

# Business Paper

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**6:00PM, Tuesday 25th February, 2025**

**Administration Centres: 1300 459 689**

The Mayor & Councillors  
Cootamundra-Gundagai Regional Council  
PO Box 420  
Cootamundra NSW 2590

### NOTICE OF MEETING

An Ordinary Meeting of Council will be held in the Alby Schultz meeting Centre, Cootamundra on:

**Tuesday, 25th February, 2025 at 6:00PM**

The agenda for the meeting is enclosed.

Roger Bailey  
Interim General Manager

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

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

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

#### **Statement of Ethical Obligations**

**The Mayor and Councillors are bound by the Oath/Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of Cootamundra-Gundagai Regional Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.**

**It is also a requirement that the Mayor and Councillors disclose conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with Council's Code of Conduct and Code of Meeting Practice.**

# AGENDA

## Order Of Business

<b>1</b>	<b>Acknowledgement of Country .....</b>	<b>5</b>
<b>2</b>	<b>Open Forum .....</b>	<b>5</b>
<b>3</b>	<b>Apologies .....</b>	<b>5</b>
<b>4</b>	<b>Disclosures of Interest .....</b>	<b>5</b>
<b>5</b>	<b>Confirmation of Minutes .....</b>	<b>6</b>
5.1	Minutes of the Ordinary Meeting of Council held on Tuesday 28 January 2025 .....	6
<b>6</b>	<b>Mayoral Minutes .....</b>	<b>18</b>
6.1	Mayoral Minute - Councillor Engagement .....	18
<b>7</b>	<b>Reports from Committees .....</b>	<b>20</b>
7.1	Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 13 February 2025.....	20
<b>8</b>	<b>General Manager’s Report.....</b>	<b>29</b>
<b>8.1</b>	<b>General Manager Office .....</b>	<b>30</b>
8.1.1	Australian Local Government Association (ALGA) National General Assembly 2025 - Registration.....	30
<b>8.2</b>	<b>Business .....</b>	<b>31</b>
8.2.1	Audit, Risk and Improvement Committee Strategic Plan and Internal Audit Charter .....	31
8.2.2	Tabling of Pecuniary Interest Returns - New Designated Person .....	57
8.2.3	Delivery Program - Operational Plan Quarterly Progress Report .....	59
8.2.4	Muttama Creek Regeneration Group s.355 Committee Meeting Minutes .....	91
8.2.5	Muttama Hall Management s.355 Committee Meeting Minutes .....	93
<b>8.3</b>	<b>Finance .....</b>	<b>97</b>
8.3.1	Investment Report - January 2025 .....	97
8.3.2	Restricted Cash Reconciliation - January 2025 .....	103
8.3.3	Finance Update - January 2025.....	105
<b>8.4</b>	<b>Sustainable Development.....</b>	<b>108</b>
8.4.1	Annual Fire Safety Statement Policy and Program .....	108
8.4.2	Establishment Easement for Utilities on Council Owned Land.....	116
8.4.3	Management of Council Imposed Subdivision Covernant.....	121

8.4.4	DA 2024/148 - Proposed Carport at 74 Olney Street, Cootamundra .....	142
8.4.5	DA 2024/108 - Proposed Electronic Advertising Sign - 107 Sheridan Street, Gundagai.....	180
8.4.6	DA 2024/129 - Proposed Detached Shed - 8 Banjo Patterson Place, Gundagai .....	230
<b>8.5</b>	<b>Engineering Cootamundra .....</b>	<b>275</b>
8.5.1	Cootamundra Engineering Report - February 2025.....	275
<b>8.6</b>	<b>Engineering Gundagai.....</b>	<b>277</b>
8.6.1	Gundagai Engineering Report - February 2025.....	277
<b>8.7</b>	<b>Regional Services Gundagai .....</b>	<b>279</b>
8.7.1	Gundagai Regional Services Works Report .....	279
<b>8.8</b>	<b>Regional Services Cootamundra .....</b>	<b>287</b>
8.8.1	Regional Services - Cootamundra Monthly Report to Council .....	287
8.8.2	Review of Gundagai Waste Management Operations .....	293
<b>9</b>	<b>Motion of which Notice has been Given.....</b>	<b>302</b>
<b>10</b>	<b>Questions with Notice .....</b>	<b>302</b>
<b>11</b>	<b>Confidential Items .....</b>	<b>303</b>
11.1	Closed Council Report .....	303
11.2	RFT2024/04 Water Network Civil, Electrical and Mechanical Upgrades at Cootamundra & Gundagai.....	303
11.3	Resumption of Open Council Meeting .....	303
11.4	Announcement of Closed Council Resolutions .....	303

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

**5 CONFIRMATION OF MINUTES**

**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 28 JANUARY 2025**

REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Ordinary Meeting of Council held on Tuesday 28 January 2025

**RECOMMENDATION**

**The Minutes of the Ordinary Meeting of Council held on Tuesday 28 January 2025 be confirmed as a true and correct record of the meeting.**

# Minutes

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, TUESDAY 28th January, 2025**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 28 JANUARY 2025 AT 6:00PM**

**PRESENT:** Cr Abb McAlister (Mayor), Cr Rosalind Wight (Deputy Mayor), Cr Logan Collins, Cr Les Cooper, Cr David Graham, Cr Gil Kelly, Cr Penny Nicholson, Cr Ethan Ryan, Cr Danyal Syed

