

# CORPORATE BRAND AND LOGO GUIDELINES

DECEMBER 2017



# Cootamundra-Gundagai Regional Council

The Cootamundra-Gundagai staff and communities highlighted our country living, agricultural landscape and friendly communities as major elements of our thriving rural region.

Whether we are communicating internally and externally, no matter how big or small the application, it is important that our brand identity is consistent across everything we do.

This document provides a set of rules and examples that will help you apply these elements effectively.

Together we can ensure that the new Cootamundra-Gundagai Regional Council brand is strong, recognisable and unique.

## LOGO FILE NAMES AND DIGITAL LOGO FILE DEFINITIONS

The Logo is available in a number of file formats suitable for use by staff, graphic designers, publications, printers and merchandise manufacturers.

The following is a list of file formats available and their preferred uses:

- .ai Adobe Illustrator file for merchandise manufacturers, signage, publications, printers or designers.
- .eps Preferred file format for merchandise manufacturers, signage, publications, printers or designers.
- .jpg Larger or higher resolution version for publication and lower or smaller resolution versions for use in house marketing collateral e.g. newsletters and letterhead (.sm and .lg).  
Note: use RGB version for screen or Word program application.
- .png Preferred file format for web or email use - this file is much smaller in size and resolution. Can be used in Word or other Microsoft programs, as well as web application.



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## THE LOGO – KEY ELEMENTS

The new Cootamundra-Gundagai Regional Council brand is a modern, organic representation of the united region.

The logo is pictured here in both stacked and landscape versions.

The stacked version is the preferred configuration of the logo however the landscape version is used for applications where there is limited space and layout restrictions.



**Outer charcoal ring:**

Bound by local industry and the roads that connect us.

**Blue ring:**

Surrounded by waterways, the lifeblood of the region.

**Green centre:**

Green pastures and healthy landscapes.

**Seeds:**

Growth, productivity and healthy community spirit.  
We are proud of our roots and look towards future growth.

**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**



*Stacked Logo*



*Horizontal (Landscape) Logo*



## LOGO VARIATIONS

To ensure the Cootamundra-Gundagai Regional Council logo is displayed accurately and consistently, where possible the logo should be shown in full colour on a white background.

On occasion where the logo must appear on an alternative coloured background or materials variations are available.

Although charcoal is preferred, the logo text in some cases may appear white when placed on a coloured background.

Only in the instance where the logo icon is placed on a dark or similar colour the outer ring colours may be swapped.

The logo is also available as a mono version where only one colour printing is an option.



*Full colour logo*



*Mono Logo*



*Logo featuring white text*



*Icon placed on similar background colour  
- outer charcoal and blue ring colours swapped*

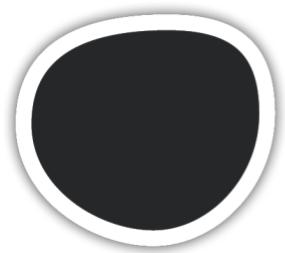


## LOGO COLOUR PALETTE

Where possible, the Cootamundra-Gundagai Regional Council logo should be reproduced using the specified Pantone colours.

The listed CMYK values listed are for the creation of equivalent colours when reproducing in four colour process printing.

The listed RGB values listed for the equivalent colours when reproducing in a screen based format, or digital printing.



**CHARCOAL**

---

**Pantone 426C**

**C73 M66 Y62 K67**

**R38 G39 B41**



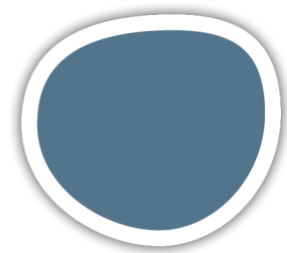
**GREEN**

---

**Pantone 382C**

**C29 M1 Y100 K0**

**R193 G213 B47**



**BLUE**

---

**Pantone 5405C**

**C73 M47 Y33 K7**

**R81 G116 B139**



## SECONDARY COLOUR PALETTE

A secondary colour palette has been selected to work alongside branded documents where extra colour applications may be required. These colours have been carefully selected to compliment the core logo colour and mimic some of the colours found in the landscapes and features of the Region.

A “colour theme” created using these colours can be supplied and uploaded within the Microsoft Office suite of programs.

This colour palette can also be applied to approved signage applications, such as towns, ovals and depots (samples below)



**Pantone 159C**  
C13 M75 Y100 K3  
R211 G94 B19



**Pantone 109C**  
C0 M16 Y100 K0  
R255 G209 B0



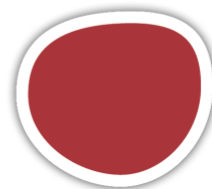
**Pantone 3415C**  
C100 M27 Y89 K16  
R0 G117 B73



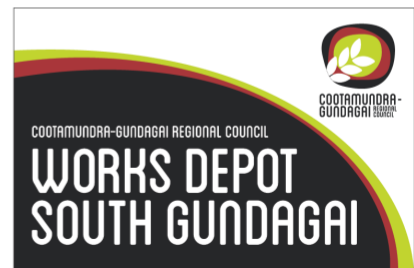
**Pantone 5125C**  
C56 M84 Y39 K23  
R109 G58 B93



**Pantone 630C**  
C51 M5 Y14 K0  
R118 G196 B213



**Pantone 1807C**  
C24 M92 Y78 K15  
R169 G52 B57



## THE SEEDS

The seeds are an element of the logo design which can be used as a graphic feature where appropriate.

The seeds can be used as a tinted feature on a page or alternatively to frame a series of relevant approved images.





## CORPORATE TYPOGRAPHY

The consistent use of the correct typeface is important to the integrity of the Cootamundra-Gundagai Regional Council logo and brand.

The preferred fonts for all collateral for the Cootamundra-Gundagai Regional Council is **Blanch Caps**. This font is to be used only occasionally for by-lines and special headings.

**The Sans Plain** or **Light** is to be used for body copy.

In the case that these fonts are not available, and for internal staff letters and documents, **Calibri** should be used.

### Blanch Caps

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

### The Sans Bold

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz**

### *The Sans Plain*

*AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz*

### The Sans Light

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz

### Calibri Regular

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz

### Calibri Bold - including use in UPPER CASE for HEADINGS

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz**



## LOGO APPLICATION & CO-BRANDING

### Minimum Size

The minimum size for reproduction of the Stacked version of the logo is 15mm wide. The minimum size for reproduction of the landscape version of the logo is 30mm wide.

