



Wallendoon Street
(PO Box 420)
Cootamundra NSW 2590

Telephone 02 6940 2100
WEB ADDRESS: <http://www.cootamundra.nsw.gov.au>

DRAFT MINUTES

**ORDINARY
COUNCIL MEETING
11 AUGUST 2014**

Contents



ORDINARY COUNCIL MEETING

MONDAY 11 AUGUST 2014

PROCEDURAL

- Attendance
- Apologies
- Adoption of the Minutes of the July Meeting of Council held on Monday 14 July 2014.
- Calendar

CORRESPONDENCE (INFORMATION) 6

LOCAL GOVERNMENT NSW (Information) 6

- 1) LGNSW WEEKLY 6

OFFICE OF LOCAL GOVERNMENT (Department of Planning and Environment) (Information) 6

- 2) CIRCULARS 6

ACTION SUMMARY REPORT 7

GENERAL MANAGERS REPORT 8

EXECUTIVE SERVICES DIVISION 8

2. COUNCIL 8

3)	AR BLUETT AWARD 2014 SUBMISSION	8
3. COUNCIL SHARED ASSOCIATIONS		10
4)	LOCAL GOVERNMENT PROCUREMENT ELECTRICITY TENDER	10
ENGINEERING SERVICES DIVISION		13
5)	WORKS REPORT	13
CORPORATE SERVICES DIVISION		19
26. HUMAN RESOURCES		19
6)	CLOSURE OF COUNCIL FACILITIES OVER CHRISTMAS / NEW YEAR	19
28. LIBRARY		21
7)	LIBRARY OPERATIONS	21
8)	NSW PUBLIC LIBRARY FUNDING CAMPAIGN	23
DEVELOPMENT GROUP		26
30. DEVELOPMENT CONTROL		26
9)	DEVELOPMENT APPLICATIONS APPROVED	26
33. TOURISM		27
10)	PUBLIC RELATIONS REPORT	27
FINANCE GROUP		30
34. FINANCIAL PLANNING AND REVENUE		30
11)	INVESTMENT REPORT FOR THE MONTH ENDED 31 JULY 2014	30
12)	OVERDUE RATES AND CHARGES	31
GENERAL BUSINESS (QUESTIONS WITHOUT NOTICE)		34
1.	Country Club Irrigation	34
2.	Keeping Of Animals Policy	34
3.	Address Identification	34
4.	Tree Maintenance	34

5.	Arts Centre AGM	34
6.	U3A Committee AGM	34
7.	Goldenfields Water Country Council	35
8.	Solar Power Street Lighting	35
9.	Old Treatment Works Laneway	35
10.	Centenary Of Anzac Memorial Gardens	35
11.	Centenary Of Anzac Memorial Gardens	35
SUSPENSION OF STANDING ORDERS		35
RESUMPTION OF STANDING ORDERS		35
CLOSED COUNCIL		36
13)	INDIVIDUAL BUSINESS OVERDUE ACCOUNTS	36

CALENDAR OF EVENTS

August 2014		
11	9.00am	RFS Fire Control Centre Working Group - Harden
11	6:00pm	Council Meeting
14	10.30AM	Riverina Murray RLN - Wagga
14	9:00am	Western NSW Regional Leadership Network - Wagga
18	10.30am	Heritage Centre Birthday Open Day
20	7.30pm	Showground Committee Meeting – Ex Services Club
21	6.00pm	The Arts Centre AGM
22	9.00am	RRT Dream Big 2014 - Narrandera
26	8:00am	REROC Board Meeting - Wagga
Tuesday 26	5:30pm	Policy Workshop
27	9.00am	SWRWGMG Meeting - Harden
28	10.00am	Traffic Advisory Committee
29	6.00pm	REROC Take Charge Youth Forum Dinner - Wagga
30	2.00pm	Opening of Wattle Time Fair – Albert Park
September 2014		
2	9.00am	SWRWGMG Plant & Technical Committee - Harden
9	5.30pm	Engineering Services Committee
9	6.00pm	Kangaroo March Meeting – Stephen Ward Rooms
15	6:00pm	Council Meeting
17	7.30pm	Showground Committee Meeting – Ex Services Club
19	9.00am	SEWOLG - Queanbeyan
23/24	all day	Community Transport Organisation State Annual Conference
29	5.30pm	Policy Workshop
30	10.00am	BMFC Meeting – Harden
October 2014		
8	6.30pm	Local Emergency Management Committee and Rescue Committee
13	6.00pm	Council Meeting
15	7.30pm	Showground Committee Meeting – Ex Services Club
19-21		LG NSW Annual Conference – Coffs Harbour
27	5.30pm	Policy Workshop
29	12.00pm	Library Council of NSW Meeting

THESE ARE THE MINUTES OF THE ORDINARY MEETING OF COOTAMUNDRA SHIRE COUNCIL HELD ON 11 AUGUST 2014 IN THE COOTAMUNDRA SHIRE COUNCIL CHAMBERS COMMENCING AT 6.01 PM.

PRESENT

Cr Braybrooks OAM, Cr Chalmers, Cr Doidge, Cr Donnelly, Cr Palmer, Cr Phillips, Cr Slattery (Mayor), Cr Stewart, Cr Wight

Also Present

General Manager, Director Corporate Services, Manager Works and Services, Manager Facilities and Services

APOLOGIES

Nil

ADOPTION OF MINUTES

01/08/14 RESOLVED – Moved: Phillips Seconded: Chalmers

That the Minutes of the Ordinary Meeting of Council held on Monday 14 July 2014 be confirmed as a true and correct record of the meeting.

CORRESPONDENCE (Information)

LOCAL GOVERNMENT NSW (Information)

1) LGNSW WEEKLY

The Index of Weekly Circular No's 26/14, 27/14, 28/14 AND 29/14 were distributed at the meeting.

Circulated each Friday, the LGNSW Weekly is available for download any time from <http://www.lgnsw.org.au/news/local-government-weekly>.

OFFICE OF LOCAL GOVERNMENT (Department of Planning and Environment) (Information)

2) CIRCULARS

Published	Category	Description
23-Jul-2014	Circular Ref : 14-21	Funding to fix country roads and bridges
15-Jul-2014	Circular Ref : 14-20	End of Year Financial Reporting 2013/2014
14-Jul-2014	Circular Ref : 14-19	Simplifying the reporting of Rates Permissible Income

The Circulars to Councils are available for download any time from <http://www.dlg.nsw.gov.au>.

If any Councillor is interested in a particular item, please contact Ms Kate Monaghan, Director of Corporate Services.

RECOMMENDATION

That the information be noted.