**IN ATTENDANCE:** Roger Bailey (Interim General Manager), Barry Paull (Interim Deputy General Manager - CCD), Linda Wiles (Manager Business), Michael Mason (Interim Manager Sustainable Development), Greg Ewings (Acting Manager Regional Services Gundagai), Trevor Dando (Acting Manager Engineering Gundagai), Teresa Breslin (Executive Assistant)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**ADJOURN MEETING FOR OPEN FORUM**

**RESOLUTION 001/2025**

Moved: Cr David Graham

Seconded: Cr Les Cooper

**Council adjourn for Open Forum.**

**CARRIED**

**2 OPEN FORUM**

List of Speakers

1. Paul Vercoe and Peter Hilton (RSL Gundagai) – 8.7.1 Gundagai RSL Commemoration Project / Coral/Norden Memorial

**RESUME OPEN MEETING**

**RESOLUTION 002/2025**

Moved: Cr Ethan Ryan

Seconded: Cr Rosalind Wight

**Council resume the Open Meeting.**

**CARRIED**

**3 APOLOGIES AND LEAVE OF ABSENCE**

**3.1 APOLOGIES**

**APOLOGY**



**RESOLUTION 003/2025**

Moved: Cr David Graham

Seconded: Cr Gil Kelly

**That the apology received from Cr Nicholson be accepted and leave of absence granted.****CARRIED****3.2 LEAVE OF ABSENCE**

Nil

**4 DISCLOSURES OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES****5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 10 DECEMBER 2024****RESOLUTION 004/2025**

Moved: Cr David Graham

Seconded: Cr Les Cooper

**The Minutes of the Ordinary Meeting of Council held on Tuesday 10 December 2024 be confirmed as a true and correct record of the meeting.****CARRIED****6 MAYORAL MINUTES****6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT****RESOLUTION 005/2025**

Moved: Cr David Graham

Seconded: Cr Rosalind Wight

**The information in the Councillor Engagements Mayoral Minute be received and noted.****CARRIED****PROCEDURAL MOTION****RESOLUTION 006/2025**

Moved: Cr Les Cooper

Seconded: Cr Danyal Syed

**That council bring forward items 8.7.1 and 8.3.4 on the agenda for consideration.****CARRIED**

**8.7.1 GUNDAGAI RSL COMMEMORATION PROJECT****RESOLUTION 007/2025**

Moved: Cr Ethan Ryan

Seconded: Cr David Graham

- 1. Council provide a letter of support for the Gundagai RSL Sub Branch regarding their grant application for the commemoration project recognising the Battle of Fire Support Base Coral and the actions of Private Richard Norden, VC, DCM.**
- 2. Should funding be obtained, Council provide a suitable location for construction of the memorial and commit to the ongoing maintenance of the structure.**

**CARRIED**

Min Lee NSW Audit Office presented the 2024 audited financial statements.

**8.3.4 PRESENTATION OF AUDITED FINANCIAL STATEMENTS****RESOLUTION 008/2025**

Moved: Cr Gil Kelly

Seconded: Cr Ethan Ryan

**The General-Purpose Financial Statements, Special-Purpose Financial Statements and Special Schedules for the year ended 30<sup>th</sup> June 2024, be adopted following consideration of any submissions received.**

**CARRIED****7 REPORTS FROM COMMITTEES**

Nil

**8 GENERAL MANAGER'S REPORT****8.1 GENERAL MANAGER OFFICE****8.1.1 COUNTRY MAYORS ASSOCIATION MEETING MINUTES 15 NOVEMBER 2024****RESOLUTION 009/2025**

Moved: Cr Danyal Syed

Seconded: Cr David Graham

- 1. The Minutes of the Country Mayors Association Meetings held on 15 November 2024, attached to the report, be received and noted.**
- 2. Council send congratulatory letters to Cr Rick Firman and Jamie Chaffey.**

**CARRIED**

## 8.2 BUSINESS

### 8.2.1 DELEGATIONS OF THE MAYOR

#### RESOLUTION 010/2025

Moved: Cr Rosalind Wight

Seconded: Cr Danyal Syed

Pursuant to Sections 351,377 of the Local Government Act, 1993 Council delegate to the Mayor the authority to:

1. Appoint a person to the position of Acting General Manager temporarily whilst the General Manager is incapacitated; or during such time as there is a vacancy in the position until a temporary appointment can be determined by the Council.
2. Approve the attendance of the General Manager at conferences, seminars and courses at Council's cost.
3. Approve leave of absence for the General Manager in accordance with his Contract of Employment.
4. Approve expenses incurred by the General Manager on Council's behalf.
5. Manage complaints regarding the General Manager.

