.

##### 3. Visitor Information Centre Upgrade

Casey asked Andrew to attend the GTAC meeting but unfortunately, he could not make it. The committee members have requested an update which Casey will follow up during the VIC staff meeting. The committee are frustrated to see the lack of movement in this project.

##### 4. Old Gundagai Gaol Update

Unfortunately, the 2 funding applications for the Gaolers Residence and Infirmary were unsuccessful. New funding from Crown Lands has been announced so we could look at further funding through this grant opportunity. Captain Moonlite display boards are being added to the

Infirmity. Joe Morton from Goanna Graphics has been completing the works and is almost finished. The boards tell the story of the Wantabadgery siege, trial, hanging, police, and reburial. Miriam suggested we have a launch for the new signage and invite members from the Friends of the Old Gundagai Gaol committee. The Gaol has been generating plenty of funds with our monthly Ghost Tours/Hunts and self-guided Gaol. Since November last year Council has collected \$4,469.20 worth of profits from the Ghost Hunts with APPI Ghost Hunts & Tours. Casey will provide a report for the next tourism meeting outlining the overall profits made from the Gaol from the last 2 years. MOU with APPI Paranormal Investigators concludes July 2022.

**Recommendation: Extend Memorandum of Understanding with APPI Ghost Hunts and Tours be extended and further opportunities with the group be explored.**

**Moved: Izzy Perko**

**Seconded: Peter Smith**

#### **5. Cycle Tourism**

From the meeting held in Cootamundra a subcommittee has been created and they are working on creating a cycling website for the area. Miriam attended a Riverina Board meeting which the group concluded that the Riverina Cycle Trail has been identified as a regional project. One quote has been received for the consultation process for the Cootamundra-Tumblong Rail Trail but more quotes will need to be obtained to move forward. Strong representation from anti Rail Trail group at the last Council meeting.

#### **6. Social Media**

Website updated are currently underway to be able to list Gundagai souvenirs online. This program with sync with our new POS system and make purchasing online a streamline process.

**Instagram:** Visit Gundagai – Current followers: 1938

Top post for the last 30 days: Birdseye view for the Railway Bridge – 57 likes

**Facebook:** Gundagai Visitor Information Centre – total page follows: 3127

Top post for the last 30 days: Gundagai Museum reopening – 1424 reach

**Website:** Visit Gundagai – February page visits: 2.1k

#### **7. Gundagai Business Chamber**

The Gundagai Business Working Group met on 28<sup>th</sup> March where they looked further into the different structures of a business chamber as outlined by our guest speakers, along with discussing the overall objectives and purpose of a business group in Gundagai. On Monday 9<sup>th</sup> May, the group will be conducting a planning workshop where we will develop a clear vision for the group and the key objectives to be achieved. This meeting will be held at the Ray White Building at 6:30pm.

#### **8. Cultural Group Update**

Saturday June 25<sup>th</sup>, 2022 will mark the 170<sup>th</sup> anniversary of the Great Flood of 1852. The cultural group has organised a Corroboree to be held down on the Gundagai common near the Bora Rings from approximately 3:00pm. The following Sunday the 26<sup>th</sup> their will be a NAIDOC Family Fun Day alongside the Sundy in Gundy Markets. Saturday July 9<sup>th</sup> NAIDOC Ball – approximately 150 people, cost of tickets will be \$40.00. Bill and Peter have been involved in different tours and activities including Harmony Day, Seniors Week and the Libraries Storytime sharing their experiences and stories. The Cultural Group are in the process of trying to get incorporated and registering for an ABN. The business name of the group will be Mawang meaning all together. The interview with the elders at Brungle with Backroads will be airing in July – date to be confirmed by Peter once he is made aware.

#### **9. Gundagai Historical Museum Update**

The Gundagai Historical Museum reopened Saturday 16<sup>th</sup> of April (Easter Weekend). The museum has seen many visitors through and have had some great feedback regarding the clean-up for the



premises. Izzy indicated that the lighting in the museum needs improvement, and Jann Reardon their secretary/public officer will be looking for funding to update the lighting. The committee will be holding their annual general meeting in June. They will also be applying for the Council's community donations. Council to make appointment to appoint a Museum Advisor for Cootamundra-Gundagai Regional Council and make a matching contribution of \$5,000 available for this purpose. Miriam asked Izzy if the committee has a contact for Museums & Galleries of NSW.

### 1.5 General Business

Izzy Perko: Izzy would like to see an electrical vehicle charging station somewhere along Sheridan Street. Penny made the group aware that this was something she addressed at the last Council meeting and will continue pushing for further awareness.

Miriam Crane: Old Mill Update – plans are currently with the architect. Development Application has been approved. Currently waiting for the construction certificate before we can go out to tender. Andrew will be overseeing this project once Miriam leaves.

**Recommendation: The Gundagai Tourism Action Committee would like to formally acknowledge and thank Miriam Crane for her dedication and hard work and support she has provided to be committee during her time in her role.**

**Moved: Peter Smith**

**Seconded: Izzy Perko**

Meeting closed: 6:01pm

### 1.6 Next Meeting

Next Meeting: Gundagai Council Chambers - 4:30pm Monday the 6<sup>th</sup> of June 2022

**8.3.2 COOTAMUNDRA AND GUNDAGAI YOUTH COUNCIL MEETINGS**

DOCUMENT NUMBER	370363
REPORTING OFFICER	James Tonson, Youth and Inclusion Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Cootamundra Youth Council Minutes May 2nd 2022 <a href="#">↓</a></li> <li>2. Cootamundra Youth Council Minutes March 7th 2022 <a href="#">↓</a></li> <li>3. Gundagai Youth Week Program 2022 <a href="#">↓</a></li> <li>4. Cootamundra Youth Week Program 2022 <a href="#">↓</a></li> <li>5. Cootamundra Youth Hub Vision Updated May 2022 <a href="#">↓</a></li> </ol>

**RECOMMENDATIONS**

1. The minutes of the Cootamundra Youth Council meetings held 7<sup>th</sup> March and 2<sup>nd</sup> May 2022, attached to the report be received and noted.
2. New members of the Cootamundra Youth Council Ellenore Clapham, Tanesha Silk, Jade Wiggins (March, 2022) be welcomed and endorsed.
3. The resignations of Bridie Ingold and Lillian Crane (Gundagai Youth Mayors) and Michelle Rabey (Cootamundra Youth Secretary) be noted.
4. Bridie Ingold, Lillian Crane and Michelle Raby be acknowledged for the significant leadership contributions they have made to their respective Youth Councils.
5. The updated Vision for the Cootamundra Youth Hub (attached) be endorsed.

Introduction

The Minutes of the Cootamundra Youth Council (CYC) Meetings held Monday, 7<sup>th</sup> March, 2022 and Monday, 2<sup>nd</sup> May, 2022 are submitted for the information of Council and the community. No formal CYC meeting was held in April as it focused on preparations for Youth Week.

The Gundagai Youth Council (GYC) has not met this year due to a lack of members following the departure of some long standing leaders at the end of 2021. Unfortunately, COVID-19 disrupted the usual succession planning process. An information session for new members is to be held at Gundagai High School on Thursday, 19<sup>th</sup> May, 2022 with a healthy number of young people interested in joining.

GYC has continued to run Youth Stalls at the Sundry in Gundy Markets and have an upcoming Youth Mental Health Trivia Night at the Gundagai District Services Club, hosted by Murrumbidgee Local Health District and Rural Adversity Mental Health Team

### Discussion

#### **Youth Week**

Both CYC and GYC have had successful Youth Weeks (April 4-14) with over 100 young people in each town participating in a wide range of events. The skate park workshops and movie nights were the most popular events as was the Night Nature Walk in Cootamundra's Pioneer Park.

CYC and GYC would like to thank their various partner organisations, Councillors, staff and community members who helped to make these events happen. CYC would also like to thank GYC for sharing equipment for movie night and archery tag events.

#### **Youth Hubs**

As per Council's Youth Strategy 2020-2030, both CYC & GYC continue to work towards establishing a Youth Hubs in both towns.

Renovation works on the Gundagai Youth Hub are expected to begin soon with work orders now in process.

Cootamundra Youth Council continues to develop its vision for a Cootamundra Youth Hub and the attached document reflects the latest community consultations and has a simpler layout that is easier to understand. CYC hopes that the Vision Statement assists in identifying an appropriate location for the Youth Hub and funding opportunities for the Youth Hub.