02/08/14 RESOLVED – Moved: Donnelly Seconded: Palmer

That the information be noted.

ACTION SUMMARY REPORT

The following is a summary of actions undertaken on Council resolutions.

Ref	Action	Status
07/07/2014	That Council submit the Draft Motion - Regulatory Framework for Fair Value Accounting Disclosures, to the Local Government NSW Conference.	Submitted.
10/07/2014	That Council instigate a cattle yard book system on a 12 month trial at the two main ramps to record cattle movements and ownership details and that signage be installed to advise carriers of the requirement to use this recording system.	Signage and cabinet being prepared.
13/07/2014	That Council lodge an application to the NSW Heritage Council to have the Former WW2 No.3 Inland Aircraft Fuel Depot located at 219 Sutton Street Cootamundra, listed on the State Heritage Register.	Lodged.

RECOMMENDATION

That the information be noted.

03/08/14 RESOLVED – Moved: Phillips Seconded: Donnelly

That the information be noted.

2. COUNCIL

3) AR BLUETT AWARD 2014 SUBMISSION

Introduction

The AR Bluett Memorial Award is presented annually to the most progressive Council in NSW. In reviewing all the successes that Cootamundra Shire Council has had during the 2013/14 year, Council staff have prepared a submission for the 2014 Award. A copy of the submission forms **TABLED DOCUMENT 1 AUGUST 2014 (Pages 1-57)**.

Discussion

The 2013/14 financial year has seen the culmination of many years of planning and activity and the list of projects that have been delivered to the Cootamundra community is extensive.

The following major projects were finalised and progressed during 2013/14:

- Cootamundra Pool Complex – 25 metre indoor heated pool.
- Fenced off-leash dog area on the banks of Muttama Creek (in conjunction with the Cootamundra kennel club.)
- Muttama Creek improvements – tree planting, bike path, exercise equipment.
- State Heritage Application for Former Second World War Inland Aircraft Fuel Depot, including Council acquisition of land for community use.
- Adoption of Cootamundra Local Environment Plan 2013 and Cootamundra Development Control Plan 2013.
- Replacement of Showground public toilet amenities.
- Companion Animal Audit of all Cootamundra residences by Council's Ranger.
- Commencement of kerbside Greenwaste collection service.
- Rehabilitation of former Cootamundra gasworks.
- Effluent reuse scheme – new filtration system.
- Treatment works – new low energy aeration system.
- EESI Pty Ltd soil rehabilitation partnership for set up of regional soil rehabilitation and recycling facility.
- Approval of the Claron Park Estate master plan for residential subdivision.
- Council's Workforce Management Plan and Apprenticeship / Traineeship strategy promoted as a regional best practice example

- Completion of Tin Shed Theatre and Dressing Rooms and relocation of the Visitors Information Centre
- Asset Management Planning initiatives
- Contribution to the Nursing Home for the installation of a fire safety sprinkler system
- Contribution to regional and state planning through multiple submissions and advocacy work.

The above list is only the highlights from the year, that were selected by Council's management team as examples of Council's achievements addressing a wide scope of social, environmental, economic and civic leadership community priorities.

Regardless of the outcome, this is an opportunity to publicly acknowledge the consistent efforts of all staff and Councillors, including those who have come and gone over the last few years, and to highlight the capacity of Council to provide continuously improving services to the citizens of the Shire on a constantly shrinking budget. It is also a public acknowledgement of the many volunteers with whom Council works and who work with Council to create the community in which we all live.

RECOMMENDATION

That the information be noted.

04/08/14

RESOLVED – Moved: Palmer

Seconded: Chalmers

That the information be noted.

3. COUNCIL SHARED ASSOCIATIONS

4) LOCAL GOVERNMENT PROCUREMENT ELECTRICITY TENDER

Introduction

At its 16 June 2014 meeting Council considered a report on the 2014 Local Government Procurement (LGP) Electricity Tender.

As reported, LGP conducted an Expression of Interest (EOI) in 2011 from which LGP established a panel of licensed and accredited Retailers to provide electricity offers in NSW allowing LGP to seek tenders and seek binding commitments from council's prior to seeking tenders, based on benchmark rates that LGP considers appropriate.

Discussion

The benchmark rates provided by LGP were as follows:

Large Sites (generally >100 MWh) and Public Lighting

The maximum rates (exclusive of carbon charges and losses) to be accepted under this LGP tender process is shown in the following table:

Price component (c/kWh)	Peak	Shoulder	Off-peak
<i>Large sites (generally > 100 MWh p.a.)</i>	#6.3	#6.3	#4.2
<i>Public Lighting (average 25% peak/shoulder, 75% off peak)</i>	#4.7		

NOTE:

- 1. Some retailers provide stepped pricing (different prices for each year of the contract). The above rates are the Maximum Average c/kWh over the contract period.*
- 2. The average c/kWh for public lighting recognises some retailers may offer Peak/Shoulder ~ 7.7 c/kWh with off-peak ~ 3.0 c/kWh, whilst other retailers may offer a flat 4.7c/kWh peak, off-peak and shoulder.*
- 3. Carbon prices are not included in the above prices. Carbon prices are to be added to the above pricing, e.g. 2.1 c/kWh from 1st July 2014 to 30th June 2015, with "market rate" thereafter.*

Small "Tariff" Sites (generally <100 MWh)

Effective from 1st July 2014, the NSW Government had made the decision to remove Retailer price regulation for small sites and Retailers can set their own tariffs. Small site tariffs are a bundled c/kWh including both the energy and supply charge (network) component. The network also contains a fixed component and a c/kWh component.

Recognising the market changes and the bundled nature of the tariff, the Maximum Price LGP will accept is that from the Retailer providing the minimum net cost to all participants (as determined by the LGP Review process). As a guide, we reasonably expect this Maximum Price to represent the current standard tariff, less 12% on the c/kWh consumption charge.

Council subsequently resolved:

That Council endorse the actions of the General Manager in completing the 'Maximum Price Acceptance Declaration' and delegate to the General Manager the authority to accept any pricing at or below the 'Maximum Price Acceptance Declaration' level when advised by LGP of the outcome of the electricity tender process.

Council has now received and accepted the final electricity rates tendered and has received a substantially better rate than the benchmark previously agreed.