CARRIED

### 8.2.2 REVIEW OF DELEGATIONS OF AUTHORITY OF GENERAL MANAGER

#### RESOLUTION 011/2025

Moved: Cr David Graham

Seconded: Cr Ethan Ryan

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

CARRIED

### 8.2.3 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

#### RESOLUTION 012/2025

Moved: Cr Les Cooper

Seconded: Cr Rosalind Wight

**The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held 8 October 2024, attached to the report be, received and noted.**

**CARRIED**

#### **8.2.4 COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES**

##### **RESOLUTION 013/2025**

Moved: Cr Les Cooper

Seconded: Cr Rosalind Wight

**The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Meeting held 2 December 2024, attached to the report, be received and noted.**

**CARRIED**

#### **8.2.5 INFORMATION SECURITY POLICY**

##### **RESOLUTION 014/2025**

Moved: Cr Danyal Syed

Seconded: Cr Ethan Ryan

**The Draft Information Security Policy attached to the report be adopted.**

**CARRIED**

#### **8.2.6 REQUEST FOR DONATION - MUTTAMA HALL S.355 COMMITTEE**

##### **RESOLUTION 015/2025**

Moved: Cr Gil Kelly

Seconded: Cr Ethan Ryan

**Council approve allocation of \$5000 from Community Events Budget to the Muttama Hall s.355 Committee to contribute to event cost for the 100-year Celebrations of the Muttama Hall.**

**CARRIED**

### **8.3 FINANCE**

#### **8.3.1 FINANCE UPDATE - DECEMBER 2024**

##### **RESOLUTION 016/2025**

Moved: Cr Les Cooper

Seconded: Cr Ethan Ryan

**The Finance Update report, be received and noted.**

**CARRIED**

**8.3.2 RESTRICTED CASH RECONCILIATION - DECEMBER 2024**

**RESOLUTION 017/2025**

Moved: Cr Rosalind Wight

Seconded: Cr Ethan Ryan

**The Restricted Cash Reconciliation report, be received and noted.**

**CARRIED**

**8.3.3 INVESTMENT REPORT - DECEMBER 2024**

**RESOLUTION 018/2025**

Moved: Cr David Graham

Seconded: Cr Rosalind Wight

**The report detailing Council Cash and Investments as at 31<sup>st</sup> December 2024, be received and noted.**

**CARRIED**

**8.4 SUSTAINABLE DEVELOPMENT**

**8.4.1 DA2024/122 - 91-97 WALLEDOON STREET, COOTAMUNDRA - INSTALLATION OF COLUMNS TO SUPPORT EXISTING AWNING**

**RESOLUTION 019/2025**

Moved: Cr Danyal Syed

Seconded: Cr Les Cooper

**That Council approve the following development application, subject to the conditions of consent detailed in the draft Notice of Determination:**

- **Application No.:** DA 2024/122
- **Property:** Lots 1 and 2 SP 82001  
91-97 Wallendoon Street  
COOTAMUNDRA NSW 2590  
(Including the footpath area adjacent to this property)
- **Development:** Commercial premises (alterations and additions) – the installation of columns to support the existing footpath awning.

<b>VOTING RECORD</b>	
<b>FOR RESOLUTION</b>	<b>AGAINST RESOLUTION</b>
Cr Abb McAlister (Mayor) Cr Rosalind Wight Cr Logan Collins Cr Les Cooper Cr David Graham Cr Gil Kelly Cr Ethan Ryan	Nil

Cr Danyal Syed	
<b>ABSENT</b>	<b>DECLARED INTEREST</b>
Cr Penny Nicholson	Nil

**CARRIED**

**8.4.2 BUSHFIRE MAPPING UPDATE AND POLICY**

**RESOLUTION 020/2025**

Moved: Cr Les Cooper

Seconded: Cr Gil Kelly

1. That Council resolve to:
  - (a) Publicly exhibit the proposed Bushfire Prone Land Map attached to this report for a period of not less than 28 days.
  - (b) Ensure that the public exhibition process is advertised and promoted through appropriate channels, including local newspapers, Council’s website, and community noticeboards, to inform our community of the proposed changes and how they can make submissions.
  - (c) Receive a further report following the conclusion of the public exhibition period, to consider submissions received and formal endorsement of the proposed Bushfire Prone Land Map.
  
2. That Council resolve to:
  - (a) Publicly exhibit the Draft Bushfire Mapping Policy provided attached to this report for a period of not less than 28 days.
  - (b) Ensure that the public exhibition process is advertised and promoted through appropriate channels, including local newspapers, Council’s website, and community noticeboards, to inform our community of the proposed changes and how they can make submissions.
  - (c) Receive a further report following the conclusion of the public exhibition period, to consider any submissions received and to seek formal endorsement of the policy.

**CARRIED**

**8.5 ENGINEERING COOTAMUNDRA**

**8.5.1 COOTAMUNDRA ENGINEERING REPORT - JANUARY 2025**

**RESOLUTION 021/2025**

Moved: Cr Rosalind Wight

Seconded: Cr David Graham

**The Cootamundra Engineering Report for the month of January 2025 be noted.**

**CARRIED**

**8.6 ENGINEERING GUNDAGAI****8.6.1 GUNDAGAI ENGINEERING REPORT - JANUARY 2025****RESOLUTION 022/2025**

Moved: Cr David Graham

Seconded: Cr Danyal Syed

**The Gundagai Engineering Report for the month of January 2025 be noted.**

**CARRIED**

**8.6.2 2024 NATIONAL LOCAL ROADS, TRANSPORT AND INFRASTRUCTURE CONGRESS****RESOLUTION 023/2025**

Moved: Cr Rosalind Wight

Seconded: Cr Ethan Ryan

**The 2024 National Local Roads, Transport and Infrastructure Congress Report be received and noted.**

**CARRIED**

**8.7 REGIONAL SERVICES GUNDAGAI****8.7.2 GUNDAGAI REGIONAL SERVICES WORKS REPORT****RESOLUTION 024/2025**

Moved: Cr Gil Kelly

Seconded: Cr Les Cooper

**The Gundagai Regional Services Department, Monthly works report be received and noted.**

**CARRIED**

**8.8 REGIONAL SERVICES COOTAMUNDRA****8.8.1 REGIONAL SERVICES - COOTAMUNDRA DIVISIONAL MONTHLY REPORT TO COUNCIL****RESOLUTION 025/2025**

Moved: Cr David Graham

Seconded: Cr Les Cooper

**The Regional Services Cootamundra Department Monthly Works Report be received and noted.**

**CARRIED**

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

Nil

**10 QUESTIONS WITH NOTICE****10.1 QUESTION WITH NOTICE**

Verbal response by Manager Sustainable Development noted.

