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DRAFT MINUTES

**ORDINARY
COUNCIL MEETING
14 JULY 2014**



ORDINARY COUNCIL MEETING

MONDAY 14 JULY 2014

PROCEDURAL

- Attendance
- Apologies
- Adoption of the Minutes of the June Meeting of Council held on Monday, 16 June 2014
- Calendar
- 7.00pm - Presentation by Andrew Grant, GM Goldenfields Water County Council (GWCC), on GWCC new Data Acquisition Network

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CALENDAR OF EVENTS

July 2014		
9	8:00am	New LG (State) Award 2014 Briefing - Wagga
14	6.00pm	Council Meeting
16	7.30pm	Showground Committee Meeting – Ex Services Club
18	2:00pm	Animal Keeping Policy Workshop
25	5.30pm	Mayoral Community Consultation Meeting
28	5.30pm	Policy Workshop
August 2014		
6	6.30pm	Rescue Committee & Local Emergency Management Committee
7	9.00am	Draft NSW Recovery Plan and Arrangements - Goulburn
9	9.00am	REROC Infrastructure Committee - Coolamon
11	6:00pm	Council Meeting
14	9:00am	Western NSW Regional Leadership Network - Wagga
20	7.30pm	Showground Committee Meeting – Ex Services Club
25	5:30pm	Policy Workshop
26	8:00am	REROC Meeting
29	5.30pm	Mayoral Community Consultation Meeting
September 2014		
15	6:00pm	Council Meeting
17	7.30pm	Showground Committee Meeting – Ex Services Club
22	5:30pm	Policy Workshop
26	5.30pm	Mayoral Community Consultation Meeting

THESE ARE THE MINUTES OF THE ORDINARY MEETING OF COOTAMUNDRA SHIRE COUNCIL HELD ON 14 JULY 2014 IN THE COOTAMUNDRA SHIRE COUNCIL CHAMBERS COMMENCING AT 6.03 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 Engineering Services, Director Corporate Services

APOLOGIES

Nil

ADOPTION OF MINUTES

01/07/14 **RESOLVED – Moved: Phillips Seconded: Chalmers**

That the Minutes of the Open Forum Meeting of Council held on Monday 16 June 2014 be confirmed as a true and correct record of the meeting.

CORRESPONDENCE (Information)

LG NSW (Information)

1. WEEKLY CIRCULARS

The Index of Weekly Circular No's 22/14, 23/14, 24/14 AND 25/14 were distributed at the meeting.

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

2. CIRCULARS

Published	Category	Description
30-Jun-2014	Circular Ref : 14-18	Increase to companion animal registration fees in line with CPI.
30-Jun-2014	Circular Ref : 14-17	Comparative Information on NSW Local Government 2012-13.
27-Jun-2014	Circular Ref : 14-16	Code of Accounting Practice and Financial Reporting (version 22).
26-Jun-2014	Circular Ref : 14-15	Reminder – Councils to help improve property addresses and signage.
16-Jun-2014	Circular Ref : 14-14	Managing owner compliance with the strict control requirements provided by the Companion Animals Act for dangerous, menacing and restricted dogs.

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.

02/07/14 RESOLVED – Moved: Palmer Seconded: Donnelly

That the information be noted.

ACTION SUMMARY REPORT

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

Ref	Action	Status
03/06/14	That Council budget \$11,520 in the current financial year for the Centenary of Gallipoli Rose Gardens in Albert Park, and that a further budget of \$8,768 be considered for inclusion in the 2014/15 Operational Plan.	Completed
08/06/14	That Council make a submission to the Review into the Management of Crown Lands within NSW	Submission forwarded
09/06/14	That the Mayor attends the 2014 Local Government NSW Conference as Council's delegate and that Crs Braybrooks, Chalmers, Donnelly and Palmer and the General Manager attend as observers.	Registrations open on 14 July 2014. Inquiries have been made into flights and accommodation.
17/06/14	That Council develop a draft policy document on the Keeping of Animals	Draft policy being developed
22/06/14	1. That Council enter into a three year Contract commencing on 1 July 2014 with Cootamundra Creative Arts Inc. (CCA Inc) for the Operation of a Visitor Information Centre to be located at the Cootamundra Arts Centre. 2. That staff work with the CCA Inc to develop a clearly defined and appropriate Service Level Agreement that will detail required service outcomes and include a monitoring and review process, and that fulfilment of the Service Level Agreement be a requirement of the Contract.	Contract signed SLA being developed
26/06/14	That Council request the Federal Government, via the Local Member, to reconsider its support for the decision to pause indexation on Local Government Financial Assistance Grants for three years.	Submission forwarded

RECOMMENDATION

That the information be noted.

03/07/14

RESOLVED – Moved: Phillips Seconded: Palmer

That the information be noted.

SUSPENSION OF STANDING ORDERS

04/07/14

RESOLVED – Moved: Palmer Seconded: Braybrooks

That Agenda Item 5 CLIFFORD'S LANE, be brought forward for consideration at 6.08pm.

GENERAL MANAGERS REPORT

WORKS GROUP

24. GRAVEL SHIRE ROADS

5) CLIFFORD'S LANE

Introduction

Council considered a report in February from the Engineering Services Committee regarding correspondence received regarding gates and by-pass ramps on the subject lane. The report, recommendation to the committee, committee recommendation to Council and Council resolution form **TABLED DOCUMENT 3 JULY 2014 (Pages 39 - 41)**.