### Minimum Clear Field

The proportional relationship between the elements of the Cootamundra-Gundagai Regional Council logo must be maintained and may not be manipulated in any way.

It is important that the logo appears in an uncluttered manner to ensure appropriate visibility and prominence. The 'CG' from the logotype is used as a tool for measuring the minimum clear field around the stacked version of the logo. The 'C' from the logotype is used as a tool for measuring the minimum clear field around the landscape version of the logo.

It is important that graphics are kept free from this minimum clear field.

### Co-branding

When the logo needs to sit alongside an additional supporting logo, size, placement and relevance need to be considered.

Illustrated are examples of co-branding to maintain optimum presence of the logo amongst other brands.



## STAFF APPAREL

Ground staff shirts and staff polo shirts use the stacked version of the logo reproduced at 85mm high. The Council anagram where relevant can be used for ground staff identification.

The seeds may appear as a pull-out feature on the staff polo shirts, as illustrated on the right.

Please note when the logo is printed on a navy background and so the charcoal and blue rings are swapped (ref page 6)



## CORPORATE PLANS & REPORT TEMPLATES

Portrait and landscape report templates have been supplied in Microsoft Word.

The report covers are designed so that the headings are visible when stacked into vertical brochure holders.

Paragraph styles and footers are supplied in the internal page templates, with page numbers and editable Document Titles.

The following paragraph styles can be found in most Word templates:

Cover Title: Calibri Bold, charcoal - size to adjust to suit the space

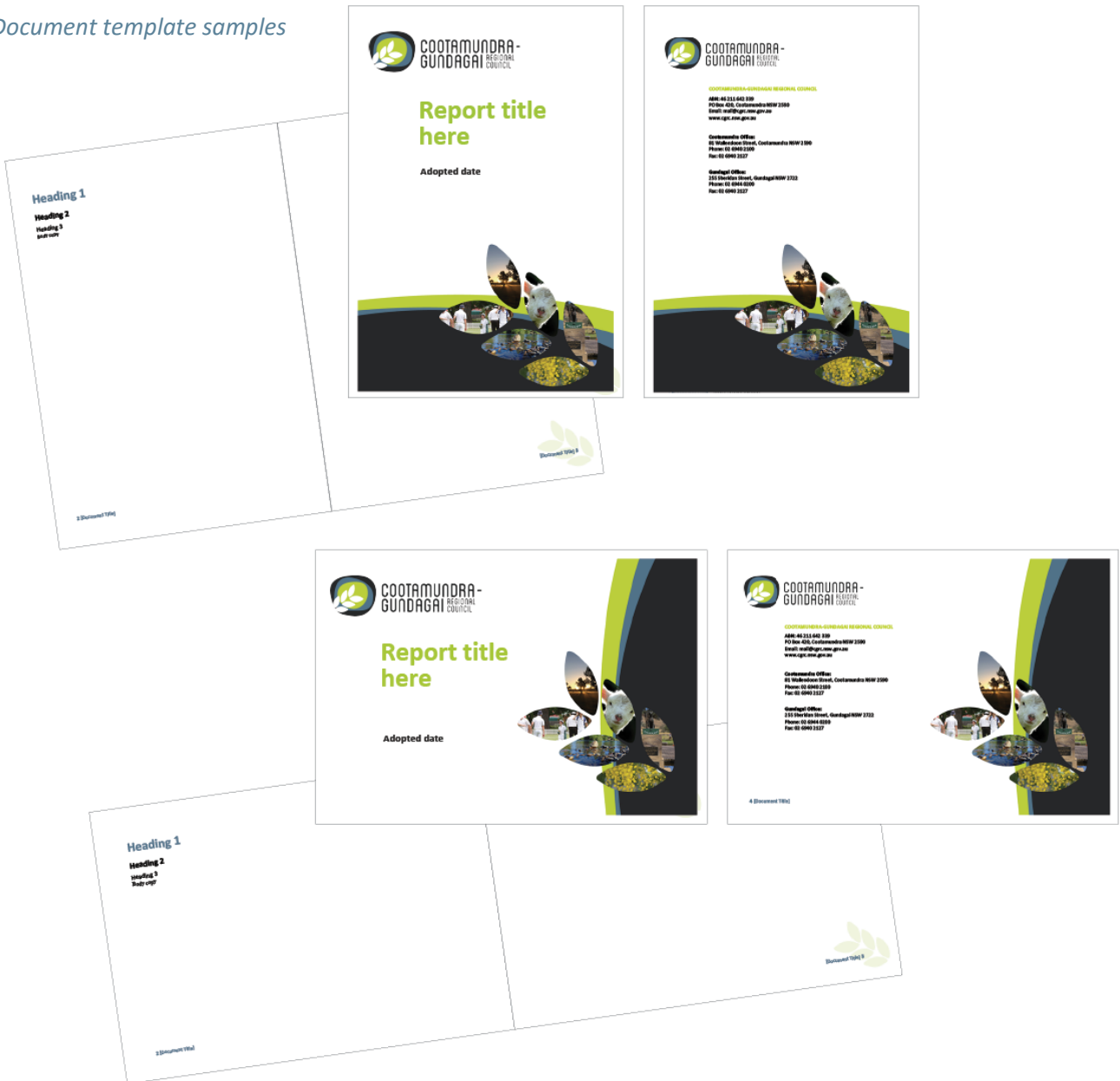
Heading 1: Calibri Bold, 28pt, blue. Style name: CGRC Heading 1

Heading 2: Calibri Bold, 18pt, black. Style name: CGRC Heading 2

Heading 3: Calibri Bold, 14pt, black. Style name: CGRC Heading 3

Body copy: Calibri, 11pt. Style name: CGRC Body Copy 11pt

### Document template samples



# NEWSLETTER

A newsletter mast head and basic grid layout has been established.


New brand elements, fonts and colours have been applied to this layout.

The grid follows a basic 3 column layout and text boxes can also appear as a 2 column and one column application, depending on the content fit.

The current template has been created as an Adobe InDesign document however can be also supplied on request as a Word header and footer. Graphic elements can also be supplied as jpgs or similar relevant file formats on request.

When created in Word, the font Calibri may be used for the main body copy and graphic elements placed at the users' discretion.

(Please refer to font usage on page 8).