Large Sites (>100 MWh p.a) – Carbon Exclusive			
Price component (c/kWh)	Peak	Shoulder	Off-Peak
Max (as per price Acceptances Forms)	6.3	6.3	4.2
Tender Result	4.63	4.87	3.03
% below approved Max Price Declaration	26%	22%	28%

Public Lighting – Carbon Exclusive			
Price component (c/kWh)	Peak	Shoulder	Off-Peak
Max (as per price Acceptances Forms)	4.7		
Tender Result Average	4.5	4.5	2.9
Tender Results Average Based on 25% peak/shoulder, 75% off-peak	3.3		
% below approved Max Price Declaration	29.7%		

Small Tariff Sites	
Maximum rate to be accepted under LGP process	Standard retailer rates less 12% on the c/kWh consumption charge
Tender Result	Standard retailer rates less 23% on the c/kWh consumption charge
% below approved Max Price Declaration	93%

All of these rates commence on 1 September 2014 and continue (with pre-agreed increases) until 31 December 2017.

Whilst these rates are all Carbon Tax exclusive Council should also see a reduction in rates as a result of the Carbon Tax being removed. Based on the rate at 30 June 2014 this could equate to approximately a further 2.2 c/kWh reduction over the 2013/14 rate.

RECOMMENDATION

That the information be noted.

05/08/14 RESOLVED – Moved: Doidge Seconded: Chalmers

That the information be noted.

5) WORKS REPORTTransfer Station

258.02 tonnes of waste material was transferred from the Cootamundra Transfer Station to Bald Hill for the month of July 2014.

	Tonnes to Bald Hill 2012	Tonnes to Bald Hill 2013	Tonnes to Bald Hill 2014
January	315.18	299.34	289.06
February	298.66	251.52	234.86
March	302.72	262.42	269.16
April	276.36	280.86	266.16
May	259.16	275.36	264.50
June	245.68	226.10	223.96
July	270.50	273.36	258.02
August	275.46	286.94	
September	246.82	284.00	
October	308.66	289.52	
November	263.72	286.58	
December	284.34	289.76	
Total	3347.26	3305.76	1805.72
Average YTD	278.94	275.48	257.96

Water Deliveries

There was one water delivery for the month of July totalling 11,000 litres.

Airport

The aerodrome has two confirmed bookings for September, the Vintage Sports Car Club annual sprint event is booked for 6 September 2014 and Jet Multimedia club based event is booked for 20 September 2014. Both groups have become regular annual users of the airport and inject substantial funds into the local economy during their stay. Both groups have complied with Council's requirements for the hire of the airport and the necessary arrangements and notifications have been completed.

Saleyards

At the end of each financial year Council reports stock throughput for the Cootamundra yards to the Meat and Livestock reporting service. The sheep numbers for 2013/14 were 221,987, which is the highest number since 1997/98 when 244,247 were sold. This compares with the lowest total of 92,731 in 2006/07. Cattle numbers are still on the decline with only 2,021 sold through the yards compared to 12,453 in 1998/99.

Cemeteries

Staff completed the mowing, edging, weeding and spraying works to the Cootamundra, Stockinbingal and Wallendbeen Cemeteries.

July saw particular attention paid to the pruning of trees and the clean-up of fallen limbs in the monumental areas and the replenishing of soil and topdressing of subsided grave lots in the Lawn Cemetery.

Parks and Sporting Grounds

Being the winter season, staff have been concentrating effort on irrigation maintenance, brush cutting, street sweeping, the garbage run, tree pruning and maintenance.

Staff members have continued work with the winter tree removal and tree planting program. The trees along Cooper Street in front of the Public School were lifted for the buses and cars.

Preparation works for the Rotary Peace Park structure and the Centenary of Gallipoli Rose Garden in the north western section of Albert Park were carried out. The soil for the rose garden has been levelled off, marked and shaped to define the garden beds and the walkway areas.

The new off leash Dog Park in Mackay Street received attention with the centre section being sprayed and mulched and top soil being brought in and levelled off by staff to fill up the low areas.

Two concrete slabs were poured and the two tables and chairs installed along the Muttama creek.

Parker Street between the Olympic Hotel and the Central hotel was under-bored and water is now connected to the gardens in front of the Central Hotel and the gardens across the road in front of Woolworths.

A memorial chair was smashed and broken by vandals in Jubilee Park and had to be removed. The damaged chair could not be repaired and is to be replaced with a new seat which will be installed in the same position.

Line marking was carried out at Clarke Oval for the Aussie rules football oval.

Pot holes in the road on the Adams Street side of Fisher Park were filled and levelled.

Swimming Pool

The pool continues to be well attended by the public with 843 general swimming attendances being recorded for the month of July.

The Council run aqua aerobics and water activity programs commenced in June, and to date there have been 699 attendances to the organised classes. These attendances are in addition to the general admission entries with all entries to the pool in June and July equating to 2,223. This is an excellent result for the coldest months of the year to date.

The commencement of learn to swim classes is scheduled for early August and should see the attendances for the Council run programs increase during August and September.

Companion Animals

The construction of the new Fenced Off-Leash park was completed in July with the task of erecting signage and installing two drinking fountains to be completed early in August prior to the official opening of the area by the local State Member of Parliament, Katrina Hodgkinson, scheduled for the 8 August 2014.

Council staff picked up a total of 15 dogs in the month of July 2014. At the end of the previous month 3 dogs remained in the pound.

The outcomes of these impoundings are as listed in the table below.

Action Taken	Totals
Impounded	1
Impounded & Rehomed	2
Impounded & Returned Home	10
Returned Home	4
Stolen / Escaped from Pound	0
Euthanased	1
Totals for July 2014	18

Noxious Weeds

The 2013/14 Weed Action Program (WAP) annual report for Cootamundra Shire was completed and forwarded to the Eastern Riverina Noxious Weeds Advisory Group (ERNWAG).

Inspections of roadsides and private property took place in the Stockinbingal, Yannawah, Berthong, Cullinga and Wallendbeen districts. At the same time the Lachlan Valley Noxious Weeds Advisory Committee's (LVNWAC) weed booklet was distributed to relevant landowners. These booklets were also distributed to NSW DPI, Murrumbidgee CMA, agricultural consultants and rural resellers.

Coolatai grass control work continued in known infestation areas, with the current seasonal conditions favouring its growth. A single mature Coolatai grass plant was located on Brawlin Hill on the Muttama Rd, in an area where the plant has not been seen before. The plant was destroyed and an inspection revealed no other plants in the immediate area. Local landowners were notified and Red Guide Posts installed on Muttama Road.

African boxthorn, Sweet briar and thistle control has been ongoing in the district.

Spraying of capeweed around beacons at the airport was undertaken along with routine maintenance at other Council facilities.

Weed mapping was conducted for planned St John's wort control over spring and summer 2014/15.

The new Noxious Weeds vehicle was delivered and fitted with a new spray unit and is now being used.

drumMUSTER collections totalled 437 drums.