Discussion

Subsequent to the resolution the affected property owners were advised of Council's decision and one property owner, Dr Lynne Vey, attended the March Council open forum in Wallendbeen to object to the decision.

Dr Vey has now requested in writing that Council review its previous decision and require the owner of the property Pleasant Park on Clifford's Lane to construct by-pass ramps at the existing gates across the Lane. Dr Vey's letter forms **TABLED DOCUMENT 4 JULY 2014 (Page 42)**.

Should Council wish to accede to this request an appropriate resolution would be:

That pursuant to Section 133 of the Roads Act 1993 Council requires the owner of the property Pleasant Park on Clifford's Lane to construct by-pass ramps at the existing gates across the Lane.

Should Council wish to deny the request an appropriate resolution would be:

That the two gates across Clifford's Lane on the property Pleasant Park remain and the landholder not be required to install bypass ramps at the two locations.

RECOMMENDATION

That Council determine whether gates or bypass ramps are appropriate on Clifford's Lane.

Presentation by Mr A. C. Conkey

Mr Conkey was invited to speak and to answer Councillor questions in regards to this report.

05/07/14 RESOLVED – Moved: Palmer Seconded: Chalmers

That the two gates across Clifford's Lane on the property Pleasant Park remain and the landholder not be required to install bypass ramps at the two locations.

RESUMPTION OF STANDING ORDERS

06/07/14 RESOLVED – Moved: Palmer Seconded: Chalmers

That standing orders be resumed at 6.24 pm.

2. COUNCIL

1) LGNSW ANNUAL CONFERENCE MOTION

Introduction

Council staff and Council's auditor have brought up an issue with the latest requirements of the Australian Accounting Standards Board (AASB) accounting standards for reporting in relation to fair value valuation that I believe all councils should be seeking to have changed. This is the requirement from DLG to comply with AASB 13 in reporting the way we arrive at fair value valuations.

The new AASB 13 places substantial additional requirements on local government for the reporting of Council's assets, that will provide no benefit or further insight into the condition/valuation of our assets whatsoever to the users of our financial statements.

Discussion

AASB 13 requires Council to provide a whole new series of disclosures including information about methodology and reconciliations for inclusion in the 2013/14 Year End Financial Statements.

Council needs to question the purpose of justifying the valuation placed on a road beyond the most basic level. Council is not trying to sell the road and no buyer is interested in the valuation (price) Council places on it. Similarly, the road users will not use the road differently because Council did not properly explain why Council arrived at the valuation it did.

It appears the more difficult a valuation is to define as an absolute standard value the more work is required by AASB 13 in justifying it; for example, the cost of gravel delivered to and incorporated into a road which varies by season, weight, source, volume, etc. This is additional work for no purpose and simply wastes staff time and ratepayer funds.

Where Council is dealing with a saleable item and is suggesting a value of \$X then it is reasonable for the prospective purchaser to expect a justification of that value and Council would provide that justification in the terms required by AASB 13. Likewise if Council held CDOs it would need to justify the value it placed on them in its reporting. Council has no objection to this level of reporting.

TABLED DOCUMENT 1 JULY 2014 (Pages 1 – 22) provides some background information about AASB 13, prepared by Ken Crawford of LG Solutions for his local government publication “Debits and Credits.” Page 20 to 28 of the attached are an example template of the information that may be required to be added to each councils financial statements.

The draft Motion is as follows:

ECONOMIC STREAM - REGULATORY FRAMEWORK FOR FAIR VALUE ACCOUNTING DISCLOSURES

Details of Issue

As highlighted in the DLG’s 22/11/13 circular 13-52 **Changes to Fair Value Measurement – Information for Council’s**, Accounting Standard AASB 13 is required to be adopted for the year ended 30 June 2014. The standard sets out a series of mandatory reporting disclosures for councils’ fair value assets and liabilities.

The additional financial reporting requirements of AASB 13 are significantly more onerous for organisations such as councils that have infrastructure assets with a community value, but not a commercial value. These typically comprise the bulk of assets operated by the local government and include assets such as roads, bridges, parks, footpaths and water and sewerage infrastructure.

The additional disclosures are onerous and voluminous, adding pages of additional information, methodology and reconciliations to the already cluttered Financial Statements. They require detailed information about accounting policies for fair value measurement including reasons for the measurement, descriptions of valuation techniques; narrative descriptions about the sensitivity of fair value measurements to changes in unobservable inputs, and so on.

AASB 13 disclosures are designed to provide information to users about the valuation and the risks inherent (uncertainty and subjectivity) in those valuations. However, the burden of reporting on valuation methods and techniques to this level of detail is significant for local government, and the AASB should be asked to consider this in the context of improving the relevance of financial information and reducing the costs of financial reporting. In particular:

1. Whether the full detail of AASB13 disclosures is actually useful in regards to public sector assets that are used to provide community services (no profit or commercial motive) and that will never be bought or sold.
2. Whether the information is useful in this format and is worth the cost to councils and their communities to produce.

Proposed Motion

That LGNSW make a submission to the Office of Local Government and the Australian Accounting Standards Board making a case for the exemption of public sector infrastructure assets from the application of AASB 13 – Fair Value Measurement.

RECOMMENDATION

That Council submit the Draft Motion - Regulatory Framework for Fair Value Accounting Disclosures, to the Local Government NSW Conference.

07/07/14

RESOLVED – Moved: Braybrooks Seconded: Palmer

That Council submit the Draft Motion - Regulatory Framework for Fair Value Accounting Disclosures, to the Local Government NSW Conference.