ABN: 46 211 642 339  
PO Box 420, Cootamundra NSW 2590  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
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# Minutes

## COOTAMUNDRA YOUTH COUNCIL

**Alby Schultz Room**

**4:00PM, MONDAY 2nd May 2022**

**Administration Centres: 1300 459 689**

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**MINUTES OF COOTAMUNDRA YOUTH COUNCIL MEETING  
HELD ON MONDAY 2 MAY 2022**

**Present:** Kyle Collins, Wil Ellis, Tenesha Silk, Ellenore Clapham, Eliza Cowell, Jade Wiggins, Leila Ismay, Michelle Rabey, James Tonson

**1. Apologies:** Hannah Drum

**2. Confirmation of Minutes**

The minutes for the previous meeting dated 07/03/2022 are confirmed as true and correct by Cootamundra Youth Council members. Moved: Leila, Seconded: Eliza

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**3. Previous Business Reports** - none

**4. Correspondence** - none

**5. Executive Reports**

**5.1. Youth Mayor**

Kyle thanked all the Youth Councillors for their efforts in putting on such a successful Youth Week, in particular Jade Wiggins who attended all 7 events. The Youth Week evaluation highlighted some great successes from which CYC have learnt more about what is possible and how to improve events for the future.

**5.2. Treasurer**

Festival of Lights profit: \$806  
Youth Week profits: \$202  
Current Balance: \$16,658

**5.3. Youth Officer**

5.3.1. James seconded Kyle's thanks and congratulations to all Youth Councillors on a successful Youth Week.

5.3.2. Grant for Youth Officer role.

5.3.3. A successful meeting of Cootamundra community service organisations was held in March, initiated by James and Hellen Eccleston from the Red Cross. Nearly 20 organisations attended to reconnect after COVID. They identified housing and homelessness as the big issue in the community at the moment, and also transport. A common challenge for the community organisations is a lack of volunteers so they are looking at holding a volunteers expo later this year. Given volunteering is a good way to

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build employment experience this can also be a good opportunity for young people. James will engage with the schools and keep CYC updated on developments.

- 5.3.4. James advised CYC about some recent staff changes at Council with both the General Manager and James' manager resigning.

## 6. General Business:

### 6.1. Youth Hub Vision Update - from Festival of Lights consult

- 6.1.1. CYC reviewed the updated Youth Hub Consult document. James will use this to inform Councillors and Council staff about what kind of Youth Hub is desired.
- 6.1.2. It was suggested that the consult document could be simplified or to have one overarching question/page to make it more approachable for local youth to fill out - James to action.
- 6.1.3. Desired operating hours for the Youth Hub are to be open as much as possible, both after school on weekdays (3:30pm - 8:00pm) and during weekends (11:00am - 10:00pm). With weekend emphasis on Saturdays at 11:00am - 3:00pm as that time especially is when youth are reported to wander with nothing to do.

#### Motion:

Moved: Wil Ellis

Seconded: Ellenore Clapham

That CYC adopt the updated Youth Hub Vision.

CARRIED unanimously.

### 6.2. CYC Jumpers or Winter Clothing

The quote from Baileyana Embroidery for CYC hoodies with embroidered names and logos was \$65 each. Council has stated that they'll pay half of the proposed cost of each jumper (\$32.50) provided either the CYC or individual CYC members fund the remaining costs. After much discussion CYC members came to the decision to contribute \$100 from CYC funds to the purchase of jumpers so members only need to contribute roughly \$22.50 of their own funds for a hoodie.

#### Motion:

Moved: Eliza Cowell

Seconded: Leila Ismay

That CYC contributes \$100 towards the purchase of CYC branded jumpers.

CARRIED Unanimously.

**6.3. CYC Banner**

The Cootamundra Gundagai Regional Council (CGRC) has asked that the CGRC logo be present on a CYC banner. CYC supported the idea of a “proudly supported by CGRC” with logo being included on the banner.

**Action:** CYC appointed a banner design committee of Hannah, Ellenore, Jade, Eliza, Leila, Michelle to develop a proposed design for the banner.

**6.4. Training (May 23-27)**

James emailed CYC members a list of training subjects run by ‘Second Strike Training’ (a program specialised in primarily training student representative councils).

**Outcome:** The CYC determined their top 6 and top 3 subjects to focus on. Subjects are roughly 45 minutes each resulting in time for 2 consecutive sessions after school however; as a small group we may be able to get away with 3.

Sessions will be on Monday the 23rd and Tuesday the 24th.

**6.5. NAIDOC Week (July 3-10)**

The CYC would like to collaborate with the Aboriginal Working Party to possibly on an Event celebrating indigenous culture during NAIDOC week.

CYC suggested that we host another art (painting) event, focusing on educating youth about traditional symbols found in indigenous art. Participants of the event could then have their art turned into a mural, with the bathrooms at Albert Park suggested as a mural plot. Members of the CYC recommended that we reach out to local artist Amanda Levit in particular as she helped with another mural at Apex Park in the past.

A secondary/backup idea suggested for NAIDOC week was to host another Nature Walk, this time with an indigenous guide and possibly through a location of more cultural significance than Pioneer Park.

**Action:** James to contact CAWP to seek a collaboration

**6.6. Winter Holiday Events (July 4-17)**

After reviewing Winter events listed in a previous event brainstorm (formed with ideas suggested from the review of Youth Week) the CYC decided on two events to try and run during Winter:

- A trip to the snow: for recreation and to possibly include ‘tobogganing’.
- Indoor Hockey at the sport stadium (to possibly be run by the stadium like a previous multi-sport day).

The CYC would like to host 3-4 events during the upcoming Winter Holidays (which includes NAIDOC week). NAIDOC week ideas are to go through the Aboriginal Working Party before CYC moves ahead with any plans (may only be able to host 1 NAIDOC event).



**6.7. Goulburn Youth Council Conference Follow Up**

This agenda item is to be moved to a later meeting.

**7. Next Meeting: 4:00PM on Monday the 6th of June**

Both Kyle and James have stated that they will not be available for the workshop on May 16. This meeting will be replaced by the Training sessions on March 23 & 24.



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

# Minutes

## COOTAMUNDRA YOUTH COUNCIL

**Alby Schultz Room**

**4:00PM, MONDAY 7th March 2022**

**Administration Centres: 1300 459 689**

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### Meeting opened at 5:00PM

#### 1. Confirmation of Quorum

**Present:** Kyle Collins, Wil Ellis, Ellenore Clapham, Tenesha Silk, Kyle Sheppard, Eliza Cowell, Michelle Rabey, James Tonson Charlie Sheahan, Logan Collins

**Apologies:** Hannah Drum, Leila Ismay

#### 2. Confirmation of Minutes

The minutes for the previous meeting dated 07/02/2022 are confirmed as true and correct by Cootamundra Youth Council members.

**Moved:** Wil Ellis

**Seconded:** Ellenore Clapham

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#### 3. Welcome & Acknowledgements

#### 4. Confirmation of Memberships - Ellenore Clapham, Tanesha Silk, Jade Wiggins

All present members were in favour of the aforementioned members joining the Cootamundra Youth Council (CYC).

#### 5. Executive Reports:

##### 5.1. Youth Mayor (Kyle Collins)

Kyle gave a short thankyou to everyone who came to the Goulbourn Youth Conference and gave a positive report on the experience.

##### 5.2. Treasurer (Wil Ellis)

The CYC has opened up a new account and transferred all funds from the previous Commonwealth account to it, the current balance is \$15875.95. The CBA account has also been shut and the long term deposit is to be touched on in a future meeting.

Funds from the CYC's contribution to Australia Day are yet to be received, an invoice is to be sent now that the new account has been opened. CYC is also yet to be reimbursed for the Scuba Diving Raffle Prizes.

##### 5.3. Secretary (Michelle Rabey)

There was a brief mention of the newest minutes format which was made in order to fit more with the Cootamundra-Gundagai Regional Council (CGRC) minutes. It was noted that the CYC minutes would not mention councillor names like the CGRC does for their minutes as it did not seem appropriate for a youth council.

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**5.4. James (Youth Officer)**

In a follow up to the Skatepark Consult, James has been communicating with local groups that wish to hold a regular skate park event. The event looks to serve as a sort of launch event for a possible skatepark club and would include a skating workshop for local youth (including those described as more 'rowdy and disengaged'). James plans to meet with the partners involved next Tuesday to discuss the event further.

James is initiating a community services meeting and stated that it would be nice for the CYC to send a representative. The meeting date is Tuesday the 29th of March and more information is to be posted in the group chat closer to the date.

James also updated the CYC on his personal responsibilities and informed us that his work days will be affected as a result. He will likely be working just Mondays and Fridays.