**11 CONFIDENTIAL ITEMS****11.1 CLOSED COUNCIL REPORT****RESOLUTION 026/2025**

Moved: Cr David Graham

Seconded: Cr Rosalind Wight

- 1. Items 11.2 and 11.3 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
- 2. In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 11.2 and 11.3 be withheld from the press and public.**

**CARRIED**

**RESUMPTION OF OPEN COUNCIL MEETING****RESOLUTION 027/2025**

Moved: Cr Les Cooper

Seconded: Cr Danyal Syed

**The Open Council meeting resume.**

**CARRIED**

**ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

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

**11.2 RFT 2024/05 GUNDAGAI WATER TREATMENT PLANT FILTER REAHBILITATION AND MEDIA REPLACEMENT TENDER****RESOLUTION 028/2025**

Moved: Cr Ethan Ryan

Seconded: Cr Rosalind Wight

- 1. That Water Treatment Australia Pty Ltd be awarded the tender as described within this report and attachment for a total of \$657,933.64 (ex GST).**



2. **Delegate authority to the Interim General Manager to execute all necessary documentation associated with this contract and expend funds as per the contract.**

**CARRIED**

### **11.3 RFT 2025/04 GUNDAGAI WATER TREATMENT PLANT RAW WATER INTAKE AND CHEMICAL DOSING UPGRADE DESIGN**

#### **RESOLUTION 029/2025**

Moved: Cr Rosalind Wight

Seconded: Cr David Graham

#### **That Council:**

1. **Award the tender as described within this report and attachment to City Water Technology Pty Ltd for \$320,644.00 (ex GST).**
2. **Delegate authority to the Interim General Manager to execute all necessary documentation associated with this contract and expend funds as per the contract.**
3. **Note the construction of the raw water intake and chemical dosing upgrade of the Gundagai Water Treatment Plant will be undertaken in the 25/26 financial year, either through allocation from the water reserve or through external grants.**

**CARRIED**

The Meeting closed at 6:50pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 February 2025.

**CHAIRPERSON**

**GENERAL MANAGER**

## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	431219
AUTHORISING OFFICER	Abb McAlister, Mayor
REPORTING OFFICER	Abb McAlister, Mayor
ATTACHMENTS	Nil

To keep the community aware of Councillor and my engagements, on behalf of Council I intend to provide regular updates through my Mayoral Minutes.

#### RECOMMENDATION

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

#### 25 January 2025

I, Cr McAlister (Mayor), attended the Australia Day Ambassador Dinner in Gundagai.

Crs Wight (Deputy Mayor), Collins, Cooper, and Ryan attended the Australia Day Ambassador Dinner in Cootamundra.

#### 26 January 2025

I, Cr McAlister (Mayor), attended the Australia Day event in Gundagai.

Crs Wight (Deputy Mayor), Collins, Cooper, and Ryan attended the Australia Day event in Cootamundra.

#### 28 January 2025

Crs Wight (Deputy Mayor), Cooper, Graham, Kelly, Ryan, Syed, and I, Cr McAlister (Mayor) attended a Councillor Workshop and Council Meeting in Gundagai.

#### 31 January 2025

I, Cr McAlister (Mayor), attended the Mayoral Summit in Harden.

#### 4 February 2025

Crs Wight (Deputy Mayor), Cooper, Nicholson and I, Cr McAlister (Mayor) attended an Extraordinary Councillor Workshop regarding the Old Mill Gundagai project.

#### 5 February 2025

I, Cr McAlister (Mayor), attended a meeting with the member for Cootamundra Steph Cooke in Wallendbeen.

I, Cr McAlister (Mayor), attended a follow up meeting with the Member for Cootamundra Steph Cooke.

11 February 2025

Cr Graham, and I, Cr McAlister (Mayor) attended a meeting with Minister Hoenig and Member for Cootamundra Steph Cooke in Sydney.

Crs Wight (Deputy Mayor), Cooper, Nicholson, and Ryan attended a Councillor Workshop in Cootamundra.

12 February 2025

I, Cr McAlister (Mayor), attended a U3A Cootamundra Meeting.

13 February 2025

Crs Wight (Deputy Mayor), Cooper, Graham, Nicholson, Ryan and I, Cr McAlister (Mayor) attended an Extraordinary Councillor Workshop in Cootamundra.