WH & S Risk Management

In the month of July there had been 1 reported personal incident by Council staff and 1 ongoing re aggravated injury with 6 days lost time (LTI) from this injury, this is currently being reviewed by the Return to Works Officer.

The aerodrome has two confirmed bookings for September, the Vintage Sports Car Club annual sprint event and the Jet Multimedia club based event both events have been reviewed with all paperwork and insurance details finalised by the Risk Officer.

Council completed the annual StateCover self audit in July, results are still pending

Water and Sewer Management

Work has commenced on the replacement of the old water main in Poole Street between French Street and Cowcumbra Street. This work is the continuation of the main replacement along Poole Street, which saw the first stage between Albert Street and French Street completed last year. The old cast iron main had been found to be badly corroded and had experienced several failures over the last couple of years.

New services are also being provided for the new housing blocks created alongside the golf course.

General water and sewer breaks and chokes and service failures have been attended to as required. The last month has seen an increase in damaged water meters due to the cold mornings and meter 'frosting'.

The July 2014 statistics for Cootamundra's water and sewer reticulation are as follows:

Water Main					Service			
Dirty water			Pipe break					
Main	Flush main	Flush service	Repair	Replace	Maintenance	Repair	Replace	New service
17			3	6	30	15	3	26
Sewer Main				Service				
Choke	Maint	Repair	Replace	Choke	Maint	Repair	Replace	New service
6	2	3		7	2			

Waste Management

The discarded electrical goods at the waste depot were placed into the containers for the E-waste collection.

State Roads

Routine maintenance and patching has been completed along both the state highways as required. Bitumen surface patching continues to be a constant problem with the continual wet weather.

Regional Roads

Routine maintenance and pothole patching has also been carried out along the regional roads. Muttama Road continues to warrant more patching due to the higher vehicles volumes. Culverts and drains along Muttama Road have also been cleaned as part of the recent works along this road.

Bitumen Shire Roads

Shoulder grading along the southern end of Yeo Yeo Hampstead Road has been completed. This work involved reshaping the shoulders with additional gravel to fill areas where the gravel had eroded away.

The Frampton Road rail over bridge was opened to traffic on Saturday 12 July 2014 following the installation of the guard rail. Unfortunately the road approaches were too wet to allow the pavement to be prepped and sealed. Traffic will continue to be permitted to travel over the bridge with work to complete the pavement and sealing now to be scheduled for later in the year when conditions permit.

Gravel Shire Roads

Gravel road maintenance has been completed on Rawilla and Wavehill Roads, along with Hines and Haines Lanes. One crew is now working in the Yammatree area and the other crew north of Wallendbeen.

Town & Village Streets/ Lanes/ Footpaths/ Cycleways

Footpath repairs have been completed in Cooper Street and Sutton Street to replace damage and lifted concrete slabs. At the time of writing work had commenced to replace several damaged slabs in front of the Library.

Pavement repairs have been carried out to a failed section of road pavement in Adams Street opposite Minkara Avenue. Subsurface water ingress has once again caused the pavement to fail. Temporary repairs have now been completed with investigations into the installation of subsurface drainage being considered.

RECOMMENDATION

That the information be noted.

06/08/14

RESOLVED – Moved: Phillips

Seconded: Stewart

That the information be noted.

26. HUMAN RESOURCES

6) CLOSURE OF COUNCIL FACILITIES OVER CHRISTMAS / NEW YEAR

Introduction

For the previous seven years Council's office has shut down over the Christmas period. Council has received no adverse comment regarding this arrangement and it would seem apparent that to continue this practice would not disadvantage residents on the condition that essential services were maintained.

Discussion

This year Christmas Day falls on a Thursday, Boxing Day on a Friday and New Year's Day on the following Thursday. The Public Holidays for these three days have been declared as; Christmas Day Thursday 25/12/14, Boxing Day – Friday 26/12/14 and New Year's Day – Thursday 1/1/15.

Staff would normally be required to work Monday 29/12/14, Tuesday 30/12/14 and Wednesday 31/12/14 as ordinary working days. However by taking three days leave staff would enjoy a break of eight (8) days, with a return to work on Friday 2/1/14.

The proposal is to close the office from 3.00 pm on Wednesday 24/12/14 through to 9.00am on Friday 2/1/14 with staff taking three days leave. This arrangement would also apply to the Cootamundra Library which would also be closed on Saturday 27/12/14.

As in previous years, a roster of staff available or on specific duties such as garbage collection, street cleaning and water and sewer operations will be organised for the Christmas / New Year period. Office staff movements over the period will also be ascertained and a skeleton staff will be available for call back in the event of an emergency such as a bushfire requiring the manning of the emergency operations centre.

Monday	Tuesday	Wednesday	Thursday	Friday
22 - Open	23- Open	24 - Closed at 3pm	25 - Christmas Day - CLOSED	26 - Boxing Day - CLOSED
29 - CLOSED	30 - CLOSED	31 - CLOSED	1 - New Year's Day - CLOSED	2 - Open

RECOMMENDATION

That Council's Office and the Cootamundra Library be closed from 3.00pm on Wednesday 24 December 2014, reopening on Friday 2 January 2015, with staff being required to take accrued leave to cover the three working days, and appropriate emergency arrangements being left in place.

07/08/14

RESOLVED – Moved: Phillips Seconded: Wight

1. That Council's Office and the Cootamundra Library be closed from 3.00pm on Wednesday 24 December 2014, reopening on Friday 2 January 2015, with staff being required to take accrued leave to cover the three working days, and appropriate emergency arrangements being left in place.
2. That a policy be developed to allow the closure of Council's office between Christmas and New Year as part of Council's normal operations.

28. LIBRARY

7) LIBRARY OPERATIONS

Introduction

The purpose of this report is to provide information to Council on the performance of the Cootamundra Library for the month of July 2014.

Staff have been developing a reporting template for Council to monitor the monthly statistics, and analyse the impact of library programs and events on library usage. This format will be developed over the coming months.