ENGINEERING SERVICES DIVISION

2) WORKS REPORT

Transfer Station

223.96 tonnes of waste material was transferred from the Cootamundra Transfer Station to Bald Hill for the month of June 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	
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	1547.70
Average YTD	278.94	275.48	257.95

Water Deliveries

There was one water delivery for the month of June totalling 12,000 litres.

Parks and Sporting Grounds

Staff carried out the routine duties consisting of tree trimming, tree removals, CBD street sweeping, debris and litter removal, weeding, spraying and mowing.

Street trees were trimmed back away from Give Way and Stop signs around Cootamundra town streets. The trees in the town lanes were trimmed back to allow better access for the garbage truck.

Vegetation control on the Olympic Highway and Burley Griffin Way was carried out with staff removing dangerous and small saplings growing within the 'clear zone' alongside the roadsides.

A clean up of Muttama Creek was undertaken in which seven shopping trolleys were removed from the creek. The Cootamundra bridges were whipper snipped and sprayed during the clean up works.

The cricket wicket edges were trimmed back at Mitchell Park and Bradman Oval.

An irrigation leak was fixed at the Albert Park Wicket.

Albert Park was prepared for the district athletics carnival.

All five football fields were line marked at Nicholson Park.

Several trees were cut and removed from the north western section of Albert Park in preparation of the planned upgrades to this section of the park which will include the construction of the Rotary Peace Park monument, the Centenary of Gallipoli Rose Garden and new tree plantings.

Work commenced on the commemorative Centenary of Gallipoli Rose Garden at Albert Park despite the wet conditions with the new garden area being excavated. A root barrier and weed fabric has been installed and new soil has been placed. Work on the garden will continue in July.

Swimming Pool

A total of 681 general swimming attendances were registered at the pool for the month of June. The new pool has now been open for two months with the attendances for general usage averaging 178 per week.

The pool was hired for private use outside of the scheduled opening hours in June and Councils pool activity programmes also commenced in June with staff conducting 26 separate classes/sessions.

Stadium

Maintenance work on the Stadium kiosk and store rooms has been carried out by Council staff with the repairs to racks and shelves as well as painting of the rooms being completed.

The stadium usage declined in late June prior to the commencement of school holidays. Usage is expected to increase again toward the end of July.

Companion Animals

The construction of the new Fenced Off-leash park area on the Corner of Thompson Street and Mackay Street along Muttama Creek commenced and is progressing well with the fencing completed by the end of June. The completion of the park is planned for mid July with the official opening date being scheduled for 8 August 2014.

The public's acceptance and use of the area has already been demonstrated with many dog owners having used the area since the fencing was installed.

Council staff picked up a total of 9 Dogs in the month of June 2014. At the end of the previous month three dogs remained in the pound.

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

Action Taken	Totals
Impounded	3
Impounded & Rehomed	2
Impounded & Returned Home	4
Returned Home	2
Stolen / Escaped from Pound	0
Euthanased	1
Totals for June 2014	12

Noxious Weeds

Inspections of designated High Risk Pathways and Sites and roadsides were a priority in the last two weeks of the month. With the current excellent winter conditions these inspections will need to be ongoing.

Coolatai grass populations have increased with the excellent seasonal conditions and physical control of the perennial grass was undertaken in known sites.

The latest Noxious Weeds Declarations for the Shire have been placed on Council's website and distributed to plant nursery operators. These businesses also received the current non-saleable plant list.

The NSW Government funded Red Guide Post project to designate high risk noxious weeds areas on roadsides has been implemented in the Shire. The posts have been installed for known areas of Coolatai grass and Silverleaf nightshade, the site data recorded and the information given to ERNWAG for compiling regional information. An article on this project was prepared for the local newspaper.

drumMUSTER collections in late June totalled 1357 chemical containers.

2013-14 Annual Reports for Council and ERNWAG are currently being compiled.

WH & S Risk Management

During the month of June there had been two personal incidents reported by council staff with no lost time injury (LTI). There has also been one plant accident with minimal damage to plant and slight damage to another vehicle that was involved. This claim is currently with the insurance provider for assessment.

The Risk Officer attended the Waste Conference in Wagga with the Facilities Manager.

A visit by the Statewide Regional Risk Manager to review the 2013/14 action plan and to cover the action plan for 2014/15 was conducted with the plans completed at the visit.

The six monthly footpath inspection has been completed with a few minor repairs being identified. However, the inspection revealed that overall the towns footpaths are in good conditions. A plan for footpath repair and replacement is being prepared..

Water and Sewer Management

The new water main in Centenary Avenue between Hurley Street and Francis Street has now been installed and commissioned. This main replaced an old main which had experienced many failures over the last couple of years.

Other water and sewer breaks/chokes and service failures have been attended to as required.

The new mower has been delivered and the Treatment Plant Operator has reported immediate efficiency gains through time saved and reduced fuel usage.

The June 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
4	0	0	3	2	16	10	3	3
Sewer Main			Service					
Choke	Maint	Repair	Replace	Choke	Maint	Repair	Replace	New service
14	4	0	0	20	1	0	0	0

This is the Minutes of the ordinary meeting of Council
held on Monday 14 July 2014.

Waste Management

The pushing in and compaction of domestic waste into the waste trenches of both the Stockinbingal and Wallendbeen waste depots was recently completed. In conjunction with this the works staff also carried out cleaning works to the frontages and entrances of the two waste depots. Wallendbeen waste depot had 90 tube stock native trees planted at its frontage and along the Wallendbeen town entrance.