**COMMUNITY NEWS**  
Autumn 2017

Want to stay up to date with Council happenings? Like us on Facebook: @CootamundraGundagaiRC or visit our web site: www.cgrc.nsw.gov.au

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**A MESSAGE FROM THE ADMINISTRATOR**

Welcome to the first edition of your Cootamundra-Gundagai Regional Council (CGRC) community newsletter, which will be published quarterly and features the beautiful new branding designed with the involvement of many of you from across the region.

Since commencing in the role of Administrator, I have met with people from across the region listening to their views on a wide range of matters, in addition to hearing from Council's support committees, community leaders and business members. These discussions are providing me with a clearer view of community needs and opinions.


My intention is to work with the broader community to ensure that the Council elected in September has solid, community-led foundations from which to deliver this region a dynamic future.

There will be a range of opportunities for everyone who lives, works and invests in our region to provide valuable input into shaping the Council's priorities, including via the Digital Community Panel and a community questionnaire. In addition, the upcoming Listening Sessions at the end of May will give everyone in the community an opportunity to have a say on the Community Strategic Plan. This plan will outline the community's priorities and aspirations looking ahead to 2027. We need to think now about the infrastructure, services and amenity that we want to see in 10 years' time.

Following representations received from the community, I have recommended a variation to the

standard times and dates of ordinary council meetings until September. These changes have been made to address safety concerns for those needing to travel long distances after dark; and testing the viability of different times of days to increase public attendance and participation. I have also initiated webcasting of Council meetings and invite community members to submit questions to be addressed if they are not able to attend in person or do not wish to be filmed as part of the streaming. Where questions cannot be answered at meetings they will be taken on notice and answers provided in due course. To support sound decision making I have also requested a review of the:

- CGRC consolidated financial accounts and Integrated, Planning and Reporting documents to ensure that the integrity and spirit of the former Councils' plans are maintained.
- initial CGRC Amalgamation Transition Plan to enable me to further understand the current status of progress and ensure that the Plan is on track; and
- funding options for proposed major capital projects, including the Gundagai sewerage treatment works upgrade.



**I FEEL PRIVILEGED TO BE GIVEN THE OPPORTUNITY TO WORK WITH THE CGRC STAFF AND COMMUNITY UNTIL SEPTEMBER. I WELCOME YOUR INPUT IN THE MONTHS AHEAD.**

Regards,  
Stephen Sykes

**REGISTER FOR A COMMUNITY STRATEGIC PLAN (CSP) - LISTENING SESSION**

We would like to invite individuals and group representatives from around the region to attend one of the following community listening sessions to provide valuable input into the Council's strategic planning process. Please register your interest to attend a session relevant to your area of interest as soon as possible via [www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au). These interactive sessions will cater for up to 25 people and will be closed for registration once places are full. To ensure that a broad cross-section of the community have the opportunity to attend, we ask that you only register for one session. There will be additional opportunities to provide feedback to the Council, including via a community questionnaire. You can complete the questionnaire online via [www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au) or pick up a hardcopy from your local council office. For further information or questions please contact: Cootamundra Office on 02 6940 2100 | Gundagai Office on 02 6944 0200 or email to [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au). All Gundagai listening sessions will be held at Gundagai District Services Club, Room 2, 254 Sheridan Street. All Cootamundra listening sessions will be held at the Cootamundra Ex-Servicemen's and Citizens' Memorial Club, Wattle Room, 299 Parker Street.

	Location	AM Session 10am – 12.50 noon	PM Session 1.00pm – 2.00pm	Evening 6.00pm – 8.00pm
Monday 29th May	Gundagai	Community Services	Open to the Community	Education, Business/ Employer
Tuesday 30th May	Gundagai	Health & disability, Youth and Aged Care	Arts & Culture, Sport & Recreation	Open to the Community
Wednesday 31st May	Cootamundra	—	—	Open to the Community
Thursday 1st June	Cootamundra	Open to the Community	Community Services	Education, Business/ Employer
Friday 2nd June	Cootamundra	Arts & Culture, Sport & Recreation	Health & disability; Youth and Aged Care	—

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**AERODROME RESEALED**  
The Cootamundra Aerodrome is an important facility within our region, from its heritage as an air base in World War II, to its use today for aviation and motorcycling events like helicopter rides, balloon flights, parachuting and motor sport competitions. The Cootamundra-Gundagai Regional Council contracted Boral to undertake the resealing of the Aerodrome, as part of the regular programmed maintenance that is required every 10-15 years in order to maintain the integrity of the seal on the airstrip. The resealing of the runway will ensure the strip remains at the highest standard of safety for another decade, and the Aerodrome continues as a prime event location within the region.

**OPERATIONAL PLAN**  
Council's 2017/18 Draft Operational plan is being finalised for public exhibition during the month of June, and we are inviting feedback from residents and ratepayers. All documents will be available on our website and at Council's offices and libraries. The draft plan includes Council's budget, proposed capital works program, revenue policy, and draft fees and charges. Please take the time to review the draft plan in June and share your thoughts with us. Council is keen to refine the draft plan incorporating community feedback to ensure it provides the right services at the right level reflecting our community expectations.

**UPCOMING EVENTS**

- CSP Listening Sessions 29 May – 2 June
- Villages Strategy Listening Sessions 5 – 8 June
- Council Meeting Gundagai 29 May, 4.00pm
- Council Meeting Cootamundra 26 June, 12noon
- Council Meeting Gundagai 17 July, 10.00am
- Council Meeting Cootamundra 7 August, 4.00pm

[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
PO Box 620, Cootamundra NSW 2590

Cootamundra Office: 61 Waddellton Street, Cootamundra NSW 2590  
Phone: 02 6940 2100 Fax: 02 6940 2127

Gundagai Office: 255 Sheridan Street, Gundagai NSW 2722  
Phone: 02 6944 0200 Fax: 02 6940 2127

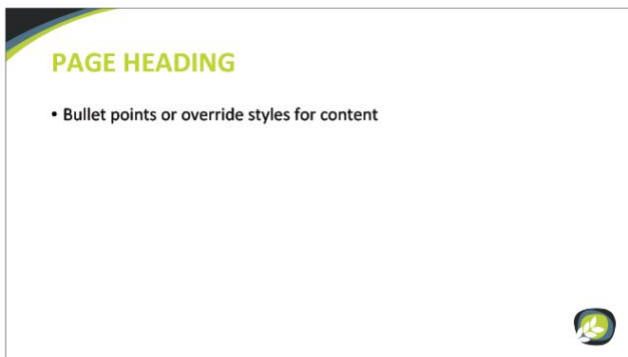


## POWERPOINT PRESENTATION

A PowerPoint template has been supplied which includes master pages for the title page, internal pages and end slide.