Discussion

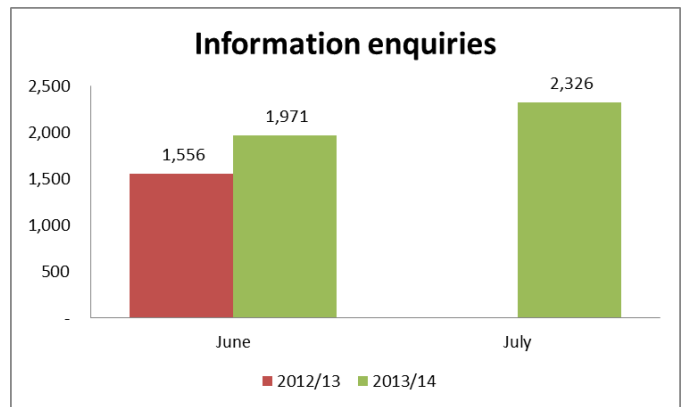
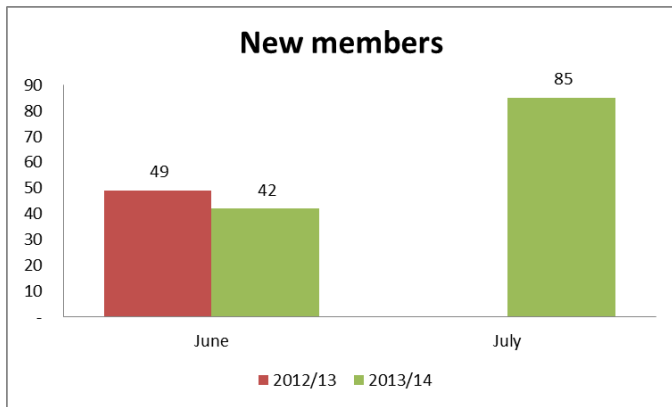
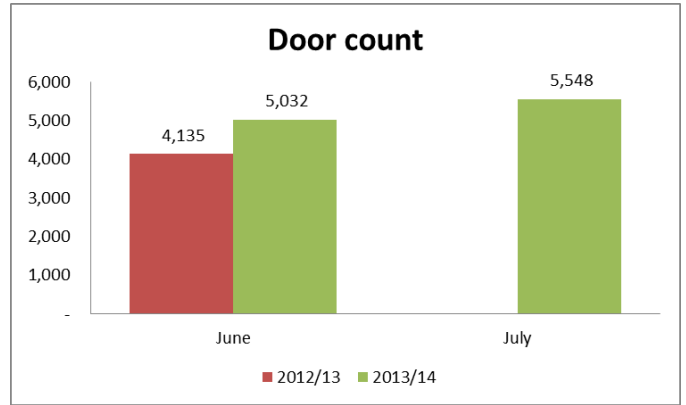
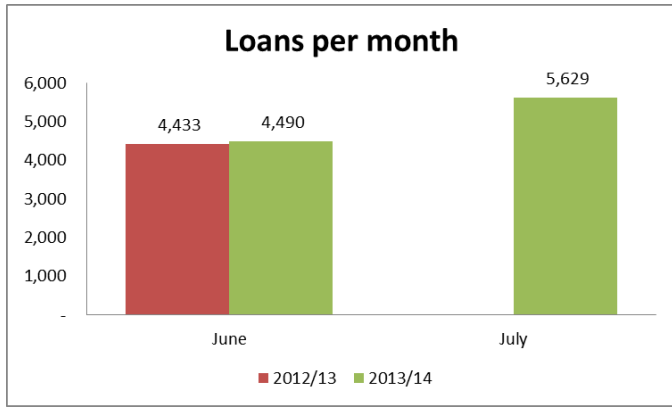
The Cootamundra Library is highly regarded and appreciated by the library patrons, and consistently performs highly in the Riverina Regional Library in regards to the number of library users and borrowers.

July 2014 was a successful month with the library holding a number of events and programs, as follows:

- Each primary class from Cootamundra Public School visited the library for a tour and information session, approximately 300 children over three days.
- Four “IPad for Beginners” sessions were held.
- Over 600 people used the Stephen Ward Rooms during the month.
- The Library hosted an exhibition of books by Elyn Mitchell, author of the Silver Brumby book series.
- Fortnightly knitting after school sessions, attracted 10 volunteers and 30 children to each session.
- Two writing workshops, attended by 23 people, were conducted by Graeme Gibson. Due to the success of these workshops, the library will be organising a regular ‘writers group.’
- A library newsletter has been developed, and will be distributed monthly.
- Prime7 News featured the Cootamundra Library in a local news segment during the month.

Due to the additional users that were brought to the library for some of these programs, new library memberships doubled from the previous month.

The statistics provided below in graphical form show the library’s appeal amongst the citizens of Cootamundra and serve to more than justify the annual expenditure by Council to provide this service.



RECOMMENDATION

That the information be noted.

08/08/14 RESOLVED – Moved: Palmer Seconded: Chalmers

That the information be noted.

8) NSW PUBLIC LIBRARY FUNDING CAMPAIGN

Introduction

In March 2014 Council considered a report on the ongoing campaign to increase State funding to public libraries being led by the NSW Public Libraries Association (NSWPLA) on behalf of council's as library providers and citizens as library users. Council subsequently resolved the following:

That Council provide support to the campaign mounted by the NSW Public Library Associations for increased State funding to local government for public libraries by:

- a. Making representation to the Member for Burrinjuck in relation to the need for additional funding from the NSW State Government for the provision of public library services;*
- b. Writing to the Hon. George Souris, Minister for the Arts, calling upon the Government to implement the Reforming Public Library Funding submission of the Library Council of NSW in 2012 for the reform of the funding system for NSW public libraries, and;*
- c. Approving the distribution of NSW Public Library Associations campaign information in Council's library.*

Discussion

Since its launch on 7 April 2014, this targeted campaign has received exceptional community support and has also met with some success in bringing the critical library funding situation to the attention of politicians and funding decision makers to address the problem.

The NSW State budget, announced on 17 June 2014, delivered a \$15m infrastructure public library grant program over the 4 years from 2014/15 to 2017/18. Whilst this is welcome news, it only reinstates the grant funding program to the level that it was in 2005/06 and is a fixed-term program that needs to be recurrent to provide the certainty required for this all-important annual grants program.

The better news is that the NSW Public Library Funding Campaign is clearly influencing state government funding decisions.

Over 100 NSW councils resolved to support the Campaign. In the three months between the launch of the Campaign and early July, 45,000 NSW residents had signed the Campaign petition. This number continues to grow, and is evidence of the interest, support and concern of residents across the state about the future of their libraries.

Three tranches of petitions have been presented to Parliament, resulting in Parliamentary debates about the library funding issue on 7 August 2014 and 11 September 2014. Local Government NSW (LGNSW) and the Australian Library and Information Association (ALIA) are assisting NSWPLA in this campaign, and local supporters of public libraries including Friends of the Library groups and library users have been engaged in the campaign to lobby State Members.