State Roads

The highway maintenance crew has completed routine patching and roadside maintenance as required. Maintaining the bitumen seal from pothole damage has been a constant problem with the recent wet weather.

Finalisation of the vegetation management to remove roadside growth was completed prior to the end of June.

Regional Roads

Routine maintenance and pothole patching has been completed along both the regional roads, with emphasis on Muttama Road due to the large volume of trucks causing more surface damage to the bitumen seal.

Final repairs to areas damaged in the 2012 storms have now been completed along Muttama Road. This work involved extra stabilisation of the road batters and clearing of culverts where excess stormwater overflowed the road and caused erosion issues.

Bitumen Shire Roads

Progress on the shoulder repairs along Rosehill and Grogan Roads has slowed over the last couple of weeks due to the wet weather. These works were initially only scheduled to run until the end of June as they were also funded from the 2012 Storm damage. Final trimming and tidy up work on these projects will now be undertaken as weather conditions permit.

Work on the Frampton Road rail bridge approaches has seen the pavement material placed and compacted. Again the wet weather has delayed the final preparation of these approaches for sealing. The bridge deck has been primed and sealed, however final opening of the road to traffic is now subject to the approval of the contractor.

Work has also been completed on Beggan Beggan Road to repair the shoulders and clear culverts.

Gravel Shire Roads

Work to win gravel from the road crests along Milvale Road has been completed. This material will be used for future gravel resheeting along Milvale Road.

RECOMMENDATION

That the information be noted.

08/07/14 RESOLVED – Moved: Phillips Seconded: Palmer

That the information be noted.

5. DEPOTS

3) FORMER COOTAMUNDRA GASWORKS SITE – HOVELL STREET

Introduction

Council has now received the Final Project Report for the rehabilitation of the former Gasworks site in Hovell Street. This report forms **TABLED DOCUMENT 2 JULY 2014 (Pages 23 – 38)**.

This report details soil and groundwater investigations into the site prior to and after the site rehabilitation, outcomes from the treatment process including reductions in contaminants and treatment methodologies and opportunities for future works.

This report was prepared by Environmental Earth Sciences on behalf of Council and was a requirement under the terms of the original agreement from the NSW Environment Trust.

Discussion

Council received \$500,000 from the NSW Environment Trust in 2012 for the project with Council allocating an additional \$50,000 for contingencies. At the end of June 2014 it has been recorded that the total project cost was \$555,626 which is \$5,626 above estimates.

Whilst the project is complete it will incur further costs from additional monitoring of the groundwater over the next five years with subsequent reporting of this information to the EPA. These extra costs can be funded from the Depot Redevelopment Reserve.

Final testing of the soils proved a reduction in contaminants had been achieved and that the soils was suitable to be used as onsite backfill material. One of the initial concerns was the 'primary' source of contamination being the free tar and impacted soils as well as the former buried tar wells and pits. The report notes that the remediation process has removed all these 'primary' sources with future impacts now being minimal.

The most recent works have been backfilling of the site to ground level to allow settlement and consolidation.

Council has budgeted funds to convert the existing gas works building into offices and facilities for the works depot. It is expected that this funding will allow services to be reconnected to the building and internal upgrades for the provision of office space and meal and toilet facilities. Other works will be undertaken to convert the existing gas works shed into the Water and Sewer storage area and additional site works are required for access and parking on the site.

RECOMMENDATION

That the Final Project Report be noted.

09/07/14

RESOLVED – Moved: Braybrooks Seconded: Phillips

That the Final Project Report be noted.

7. SALEYARDS

4) CATTLE YARDS SECURITY

Introduction

Council considered an Engineering Services Committee report on security at the cattle yards at the June Council meeting with the resolution that the report be left in abeyance and that a new report be presented to the July Council meeting.

Discussion

The Engineering Services Committee recommendation was for an Avdata monitoring system to be installed on one cattle yard ramp and that one other ramp be left open for animal welfare considerations. This is one alternative for providing security at the cattle yards as resolved by Council at the April Council meeting however it is apparent that the installation of additional systems at the yards to achieve the closure is not supported.

Council now has a number of alternatives including leaving the yards as is or alternatively installing a simple book system so that any cattle deposited in the yards outside sale days are recorded so that the Saleyards manager is aware of cattle movements and ownership details. This would require a metal box to be installed at the main ramps to house the book and NLIS forms, additional signage to advise agents and carriers of the requirements and the locking of the ramps that are away from the scale house area.

RECOMMENDATION

That Council instigate a cattle yard book system 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.

10/07/14

RESOLVED – Moved: Braybrooks Seconded: Phillips

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.

WORKS GROUP

24. GRAVEL SHIRE ROADS

5) CLIFFORD'S LANE

This item was dealt with earlier in the meeting.

CORPORATE SERVICES

27. INFORMATION TECHNOLOGY AND RECORDS

6) INTERNET AND ELECTRONIC COMMUNICATION PRIVACY POLICY

Introduction

In June 2013 Council went 'live' with its new website which included a standard internet and electronic communication privacy policy in relation to the use of information collected by Council in the course of its activities written in accordance with Australian Privacy Principles contained in the Commonwealth *Privacy Act* 1988.

It has been identified that the Privacy Policy listed on Council's website has never been formally adopted by Council.

Discussion

This policy is required to be adopted by Council and added to its Policy Register.