**6. General Business:****6.1. Goulburn Youth Council Conference Follow Up**

Members who attended the conference agreed that it was an inspiring experience and wished to bring forth ideas that they had developed during workshops there.

Primarily, the members wanted to develop a mental health campaign here in Cootamundra and online. The current idea is described as a 'Bullying Stories Share Space' which -as the title suggests- would provide local youth with an opportunity to reach out and share their stories. Following a recommendation from the conference hosts the CYC plans to look at grants for their future campaign.

Conference attendees also suggested the idea of a 'Youth Council Dinner' which intends to develop connections between the CYC and other local youth councils: Cowra, Gundagai, Hilltops and Temora. The CYC overall responded positively to the idea as it would provide us with the opportunity to share ideas, talk about future collaborations, and learn from other youth councillors.

Finally members who attended the conference brought up the idea of the CYC hosting the next Youth Council Conference. All youth councils present in Goulburn were given the opportunity to host the next conference. The CYC would need to sign up and pitch themselves against other youth councils in a vote. After a discussion outlining the challenges that would come with hosting such a big event the CYC unanimously agreed not to create a pitch for the event.

It was noted that the mental health campaign and youth council dinner would not be discussed further until after youth week.

**6.2. Festival of the Lights**

The CYC has yet to find a location for our stall this coming Friday - due to Balieyana being unavailable. Plans to ask Vinnies for their storefront and power were put in place to amend this issue.

The CYC discussed the possibility of purchasing their own fairy floss machine after a recommendation from the Gundagai Youth Council (GYC). A model identical to the GYC's is currently going for \$1200 (\$400 more expensive than the GYC's which was \$800). The CYC came to the conclusion that we wouldn't have our own

machine in time for the Festival of Lights so it was agreed that we would bring up the topic in future and stick with borrowing the GYC's machine for now.

The Lions Club has agreed to lend the CYC their popcorn machine again, as well as the supplies for it.

The CYC agreed to meet at 4:00pm on Friday to start setup, with the Festival beginning at 6:00pm. Wil has agreed to bring solar lights to the event for us to decorate our stall.

### **6.3. Youth Week Events Support Officer**

The concept of a 'Youth Week Events Support Officer' was outlined by James to the CYC. It would be a position that involves the CGRC contracting the CYC to assist in event planning for Youth Week. The CYC would be contracting member Michelle to fulfil the role. The casual employment of Michelle is to provide both work experience and have further assistance in organising Youth Week (budgeting, coordinating, liaising with event partners and promotion).

**Motion:** Moved by Kyle and seconded that CYC put forward a contract to hire Michelle as a Youth Week Events Support Officer. The motion was carried with a unanimous vote.

### **6.4. Youth Week Planning**

The CYC discussed and edited the events for Youth Week as they saw fit. All minor edits and changes can be seen through online documents located in the CYC Shared Google Drive.

After following a suggestion from Cr Logan the CYC agreed to set Friday the 25th of March as the deadline date for finalising the youth week budget. Kyle stated he would create 'CYC Executives' group chat so that the budget could be formally signed off by executive members.

### **6.5. CYC Jumpers or Winter Clothing**

There is currently no quote available from Balieyana Embroidery.

It was stated that the CGRC is willing to subsidise 50% for CYC members looking to purchase jumpers (whether their contribution looks to be personal or via CYC funds).

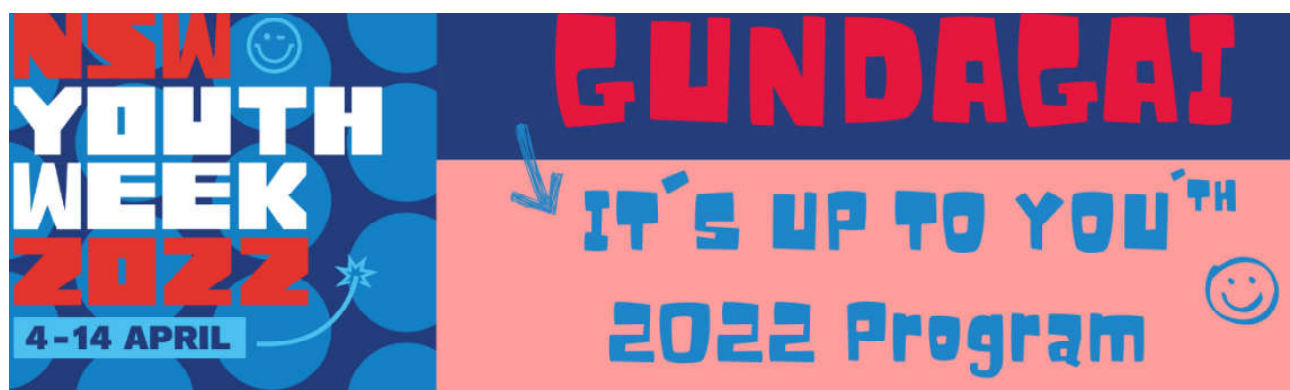
### **6.6. Workshop Meeting**

The CYC agreed that more workshop meetings were needed to prepare for the upcoming Youth Week. The following dates were set and confirmed by members:

- Thursday the 10th of March
- Monday the 14th of March
- Monday the 21st of March (normal workshop date)

## **7. Next Meeting: To be held at 4:00PM on Monday the 4th of April**

**Meeting closed at 6:29PM**



#### LEARN MAHJONG

Thursday 7th April from 2 - 5pm - LIBRARY

Come and try Mah-jong, a fun afternoon for all young people with our wonderful Mah-jong group at the library. Afternoon tea included. **FREE**

#### SELF DEFENCE COURSE

Thursday 7th April 5pm - MIRRABOOKA

Highly recommended for young women. Builds confidence and skill. Suitable for all abilities. Registrations essential. **FREE**

#### MOVIES IN THE PARK

Saturday 9th April 7.30pm - CARBERRY PARK

Movie TBA Family friendly so bring a chair, rug and friends and join us under the stars. **FREE**

#### SKATE N SCOOT WORKSHOP

Tuesday 12th April 10.45am - 11.30pm - YARRI PARK SKATEPARK

Als Skate School, learn some tricks & have some fun.

PLUS a free Tattoo and Sno Cone. **FREE**

#### WAGGA BUS TRIP

Wednesday 13th April 9.00am-5.00pm - Depart MIRRABOOKA

Wagga Bus Trip from Gundagai, permission slips at library, Booking essential as places are limited. **\$5.00**

#### BEESWAX SKINCARE WORK

Thursday 14th April 10.00am - LIBRARY

Make a beautiful lip balm, hand cream and body butter. **\$5.00**

#### ARCHERY TEAM TAG

Wednesday 20th April 10.00am CARBERRY PARK

Get your team of 4-5 together and register on the day! **FREE**

#### AFRICAN DRUM CIRCLE

Friday 22nd April 9.30am and 11am sessions CARBERRY PARK

Beat the drums, feel their power, have heaps of fun. Register today! **FREE**

#### COMING SOON - READ THE PLAY

Youth Mental Health Trivia Night - Services Club

Date to be confirmed. Supper supplied, great prizes, great cause! **FREE**

For more Information or to Register Call 69440270, email [gundagai.library@cgrc.nsw.gov.au](mailto:gundagai.library@cgrc.nsw.gov.au) or inbox the Gundagai Youth Council -



GUNDAGAI YOUTH COUNCIL



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### OUTDOOR MOVIE NIGHT

*Friday the 8th of April from 5:30 - 9:00pm at JUBILEE PARK*

The movie 'Dodgeball' will be projected onto a large screen for everyone to see for **FREE** so bring your friends, family and picnic blankets! Popcorn, drinks, and sausages will be sold on the night.

### MARIO KART TOURNAMENT

*Saturday the 9th of April from 7:00 - 9:00pm at TOWN HALL (Ages: 12+)*

Put your skills to the test to try and win a \$50 EB Games Gift Card! Pizza included. **Signup required - \$5.00 entry**

### ARCHERY TAG

*Sunday the 10th of April from 1:30 - 4:00pm at NICHOLSON PARK (Ages: 12-18)*

Come out for a day of shooting and fun! Drinks will be sold at the park. **Register on the day - parental consent required. FREE**

### PAINTING IN THE PARK

*Monday the 11th of April from 11:00 - 2:00pm at JUBILEE PARK (Ages: 10+)*

Paint your own work of art alongside local artist Louise Dabin. Lite lunch included. **\$2.00 entry**

### SKATEPARK WORKSHOP

*Tuesday the 12th of April from 12:30 - 2:30pm at COOTA SKATEPARK (Ages: 12+)*

Featuring Al's Skate School, learn some tricks & have fun. BBQ and emergency services showcase included.