The next target for the Funding Campaign is to address the problems of both quantum and indexation of the recurrent elements of library funding; that is, the \$1.85 per capita legislated payment, as well as the Disability & Geographic Adjustment fund, which combine to form the annual funding that is provided directly to NSW councils. These allocations are not indexed to population growth or CPI, so there is no source to fund the annual increase resulting from additional NSW population. A continuation of this situation will lead to the first actual reduction in direct funding to NSW councils (in 2015/16) if the erosion is not addressed.

The period between now and November will be the most critical phase of the NSW Library Funding Campaign. This really is the 'last-ditch effort' to ensure that NSW public libraries achieve the sustainable state government funding base that they so badly need to continue providing current levels of service to communities across the state.

We are already seeing examples of library service reductions in many NSW Councils; ranging from decreased levels or qualifications of staff; diminished collections budgets, shortened opening hours, less public programs, and reduced mobile library service schedules. Without increased state funding, the situation is likely to deteriorate further.

Conclusion

There is currently a high degree of uncertainty as to the level of ongoing funding for public libraries in NSW from the State Government.

The intent of the NSW Library Act in 1939 was for equal funding from state and local governments to provide library services. Since that time local government has increasingly carried the funding burden and the situation has deteriorated significantly over the past few decades.

Without urgent action from local government and NSW Public Library Associations, this situation will continue and local councils will once again be forced to pick up the funding shortfall.

RECOMMENDATION

That Council continues its support to the campaign mounted by the NSW Public Library Associations for increased State funding to local government for public libraries by:

- a. Making further representation to the local State Member in relation to the need for additional funding from the NSW State Government for the provision of public library services, noting that the 2014 State budget did not address recurrent funding needs.**
- b. Writing to the Hon. Troy Grant, Minister for the Arts, acknowledging the allocation of \$15m over 4 years for a public library infrastructure grants program, and calling upon the Government to implement the Reforming Public Library Funding submission of the Library Council of NSW in 2012 for the reform of the funding system for NSW public libraries.**
- c. Continuing to encourage and support the distribution of NSW Public Library Associations campaign information in Council's library.**
- d. Taking a lead role in activating the campaign locally and encouraging community participation.**

09/08/14

RESOLVED – Moved: Palmer Seconded: Wight

That Council continues its support to the campaign mounted by the NSW Public Library Associations for increased State funding to local government for public libraries by:

- a. Making further representation to the local State Member in relation to the need for additional funding from the NSW State Government for the provision of public library services, noting that the 2014 State budget did not address recurrent funding needs.**
- b. Writing to the Hon. Troy Grant, Minister for the Arts, acknowledging the allocation of \$15m over 4 years for a public library infrastructure grants program, and calling upon the Government to implement the Reforming Public Library Funding submission of the Library Council of NSW in 2012 for the reform of the funding system for NSW public libraries.**
- c. Continuing to encourage and support the distribution of NSW Public Library Associations campaign information in Council's library.**
- d. Taking a lead role in activating the campaign locally and encouraging community participation.**

DEVELOPMENT GROUP**30. DEVELOPMENT CONTROL****9) DEVELOPMENT APPLICATIONS APPROVED**

The following development applications have been approved.

APP. NO.	PROPOSED BUILDING	STREET NAME
10.2014.57	Garage	Betts Street
10.2014.61	Subdivision	Berthong Road
10.2014.63	Alterations to Garage	Parker Street
10.2014.66	Dwelling and Garage	Mary Angove
18.2014.3	In-ground Pool	Boyd Street
10.2014.69	Carport	Kilrush Road
10.2014.70	Garage	Hurley Street
10.2014.71	Garage	Ursula Street

VALUE OF WORK REPORTED TO THIS MEETING: \$475,929.00

AMOUNT COMPARABLE SAME MONTH LAST YEAR: \$961,000.00

VALUE OF WORK REPORTED YEAR TO DATE: \$475,929.00

RECOMMENDATION:

That the information be noted.

10/08/14 RESOLVED – Moved: Phillips Seconded: Palmer

That the information be noted.

33. TOURISM

10) PUBLIC RELATIONS REPORT

Introduction

Council has requested that regular reports on the activity of the Visitor Information Centre (VIC) and Council's public relations and promotions activities be provided now that the VIC has been relocated to the Arts Centre.

This report covers the period from 1 July to 31 July 2014.

Cootamundra Visitor Information Centre

Cootamundra Visitor Information Centre

For the period 1st July to 31st July 2014

	Local	NSW	VIC	SA	WA	QLD	NT	TAS	ACT	Other	Overseas	Total
Accom Info	1	6	1					1		1		10
Info Packs		2										2
Day Trip		1										1
Directions	1	5	1		1	1			1			10
Eateries and Restaurants		5							1			6
Free or low cost camping												0
In Transit - Train										1		1
In Transit - Car		3	2								1	6
Info on Bradman		3	4								1	8
Info on Coota/things to see	3	13	9	2		3						30
Info on the region		8	4	2		3						17
Maps/Brochures	6	11	4	1	2				2	1	1	28
Moving here/have moved	1	2		1	1	1						6
Visiting relatives/friends			1									1
Transport Info	1	2	2							1	1	7
Public Toilet request	1	5	1	1						2		10
Local Produce and Souvenirs		1	19									20
To see The Arts Centre	4	6				1						11
Other / Unknown	4	1										5
Phone Calls/Mailouts	2	3	4							2		11
												190

These figures are the number of groups/families that came through the VIC

Number of Individuals entering the VIC

209

Cootamundra Shire Council Website Statistics – July 2014

The following is a summary of activity during July 2014

Total Visitors	Page Views	Pages Per Visit
3059	8894	2.9

10 most popular pages for the Month of July 2014

Page	Page views	Unique visitors
HOME	2366	1885
Council Positions Vacant	502	429
Positions Vacant	337	305
Contact	286	150
Tenders	184	150
The Planning Process – Cootamundra LEP	171	168
News	157	128
Cootamundra Municipal Olympic Swimming Pool	131	123
Council	124	106
Councillors	118	103

Bradman Entry Statistics

For the month of July 2014 the following tickets were sold for entry into Bradman Birthplace Museum:

Adult - 231

Child - 27

CountryNSW Expo

The CountryNSW Expo, originally 'country and regional living expo' and 'country week' attracts more than 65 exhibitors annually. It allows Sydneysiders to 'Walk NSW in a Day', experiencing the tastes, sounds and tempting offers from country and regional communities and organisations represented at the Expo.

Council representative attended the Expo on Saturday 2 and Sunday 3 August with other members of Country Change Riverina encouraging residents of the City to make the move to the region.

Statistics from the Expo are not currently available but will be reported to next Council meeting.



RECOMMENDATION:

That the information be noted.