## 7 REPORTS FROM COMMITTEES

**7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 13 FEBRUARY 2025**

REPORTING OFFICER	Kylie Grybaitis, Road Safety Officer
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 13 February 2025

### RECOMMENDATIONS

1. The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 13 February 2025, attached to the report, be received and noted.
2. In consideration of the Cootamundra-Gundagai Local Traffic Committee recommendations detailed in the minutes, Council endorse the following:
  - 2.1. That Old Cootamundra Road from Sutton’s Lane to the shire’s border remain without weight restriction and continue to be excluded from the blanket B Double approval throughout Cootamundra pending further investigations.
  - 2.2. That Transport for NSW conduct a signage review along Berthong Road on approach to the Temora Street intersection, Cootamundra.
  - 2.3. That location defining *Loading Zone* signage be installed in Cooper Lane, south of Wallendoon Street, to determine a designated delivery space, and that *No Stopping* signs be installed 10m from the kerb of Wallendoon Street intersection as per Road Rules 2014 – Reg 170.
  - 2.4. That parking remain unrestricted between the *NO STOPPING* signs on the western side of Hovell Street between Temora Road and Sutton Street.
  - 2.5. That current *Reverse Angle Parking* signage be replaced with *Parallel Parking* signage on the western side of Murray Street between Adams Street and Bourke Street to ensure safe passage for motorists at all times of the day.
  - 2.6. That the two-hour parking restriction is NOT extended along Parker Street.
  - 2.7. That the two-hour parking restriction in front of the Cootamundra Council Administration Office be extended along Wallendoon Street to include the Cootamundra Library and Town Hall.
  - 2.8. That the *GIVE WAY* signs at the intersection of Temora Street and Parker Street be replaced with larger signs and the existing line marking is renewed.
  - 2.9. That approval be given for the Cootamundra Returned and Services League to hold the 2025 ANZAC Day March subject to the following conditions:

- (a) The event organiser complies with any conditions set by Council and the NSW Police,**
- (b) That all Traffic Control Plans are applied in accordance with the 'Traffic Control at Worksites Manual',**
- (c) All Traffic Controllers must have the appropriate traffic control tickets,**
- (d) Council will arrange for the placement and removal of all road barriers.**

**2.10. That approval be given for the Gundagai Returned and Services League to hold the 2025 ANZAC Day March subject to the following conditions:**

- (a) The event organiser complies with any conditions set by Council and the NSW Police,**
- (b) That all Traffic Control Plans are applied in accordance with the 'Traffic Control at Worksites Manual',**
- (c) All Traffic Controllers must have the appropriate traffic control tickets,**
- (d) Council will arrange for the placement and removal of all road barriers.**

**2.11. That approval be given to hold the Wallendbeen 2025 ANZAC Day Parade subject to the following conditions:**

- a) The event organiser complies with any conditions set by Council and the NSW Police**
- b) That all Traffic Control Plans are applied in accordance with the 'Traffic Control at Worksites Manual'**
- c) All Traffic controllers must have appropriate traffic control tickets**
- d) Council will arrange for the placement and removal of all road barriers.**

#### Discussion

The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held 13 February 2025 are submitted for the information of Council and the community.

# Minutes

## COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING

**ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA**

**10:00AM, THURSDAY 13th February, 2025**

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING  
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
ON THURSDAY, 13 FEBRUARY 2025 AT 10:00AM**

**PRESENT:** Gwen Norman(Local Electorate Representative), Luke Parsons (Acting Sergeant Riverina Highway Patrol Cootamundra), Justin Knewstub (Sergeant-Crime Coordinator Riverina Police District), Wade Sheales (Community and Safety Support Officer)

**IN ATTENDANCE:** Kylie Grybaitis (Road Safety Officer), David Brodie (Operations Engineer)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 APOLOGIES AND LEAVE OF ABSENCE**

**2.1 APOLOGIES**

Bimal Shah (Interim Manager Engineering Cootamundra)  
Trevor Dando (Acting Manager of Engineering Gundagai)  
Thomas Hogg (Design Coordinator)  
Matt Stubbs (Deputy General Manager Operations)  
Logan Collins (Councillor)  
Greg Minehan (Lead Community & Safety Partner TfNSW)

**2.2 LEAVE OF ABSENCE**

Nil

**3 DISCLOSURES OF INTEREST**

Nil

**4 CONFIRMATION OF MINUTES**

**2.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 7 NOVEMBER 2024**

**RECOMMENDATION**

**The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 7 November 2024 be confirmed as a true and correct record of the meeting.**

Moved: Gwen Norman

## 5 REPORTS

### 3.1 15T WEIGHT RESTRICTION ON OLD COOTAMUNDRA ROAD, COOTAMUNDRA

#### RECOMMENDATION

**That Old Cootamundra Road from Sutton's Lane to the shire's border remain without weight restriction and continue to be excluded from the blanket B Double approval throughout Cootamundra pending further investigations.**

#### Discussion:

The LTC discussed the necessity of a weight restriction imposed on Old Cootamundra Road and the current exclusion from the B Double blanket approval across the Cootamundra Shire. It was noted that complaints were received due to increased traffic movement resulting from the Wallendbeen Bridge closure on Burley Griffin Way. As no issues were reported prior to this incident, the LTC does not recommend a 15t weight restriction on Old Cootamundra Road at this stage. Council will continue to monitor the situation.

### 3.2 BERTHONG ROAD INTERSECTION SIGNAGE REVIEW, COOTAMUNDRA

#### RECOMMENDATION

**That Transport for NSW conduct a signage review along Berthong Road on approach to the Temora Street intersection, Cootamundra.**

#### Discussion:

TfNSW have investigated the intersection of concern and will provide Council with a suitable signage plan. The LTC discussed reinstating worn rumble strips and the possibility of utilising Vehicle Activated Giveaway Signs. It was agreed that current signage was confusing and required a review.

