



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

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# Minutes

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, TUESDAY 26th July, 2022**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 26 JULY 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), Andrew Brock (Manager Facilities), Janelle Chapman (Acting Manager Regulatory Services), Matt Stubbs (Manager Technical Services), Wayne Bennett (Manager Waste, Parks & Recreation Services), John Blackman (Manager Finance)

**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 238/2022**

Moved: Cr Trevor Glover

Seconded: Cr Leigh Bowden

**Council adjourn for Open Forum.**

**CARRIED**

**2 OPEN FORUM**

List of Speakers

1. GORDON LINDLEY – OLD MILL PROJECT
2. LYN SMART, NANGUS WATER COMMITTEE – CODE OF MEETING PRACTICE

**RESUME OPEN MEETING**

**RESOLUTION 239/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Trevor Glover

**Council resume the Open Meeting.**

**CARRIED**

### **3 APOLOGIES**

Nil

### **4 DISCLOSURES OF INTEREST**

Nil

### **5 CONFIRMATION OF MINUTES**

#### **5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 28 JUNE 2022**

##### **RESOLUTION 240/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Logan Collins

**The Minutes of the Ordinary Meeting of Council held on Tuesday 28 June 2022 be confirmed as a true and correct record of the meeting.**

**CARRIED**

### **6 MAYORAL MINUTES**

#### **6.3 MAYORAL MINUTE - CONGRATULATIONS**

##### **RESOLUTION 241/2022**

Moved: Cr Charlie Sheahan

Seconded: Cr Trevor Glover

- 1. Council acknowledge and congratulate the following achievers:**
  - **Ashleigh Armour, a recipient of an Early Childhood Education scholarship.**
  - **Indi Cooper, selected to represent Australia in athletics at the Commonwealth Games in Birmingham England.**
  - **Katherine Donoghue, awarded the Exceptional Rural Health Care Award.**
- 2. The information in the Mayoral Minute be received and noted.**

**CARRIED**

**6.1 MAYORAL MINUTE - LIVVI'S PLACE****RESOLUTION 242/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

- 1. Council congratulate the Cootamundra-Gundagai Regional Council Staff, and all involved, in the design and construction of the Livvi's Place Playground, for their achievement in winning the Australian Sport, Recreation and Play Innovation Award 2022 for Playground Design.**
- 2. The information in the Mayoral Minute be received and noted.**

**CARRIED**

Note: Amendments made to Cr Nicholson engagements on 23 June – Department of Tourism emended to Dog on the Tucker Box and 21 July – unable to attend the Art Centre Cootamundra AGM.

**6.2 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT****RESOLUTION 243/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Trevor Glover

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

**CARRIED**

Item 6.3 has been moved to above Item 6.1.

**7 REPORTS FROM COMMITTEES****7.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING HELD ON TUESDAY 12 JULY 2022****RESOLUTION 244/2022**

Moved: Cr David Graham

Seconded: Cr Les Boyd

**The Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on Tuesday 12 July 2022 (attached) are submitted for adoption.**

**CARRIED**

**8 GENERAL MANAGER'S REPORT****8.1 BUSINESS****8.1.1 REVIEW OF COUNCIL FINANCES - FINCH CONSULTING****RESOLUTION 245/2022**