PRIVACY POLICY

In this policy, "us", "we", or "our" means Cootamundra Shire Council, operators of this website.

We are bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act* 1988 (subject to any exemptions that apply to us under that Act).

We may, from time to time, review and update this privacy policy, including taking account of new or amended laws, new technology and/or changes to our operations. All personal information held by us will be governed by the most recently updated policy.

This Privacy Policy was last updated on 14 Jun 2013.

1. INFORMATION WE COLLECT

The personal information we collect falls into four categories: contact details, click trails, activity history, and publishable content.

- Contact details are collected as supplied by you from time to time. We do not personally store usable credit card information. Where a record is required, we entrust credit cards to our payment gateway and store only the last few digits

and expiry date of your credit card solely for purposes of identity confirmation and forewarning of expiry.

- Click trails record the paths taken by visitors through the website. This information is generally recorded against IP address, and may be possible to correlate by computer.
- Activity History consists of orders, enquiries, votes submitted via the website, or offline contact you have with us such as phone calls.
- Publishable content consists of comments or other submissions of content you would like us to publish on our website.

2. HOW WE COLLECT IT

Contact details and publishable content are collected when supplied by you either via the website or direct to us by other means.

Click trails are recorded by our servers as each request reaches the website. This includes but is not limited to:

- The type of browser you are using
- The date and time of your visit
- Your IP address
- The address of the website that referred you to ours
- The addresses of pages accessed and any documents downloaded

Click trails can be correlated over time by the use of 'cookies' as outlined in section 6. In most cases click trail data is not directly individually identifiable.

Activity history is recorded whenever you undertake an activity such as submit an enquiry, make a comment, vote on an object, and may additionally be recorded by us when you contact us offline.

3. WHY WE COLLECT IT AND HOW WE USE IT

Publishable content is collected and republished where applicable in order to enable a two-way conversation in public between us and our visitors.

We collect your personal contact details and activity history:

- To respond to requests or queries you raise
- To confirm your identity
- To fulfil orders made by you
- To keep you up to date with news, special offers, and other marketing information you have opted-in to receive.

We collect click trail data:

- To measure and monitor the performance of our website
- To estimate interest in our products and services
- To refine and update our website's content
- To monitor our website for violations of the terms of use or any applicable laws by visitors.

4. HOW WE DISCLOSE IT

We may disclose your personal information to third parties, and you consent to us disclosing your personal information to third parties, under the following circumstances:

- When explicitly authorised to do so by yourself at the time you supply the information
- As required or authorised by any applicable law
- As required for processing of credit card payments by Internet Payment Gateways and Merchant Facilities.
- As part of any investigation by us into you or your activity on our website (including to your Internet Service Provider or network administrator)
- If we have reason to believe that you have committed a breach of any of our terms of use or have been otherwise engaged in any unlawful activity and we reasonably believe that disclosure is necessary (including to the Police or any other enforcement body, or to your Internet Service Provider or network administrator)
- To lessen or prevent a serious threat to a person's health or safety

5. PUBLISHABLE CONTENT

When you submit content to us for publication (including but not limited to comments, testimonials, votes, or forum posts) you assign us a transferrable, perpetual right to publish and/or commercially exploit said content without limitation. You also warrant in submitting such content that the content is owned or produced by yourself or you otherwise have permission to assign publication rights to us. Publication rights do not extend to fields specifically marked as private (e.g. your email address), except in cases of clear violations of our terms of use.

Content submitted by you for publication may be disclosed to all visitors of our website, and/or republished on other websites at our discretion.

If you provide personal information either of your own or of any third party as part of publishable content, you warrant that you have permission to publish said information and indemnify us against any consequences resulting from the publication of said information.

If you find your personal information published on our website without your consent, please contact us immediately as outlined in section 10.

6. COOKIES

Cookies are electronic tokens containing small amounts of information that are passed between a web browser and server. They are used to maintain session state between pages or to retain information between visits if you return to the website at a later time.

We use cookies to correlate passive activity tracking data as well as to authenticate supply of information such as enquiries, comments, and votes to minimise malicious or spam traffic.

7. OPTING IN AND OUT

You may opt out from the correlation of passive activity data by turning off cookies in your browser. Please note however that disabling cookies may result in a reduction of available functionality on our site including but not limited to the loss of the ability to post comments and vote on content.

When you supply us with your email address you may be asked to opt in to receive marketing information by e-mail or other means.

You will be given the opportunity to opt out from receiving further communications from us in accordance with this policy each time we send you information for which you have opted in. This comes in the form of an 'unsubscribe' link, generally in the footer and/or header of each email.

If you receive any communication purporting to be connected with us or our products or services that you believe has been sent to you other than in accordance with this policy, or in breach of any law, please contact us immediately as outlined in section 10.

8. INFORMATION MANAGEMENT AND SECURITY

With the exclusion of information supplied for publication (as outlined in section 5), we will take all reasonable steps to ensure that the personal information we hold is not lost, misused, or inadvertently provided to unauthorised third parties, including by means of firewalls, password locking, truncation of credit card data, encryption of data in transit, and secured servers.

You acknowledge that the security of communications sent by electronic means cannot be guaranteed. You provide information to us via the internet at your own risk. We cannot accept responsibility for misuse or loss of, or unauthorised access to, your personal information where the security of information is not wholly within our control.

You must ensure the security and confidentiality of any username and/or password used by yourself to access this website. You agree that you will be held responsible for all activities which occur under your username and password (including but not limited to publication of illegal or defamatory material or any other unlawful activity, or unauthorised charging of your credit card).