### 3.3 COOPER LANE LOADING ZONE OBSTRUCTION, COOTAMUNDRA

#### RECOMMENDATION

**That location defining *Loading Zone* signage be installed in Cooper Lane, south of Wallendoon Street, to determine a designated delivery space, and that *No Stopping* signs be installed 10m from the kerb of Wallendoon Street intersection as per Road Rules 2014 – Reg 170.**

#### Discussion:

The LTC agreed that a designated Loading Zone is required in Cooper Lane for the essential delivery of operational goods for connected businesses. As per the NSW Parking Rules, Loading Zones are primarily intended to support businesses without access to off-street loading or parking facilities in areas with limited kerbside parking. The LTC recommended two loading zone signs that identify the boundaries of the loading zone. *No Parking* signs were considered but deemed unsuitable.



### 3.4 HOVELL STREET VISIBILITY CONCERNS, COOTAMUNDRA

#### RECOMMENDATION

**That parking remain unrestricted between the *NO STOPPING* signs on the western side of Hovell Street between Temora Road and Sutton Street.**

#### Discussion:

The LTC does not support the introduction of time restricted parking at this location as sight distance will continue to be an issue even when cars are legally parked. The LTC discussed ways of removing the sight obstructions by other means available to Council.

### 3.5 MURRAY STREET PARKING ARRANGEMENTS, COOTAMUNDRA

#### RECOMMENDATION

**That current *Reverse Angle Parking* signage be replaced with *Parallel Parking* signage on the western side of Murray Street between Adams Street and Bourke Street to ensure safe passage for motorists at all times of the day.**

#### Discussion:

The LTC agreed that the current signage on the western side of Murray Street between Adams Street and Bourke Street needs to be replaced with parallel parking signage. The Murray Street carpark owned by Council and located behind the IGA was identified as a suitable alternative parking option for patrons of surrounding businesses.

### 3.6 PARKER STREET TIME RESTRICTED PARKING EXTENSION, COOTAMUNDRA

#### RECOMMENDATION

**That the two-hour parking restriction is NOT extended along Parker Street.**

#### Discussion:

The LTC discussed the suitability of extending time restricted parking along the north side of Parker Street and determined that the majority of businesses operating within this locality required long term parking for customer vehicles. They expressed concern that time restrictions would be detrimental to the associated businesses. Council will conduct further investigations and monitor the situation.

### 3.7 TIME RESTRICTED PARKING ON WALLEDOON STREET, COOTAMUNDRA

#### RECOMMENDATION

**That the two-hour parking restriction in front of the Cootamundra Council Administration Office be extended along Wallendoon Street to include the Cootamundra Library and Town Hall.**

#### Discussion:

The LTC agreed with the need to extend the time restricted parking zone along Wallendoon Street between Cooper and Thompson Street but did express concern that this would undoubtedly push vehicles into other

popular parking locations. It was noted that Council will need to address staff parking availability and propose a solution for long-term parking that will not interfere with neighbouring businesses or schools.

### **3.8 TEMORA STREET & PARKER STREET GIVE WAY SIGNS, COOTAMUNDRA**

#### **RECOMMENDATION**

**That the *GIVE WAY* signs at the intersection of Temora Street and Parker Street be replaced with larger signs and the existing line marking is renewed.**

#### Discussion:

TfNSW investigated the intersection and determined that the required warrents for STOP signs were not meet. In light of this advice, the LTC recommended that the current Give Way signs be replaced with the larger size Give Way signs and that line marking is renewed.

### **3.9 2025 COOTAMUNDRA ANZAC DAY PARADE**

#### **RECOMMENDATION**

**That approval be given for the Cootamundra Returned and Services League to hold the 2025 ANZAC Day March subject to the following conditions:**

- (a) The event organiser complies with any conditions set by Council and the NSW Police,**
- (b) That all Traffic Control Plans are applied in accordance with the 'Traffic Control at Worksites Manual',**
- (c) All Traffic Controllers must have the appropriate traffic control tickets,**
- (d) Council will arrange for the placement and removal of all road barriers.**

#### Discussion:

NSW Police will provide final approval. Additional conditions will be noted with regards to participating motorcyclists wearing helmets and adhering to NSW Road Rules.

### **3.10 2025 GUNDAGAI ANZAC DAY PARADE**

#### **RECOMMENDATION**

**That approval be given for the Gundagai Returned and Services League to hold the 2025 ANZAC Day March subject to the following conditions:**

- (a) The event organiser complies with any conditions set by Council and the NSW Police,**
- (b) That all Traffic Control Plans are applied in accordance with the 'Traffic Control at Worksites Manual',**
- (c) All Traffic Controllers must have the appropriate traffic control tickets,**
- (d) Council will arrange for the placement and removal of all road barriers.**

#### Discussion:

NSW Police will provide final approval.