Moved: Cr Logan Collins

Seconded: Cr Leigh Bowden

- 1. That Council accept the report by Finch Consulting and the review of Council finances as at July 2022.**
- 2. That the seventeen (17) recommendations of the report, as listed, be received;**
  - (a) Review the 2022/23 Operating Budget with a view to improving the operating result in General Fund. The review should also consider the matter raised on page 14 of the attached report.**
  - (b) Revisit the Long-Term Financial Plan for all funds to ensure financial sustainability over the longer term, including the adoption of surplus budgets. Consider budget repair strategies as outlined on page 15 of the attached report.**
  - (c) Revisit budget drafting techniques and processes to incorporate a "zero based" budgeting approach with appropriate input from Managers.**
  - (d) Adopt a Reserves policy that ensures a minimum of \$3m is available as unrestricted cash to fund working capital requirements before setting aside funds as Internal Restrictions.**
  - (e) Consider rationalising the number of Internal Restrictions to ensure they are fully funded and supported by a Council resolution.**
  - (f) Modify the budget reporting framework to ensure that there is clear disclosure of operating results and remaining estimates by fund, capital budget funding sources and detailed commentary on adverse trends known to management.**
  - (g) Consider a fourth quarter budget review report to ensure that Council's financial position and performance is sound and that the budget for the ensuing year is based on current information.**
  - (h) Establish an appropriate Project Management framework that is best practice, together with a reporting architecture that ensures accountability for budget variances. Projects should not be initiated in the General Ledger unless there is a fully funded budget allocation.**
  - (i) Implement annual Performance Reviews for Managers which incorporates KPIs for budget performance.**
  - (j) Ensure that Managers periodically report on their budget outcomes at regular Executive/Manager meetings.**
  - (k) Review and update the existing Investment Policy and consider the appointment of an investment advisor to improve portfolio performance.**

- (l) Consider the effectiveness of the Council's Finance Committee. If the Committee is to be maintained, Council should adopt a suitable Terms of Reference which complies with accepted meeting practice and reporting and is not in conflict with the Terms of Reference (Charter) of the Audit, Risk and Improvement Committee.
  - (m) Ensure that the Audit, Risk and Improvement Committee complies with its existing Charter. Implement a review of the Charter to incorporate current legislation, audit standards and the OLG's proposed Internal Audit and Risk Management Framework. The inclusion of clearer guidelines in relation to the overview of financial management and performance should also be considered.
  - (n) Review the membership of the ARIC to ensure that collectively there is a broad range of skills and experience relevant to the Committee's responsibilities. Total membership should be an odd number to avoid quorum issues. Although there may be a cost to Council, the appointment of a prequalified Chair should be given serious consideration.
  - (o) Review all Policies that are overdue for review. Ensure that adopted policies are appropriately implemented across the organisation and that compliance is regularly monitored.
  - (p) Consider introducing a training program for Councillors on the basics of local government accounting and interpretation of financial reports.
  - (q) Ensure that sufficient resources are provided within the organisation to address the above recommendations.
3. That the Finance Manager report back to the Council on each recommendation and the actions taken.

**CARRIED**

### **8.1.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2022**

#### **RESOLUTION 246/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Trevor Glover

1. The attendance of the Mayor and Deputy Mayor, at the 2022 Local Government NSW Conference, be endorsed.
2. The Mayor and Deputy Mayor be nominated as voting delegates for the 2022 Conference.
3. LGNSW be advised of the voting delegates before 5pm Monday, 10<sup>th</sup> October, 2022.
4. Motions to be submitted for discussion at the Conference, be considered at a Councillor Workshop.
5. Council submit any motions, considered from 4. above, to Local Government NSW by Monday, 29<sup>th</sup> August 2022.
6. The October Council meeting date be moved to one week prior, that being, 18<sup>th</sup> October, 2022, for reasons detailed in the report.

## **AMENDMENT**

Moved: Cr Penny Nicholson

Seconded: Cr Abb McAlister

**That the attendance of a 1x Councillor at the 2022 Local Government NSW Conference, not be endorsed, and the resolution be updated accordingly.**