*Title page*



*Internal page*



*End page*



# DOCUMENT TEMPLATES

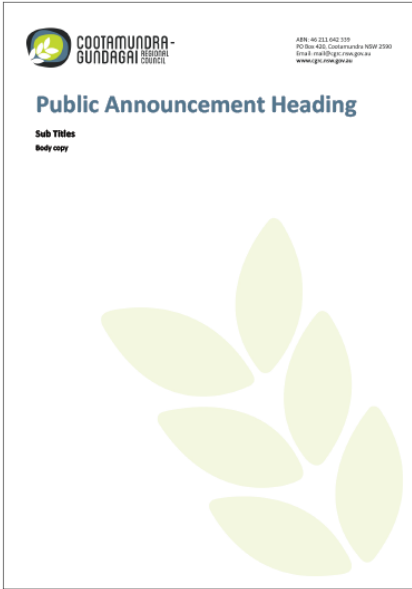
The templates below have been supplied in Microsoft Word.

The following paragraph styles can be found in the Word templates:

Main title: Calibri Bold, 36pt, blue. Style name: CGRC Heading 1

Sub title: Calibri Bold, 14pt, black. Style name: CGRC Heading 2

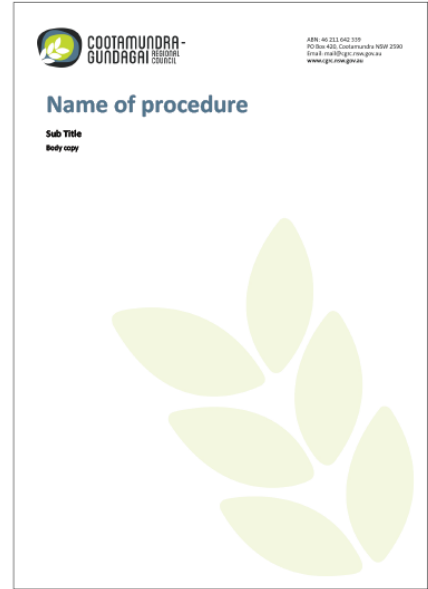
Body copy: Calibri Regular, 11pt. Style name: CGRC Body Copy 11pt



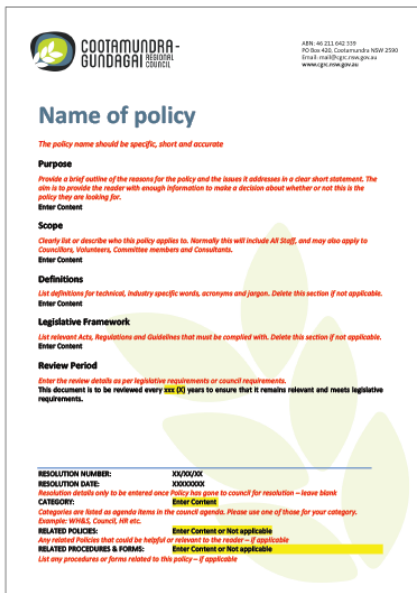
Public announcement template



Media release template



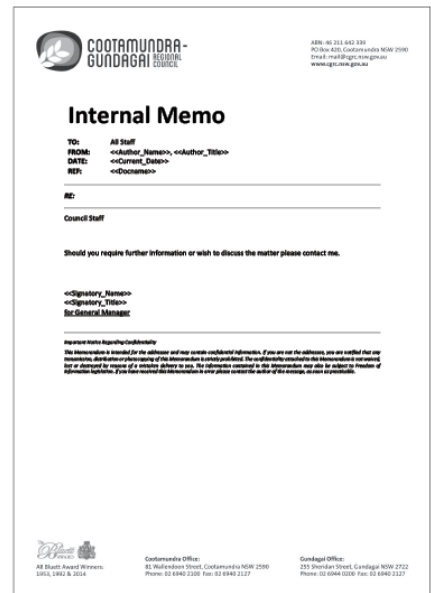
Procedural document template



Policy template



Fax cover sheet



Internal memo



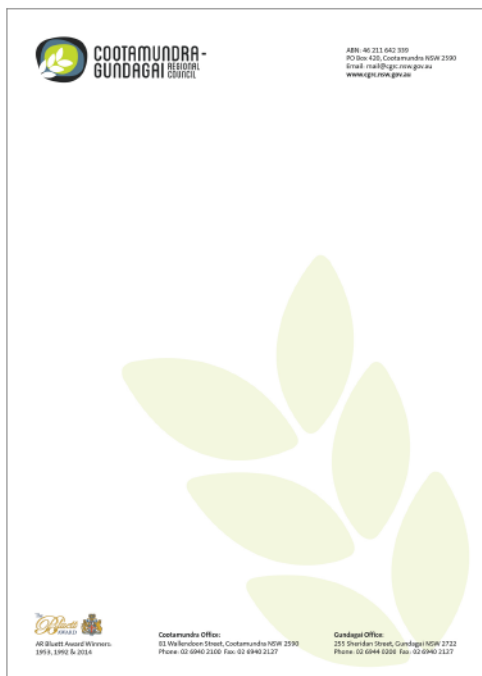
## BLANK LETTERHEADS

The templates below have been supplied in Microsoft Word.

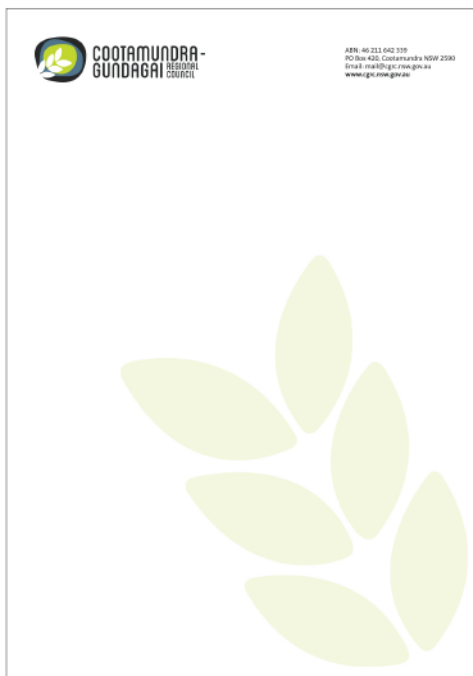
The following paragraph styles can be found in the Word templates:

Body copy: Calibri Regular, 11pt. Style name: CGRC Body Copy 11pt

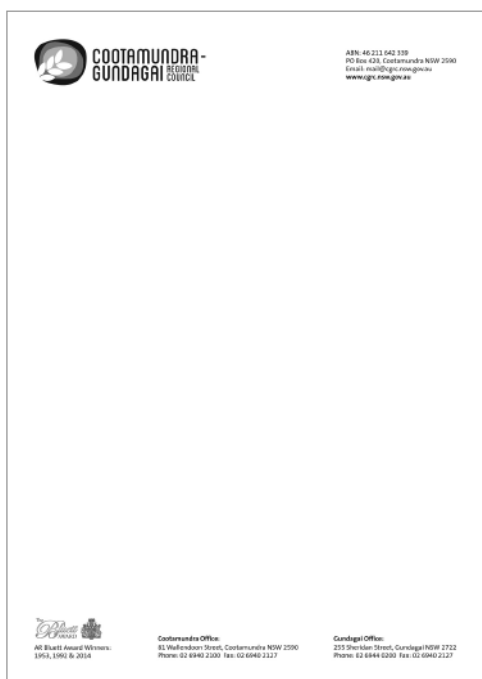
A specially created letterhead for Accounts, with and without Bluett information on the footer is also available.



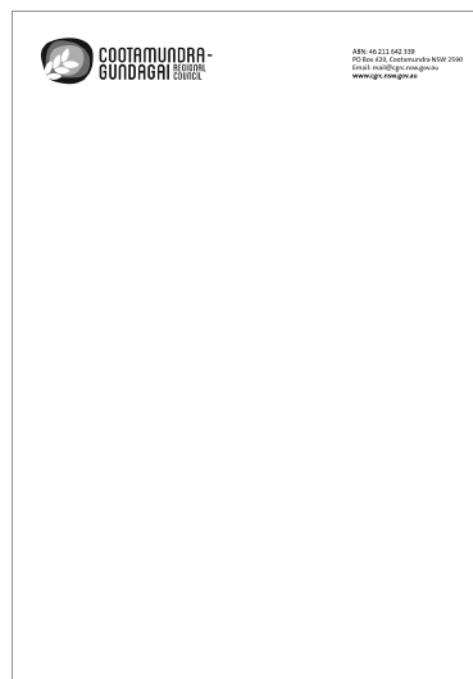
Colour - with footer



Colour - plain



Mono - with footer



Mono - plain





## LETTERHEADS WITH LETTER TEMPLATE

The templates below have been supplied in Microsoft Word.

The following paragraph styles can be found in the Word templates:

Body copy: Calibri Regular, 11pt. Style name: CGRC Body Copy 11pt



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ASB: 46 211 642 339  
PO Box 423, Cootamundra NSW 2590  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

<<AuthName\_AuthTitle\_AuthName>>  
<<DocName>>

<<Title>> <<GivenName>> <<Surname>>  
<<Organisation>>  
<<Address\_Line1>>  
<<City>> <<State>> <<Postcode>>

Dear <<Title>> <<Surname>>

RE: <<Subject\_Line>>

Thank you for your recent correspondence.  
Should you require further information or wish to discuss the matter please contact the undersigned on (02) 6940-2100.  
Yours faithfully

<<Signatory\_Name>>  
<<Signatory\_Title>>  
for General Manager

<<Current\_Date>>

At Sunk Award Winery:  
1951, 1960 & 2014

Cootamundra Office:  
81 Wellington Street, Cootamundra NSW 2590  
Phone: 02 6940 2300 Fax: 02 6940 2117

Gundagai Office:  
233 Sheridan Street, Gundagai NSW 2722  
Phone: 02 6444 0200 Fax: 02 6940 2117

Colour - with footer



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ASB: 46 211 642 339  
PO Box 423, Cootamundra NSW 2590  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

<<AuthName\_AuthTitle\_AuthName>>  
<<DocName>>

<<Title>> <<GivenName>> <<Surname>>  
<<Organisation>>  
<<Address\_Line1>>  
<<City>> <<State>> <<Postcode>>

Dear <<Title>> <<Surname>>

RE: <<Subject\_Line>>

Thank you for your recent correspondence.  
Should you require further information or wish to discuss the matter please contact the undersigned on (02) 6940-2100.  
Yours faithfully

<<Signatory\_Name>>  
<<Signatory\_Title>>  
for General Manager

<<Current\_Date>>

Colour - plain



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ASB: 46 211 642 339  
PO Box 423, Cootamundra NSW 2590  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

<<AuthName\_AuthTitle\_AuthName>>  
<<DocName>>

<<Title>> <<GivenName>> <<Surname>>  
<<Organisation>>  
<<Address\_Line1>>  
<<City>> <<State>> <<Postcode>>

Dear <<Title>> <<Surname>>

RE: <<Subject\_Line>>

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Yours faithfully

<<Signatory\_Name>>  
<<Signatory\_Title>>  
for General Manager

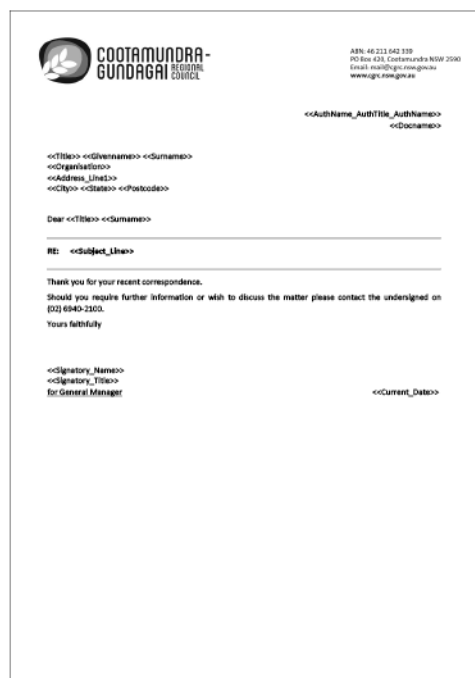
<<Current\_Date>>

At Sunk Award Winery:  
1951, 1960 & 2014

Cootamundra Office:  
81 Wellington Street, Cootamundra NSW 2590  
Phone: 02 6940 2300 Fax: 02 6940 2117