### 3.11 2025 WALLEDBEEN ANZAC DAY PARADE

#### RECOMMENDATION (SUBJECT TO THE SUBMISSION OF A CERTIFICATE OF CURRENCY)

That approval be given to hold the Wallendbeen 2025 ANZAC Day Parade subject to the following conditions:

- a) The event organiser complies with any conditions set by Council and the NSW Police
- b) That all Traffic Control Plans are applied in accordance with the 'Traffic Control at Worksites Manual'
- c) All Traffic controllers must have appropriate traffic control tickets
- d) Council will arrange for the placement and removal of all road barriers.

#### Discussion:

Once received, Council will distribute the EMP and COC for Committee consideration. NSW Police will provide final approval.

### 3.12 UPCOMING EVENTS

#### RECOMMENDATION

For the Committee's information

#### Discussion:

The LTC had a discussion regarding a possible convoy of 600 Land Rovers travelling along the Hume Highway from Yass to Gundagai in September 2025. As a moving convoy, no EMP, TGS or COC would be required. All participating vehicles must adhere to the NSW Road Rules.

### 3.13 GENERAL BUSINESS

#### RECOMMENDATION

For the Committee's discussion

#### Discussion:

#### 1. Morris Street Shared Footpath Consultation Results.

The LTC discussed community responses to the Morris Street survey and considered all suitable options available to Council regarding the popular path. The committee identified a number of safety and infrastructure issues relating to pedestrian safety, ongoing rate payer costs and infrastructure damage. These concerns will be raised in a report presented to Council.

#### 2. Parking Enforcement Community Opinion Survey.

The LTC support community consultation to gauge public opinion concerning parking enforcement.

#### 3. Ryan's Lane Intersection Safety

TfNSW have visited the location and will conduct further investigation.

#### 4. Nangus Intersection Safety

TFNSW will review current signage.

**5. Road User Safety on Gundagai Road**

LTC discussed parking concerns of Gundagai Road and do not recommend any action at this time. No other complaints have been received and illegal parking is minimal. Council will continue to monitor the situation and educate as required.

**6. Muttama Speed Reduction Request**

Residents of Muttama have requested that the speed limit on Muttama Road be reduced from 80k/h to 60k/h within the township. TfNSW will investigate.

**7. Disabled Parking Reinstatement at the Cootamundra Police Statement**

Line marking to be scheduled.

**8. Shovel Horse Ride**

Committee members notified Council of their possible inclusion of a currently unapproved Horse Ride event. Further investigations noted that although Councils WHS Officer had been made aware of the event, no documentation or contact has been received by event organisers at this stage.

**The Meeting closed at 12:10pm.**

**The minutes of this meeting were confirmed at the Cootamundra-Gundagai Ordinary Council Meeting held on 25 February 2025.**

.....

**CHAIRPERSON**

.....

**GENERAL MANAGER**

**8 GENERAL MANAGER'S REPORT**

**8.1 GENERAL MANAGER OFFICE**

**8.1.1 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) NATIONAL GENERAL ASSEMBLY 2025 - REGISTRATION**

DOCUMENT NUMBER	431522
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	Total cost will be between \$2217 - \$2537 Per Person.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The attendance of the Mayor and Interim General Manager at the Australian Local Government Association (ALGA) National General Assembly in July, 2025 be considered.**

Introduction

The ALGA 2025 National General Assembly (NGA) (incorporating the Regional Cooperation and Development Forum) will again be held at the National Convention Centre in Canberra from 24-27 June 2025.

Discussion

The theme of this year’s event will be “National Priorities Need Local Solutions”, focusing on the key role that we all play delivering local-place based initiatives that help address our nation’s big challenges.

Financial

Costs associated to attend, for Interim General Manager and Mayor, are:

- Early bird registration is \$979pp. (by 23 May 2025)
- Accommodation for each person for three (3) nights is between \$780-\$1100pp (*cost will depend on availability at time of booking*)
- General Assembly Dinner is \$179pp.
- Regional Forum Registration is \$479 (only) or additional \$279 with NGA registration.

Total estimated cost PP is between \$2217 - \$2537 from relevant Mayor/councillors and Executive office conferences/training budgets.

OLG 23a Guideline consideration

The objective of this report does not conflict with the Guidelines.

## 8.2 BUSINESS

### 8.2.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE STRATEGIC PLAN AND INTERNAL AUDIT CHARTER

DOCUMENT NUMBER	430402
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. ARIC Strategic Plan 2024-2028 <a href="#">↓</a></li> <li>2. Revised Internal Audit Charter <a href="#">↓</a></li> </ol>

### RECOMMENDATION

**That Council adopts the amended Internal Audit Charter and ARIC Strategic Plan.**

#### Introduction

Council has established an Audit, Risk and Improvement Committee ('ARIC') and Internal Audit function as required by the Local Government Act 1993 ('the Act') s 428A and the Local Government (General) Regulation 2021 ('the Regulation') s 216O.

The functions of the ARIC and Internal Audit must comply with the Guidelines for Risk Management and Internal Audit for Local Government in NSW ('the Guidelines') issued by the Office of Local Government in November 2023 under the Act s 23A.

#### Discussion

##### **Internal Audit Charter**

At the 3 December 2024 ARIC meeting, a report was presented outlining proposed changes to the Internal Audit Charter previously adopted by Council to adapt to meet Internal Auditing standards issued under the International Professional Practice Framework. The main changes are:

Limiting Internal Audit's role in reviewing External Audit to reviewing plans and implementation of recommendations.

Amendments to review of financial management to avoid duplication with External Audit responsibilities.

Removal of operational statements (e.g. facilitate integration of risk management).