**CARRIED**

### **8.1.3 REQUEST FOR DONATION - VETERAN'S WELLBEING DROP IN CENTRE**

#### **RESOLUTION 247/2022**

Moved: Cr Abb McAlister

Seconded: Cr Logan Collins

**Council advise the Cootamundra RSL Sub-Branch that we are unable to provide an in-kind donation at this time.**

**CARRIED**

## **8.2 FINANCE**

### **8.2.1 INVESTMENT REPORT - JUNE 2022**

#### **RESOLUTION 248/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Les Boyd

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

**CARRIED**

## **8.3 COMMUNITY AND CULTURE**

Nil

## **8.4 DEVELOPMENT, BUILDING AND COMPLIANCE**

### **8.4.1 DEVELOPMENT APPLICATIONS APPROVED JUNE 2022**

#### **RESOLUTION 249/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Trevor Glover

**The information on Development Applications Approved in June 2022, be noted.**

**CARRIED****8.5 REGULATORY SERVICES****8.5.1 REGULATORY REPORT****RESOLUTION 250/2022**

Moved: Cr Trevor Glover

Seconded: Cr Logan Collins

**The Regulatory Report for June, 2022 be noted.****CARRIED****8.6 ASSETS****8.6.1 WATER AND SEWERAGE CAPITAL WORKS PROPOSAL AND LONG-TERM FINANCIAL PLAN****RESOLUTION 251/2022**

Moved: Cr Abb McAlister

Seconded: Cr Penny Nicholson

**To approve funding to deliver the following capital works program for water and sewerage works at Cootamundra and Gundagai:**

- 1. Renewal of Sewage Pumping Station South Gundagai \$100,000 for pump and pipework replacement, future work on the asset in accordance with the Long-Term Financial Plan, to be noted.**
- 2. Approval be granted for Design and Installation of a Telemetry / SCADA (Supervisory Control and Data Acquisition) for Water and Sewerage Assets \$1,800,000, \$900,000 from Water Funds and \$900,000 from Sewer Funds.**
- 3. Approval be granted for Design and Construction of Aeration System Renewal at Cootamundra Sewage Treatment Plant, \$1,500,000.**
- 4. Approval be granted for the Replacement of DN375 Sewer Rising Main and Renewal of Betts Street Sewage Pumping Station, \$2,500,000.**
- 5. Approval be granted for Water Quality Management Reservoir Chlorination Program at Cootamundra \$900,000 and engagement of PWA for Design and Project Management.**
- 6. Construction Progress of Gundagai Sewage Treatment Plant (STP) associated works, be received and noted, and approve \$600,000 for renewal of ponds.**
- 7. The anticipated cost of the Gundagai STP is now at \$20,027,550.**
- 8. A further report be presented to Council, clarifying the Gundagai STP costs.**

**CARRIED**



## **8.7 CIVIL WORKS**

### **8.7.1 ROAD SAFETY ACTION PLAN 2022-2026**

#### **RESOLUTION 252/2022**

Moved: Cr Logan Collins

Seconded: Cr Leigh Bowden

- 1. The draft Cootamundra-Gundagai Regional Council Road Safety Action Plan 2022-2026, attached to the report, be placed on public exhibition for twenty-eight (28) days.**
- 2. A further report be submitted to the Ordinary Meeting of Council scheduled to be held 27<sup>th</sup> September, 2022, to consider submissions received, if any, during the Public Exhibition period, and to formally endorse the Cootamundra-Gundagai Regional Council Road Safety Action Plan 2022-2026.**

**CARRIED**

### **8.7.2 CIVIL WORKS AND TECHNICAL SERVICES REPORT - JULY 2022**

#### **RESOLUTION 253/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Logan Collins

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

**CARRIED**

## **8.8 TECHNICAL SERVICES**

### **8.8.1 DEVELOPMENT STRATEGY WORKING GROUP**

#### **RESOLUTION 254/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd

- 1. The Development Strategy Working Group report, be received and noted.**
- 2. Council proceed with the sale of both 24 Bourke and 11 Temora Streets, Cootamundra.**

**CARRIED**

## **8.9 FACILITIES**

Nil

**8.10 WASTE, PARKS AND RECREATION****8.10.1 TRANSFER STATION MANAGEMENT AND REVIEW****RESOLUTION 255/2022**

Moved: Cr Logan Collins

Seconded: Cr Trevor Glover

1. Council approves for the following investigations to be undertaken, with a report to come back to council prior to March 2023.
  - (a) Availability of a suitable site for a transfer station at Adjungbilly.
  - (b) Cost benefit analysis of service to transfer stations – inhouse – full cost for council to undertake full service, then place these costs against a competitive tender.
  - (c) Cost estimates to convert remaining village landfills to transfer stations and rehabilitate old landfill sites.
2. Council approves \$15,000, to be used from the Waste Reserves, for the purpose of undertaking the adopted investigations.