**Parental consent required (online via CYC FB or on the day) - FREE**

### NIGHT NATURE WALK

*Wednesday the 13th of April 6:00 - 8:00pm at PIONEER PARK*

Open to the whole family! Join special Nature expert Alan East to observe local nature from a fun and beautiful perspective. **FREE** BYO: flashlight, weather appropriate footwear/clothing, water, bug repellent!

### COOKING CLASS

*Thursday the 14th of April 10:00am at DICKSON HALL (Ages: 12-18)*

Make delicious zucchini slice with our local celebrity chef. **Signup and parental consent required. \$5.00 entry**

For more Information or to register visit the CYC Facebook page,  
[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au) or call 1300 459 689



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## Cootamundra Youth Hub Vision

### The basics

- Dedicated youth venue, only used by young people & youth services
- Accessible for all young people aged 12-25 (inc wheelchair accessibility)
- Including:
  - An open space & games area games space
  - A quiet space to relax, chill & read, including bookshelf & books
  - Private room where meetings or counselling sessions could be held, or for use by Youth Officer.
- kitchenette for making drinks & snacks (inc, fridge, microwave, sink, kettle etc)
- internet & wifi
- plenty of charging ports for devices
- toilets

### Dreaming bigger

Rooms & spaces	Equipment & stuff
<ul style="list-style-type: none"> <li>• Studying area</li> <li>• Full kitchen for cooking demo's, classes, practice or experimentation</li> <li>• Café</li> <li>• Mindfulness Room</li> <li>• Art &amp; craft space</li> <li>• Theatre room, lounge room, games room, social room</li> <li>• Flip out room</li> <li>• Places to practice &amp; record music making</li> <li>• Outdoor area with garden &amp; chairs</li> <li>• Playground</li> <li>• Garden with soccer and football posts</li> <li>• basketball, cricket pitch, tennis court.</li> <li>• Dog friendly spaces</li> <li>• Space to plant lucerne or practise agriculture</li> <li>• Dirt bike mechanic space</li> <li>• A fake beach or a place to hang in the spa.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to a computer</li> <li>• Video Games – Roblox</li> <li>• TVs for movie nights,</li> <li>• Little library of books for young people</li> <li>• Musical instruments</li> <li>• Canteen/vending machines</li> <li>• Soft serve machine</li> <li>• Driving simulator</li> <li>• Art supplies, eg paints etc</li> <li>• Trampoline</li> <li>• Indoor rock climbing</li> <li>• Indoor sky diving</li> <li>• Laser tag</li> </ul>



Activities	Event ideas
<ul style="list-style-type: none"> <li>• Games, eg Monopoly, Twister, Snakes &amp; Ladders, Connect Four</li> <li>• meet up &amp; hang with friends.</li> <li>• Improve skills, learn how to cook, explore new recipes,</li> <li>• Painting, crafting, sculpturing,</li> <li>• Photography &amp; jewellery workshops</li> <li>• playing music,</li> <li>• sporting activities, eg table tennis, pool table etc</li> <li>• Movies</li> <li>• Gymnastics</li> <li>• Music</li> <li>• Laser tag</li> <li>• bowling</li> </ul>	<ul style="list-style-type: none"> <li>• Friday night events,</li> <li>• pizza night,</li> <li>• pyjama party,</li> <li>• dress ups,</li> <li>• discoes,</li> <li>• trivia nights,</li> <li>• guest speakers,</li> <li>• games nights eg Yatzee, board games</li> <li>• all you can eat day</li> <li>• sport days</li> </ul>

**Initial vision for operating hours.**

- After school 3:30 - 8pm (experiment with later hours and demand if possible, maybe Friday nights.)
- Weekends ideally 11am – 10pm
- Most importantly 11 – 3
- Saturday nights 7-9

**8.3.3 COOTAMUNDRA COMMUNITY SERVICES MEETING**

DOCUMENT NUMBER	370364
REPORTING OFFICER	James Tonson, Youth and Inclusion Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

- 1. The issues identified at the meeting be noted.**
- 2. Council expresses its ongoing support for the important work undertaken by a wide range of community organisations in Cootamundra.**

Introduction**Meeting of Cootamundra Community Service Organisations**

Representatives from 17 Cootamundra based community services met for the first time since the onset of the COVID-19 pandemic (the pandemic) on 29<sup>th</sup> March, 2022.

Discussion

The existing Cootamundra Interagency meeting convened by the Department of Communities and Justice (DCJ) is only attracting a small number of participants with discussions focused on enhancing agency cooperation in relation to case management for children and families doing it tough. This is an important function but several groups expressed the need to re-establish a wider forum that would enable more strategic community development initiatives.

After consultation with DCJ to avoid any overlap or duplication, Council's Youth and Inclusion Officer, James Tonson, and Helen Eccleston (Red Cross) convened a meeting of groups relevant to this wider purpose.

The initiative was warmly welcomed by all participants who were keen to re-connect after the pandemic. Most of the meeting was taken up with introductions and an update from each group on the services they are providing, their focus for 2022 and their sense of current needs in the community.

**Issues Identified**

- Housing and homelessness was identified as the most pressing community issue by many of the organisations present.
- The lack of transport options for those without a car was also raised repeatedly.
- For the organisations themselves, the need for more volunteers was a common theme. To this end the group is looking at putting on a Volunteer Expo for Cootamundra, where groups seeking volunteers can host a stall promoting the volunteer opportunities they offer. This can be targeted at young people and others needing to build employment experience as well as retirees and others who are beginning to re-emerge post-pandemic.

**Next Steps**

- The group agreed to meet every 2 months for the remainder of 2022 with hosting a volunteering expo as the major project for the year.
- Individual networking and information sharing can also be facilitated by these regular gatherings.
- Invitations to future meetings to be extended to DCJ Housing team and local schools where relevant.

**Organisations represented were:**

- 
- Baptist Care
- Business Cootamundra (CDC)
- Can Assist
- Community Kitchen and Garden
- Cootamundra Aboriginal Working Party
- Cootamundra-Gundagai Regional Council
- Cootamundra Library
- Cootamundry Community Centre
- Elouera
- Generocity Church
- Intereach
- Mission Australia
- NSW Police
- Pinnacle Community Services
- Red Cross Charity Shop
- Salvation Army
- Uniting Church
- Vinnies Conference

Apologies were received from the local office of the Department of Communities and Justice.

## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 DEVELOPMENT APPLICATIONS APRIL 2022

DOCUMENT NUMBER	370265
REPORTING OFFICER	Sally Atkinson, Acting Manager Development, Building and Compliance
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b> 3.2 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 April 2022 be received and noted.

#### Introduction

The Development Applications Approved in April 2022 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 April 2022:

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
010.2022.58	Demolition of Part Existing Cottage & Proposed Dwelling Alterations & Additions	Lot 1 DP 300218 Poole Street, Cootamundra
010.2022.56	Proposed Dwelling Alterations & Additions (Detached Sunroom)	Lot 1 DP 586867 Byrne Street, Cootamundra
010.2022.55	Proposed Skillion Extension of Existing Industrial Shed	Lot 28 DP1010590 Quinlan Drive, Cootamundra
010.2022.54	New Dwelling	Lot 1 DP 1194683 Nangus Road, Gundagai
010.2022.53	New Shed	Lot 12 DP751000 Darbalara Road, Gundagai
010.2022.51	New Shed	Lot 5 DP 793625

		Salt Clay Road, Cootamundra
010.2022.50	Proposed Duplex Dwelling with attached Garages	Lot 24 DP 1270489 Keith Taylor Crescent, Cootamundra
010.2022.49	New Alterations and additions to residential	Lot 4 DP 259786 Coora Avenue, Cootamundra
010.2022.47	New Alterations and additions to commercial	Lot 4 DP 1236632 Gundagai Road, Cootamundra
010.2022.46	New Carport	Lot 26 Sec E DP 1471 Justin Street, Cootamundra
010.2022.41	New Shed	Lot 1 DP 1096839 West Street, Gundagai
010.2022.40	New Dwelling House	Lot 1 DP1106966 Gocup Road, South Gundagai
010.2022.39	New Dwelling	Lot 12 DP 1270489 22 Keith Taylor Crescent, Cootamundra
010.2022.38	New Shed	Lot 13 DP 613865 Rodeo Drive, Cootamundra
010.2022.37	New Shed	Lot 1 DP 360103 Sutton Street, Cootamundra
010.2022.35	New Dwelling	Lot 86 DP 750978 Nanangroe Road, Adjungbilly
010.2022.29	New Dwelling	Lot 5 DP 1270489 6 Keith Taylor Crescent, Cootamundra
010.2022.15	New Alterations and additions to residential	Lot 30 DP 669233 Sutton Street, Cootamundra
010.2021.92	New Shed	Lot 2 DP 847826 Berthong Street, Cootamundra

**VALUE OF WORK REPORTED TO THIS MEETING:     \$ 4,395,693.00**

**VALUE OF WORK REPORTED YEAR TO DATE:         \$54,772,885.00**

THIS TIME LAST YEAR:

VALUE OF WORK – April 2021 -    \$2,493,071.00

VALUE OF WORK – YTD 2021 -     \$24,288,026.00

## 8.5 REGULATORY SERVICES

### 8.5.1 REGULATORY REPORT

DOCUMENT NUMBER	370011
REPORTING OFFICER	Janelle Chapman, Senior Regulatory Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

**The Regulatory Report for April, 2022 be noted.**

#### Introduction

The following report details the main activities that were undertaken by Regulatory staff during the month of April, 2022.