11/08/14

RESOLVED – Moved: Phillips

Seconded: Chalmers

That the information be noted.

FINANCE GROUP

34. FINANCIAL PLANNING AND REVENUE

11) INVESTMENT REPORT FOR THE MONTH ENDED 31 JULY 2014

Introduction

A summary of investments as at 31 July 2014 forms **TABLED DOCUMENT 2 AUGUST 2014 (Page 58)**.

RECOMMENDATION

That the Investment Report as at 31 July 2014 be received.

12/08/14

RESOLVED – Moved: Phillips Seconded: Braybrooks

That the Investment Report as at 31 July 2014 is received.

12) OVERDUE RATES AND CHARGES

Introduction

In accordance with the Debt Recovery Policy, a report on the progress made to the end of the 2013/14 financial year is supplied.

Discussion

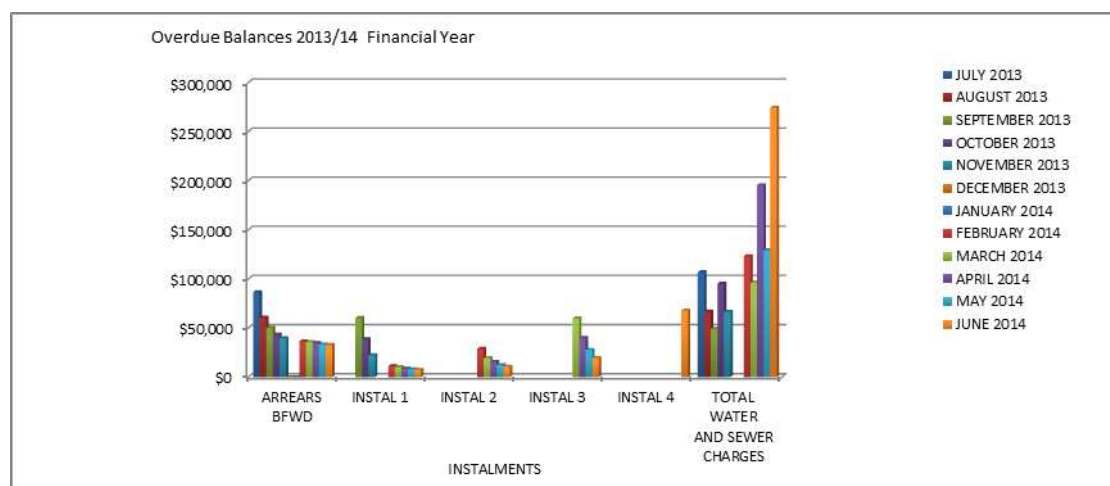
As at 30 June 2013, the total unpaid rates and charges from the previous and current rating years was \$142,791.46 and at 30 June 2014, this figure was \$138,380.82.

The arrears in the water and sewer accounts carried forward has increased from \$201,089.19 in 2012/13, to \$274,337.89 in 2013/14. This is largely due to the water and sewer accounts that were issued on 30 May 2014 being due on 23 June 2013. As such any outstanding balances at 30 June 2013 (only one week after the due date) are included in the overdue balance shown above. It is worth noting that the overdue balance for water and sewer charges at the end of July 2014 has reduced substantially to \$162,568.63 during the one month period.

In addition, there is one assessment that Council is aware of whose overdue water and sewer balance is approximately \$20,940. A confidential report to Council has been submitted regarding the circumstances of this assessment and it is noted that while the overdue balance is substantial, Council staff are unable to influence payment of this account through debt recovery actions, and this matter is on hold.

An overview of the balances during the 2012/13 and 2013/14 rating year is provided below:

END OF	ARREARS BFWD	INSTAL 1	INSTAL 2	INSTAL 3	INSTAL 4	TOTAL LAND RATES & CHARGES	TOTAL WATER & SEWER CHARGES	TOTAL
JUNE 2008	\$158,990.43	\$30,458.13	\$35,881.03	\$43,880.83	\$101,729.77	\$370,940.19	\$213,391.33	\$584,331.52
JUNE 2009	\$114,253.41	\$17,129.29	\$25,950.28	\$35,836.04	\$86,946.71	\$280,115.73	\$165,087.77	\$445,203.50
JUNE 2010	\$64,416.44	\$11,389.23	\$17,401.79	\$31,411.91	\$83,277.40	\$207,896.77	\$122,955.16	\$330,851.93
JUNE 2011	\$55,474.49	\$6,538.97	\$10,980.84	\$20,390.78	\$68,472.13	\$161,857.21	\$74,558.89	\$236,416.10
JUNE 2012	\$33,496.86	\$6,201.32	\$14,100.04	\$16,241.23	\$64,280.60	\$134,320.05	\$55,843.15	\$190,163.20
JULY 2012	\$104,738.15						\$86,948.19	\$86,948.19
AUGUST 2012	\$88,481.30						\$60,513.26	\$60,513.26
SEPTEMBER 2012	\$76,382.30	\$78,349.30					\$50,845.83	\$50,845.83
OCTOBER 2012	\$68,103.71	\$41,987.08					\$82,943.16	\$82,943.16
NOVEMBER 2012	\$64,779.80	\$22,021.12					\$62,310.82	\$62,310.82
DECEMBER 2012	\$56,549.93	\$17,103.25	\$65,056.99				UNABLE TO REPORT	
JANUARY 2013	\$49,796.22	\$14,222.92	\$41,428.68				\$114,818.45	\$114,818.45
FEBRUARY 2013	\$47,498.10	\$12,597.64	\$23,854.43				\$66,770.68	\$66,770.68
MARCH 2013	\$45,414.83	\$11,220.73	\$17,357.18	\$66,881.34			\$52,619.73	\$52,619.73
APRIL 2013	\$42,971.89	\$10,611.70	\$14,786.90	\$35,732.90			\$137,757.93	\$137,757.93
MAY 2013	\$35,828.51	\$9,895.26	\$13,242.30	\$22,076.69			\$83,168.83	\$83,168.83
JUNE 2013	\$32,412.80	\$9,457.99	\$12,627.08	\$18,763.88	\$69,529.71	\$142,791.46	\$201,089.19	\$343,880.65
JULY 2013	\$86,347.88						\$106,907.91	\$106,907.91
AUGUST 2013	\$60,740.91						\$66,717.13	\$66,717.13
SEPTEMBER 2013	\$50,171.44	\$60,238.49					\$49,172.44	\$49,172.44
OCTOBER 2013	\$43,392.63	\$38,854.13					\$95,145.92	\$95,145.92
NOVEMBER 2013	\$39,575.78	\$22,531.26					\$66,545.32	\$66,545.32
DECEMBER 2013							UNABLE TO REPORT	
JANUARY 2014							UNABLE TO REPORT	
FEBRUARY 2014	\$36,444.08	\$11,164.76	\$28,868.15				\$123,106.22	\$123,106.22
MARCH 2014	\$35,729.82	\$10,218.05	\$19,331.41	\$59,837.55			\$96,102.94	\$96,102.94
APRIL 2014	\$34,777.17	\$8,707.97	\$15,632.43	\$40,043.42			\$195,379.80	\$195,379.80
MAY 2014	\$33,333.05	\$8,160.03	\$12,435.58	\$27,683.58			\$129,101.66	\$129,101.66
JUNE 2014	\$32,740.28	\$7,483.79	\$10,807.41	\$19,511.67	\$67,837.67	\$138,380.82	\$274,337.89	\$412,718.71