Gundagai Office:  
233 Sheridan Street, Gundagai NSW 2722  
Phone: 02 6444 0200 Fax: 02 6940 2117

Mono - with footer



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ASB: 46 211 642 339  
PO Box 423, Cootamundra NSW 2590  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

<<AuthName\_AuthTitle\_AuthName>>  
<<DocName>>

<<Title>> <<GivenName>> <<Surname>>  
<<Organisation>>  
<<Address\_Line1>>  
<<City>> <<State>> <<Postcode>>

Dear <<Title>> <<Surname>>

RE: <<Subject\_Line>>

Thank you for your recent correspondence.  
Should you require further information or wish to discuss the matter please contact the undersigned on (02) 6940-2100.  
Yours faithfully

<<Signatory\_Name>>  
<<Signatory\_Title>>  
for General Manager

<<Current\_Date>>

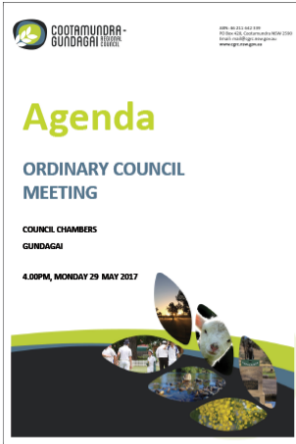
Mono - plain



## COUNCIL MEETING DOCUMENT TEMPLATES

Templates have been supplied in Microsoft Word for Council Reports, Meeting Agenda documents and Council Meeting Minutes documents, to create consistency and ease of use.

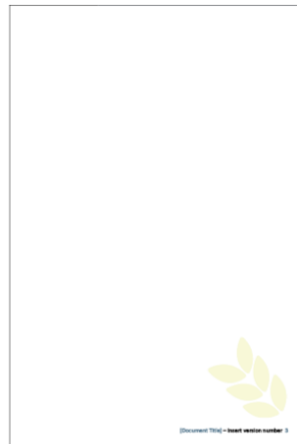
Master file templates of these document contain preferred heading, styles and colour pallets for the documents.



Sample Agenda Cover



Sample internal page - option large seed footer



Sample internal page - option small seed footer



Sample document end page

Set heading styles may be overridden or adjusted depending on the relevance of application and is up to the user's discrepancy to do so.

Additional styles may be created if the document requires. A sample of banded heading styles are illustrated here. Banded heading styles should not to be used for a heading which is more than one line.

<p><b>CGRC Heading 1 – Calibri 28pt Bold</b></p> <p><b>CGRC Heading 2 – Calibri 18pt Bold</b></p> <p>CGRC Heading 3 – Calibri 15pt</p> <p>CGRC Heading 4 – Calibri 13pt</p> <p><b>CGRC Heading 5 – Calibri 13pt</b></p> <p><i>CGRC Heading 6 – Calibri 11pt Italic</i></p> <p><i>CGRC Heading 7 – Calibri 11pt Italic</i></p> <p>CGRC Body copy – Calibri 11pt</p>	<p><b>GENERAL MANAGERS REPORT</b></p> <p><b>DEVELOPMENT AND COMMUNITY SERVICES DIVISION</b></p> <p><b>DEVELOPMENT AND BUILDING</b></p>
--	--

Preferred heading and copy styles



## FINANCIAL SPREADSHEETS

A Financial Spreadsheet in Excel should utilise the following styles:

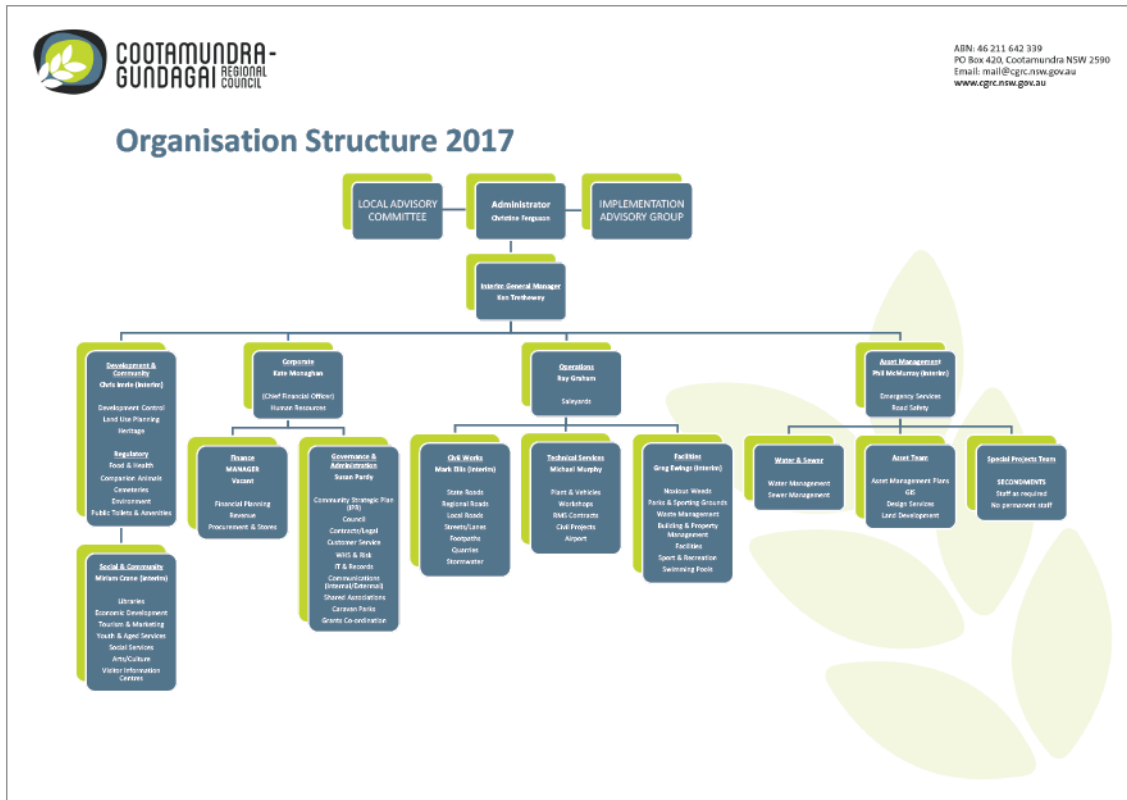
1. Spreadsheet header: Calibri Bold 11pt, blue (C:72 M:41 Y:23 K:8)
2. Division headers: Calibri Bold 15pt, blue (C:72 M:41 Y:23 K:8)
3. Column headers and sub-headings: Calibri Bold 10pt, black
4. Body copy/figures: Calibri Regular 10pt, black
5. Highlighted column: Shaded light green (C:14 M:0 Y:5 K:0)