#### Ranger Activities

The Ranger droned the Albert Park project in Cootamundra to capture aerial images to assist Open space staff with milestone reconciliation responsibilities.

The Animal Care Facility (ACF) and holding facilities were cleaned, mowed, whipper snipped and maintained. The parks along with the fenced off leash dog park and other off leash areas in both Cootamundra and Gundagai had all Dog Waste Stations refilled with bags.

Along with regular patrols around the Local Government Area (LGA), Council Rangers attended to several Animal complaints: 6 Nuisance animal issues, 1 straying livestock incident, 2 illegal dumping cases and related clean-ups (tyres and a car window) and 1 abandoned vehicle removed and impounded. 1 illegal fence issue on Road Reserve (South Gundagai). 1 Penalty notice was issued in April.

NSW Companion Animal Registrations: 25 - Amount received: \$2,047.00

Total number of Dogs and Cats seized across the LGA for this period were: 14.

11 animals seized in Cootamundra, 2 in Gundagai and 1 in Wallendbeen. The outcomes of these animals seized were: 10 returned home, 2 were Euthanised and 2 animals remain impounded going into May and may now be available for adoption from the Animal Care Facility.

### Cemetery Activities

The cemeteries had general maintenance undertaken with, mowing and whipper snipping. The topping up of sunken graves continues and the backfilling of feral animal holes mostly rabbits was undertaken.

Burial/Interments: 8 - Cemetery Locations: Cootamundra 2, North Gundagai 2 and Nangus 2, Tumblong 1 and Coolac 1.

Burial enquiries undertaken - locate graves, provide maps and information for family research: 42

The Council has been in discussions with Peter Fitzpatrick from the Local Lands Service in regard to further assistance in the control of wild rabbits within our village Cemeteries. Rabbit numbers are on the increase and their burrows are undermining the integrity of the old graves within the Cemeteries. Regulatory staff are assisting the LLS with this ongoing problem.

Council staff met with Cassie Douglas from the NSW Biodiversity Conservation Trust to discuss CGRC's current Voluntary Conservation Agreements at Wallendbeen and Stockinbingal Cemeteries and the potential to enter into new EOI agreements for Muttama and South Gundagai Cemeteries to protect, preserve and maintain the native vegetation and wildlife that exists within these Cemeteries. Regulatory staff are working with the BCT on potential funding to assist with our current VCA areas.

### Saleyard Activities

- Sheep Sales held – Cootamundra: 1 due to Easter break- Yarding information: Total sheep sold: 916 head.
- Total amount of Vendor sales - \$128,758.40 - Top price: \$200.00, Average Price: \$140.57
- Cattle Sales held – 0
- Truck wash Registered Operators: Cootamundra Saleyards: 49, Individual usages 100 - Amount received \$3,755.83
- Truck wash Registered Operators: Gundagai Saleyards: 37, Individual usages 87 - Amount received \$2,975.29
- Transit Fees Received: Cootamundra Yards: 0 Gundagai Yards: \$49.00

General yard maintenance, hosing and repairs were undertaken at the Cootamundra saleyards. Weed spraying and tree maintenance is continuing around the yards. Minor welding of pen gates undertaken, and Cootamundra truck wash maintenance was carried out with tank flushing and excess manure removal from pit and truck wash bay maintenance.

### Emergency Management

Resilience NSW have provided the CGRC Local Emergency Management Committee with additional COVID dry food & personal hampers to be allocated throughout the LGA to local groups of need that service our vulnerable communities. These packs were collected from Wagga by the Regulatory staff and are being distributed from Council's Emergency Management Centre in Bradman Street Cootamundra.

### Biosecurity Activities

Weed spraying is continuing around Cootamundra town streets and lanes, along with more concentrated areas of roadside spraying. The Council has received 6 EOI's regarding the Thistle Program with another 3 possible farmers looking at taking up the offer.

Council's Biosecurity staff will be undertaking on-site assessments with these property owners during the next few weeks and providing them with suitable chemical to assist with the control of these thistles on their properties.

Biosecurity staff attended a Grass Identification course ran by TOCAL held in Leeton, to assist them with their duties of grass classification within NSW.

Regulatory staff accepted used chemical drums from farmers under the drumMUSTER collection program.

Council was contacted this week from Michael Leane from the Local Lands Service to advise we have been successful in our application for additional weed funding. The Council will receive an additional \$30,000 to assist with the mechanical and chemical application to control St Johns Wort along Councils roadsides, town streets and lanes of Gundagai, the villages of Nangus, Adjungbilly, Coolac and Tumblong, Cootamundra Township and surrounding villages of Wallendbeen and Stockinbingal.



**8.6 ASSETS**

Nil

## 8.7 CIVIL WORKS

### 8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - MAY 2022

DOCUMENT NUMBER	370173
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b>  3.2 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 May, 2022 be noted.**

#### Introduction

The Civil Works and Technical Services Report for the month of May, 2022 is submitted for the information of Council and the community.

#### Discussion

##### *Fixing Local Roads Projects:*

##### **Mackay Street, Cootamundra**

Work has commenced on the next stage of the Mackay Street (Cootamundra) reconstruction. This work involves the section between Onley and Ursula Streets. The pavement design requires the milling and removal of the top 200mm of existing pavement, stabilising the lower 250mm and then replacing the top 200mm layer with road base before applying a bitumen seal. Once this section is finished the remaining section from Ursula Street to Parker Street will be commenced.

While these works are underway traffic will be detoured around to side streets with advertising of this provided to the local residents, general public and emergency services. A temporary access has also been provided for the Caravan Park during the works.

Expectations are that all work in Mackay Street will be completed by the end of May provided the weather remains suitable.

Both the Berthong Road and Millvale Road projects have been completed. Guideposts and line marking has been scheduled and will be undertaken by the end of June, 2022.

Initial works on the clearing of low hanging vegetation has commenced on the Brawlin Road (Cootamundra) project. This project involves the reconstruction of approximately 2kms of gravel

road and upgrading to bitumen seal. Several culverts will have to be widened and replaced on this project due to their narrow width and poor condition. This project is being funded from both Round 1 and Round 3 of the Fixing Local Roads Program.

*Local Roads & Community Infrastructure (LRCI) Program:*

Work is underway on the footpath replacement in Wallendbeen Street (Cootamundra) adjacent to the Council Offices and Library. This work was determined priority and included in the Round 3 of LRCI program, due to high volume of pedestrian traffic and its recent deterioration due to the lifting of several concrete slabs which created a serious tripping hazard. The disabled access/parking bay will also be upgraded to the appropriate standards as part of this project.

*Natural Disaster Event Funding:*

Repairs to storm damage from the 2019 storm event in the Rosehill area have seen the embankments repaired and strengthened near the Cowang Ridge (Rosehill). Funding for this work comes from the approved 2019 Natural Disaster event which is required to be completed by 30 June, 2022.

*Bridge Renewal Program:*

Guardrails have been installed on Burra Road Bridge (Burra Creek).

*Transport for NSW Works- Olympic Highway:*

Works have commenced on pavement rehabilitation on Yass Road, Cootamundra. Initial works were to concentrate on the failed areas near South West Fuels however, Transport for NSW (TfNSW) have now funded the project from the Hovell Street intersection all the way the Railway overpass near the Cemetery.

The scope of this work is to excavate 400mm deep and replace with 200mm of suitable stabilised material and then a 200mm layer of asphalt.

Some of the work will involve night works near the Fuel Station to reduce the impact on access, other works from Barnes Street to Hovell Street will be day works. This work is expected to run until the end of May and is also weather dependant. Again, public advertising of the works has been carried out to advise the residents/public of the works.