**CARRIED**

**8.10.2 SPORTGROUND & PUBLIC OPEN SPACE FEES & CHARGES 2022/2023****RESOLUTION 256/2022**

Moved: Cr Abb McAlister

Seconded: Cr David Graham

1. All existing Sports Ground and Open Space User Fees & Charges be removed for the 2022/2023 financial year.
2. That the adjusted 2022/2023 Sport Ground and Open Space User Fees and Charges be placed on public exhibition for a period of 28 days.
3. The Sports Ground and Open Space User Fees and Charges, with any related comments and feedback received from the community during the public exhibition period, be presented back to Council for consideration and adoption.
4. Council staff prepare a Sport and Recreation Facility and User Groups Policy to be presented back to Council during 2022/2023 for consideration.
5. The waiver of user fees doesn't exclude the user groups from the responsibility of paying for the use of their related utilities e.g., water, power etc.
6. Council acknowledges that there will be a reduction in revenue normally received for the hire of Councils Sports Grounds, associated facilities, and Open Spaces.
7. Council reduce the Annual Community Donations budget for next financial year, that being 2023/24, by \$13,000.

**CARRIED**

**8.10.3 PROPOSED NAME CHANGE COUNTRY CLUB OVAL****RESOLUTION 257/2022**

Moved: Cr Trevor Glover

Seconded: Cr David Graham

- 1. The request from the Cootamundra Rugby Club Committee to change the Council Sports ground currently named; Country Club Oval, to Bassingthwaighe Park is submitted for Council consideration and determination.**
- 2. That Council, if agreed, refer the name change for approval to the Geographical Names Board (GNB), after community consultation.**
- 3. Council request that the Cootamundra Rugby Club Committee, pay for 1x new sign, costing approximately \$1,800.**

**CARRIED**

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

Nil

**10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS****11.1 CLOSED COUNCIL REPORT****RESOLUTION 258/2022**

Moved: Cr David Graham

Seconded: Cr Logan Collins

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

**11.2 ENFORCEABLE UNDERTAKING WITH THE EPA**Provisions for Confidentiality

Section 10A (2) (g) – The Confidential Report contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Public Interest

Not applicable.

**CARRIED**

## **11.2 ENFORCEABLE UNDERTAKING WITH THE EPA**

### **RESOLUTION 259/2022**

Moved: Cr Logan Collins

Seconded: Cr Leigh Bowden

**Council authorises the Interim General Manager to liaise with Council's Solicitors in an endeavour to negotiate an enforceable undertaking with the Environment Protection Authorities (EPA) in an effort to finalise the EPA's investigation into the dumping of Leachate at the Cootamundra Treatment Plant in August 2021.**

**CARRIED**

## **11.3 RESUMPTION OF OPEN COUNCIL MEETING**

### **RESOLUTION 260/2022**

Moved: Cr Logan Collins

Seconded: Cr Penny Nicholson

**The Open Council meeting resume.**

**CARRIED**

## **11.4 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

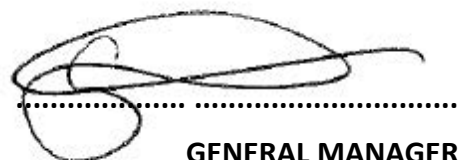
Note: The Chairperson announced the resolutions made in Closed Council.

**The Meeting closed at 7:43pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 23 August 2022.**



**CHAIRPERSON**



**GENERAL MANAGER**