You agree that we are not responsible for the privacy or security practices of any third party and that the collection and use of your information by third parties may be subject to separate privacy and security policies.

If you suspect any misuse or loss of, or unauthorised access to, your personal information, please contact us immediately as outlined in section 10.

9. GAINING ACCESS TO YOUR INFORMATION

You have the right (excluding exceptions outlined in the Privacy Act) to seek access to and update or correct the personal information we hold about you. If you make an access request, we will ask you to verify your identity. We may charge a fee to cover the costs of meeting your request.

If you would like to seek access to personal information we hold about you, you can contact us as outlined in section 10.

10. HOW TO CONTACT US

If you have any questions or complaints about how we collect, use, disclose, manage or store your personal information, or would like to request access or changes to the information we hold, please contact us in writing at:

81 Wallendoon Street
Cootamundra, NSW 2590

RECOMMENDATION

That Council adopt the Internet and Electronic Communication Privacy Policy as presented.

11/07/14

RESOLVED – Moved: Chalmers Seconded: Wight

That Council adopt the Internet and Electronic Communication Privacy Policy as presented.

DEVELOPMENT GROUP**30. DEVELOPMENT CONTROL****7) DEVELOPMENT APPLICATIONS APPROVED**

The following development applications have been approved.

APP. NO.	PROPOSED BUILDING	STREET NAME
10.2014.45	Dwelling Additions	Bourke Street
10.2014.48	Subdivision	Salt Clay Lane
10.2014.53	New Rural Outbuilding	Old Gundagai Road
10.2014.55	Change of Use - Other	Adams Street
10.2014.56	Garage	Campbell Street
10.2014.58	New Dwelling	Mary Angove Crescent
10.2014.59	Dwelling Additions	Margaret Street
10.2014.60	New Dwelling	Burley Griffin Way
10.2014.62	Storage Shed	Sutton Street
10.2014.64	Dwelling Alterations	Temora Street

VALUE OF WORK REPORTED TO THIS MEETING: \$713,500.00

AMOUNT COMPARABLE SAME MONTH LAST YEAR: \$728,550.00

VALUE OF WORK REPORTED YEAR TO DATE: \$10,772,728.00

RECOMMENDATION:

That the information be noted.

12/07/14 RESOLVED – Moved: Braybrooks Seconded: Palmer

That the information be noted.

31. LAND AND ECONOMIC DEVELOPMENT

8) FORMER WW2 No.3 INLAND AIRCRAFT FUEL DEPOT, COOTAMUNDRA

Introduction

In August 2013 Council signed a Deed of Transfer with Caltex Australia Petroleum Pty Ltd (Caltex) for Lot 112 in DP1360005, being the Former WW2 No.3 Inland Aircraft Fuel Depot (No.3 IAFD) located at 219 Sutton Street Cootamundra. Council resolved to take over ownership of the site once land contamination remediation works had been completed by Caltex with the intention of retaining and preserving the No.3 IAFD infrastructure on the site.

The site is considered to be an excellent example of war time infrastructure in Australia and should be protected into the future. For that reason Council has now prepared an application to the NSW Heritage Council to have the No.3 IAFD, listed on the State Heritage Register. The land is shown in **TABLED DOCUMENT 5 JULY 2014 (Page 43)**.

It is envisaged that once under Council's control the site may be opened to the public and presented as a war time historical attraction with pathways throughout the site and historical signage erected to inform people of the sites purpose, methods of construction, etc. It is considered that having the site listed on the State Heritage Register will improve the opportunities for Council to access funding as well as elevating the sites recognition as being of historical significance.

Discussion

The former No.3 IAFD site is of historical importance by virtue of being one of the first bulk fuel storage facilities to be commissioned in 12 'safe' inland locations in Australia to be built in the early 1940's.

The former No.3 IAFD site at Cootamundra was designed for the bulk storage of aviation fuel. During the first phase, the site was established with three fuel tanks, after which the storage capacity was increased and two larger tanks were added. The total capacity of No.3 IAFD was 880,000 gallons.

The ancillary structures and infrastructure that formed part of the original complex included fencing, gates, sand boxes, skidways, water supply and reticulation, drainage and 12 buildings. The buildings were the guard house, sentry box, tool shed, foam house, drum filling platform, fuel pump house and hose exchange pit, fuel hose rack, fire hose boxes, tetraethyl drum storage and railway siding across Sutton Street. Of these, only the fuel pump house and foam house remain. The drum filling platform and drum storage shed have recently been demolished as part of the land remediation works. The fuel tanks are the most important structures that contribute to the primary significance of the site and are to be retained.

The fuel tanks are constructed of welded steel plates (drum) with a cork-lagged cone roof. Tank 1 has its metal drum exposed, whereas Tanks 2 & 3 are encased in a brick casing. The brick work surrounding the fuel tanks, foam house and pump house are well constructed and remain in very good condition. Tanks 4 & 5 are built completely underground.

The tanks were an example of the technical innovation in bulk storage facilities for stocking and distributing aviation fuel that resulted from the threat of invasion during WW2.

No.3 IAFD contributes significantly to Cootamundra's defence history and combined with the remnant indicators of WW2 occupation at the Cootamundra Airport should be retained for the future.

RECOMMENDATION

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.

13/07/14

RESOLVED – Moved: Braybrooks Seconded: Palmer

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.