*General Works:*

Bitumen road patching is being undertaken on regional and rural roads, where necessary across the whole Local Government Area. Grass slashing has also been undertaken as required in and around Cootamundra but with the change in weather this work is expected to cease shortly.

Kerb and guttering works are continuing on Hanley and Bourke Streets, Gundagai.

Maintenance grading is continuing on Bundarbo Road (Jugiong), with shoulder widening and batter works being carried out on Darbalara Road (Darbalara).

Private works on driveways in Gundagai are to be scheduled into the works programme.

**8.7.2 CROWN ROAD RESERVE - TRANSFER TO COUNCIL**

DOCUMENT NUMBER	370694
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b>  3.2 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**

**That Council lodge an application with the NSW Department of Industry, to transfer the ownership of the unformed Crown Road off Back Brawlin Road, Cootamundra, which runs through Lot 2 DP 583945, and between Lots 1 and 2 DP 34565, to Cootamundra-Gundagai Regional Council.**

Introduction

This report has been prepared in support of a recommendation to acquire ownership, of a currently unformed Crown Road, located west of Back Brawlin Road, Cootamundra, shown in the images in this report.

Discussion

Unformed road reserves, known as ‘paper’ or ‘green’ roads, are a substantial feature of rural land tenure, and are owned by the New South Wales Government. Many such ‘paper’ roads remain across rural areas, and a system of permits and licences has been established around paper roads to enable landholders to effectively incorporate them into their broader holdings for a range of limited uses specified in the relevant permit or licence.

Broadly speaking, relevant legislation provides for ongoing legal public access over those paper roads, but no legal right to construct or place any structure on them without the consent of the landowner, the Crown. The Crown will only give consent for physical construction on such paper roads (outside of any licence agreement) where Council agrees to assume ownership of the road reserve in question. Alternatively, a person seeking to construct in a paper road reserve can apply to the Crown to close the road (remove it as a means of public access) and purchase it from the Crown, after which it becomes private land.

The transfer of the Crown Road identified above, to Council ownership, is required to undertake an approved subdivision (DA 2017/017) and to facilitate the approval of a further subdivision application (DA 2022/005), both of which rely upon on the construction of the Crown Road, and its dedication as a public road in Council ownership.



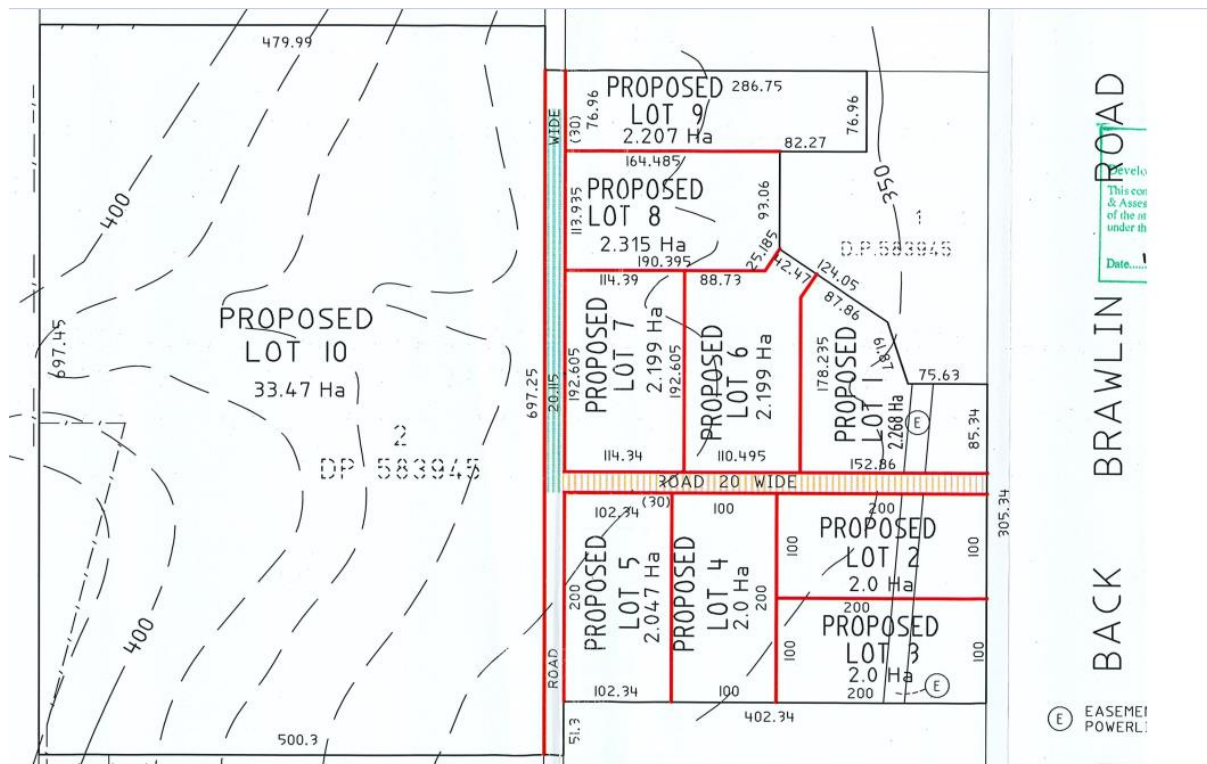
**Figure 1: Location of Crown Road to be transferred to Council (source Intramaps)**



**Figure 2: Location of the Crown road to be transferred to Council – aerial image (source Intramaps)**

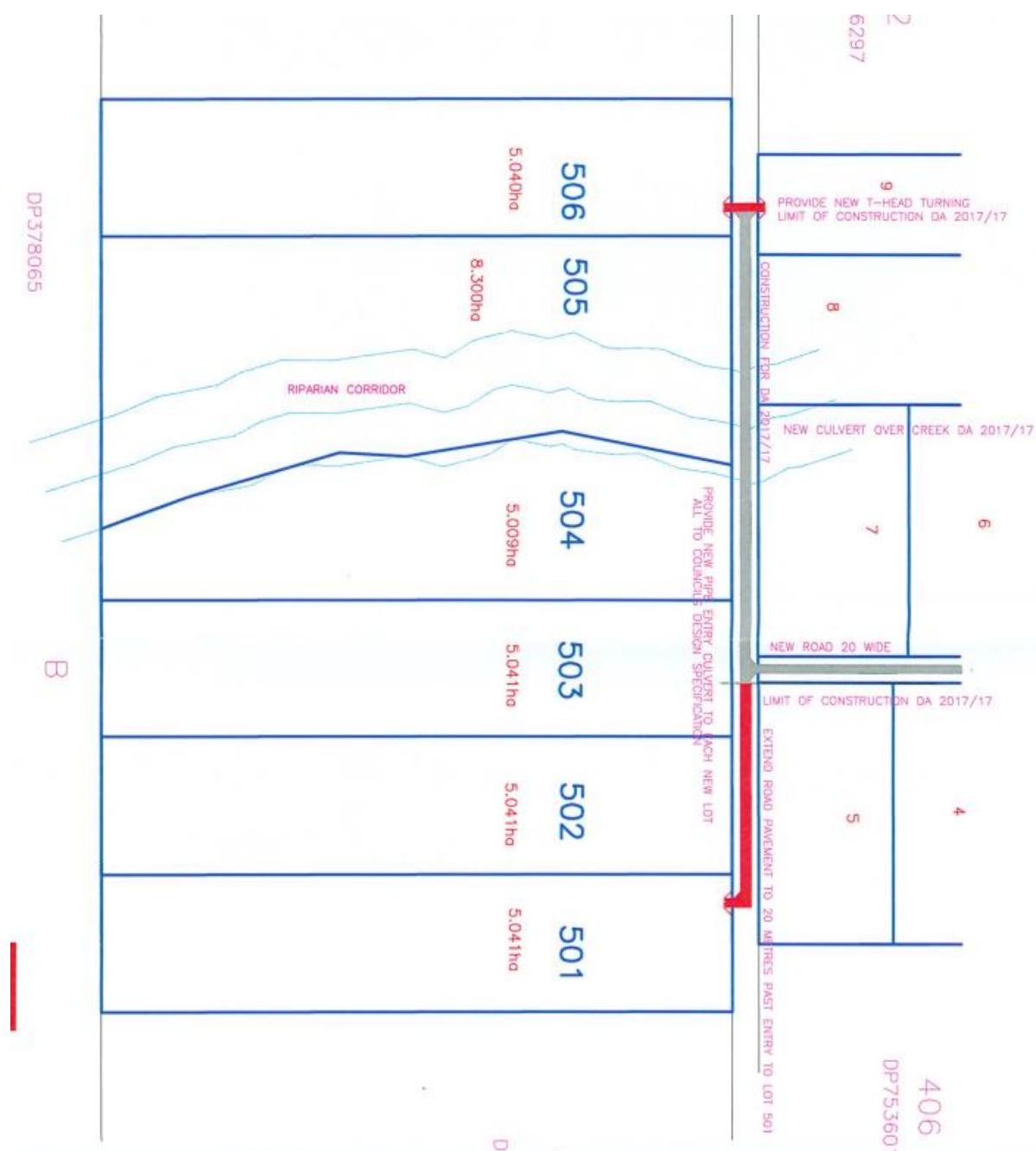
In 2017, Council approved a Development Application (DA 2017/017) for the subdivision of Lot 2 DP 583945, 186 Back Brawlin Road, Cootamundra, into ten (10) lots, including the construction of a road, as shown in the following plan (Figure 3). This included:

- the construction and dedication of approximately 300 metres of a new road running west of Back Brawlin Road (hatched orange on the plan) and
- the partial construction of approximately 340 metres of Crown Road, (hatched green on the plan).