While the total overdue balance has increased from the period 2012/13 to 2013/14, Council did expect the overdue balance figures to plateau due to a large number of ratepayers with overdue rates balances being on part payment arrangements. In addition, staff were unable to complete debt recovery analysis and actions as efficiently and effectively during the previous year during the new finance software implementation phase.

Council staff are aware of one assessment which, as per the *Local Government Act 1993* Section 713, is permitted to be sold by Cootamundra Shire Council for the recovery of unpaid land rates and charges (with the arrears brought forward from 2013/14 and prior to the current rating year totalling \$3,611.50). Council staff are currently investigating options available and further reports to Council regarding this assessment will be provided in the near future.

Council will continue to monitor overdue balances throughout the 2014/15 financial year and will complete additional rounds of debt recovery as per the debt recovery policy. It is expected that arrears will continue to decrease at a steady pace as ratepayers who are on part payment arrangements continue to make payments.

RECOMMENDATION

That the information be noted.

13/08/14

RESOLVED – Moved: Phillips

Seconded: Palmer

That the information be noted.

GENERAL BUSINESS (QUESTIONS WITHOUT NOTICE)

1. Country Club Irrigation

Cr Stewart advised that the Cootamundra Country Club are applying for a grant for irrigation improvements, and will be requesting Council's support for the grant application. The General Manager advised that this could be done when officially requested.

2. Keeping Of Animals Policy

Cr Stewart requested an update on the progress of the Keeping of Animals Policy that was resolved to be developed at the June 2014 Council meeting. Cr Stewart requested that staff give consideration to the needs of WIRES volunteers and other trained wildlife foster carers. The General Manager advised that the policy is being developed and the issue of WIRES and other rescue volunteers would be included in the draft for exhibition.

3. Address Identification

Cr Stewart requested information about programs available to identify town addresses. Cr Slattery advised that both the Scouts and Girl Guides groups have commenced programs to paint house numbers on the kerbside as a fundraising exercise.

4. Tree Maintenance

Cr Doidge requested information about Council tree trimming works. The Manager of Works and Services advised that Council has a 3 week tree trimming program planned this year.

Cr Doidge asked whether Council would become liable if tree branches fell and caused damage. The General Manager advised that Council would only become liable if it was found to be negligent, and that just because a tree branch falls, this is not of itself evidence of negligence. Council has a duty of care to take reasonable steps to minimise the risk of damage caused by falling branches and the like, and, accordingly, Council implements a program of tree maintenance.

5. Arts Centre AGM

Cr Braybrooks invited all Councillors to attend the Arts Centre Annual General Meeting to be held at 6pm on the 21 August 2014.

6. U3A Committee AGM

Cr Palmer advised that he Chaired the elections during the Annual General Meeting of the Cootamundra U3A, and they asked him to pass on their thanks to Cootamundra Shire Council for the use of the Stephen Ward Rooms at the Cootamundra Library.

7. Goldenfields Water Country Council

Cr Palmer presented the 2013/14 Annual Report of Goldenfields Water County Council and provided an update on their current activities.

8. Solar Power Street Lighting

Cr Donnelly requested staff research the cost effectiveness of solar power street lighting in Cootamundra. The Manager of Facilities and Services advised that staff were currently costing the options for solar power lighting for pedestrian paths and that further information would be provided to Council when available.

9. Old Treatment Works Laneway

Cr Chalmers advised that the Old Treatment Works Laneway was developing potholes and required attention. The Manager Works and Services advised that staff would inspect the road and take appropriate action.

10. Centenary Of Anzac Memorial Gardens

Cr Chalmers requested consideration for the installation of security cameras at the rose garden. The General Manager advised that this would be attended to.

11. Centenary Of Anzac Memorial Gardens

Cr Wight presented an updated layout of the Rose Garden and expressed her thanks for the work of the Parks and Garden staff.

Cr Wight advised that the Manager Facilities and Services has suggested the Rose Garden will contain informational signage that will direct visitors to the informational booklet on-line, which can be viewed from an iphone or ipad.

Cr Palmer asked what is the current level of donations. The General Manager advised that the total donated to date is \$1,850.

SUSPENSION OF STANDING ORDERS

14/08/14 RESOLVED – Moved: Wight . Seconded: .Chalmers

That the meeting be suspended at 7.34pm for a dinner break.

RESUMPTION OF STANDING ORDERS

15/08/14 RESOLVED – Moved: Palmer Seconded: Braybrooks

That the meeting be resumed at 8.09pm.

13) INDIVIDUAL BUSINESS OVERDUE ACCOUNTS

In accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*, in the opinion of the General Manager, this item of business is of a kind referred to in section 10A(2)(b) of the *Local Government Act 1993*, and should be dealt with in a part of the meeting closed to the media and public.

RECOMMENDATION

1. That Council resolve to enter into Closed Council to consider Item 12
2. That the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2)(b) of the *Local Government Act 1993*.
3. That the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*.

16/08/14

RESOLVED – Moved: Palmer Seconded: Braybrooks

1. That Council resolve to enter into Closed Council to consider Item 12.
2. That the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2)(b) of the *Local Government Act 1993*.
3. That the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*.

Council entered in to Closed Council at 8.10pm and the public and media were excluded from the meeting.

17/08/14 **RESOLVED – Moved: Palmer Seconded: Wight**

That the information be noted.

18/08/14 **RESOLVED – Moved: Braybrooks Seconded: Palmer**

That Council move out of Closed Council and into Open Council.

Open Council resumed at 8.28pm.

The Mayor advised that the resolution of the Closed Council was:

‘That the information be noted.’

There being no further business the meeting closed at 8.28pm.

These Minutes were confirmed by resolution of Council at the Council Meeting held on Monday 15 September 2014 and endorsed by:

MAYOR

GENERAL MANAGER