Original Budget		Approved changes		Revised Budget	Recommended changes for Council resolution	Notes	Projected Budget	Actual YTD
2017 \$'000	extra 7 weeks \$'000	Sept QBR \$'000	2017 \$'000	2017 \$'000	\$'000		2017 \$'000	2017 \$'000
<b>1</b> Quarterly Budget Review Statement for the quarter ended 31st December 2016								
<b>Income &amp; Expenses Budget Review</b>								
<b>Income from continuing operations</b>								
Rates and annual charges	12,565	-	-	12,565	-		12,565	11,497
User charges and fees	5,572	161	(61)	5,672	-		5,672	2,065
Interest and investment revenue	710	0	-	711	(5)		706	429
Other revenues	383	32	-	415	-		415	226
Grants and contributions provided for operating purposes	13,255	29	9	13,442	-	1	13,442	8,365
Grants and contributions provided for capital purposes	11,647	-	500	12,661	-	2	12,661	11,241
Net gain from the disposal of assets	90	-	-	90	-		90	-
<b>Total Income</b>	<b>44,222</b>	<b>223</b>	<b>448</b>	<b>45,556</b>	<b>(5)</b>		<b>45,552</b>	<b>33,823</b>
<b>3</b> Expenses from continuing operations								
Employee benefits and on-costs	9,424	615	-	10,038	-		10,038	5,933
Borrowing costs	188	-	-	188	-		188	11
Materials and contracts	8,357	404	4	9,989	-	3	9,989	4,266
Depreciation and amortisation	5,205	420	2,286	7,911	-		7,911	4,229
Other expenses	7,904	70	-	7,989	-	4	7,989	2,009
Net loss from the disposal of assets	-	-	-	-	-		-	-
<b>Total Expenses</b>	<b>31,078</b>	<b>1,509</b>	<b>2,290</b>	<b>36,115</b>	<b>-</b>		<b>36,115</b>	<b>16,447</b>
<b>Net Operating Result</b>	<b>13,144</b>	<b>(1,286)</b>	<b>(1,842)</b>	<b>9,441</b>	<b>(5)</b>		<b>9,436</b>	<b>17,377</b>
<b>Net operating result before grants and contributions provided for capital purposes</b>	<b>1,497</b>	<b>(1,286)</b>	<b>(2,342)</b>	<b>(3,220)</b>	<b>(5)</b>		<b>(3,225)</b>	<b>6,136</b>
<b>2</b> Cootamundra-Gundagai Regional Council Development and Community Services								
Quarterly Budget Review Statement for the quarter ended 31st December 2016								
<b>Budget Income Statement</b>								
<b>Income from continuing operations</b>								
Development and Building	372	53	-	425	-		425	214
Regulatory Services	298	43	-	355	-		355	205
Economic Development	-	-	-	35	-		35	-

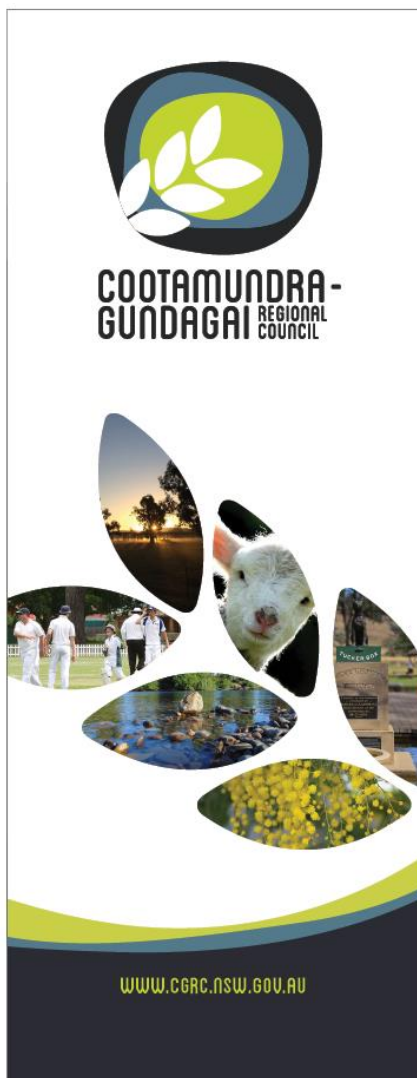


# ORGANISATIONAL STRUCTURE

A Microsoft Word template is supplied for the Organisation Structure.  
A blank document is also available.



## BRANDED COLLATERAL EXAMPLES



*Pull up banner*



*Folder spine template*

A Microsoft Word template has been provided with four spines on an A4 page.



*Employee/visitor sign in register*

Regards,

**Susan Pardy**  
**Manager Governance and Business Systems**  
**Cootamundra-Gundagai Regional Council**



**P** (02) 6940 2100  
**E** susan.pardy@cgrc.nsw.gov.au  
**W** www.cgrc.nsw.gov.au

*Email signature*

# COUNCIL NOTICES



**COATOMUNDRA-GUNDAIGAI COUNCIL**  
RATES AND CHARGES – TAX INVOICE

ABN 52 231 443 899  
101 Foran, Coatomundra NSW 2586  
Email: [rates@cg.council.nsw.gov.au](mailto:rates@cg.council.nsw.gov.au)  
[www.cg.council.nsw.gov.au](http://www.cg.council.nsw.gov.au)

Customer Help Office Phone: 02 6882 2200 Fax: 02 6882 2222  
General Office Phone: 02 6882 2200 Fax: 02 6882 2222

Date of issue: \_\_\_\_\_

Division & Valuation: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Invoice/Amount Due: \_\_\_\_\_

Due Date: \_\_\_\_\_

How exactly should I bill my address to the biller? \_\_\_\_\_

Property location and description: \_\_\_\_\_

Rates & Charges Payment Options: \_\_\_\_\_

Billing Details: \_\_\_\_\_

Land Valuation: \_\_\_\_\_

Valuation Date: \_\_\_\_\_

Refer to the page on easements at the back of this copy calculation as a simple daily task.