**Figure 3 – Approved subdivision DA 2017/017**

Council is now assessing a development application (DA 2022/005), for the further subdivision of proposed Lot 10 in the above subdivisions, into six (6) additional lots, which will utilise the approved roads in the above subdivision, and involve the further construction of the Crown Road, being approximately 180 metres to the south (shown red on the following plan – Figure 4).



**Figure 4 – Proposed subdivision DA2022/005 (pending determination)**

In assessing this application, it became apparent that neither the developer or Council sought the concurrence of Crown Lands for the 2017 development application, for subdivision and construction of the Crown Road. Therefore, as part of the assessment of this application, Council notified the Department of Planning and Environment – Crown Lands, as an affected landowner, advising of this application, as well as the subdivision approved in 2017.

The Department has provided a response in relation to this matter, and have objected to the development, as it impacts a Crown Road, as the Crown Road is to be formed and used as access to the new subdivision. The Department has advised that *“any proposal where Crown Public Road/s (formed or unformed) will be required to provide access,*



*Council must accept transfer of control of such roads before approving any such proposal and starting construction, regardless of the number of lots to be serviced”.*

In approving the 2017 subdivision application, and assessing the 2022 subdivision application, Council staff were cognisant that the new roads to be constructed would ultimately be dedicated to Council as public roads, and they would then become the responsibility of Council to maintain once constructed and dedicated. As a consequence, conditions have been, will be imposed requiring the roads to be constructed to Council’s specifications, consistent with a sealed rural road standard.

This position is consistent with the following Council policies, specifically the following sections:

### **Cootamundra DCP**

#### Subdivision in the RU4 Primary Production Small Lots

*“Standard of construction for roads built and roads fronted or other road network facilities are provided as part of the development application, such standards to incorporate a 2 coat bitumen sealed standard with a 20, metre wide road reserve, 8 metre road, formation width and 7 metre seal width. The road pavement is to be designed to meet the requirements of the Austroads design guidelines with a minimum gravel pavement thickness of 250mm”.*

*“All roads created as a part of the subdivision are sealed and are designed and constructed in accordance with Council’s Engineering Guidelines for Subdivision and Development”.*

### **Council’s Roads Management Policy**

#### Development Considerations

*“Where the subdivision of land creates a new road, a condition of the development approval will be that the developer constructs the new road in accordance with Council requirements”.*

#### Responsibility for unmaintained roads

*“Council only maintains the roads that are included in Council’s Road Segment Ledger (Roads Register). Maintained Roads have been constructed by Council or by another party to Council standards and formally handed to and accepted by Council”.*

The proposal is also consistent with the Department’s *Criteria for transferring Crown Roads to Council*, which states that Crown roads are considered suitable for transfer to Council, if they meet the following criteria:

- road works on a Crown Road are proposed by someone, other than the department, who requires development consent under the Environmental Planning & Assessment Act 1979 (EP&A Act).
- development consent has been granted by a council that requires a Crown Road to service a development that increases traffic on the road.



From a legislative perspective, the following provisions are relevant to the proposal:

***Local Government Act, 1993***

Section 186 allows Council to acquire land for exercising its functions.

***Roads Act, 1993***

To transfer Crown public road reserve ownership to Council is by way of an application made to the Crown requesting transfer. Councils can by way of this application, request the transfer of a Crown public road reserve to be vested in Council as a public road reserve. This is generally a straightforward process and does not attract an application fee.

In conclusion, in order for the developments to proceed, the transfer of the Crown Road to Council must occur.

**8.8 TECHNICAL SERVICES**

Nil

## 8.9 FACILITIES

### 8.9.1 PROPOSED REDEVELOPMENT OF FISHER PARK SPORTING PRECINCT - MASTERPLAN

DOCUMENT NUMBER	369197
REPORTING OFFICER	Andrew Brock, Manager Facilities
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>1. A vibrant and supportive community: all members of our community are valued</b></p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p>
FINANCIAL IMPLICATIONS	The costs of the upgrade to Fisher Park and the development of a Masterplan to redevelop the Fisher Park Sporting Precinct be funded from the sale of the Southern Phone Share sale.
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 amount of \$100,000.00 be allocated for the required immediate upgrades at the Fisher Park facilities including the creation of a Master Plan.**

#### Introduction

At its Ordinary Meeting held 22<sup>nd</sup> February 2022 Council resolved through a Mayoral Minute:

1. That Council, in conjunction with the Cootamundra Rugby League Football Club, seek appropriate funding to upgrade and refit the players facilities to accommodate female referees and female players in the ever-increasing female sports.
2. Funds from the sale of the Southern Phone Company share be used as a co-contribution if required.
3. A working committee be formed with representatives from Cootamundra Rugby League Football Club and Council staff to undertake the project.

#### Discussion

Upgrades of the player and referees' facilities at the Fisher Park have commenced. However, the facilities were built in the 1980's with maintenance work undertaken as required. With the introduction of women's teams to many sporting codes, including female referees, some major changes must be made to the facilities. Currently the women's teams are sharing the changerooms with their male counterparts which is clearly inappropriate and undesirable in today's standards.

The proposal is to carry out works in a staged program as funding becomes available.

Items highlighted requiring immediate and urgent attention:

Stage 1: Current changeroom and shower facilities are open with no privacy screens. Partitions need to be installed to create individual shower cubicles. Existing lighting to be changed to “LED” to help reduce power consumption. Painting of the changerooms and passageways to brighten the area. Creation of a Master Plan for the site, which incorporates an overall upgrade of the facilities taking into consideration requests from the user groups.

Stage 2: Construction of a dedicated female changerooms and canteen comparative to the Stan Crowe building. Demolition of existing canteen and announcer’s box

Stage 3: New grandstand roof. Address drainage issues on the playing field and modification to cycle track to allow for better safety margins as per the sporting code for the playing fields.

Stage 4: A request for cricket nets between Fisher Park and Nicholson Park has been put forward, also new lighting for Nicholson Park, which is adjacent Fisher Park.

Recently a meeting with Cr Charlie Sheahan (Mayor), Les McMahon (Interim General Manager), Andrew Brock (Facilities Manager) and members of the Fisher Park users’ group was arranged to discuss the project. The meeting was positive and the communication between user group representatives and Council is clear.

The upgrade to the Fisher Park facilities is too long overdue and is essential for the future use of the ground. The scale of the project cannot be funded by Council, as such funding will need to be sought. Most funding streams will require a dollar for dollar contribution and the funds from the sale of the Southern Phone Company share will be required for this project. Once a masterplan is developed a scope of works can be undertaken. This will determine the amount required from the fund.

At its Ordinary Meeting held 29<sup>th</sup> October, 2019 Council resolved (Min. No399/2019) to accept the AGL offer to purchase Council’s share in Southern Phone Company with the funds of the sale to be reserved to projects in the Cootamundra area. Currently \$602,917 is available in the fund.

**8.9.2 FACILITIES WORKS REPORT MAY 2022**

DOCUMENT NUMBER	370455
REPORTING OFFICER	Andrew Brock, Manager Facilities
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b>  3.2 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 May, 2022 be noted.**

Introduction

The Facilities Works Report for May, 2022 provides a detailed update on works activities undertaken by the Gundagai Facilities and Parks and Garden Team. The scheduled activities and projects undertaken for the month of May 2022 are included in this report which has been prepared and submitted for the information of Council and the community.