9) REGISTRATION OF SURVEY PLAN FOR LEASE PURPOSES

Cr Chalmers declared a pecuniary interest as an employee of EESI Pty Ltd. Cr Chalmers left the room at 6.52pm and took no part in the discussion.

Introduction

This report seeks authorisation from Council to attach the Council's Seal to a survey plan.

Discussion

Council granted development consent to EESI Pty Ltd to establish a soil recycling facility on Lot 563 in DP881310 Treatment Works Lane Cootamundra.

The lease is currently in the process of being registered with the NSW Land and Property Information Office. As part of the registration process it is a requirement that Council include a survey plan with the lease showing the area of land that applies to the lease.

A survey plan has been prepared and Council is required to endorse the plan under the Seal of Council.

RECOMMENDATION

That Council grant authority for the plan to be endorsed under the Seal of Council.

14/07/14 RESOLVED – Moved: Phillips Seconded: Doidge

That Council grant authority for the plan to be endorsed under the Seal of Council.

Cr Chalmers returned to the meeting at 6.56pm.

32. FOOD AND HEALTH

10) SCORES ON DOORS PUBLISHING SERVICE

Introduction

Cootamundra Shire Council has been participating in the 'Scores on Doors' food safety scheme for over three years with many of the Shires food businesses proudly displaying their star rating on their shop windows or on Council's own online public register.

To further promote this scheme and these businesses Council has agreed to trial a 'Scores on Doors' data publishing service which will see the development of a free Mobile App listing these businesses and their star ratings.

Discussion

A company called 'Point Duty Local Government Solutions Pty Ltd' will provide Cootamundra Shire with an initial one year subscription, at no charge, to their data publishing service that will enable flexible, easy and free public access to Cootamundra's current 'Scores on Doors' food ratings data via any standard web browser or free Mobile App.

Scores on doors programs have been proven to improve food hygiene compliance in retail food premises by publicly reporting the results of Council inspections, which enables the public to make an informed choice about where they eat, which leads to improved standards for food premises.

The Point Duty data publishing service enables the results of regular Council inspections to be accessible in three ways, prominently displayed at the food premises entrance, via mobile apps and standard web browser.

The initial one year subscription to Cootamundra Council is a trial for the company who have only just begun to provide this service in NSW. In return for the subscription the Council will allow the company to use Cootamundra Shire Council as a platform for further promotion of their product.

Normal subscription costs range between \$500-1500/annum depending on the council size, with a possibility of sharing the subscription cost between groups of participating councils in the future.

In addition to providing information on food businesses inspections the data publishing system also has the capabilities to link with and provide the user individual business information such as website, menu, services etc. As the system is rolled out the Council may investigate the added possibility of inviting local businesses to 'advertise'

through this service with the proceeds going towards the Council's annual subscription costs. A public event will be organised for the 'Go Live' date of the service in the near future.

RECOMMENDATION

That the information be noted.

15/07/14 RESOLVED – Moved: Phillips Seconded: Stewart

That the information be noted.

SUSPENSION OF STANDING ORDERS

16/07/14 RESOLVED – Moved: Palmer Seconded: .Wight

That standing orders be suspended at 7.00pm to enable Mr Andrew Grant, GM Goldenfields Water County Council (GWCC) to make a presentation to Council on GWCC new Data Acquisition Network.

RESUMPTION OF STANDING ORDERS

17/07/14 RESOLVED – Moved: Palmer Seconded: Stewart

That standing orders be resumed at 8.00pm.

33. TOURISM

11) 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 June to 30 June 2014.

Cootamundra Visitor Information Centre

Reasons for Visiting the Information Centre - For the period 1st June to 30th June 2014

	Local	NSW	VIC	SA	WA	QLD	NT	TAS	ACT	Other	Overseas	Total
Accommodation Info		5	1			1						7
Info Packs	1											1
Day Trip		2										2
Directions		18	3								1	22
Eateries and Restaurants		1	2			1						4
Free or low cost camping						1						1
In Transit - Train		1										1
In Transit - Car		4										4
Info on Bradman	1	5			1							7
Info on Coota/things to see	3	12	3	1		3						22
Info on the region	1	11	3			6			1			22
Maps/Brochures	6	14	3		1	6						30
Moving here/have moved	2	2										4
Visiting relatives/friends		1										1
Transport Info		1										1
Public Toilet request		7	1							2		10
Local Produce and Souvenirs	1	5	1			1						8
To see The Arts Centre	22	5				1						28
Other / Unknown	2	4										6
Phone Calls/Mailouts	3	8				1				1		13
												194

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

Number of Individuals entering the VIC 221

Cootamundra Shire Council Website Statistics – June 2014

The following is a summary of activity during June 2014

Total Visitors	Page Views	Pages Per Visit
2827	8138	2.88

10 most popular pages for the Month of June 2014

Page	Page views	Unique visitors
HOME	2174	1743
Council Positions Vacant	420	364
Positions Vacant	291	252
Contact	229	182
Council	195	119
The Planning Process – Cootamundra LEP	185	184
News	170	143
Tourism	146	130
Tenders	133	110
Councillors	127	82

Bradman Entry Statistics

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

Adult - 150

Child - 8

RDA RIVERINA - COUNTRY CHANGE

Regional Relocation Grants

The Regional Relocation Grants Act provides for payments to approved applicants who relocate from metropolitan areas to regional areas for the purpose of employment, self-employment, or purchasing a home.

Current cumulative grant statistics have been received with very favourable results for Cootamundra.