Ken DeWitney  
Local Council Manager

**RATES AND CHARGES PAYMENT ADVICE**

Amount due from: \_\_\_\_\_

Property Address: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Invoice/Amount Due: \_\_\_\_\_

Due Date: \_\_\_\_\_

Payment Due: \_\_\_\_\_

Please contact the person you are responsible for paying by 11:45pm, please call if you are unable to pay.

After cash, please contact our customer care: \_\_\_\_\_

After cash, please contact our customer care: \_\_\_\_\_

Telephone: 02 6882 2200 (09:00am – 5:00pm)  
Email: [rates@cg.council.nsw.gov.au](mailto:rates@cg.council.nsw.gov.au)  
Website: [www.cg.council.nsw.gov.au](http://www.cg.council.nsw.gov.au)

**PAYMENT OPTIONS**

BPV: See below for more details

BY TELEPHONE: 02 6882 2200 (09:00am – 5:00pm)

BY MAIL: [www.cg.council.nsw.gov.au](http://www.cg.council.nsw.gov.au) (print and only)

BY POST: Call for more details on how to pay by post

BY DEPOSIT: Call for more details on how to pay by deposit

BY CREDIT CARD: Call for more details on how to pay by credit card

BY CHEQUE: Call for more details on how to pay by cheque

BY DIRECT DEBIT: Call for more details on how to pay by direct debit

BY PAYROLL: Call for more details on how to pay by payroll

BY SUPERANNUATION: Call for more details on how to pay by superannuation

BY OTHER: Call for more details on how to pay by other

Rates notice – green colour theme



**COATOMUNDRA-GUNDAIGAI COUNCIL**  
RATES AND CHARGES NOTICE

**GENERAL ENQUIRIES AND FURTHER INFORMATION**

Should you have any queries regarding this notice and charges, please contact our customer care team. Telephone: 02 6882 2200 (09:00am – 5:00pm) or email: [rates@cg.council.nsw.gov.au](mailto:rates@cg.council.nsw.gov.au)

**PAYMENT OF RATES, CHARGES AND FEES**

Payment of rates, charges and fees is due on the 1st day of the month following the month to which the rates, charges and fees apply. Payment of rates, charges and fees is due on the 1st day of the month following the month to which the rates, charges and fees apply. Payment of rates, charges and fees is due on the 1st day of the month following the month to which the rates, charges and fees apply.

**PERIODICAL PAYMENTS**

Periodical payments are made on a regular basis. Payment of rates, charges and fees is due on the 1st day of the month following the month to which the rates, charges and fees apply.

**HAVING DIFFICULTY PAYING?**

If you are having difficulty paying your rates, charges and fees, please contact our customer care team. Telephone: 02 6882 2200 (09:00am – 5:00pm) or email: [rates@cg.council.nsw.gov.au](mailto:rates@cg.council.nsw.gov.au)

**INTEREST CHARGES**

Interest charges are applied to rates, charges and fees that are not paid by the due date. Interest charges are applied to rates, charges and fees that are not paid by the due date.

**PENSION REDUCTIONS**

Pension reductions are available for rates, charges and fees. Pension reductions are available for rates, charges and fees.

**DOMESTIC WASTE MANAGEMENT SERVICE**

Domestic waste management service is available for rates, charges and fees. Domestic waste management service is available for rates, charges and fees.

**RATES AND CHARGES NOTICE**

**BILLING CATEGORIES**

Billing categories are used to determine the rates, charges and fees that apply to your property. Billing categories are used to determine the rates, charges and fees that apply to your property.

**RATING EXEMPTIONS**

Rating exemptions are available for rates, charges and fees. Rating exemptions are available for rates, charges and fees.

**STORMWATER MANAGEMENT**

Stormwater management is available for rates, charges and fees. Stormwater management is available for rates, charges and fees.

**LAND VALUATION**

Land valuation is available for rates, charges and fees. Land valuation is available for rates, charges and fees.

**CHANGED YOUR ADDRESS?**

If you have moved, please contact our customer care team. Telephone: 02 6882 2200 (09:00am – 5:00pm) or email: [rates@cg.council.nsw.gov.au](mailto:rates@cg.council.nsw.gov.au)

**IMPORTANT NOTICE**

On 12 May 2024, Council's Customer Care Centre and General Office were merged to form the Customer Care Centre.

For more information, please refer to the notice on the website: [www.cg.council.nsw.gov.au](http://www.cg.council.nsw.gov.au)

**PAYMENT OPTIONS**

INTERNET BANKING - BPV	FREEBEE BANKING - BPV	TELEPHONE BANKING - BPV	CHEQUE/DEPOSIT	BY MAIL	BY POST
For more details on how to pay by internet banking, please contact our customer care team. Telephone: 02 6882 2200 (09:00am – 5:00pm) or email: <a href="mailto:rates@cg.council.nsw.gov.au">rates@cg.council.nsw.gov.au</a>	For more details on how to pay by Freebee Banking, please contact our customer care team. Telephone: 02 6882 2200 (09:00am – 5:00pm) or email: <a href="mailto:rates@cg.council.nsw.gov.au">rates@cg.council.nsw.gov.au</a>	For more details on how to pay by telephone banking, please contact our customer care team. Telephone: 02 6882 2200 (09:00am – 5:00pm) or email: <a href="mailto:rates@cg.council.nsw.gov.au">rates@cg.council.nsw.gov.au</a>	For more details on how to pay by cheque or deposit, please contact our customer care team. Telephone: 02 6882 2200 (09:00am – 5:00pm) or email: <a href="mailto:rates@cg.council.nsw.gov.au">rates@cg.council.nsw.gov.au</a>	For more details on how to pay by mail, please contact our customer care team. Telephone: 02 6882 2200 (09:00am – 5:00pm) or email: <a href="mailto:rates@cg.council.nsw.gov.au">rates@cg.council.nsw.gov.au</a>	For more details on how to pay by post, please contact our customer care team. Telephone: 02 6882 2200 (09:00am – 5:00pm) or email: <a href="mailto:rates@cg.council.nsw.gov.au">rates@cg.council.nsw.gov.au</a>

Water and sewer notice – blue colour theme





**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)

PO Box 420, Cootamundra NSW 2590

**Cootamundra Office:**

81 Wallendoon Street, Cootamundra NSW 2590  
Phone: 02 6940 2100 Fax: 02 6940 2127

**Gundagai Office:**

255 Sheridan Street, Gundagai NSW 2722  
Phone: 02 6944 0200 Fax: 02 6940 2127