Discussion

Staff have been preparing garden beds at the entrance of Sheridan and West Streets, in preparation of new flowers arriving in May. Repairs to irrigation lines and addition of new mulch have the beds ready for planting. Maintenance works are continuing to garden beds in the main street and local parks. Safety inspections of Gundagai's playgrounds are currently underway.

Sporting field line marking, and mowing have been completed in readiness for athletics, soccer, and football season. A new long jump pit has been created in anticipation of the athletics season and the increase in participants to the sport.

Council staff have attended to multiple tree trimming and removal requests, to minimise slips, trips, and falls. Works have been undertaken within existing budgets and will allow for future suitable replacement trees to be planted.

General mowing and slashing of villages and around town have been completed, as well as assisting other departments with maintenance works.

**Projects Update:****Cootamundra AFL**

Building works are complete. Councils Building inspector has carried out an interim final inspection and provided a list of items to be addressed before occupancy can be permitted. Council staff and contractors are working together to complete these items.

**Ellwood Hall**

The kitchen upgrade is 95% complete with some minor electrical works to be fitted and a new access ramp to be installed at the rear of the building. It has been identified that an electrical switch board upgrade is required to meet the Building Code of Australia standard. Quotes will be sourced before engaging a qualified electrician. A contractor has been engaged to carry out roof repairs and install replacement guttering. New doors have been purchased for the external storeroom entrance and awaiting installation. Designs are currently being prepared for upgrading of the footpath area

**Fisher Park**

The referee's room has seen an upgrade to shower facilities, with new plumbing, hot water and fixtures installed. Flooring and painting throughout the room has been completed. Meetings have been had with the Mayor, Interim General Manager, and sporting groups to discuss the creation of a master plan for the site, highlighting the need for female change facilities. The creation of a masterplan will be undertaken over the coming year.

**Cootamundra Showground**

Refurbishment works to the campground toilets and electrical works have been completed. Plans for refurbishment of the Rotunda are underway and quotes are currently being sourced to carry out required repair works. The grounds are continually being prepared for various events throughout the year. Many positive responses have been received with multiple words of thanks for the great work the caretaker is undertaking to keep the grounds looking fantastic.

**Cootamundra Library Refurbishment**

Staff are working on finalising plans for the works proposed. Some of the materials and designs have been completed and quotes are being sourced for these items. Discussion with staff have been positive and great ideas have been put forward to modernise and improve library services moving into the future.

**Heritage Centre Upgrade**

Consultation with a heritage architect has been undertaken to develop a draft plan. Currently, Council's heritage advisor is completing a report to NSW Heritage for approval prior to a section 60 application being approved.

**Gundagai Preschool**

The committee have been working hard to secure a contractor to carry out the works within the allocated budget. Construction certificate has been approved, materials are currently on order and should see earthworks starting within the near future. This has been a difficult project to get off the ground due to budget restraints. The preschool and council staff have worked tirelessly to secure a positive outcome for the community.

**Gundagai Visitor Information Centre**

Due to budget restraints and discussions with staff, plans and material selections were required to be revised. Development approval with the final design is being worked on. Discussions with contractors are underway and final costs to be approved in the coming weeks, allowing for construction works to be undertaken and completed before end of year.

**Gundagai Library**

After discussions with Library staff, plans and engineering have been completed. Planning consent is currently being applied for. Quotes are being sourced concurrently with planning approval.

**Netball Court Building**

Consultation with netball co-ordinator and Youth space co-ordinator, have allowed building designs to be completed. Planning staff have met to complete the approval process. Purchase orders have been raised for construction works to proceed soon.

**Gundagai Community Garden**

Final touches are being put on this project, with the arrival of a pizza oven and outdoor seating arriving within the next four (4) weeks.

**Sheridan Street Toilets-Vandalism Repairs**

Currently, insurance documents are being prepared and quotes are being sourced to carry out major repair works. Staff have carried out minor repairs to the facility to allow one side to continue operating while works are undertaken.

**8.10 WASTE, PARKS AND RECREATION**

Nil



## 9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

9.1	<b>A REPORT BE PREPARED BY COUNCIL STAFF ON THE FEASIBILITY OF DISMANTLING AND CLEARING THE COOTAMUNDRA AND GUNDAGAI CATTLE YARDS WITH THE INTENTION OF SUBDIVIDING AND SELLING THE LOTS AS LIGHT INDUSTRIAL. THE REPORT SHOULD INCLUDE POTENTIAL OPTIONS AND PROCEDURES FOR ENGAGING APPROPRIATELY EXPERIENCED CONTRACTORS TO UNDERTAKE THE REQUISITE ACTIVITIES TO ACHIEVE THE PROPOSED OUTCOME.</b>
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DOCUMENT NUMBER	370466
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager

The following Notice of Motion signed by Councillor Les Boyd was submitted on 9 May, 2022.

I hereby give notice of my intention to move the following motion at the Council meeting of Monday, 23 May, 2022:

### MOTION

**A report be prepared by Council staff on the feasibility of dismantling and clearing the Cootamundra and Gundagai cattle yards with the intention of subdividing and selling the lots as light industrial. The report should include potential options and procedures for engaging appropriately experienced contractors to undertake the requisite activities to achieve the proposed outcome.**

### Note from Councillor

Council is undertaking a review of its assets with a view to rationalising holdings and disposing of under performing assets.

The Gundagai saleyards are used once a year for the sale of cattle. The Gundagai cattle yards are costing Council money as they are unsupervised and used by stock transportation organisations.

Council is looking to provide industrial space for investment to stimulate economic activity in the local government area.

Relative to the cost of providing the Gundagai sale yards the actual use of the facility is disproportionately low, with the sale yards used once for an annual sale of stock whilst the Cootamundra sale yard is used far more frequently. There is still the likelihood that the Cootamundra asset would deliver greater economic benefit to the community if it was converted to a different use.

## 10 QUESTIONS WITH NOTICE

### 10.1 QUESTIONS WITH NOTICE FROM COUNCILLORS

DOCUMENT NUMBER	370325
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager

#### RECOMMENDATION

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

#### Questions with Notice

The following questions with notice from Councillors have been received with the responses from Council officers provided respectively:

**Cr Penny Nicholson** – Please provide an update on the status and progress of the upgrade to the Gundagai Visitors Information Centre including project milestones and when funding for the project was received.

**Response from Council Officer** – A response will be provided at the meeting.

**Cr Abb McAlister** – Can an update be provided on the progress of the Lindley Park car park and the Palmer Park

**Response from Council Officer** – Discussions with the Technical Services manager, Council staff and plant will undertake the work at their earliest convenience. Staff will be incorporating drainage and putting in services for future development of public facilities when further funding becomes available. Staff are currently looking at the required work to mark out future facilities and carpark and drainage. Subject to availability of machinery, works should be underway in the near future. The shade sail for Palmer Park Gundagai: there are several shade sail projects to be undertaken. Specifications are being completed & discussions with our procurement officer as to the best way of undertaking the procurement process. It is anticipated the request for quotations will be put on exhibition late May for a design and construction project.

**Cr Leigh Bowden** – If not managed by a S355 Committee, how are the buildings which are owned by Council such as the Gundagai Museum, The Old Mill and the Old Gundagai Gaol, managed and how are the maintenance needs, building improvements and activities undertaken in the buildings reported to Council?

**Response from Council Officer** – Gundagai Museum has a new committee. The old committee were splitting the entry takings in half with council and carried out minor works themselves. The committee continually applied for grants to carry out improvements when they could and didn't request too many things from Council. Council was invited to their committee meetings on a regular basis, so Council knew what was happening on the site. The new committee has fresh ideas for the site, part of this process was their request for Council to improve fire safety and

accessibility issues. The old committee secured funding to carry out some of these works in a staged process. I would suggest a formal new agreement should be created with the committee.

**Response from Council Officer** – Old Mill-Council owned. Grant funding secured for renovation works. Use of the building will require a commercial aspect, so the site is paying for its own ongoing maintenance

**Response from Council Officer** – Old Gundagai Gaol-Council owned. Grant funding is sought to carry out major repairs. Minor maintenance and ground keeping is carried out by internal staff and volunteers. Entry fees are collected by the Tourist Information Centre for tours and ghost hunting tours. There are plans to renovate the residence when funding can be secured and have this used for short term stays. This was an idea Miriam had suggested. Planning approval is still required before implementing

## 11 CONFIDENTIAL ITEMS

### 11.1 CLOSED COUNCIL REPORT

DOCUMENT NUMBER	370463
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### Note

Council's Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

#### RECOMMENDATION

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

### 11.2 RFT2022/5 JUBILEE PARK REDEVELOPMENT STAGE 2

#### 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.