Local Government Area	June 2014	August 2013	February 2013
Wagga Wagga	28	18	16
<i>Cootamundra</i>	<i>20</i>	<i>11</i>	<i>10</i>
Temora	10	6	3
Junee	7	4	3
Bland	6	6	1
Holbrook	4	3	0
Lockhart	4	1	0
Coolamon	3	3	2
Gundagai	3	3	1
Tumbarumba	3	3	0
Tumut	3	3	0
Griffith	3	2	2
Leeton	3	2	2
Narrandera	3	1	0
Murrumbidgee	1	1	1
Hay	1	0	0
Carrathool	0	0	0
	102	67	41

RECOMMENDATION

That the information be noted.

18/07/14

RESOLVED – Moved: Phillips Seconded: Braybrooks

That the information be noted.

FINANCE GROUP

34. FINANCIAL PLANNING AND REVENUE

12) INVESTMENT REPORT FOR THE MONTH ENDED 30 JUNE 2014

Introduction

A summary of investments as at 30 June 2014 forms **TABLED DOCUMENT 6 JULY 2014 (Page 44)**.

RECOMMENDATION

That the Investment Report as at 30 June 2014 be received.

19/07/14

RESOLVED – Moved: Phillips Seconded: Doidge

That the Investment Report as at 30 June 2014 be received.

GENERAL BUSINESS (Questions without notice)

Cr Stewart

1) Heritage Centre

Cr Stewart asked whether the Heritage Centre could be supplied with a green bin. The General Manager advised that this would be arranged.

2) Centenary of Anzac Memorial Gardens

Cr Stewart enquired about the level of community interest in donating to the Anzac Memorial Gardens. The General Manager advised that when he last looked more than two weeks ago the donations were around \$700. The General Manager now advises that as of 15 July 2014, total contributions received are \$1,540.

Cr Braybrooks

3) Abandoned Vehicle

Cr Braybrooks requested that the vehicle abandoned on the Olympic Highway between Cootamundra and Wallendbeen be removed. The General Manager advised that Council is required to wait for police to release the vehicle before arranging for its removal. The General Manager now advises that the vehicle has been released and is awaiting pick-up by the local scrap metal dealers.

4) Town Entrances

Cr Braybrooks requested a copy of the Council's maintenance policy for town entrances. The General Manager confirmed that this would be supplied.

5) Old Cootamundra Road new works

Cr Braybrooks advised that there is water pooling on both sides of the new work on Old Temora Road, where the dip in the road has been levelled, and requested that staff inspect the area and improve the drainage so that the new work is not compromised. The General Manager advised that this would be rectified when the area was dry enough for machines to work.

Cr Donnelly

6) Cootamundra Post Office Clock

Cr Donnelly spoke about the community fundraising drive for the repair of the Cootamundra Town Clock, and made a commitment to donate the increase in her Councillors Fees that was resolved at the last Council meeting, for the remainder of this Council term (26 months). Cr Donnelly invited all Councillors to consider doing the same.

7) War Memorial

Cr Donnelly asked for information about the War Memorial garden, and about whether there was to be a Rosemary Hedge planted. The General Manager advised that he had no recollection of a Rosemary Hedge as part of previous grant works but would enquire and provide information when available.

8) Swimming Pool Hours

Cr Donnelly thanked the Council and staff for reviewing the Swimming Pool opening times, and advised that the community was responding positively to the additional opening hour from 12.30 to 1.30pm.

Cr Chalmers

9) Rugby Oval Watering

Cr Chalmers advised of concerns raised by members of the Cootamundra Rugby Club that their players have experienced infectious injuries after using the field, and they were concerned that the source of the infection may be the water used to irrigate the rugby fields. The General Manager advised that the grounds are watered with recycled effluent that receives advanced tertiary treatment and chlorination to eliminate contamination, and that this was an unlikely source of infection for players. The Director Engineering Services advised that the grounds had not received much watering in recent months due to the level of rainfall.

Cr Wight

10) Letters to the Editor

Cr Wight spoke in regards to three letters that had been published in the Cootamundra Herald in response to an article printed in the Herald on 23 June 2014 about Council's choice of ride-on mower for the Cootamundra Treatment Works, and a further letter questioning the motivations of some Councillors. Cr Wight said she was disappointed that no-one from Council had backed up her position. The General Manager advised that it was a longstanding policy of Council that staff do not respond to criticism of Council or its actions by the media or in letters to the editor, and that staff advise Councillors against responding to similar criticism.

Cr Wight wished to correct some information that had been included in those letters by pointing out that:

1. Councillors do not perform the role for the fees they receive.
2. The Mayor and Deputy Mayor are elected in a closed ballot by the Councillors, not by popular vote.
3. The Peace Monument in Albert Park has a cost to NSW taxpayers of \$8,000, that was contributed to Rotary through the NSW Community Building Partnerships Grant.

11) Cemetery Fees

Cr Wight advised of correspondence she has received from ratepayers concerned about cemetery fees, with the main objection being that they felt uninformed of fee increases that occurred over time. Cr Braybrooks suggested that Council produce a fact sheet that would be provided to local undertakers, and circulated to the community. The General Manager advised that such information was provided with the Right of Burial and that a one page explanatory document would be included with the September rate instalment and provided to the local undertakers and at the Council offices.

There being no further business the meeting closed at 8.36pm.

These Minutes were confirmed by resolution of Council at the Council Meeting held on Monday 11 August 2014 and endorsed by:

MAYOR

GENERAL MANAGER