The amended Charter is now presented to Council for adoption with this report.

**ARIC Strategic Plan**

The ARIC is required to prepare a strategic work plan every four years to ensure that all the matters listed in section 428A of the Act are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits.

The Guidelines permit the Internal Audit Coordinator to assist with the development of this plan. A skeleton structure of the plan was presented to the August meeting for advice from the ARIC and based on the direction and feedback from the ARIC and management, a detailed version was presented for endorsement by the ARIC at the December 3 Meeting.

The Guidelines require that the Council endorse the Strategic Plan. Council will receive updates on the implementation of the plan through the following mechanisms:

Reporting of the minutes of each meeting to Council.

An annual report on the Committee will be presented to Council.

The attendance of a Councillor at ARIC Meetings.

Note that the ARIC has no delegation from Council and any decisions must be recommended to Council for endorsement.

The Independent Chair of the ARIC may provide additional communication to the Council on any matter they deem appropriate.

**Summary**

The ARIC Strategic Plan and amended Internal Audit Charter is presented to Council for adoption.

**Financial**

There are no unbudgeted financial implications associated with the recommendations of this report. Council has previously entered into a shared service arrangement with 5 other Councils to meet the requirements of the Guidelines in a significantly cost-effective, and higher performing structure.

**OLG 23a Guideline consideration**

The objective of this report does not conflict with the Guidelines.





---

# Audit, Risk and Improvement Committee Strategic Plan 2024-2028

## 1. Introduction

The Council of Cootamundra-Gundagai is committed to good governance and continuous improvement to ensure that the community continues to receive high quality and sustainable services from Council.

The Council's Audit, Risk and Improvement Committee ('**ARIC**') is established to offer independent assurance to the Council by overseeing, assessing, and advising on the governance processes, compliance with regulations, management of risks, control frameworks, external accountability responsibilities, and the general performance of the Council.

This document is developed to manage the elements mandated for continuous evaluation by the ARIC as per the *Local Government Act 1993* ('**the Act**'), the *Local Government (General) Regulation 2021* ('**the Regulation**') and considering *the Guidelines for Risk Management and Internal Audit for Local Government in NSW* ('**the Guidelines**'). It aims to ensure oversight of relevant areas of Council while providing the appropriate leeway for the Committee to adapt to evolving industry trends or specific risks faced by the Council over time, guided by yearly work plans.

The Guidelines provide acknowledgement that the exact nature of each ARIC's role and the specific activities it reviews on behalf of a council under section 428A of the Local Government Act will need to be flexible to deal with arising needs, risks and business functions. The strategic plan outlines the actions and activities that will be the focus of the Committee over its term from 2024 – 2028.



---

## 2. Governance Structure

The Act, Regulation and the Guidelines require each council in NSW to have 3 mandatory governance mechanisms to ensure that councils are on track to delivering their community's goals and objectives:

- an audit, risk and improvement committee that continuously reviews and provides independent advice to the council on how it is functioning and managing risk;
- a robust risk management framework that accurately identifies and mitigates the risks facing the council and its operations; and
- an effective internal audit function that provides independent advice as to whether the council is functioning effectively and the council's internal controls to manage risk are working.

The ARIC is a committee established by resolution of the elected Council and is accountable to the Council for delivering on this document. The Committee forms a part of the Council's Corporate Governance Framework, and in accordance with the terms of reference will provide independent advice and assurance to Council. The Committee reports to the Council's Governing body on strategic matters, but administratively to General Manager of the Council.

The ARIC is responsible for the functional operations of the Internal Audit Function of Council, through a shared Internal Audit Coordinator with 6 Councils, Bland, Cootamundra-Gundagai, Coolamon, Junee, Lockhart and Temora (**'Internal Audit Alliance'**). This role administratively is supported by Bland Shire Council.

The governance of the ARIC is set by the Council's endorsed terms of reference and internal audit charter. The ARIC is an advisory body only. It exercises no administrative functions, has no delegated financial responsibilities, and does not perform any management functions of council.

### Membership

The Committee is made of 3 independent members (inclusive of the chair) who are appointed by Council resolution. The members must satisfy the independence and eligibility criteria set out in the *Local Government (General) Regulation 2021* s 216D - 216F (**'Regulation'**). The ARIC has a shared chair with the Council's within the Internal Audit Alliance.

One non-voting Councillor may be appointed by resolution to attend as an observer to the ARIC under the Regulation s 216C(2).



---

## 3. Strategic Objectives

This document establishes the key matters to be kept under review by the Committee. The following matters are provided under section 428A of the Act as matters that must be reviewed by the ARIC and separated into the Audit, Risk and Improvement aspects for clarity of this plan.

### Audit

The ARIC must keep the following audit functions under review:

- Internal Audit (Regulation s 216R), and
- External Audit (Guidelines, p 78)

### Risk

The ARIC must keep the following risk functions under review:

- Compliance Framework (Act 428A(2)(a))
- Risk Management (Act 428A(2)(b))
- Fraud and Corruption Control Framework (Act 428A(2)(c))
- Financial Management Framework (Act 428A(2)(d))
- Governance Framework (Act 428A(2)(e))

### Improvement

The ARIC must keep the following improvement functions under review:

- Strategic Planning (Act 428A(2)(f))
- Service Reviews (Act 428A(2)(g))
- Business Improvement (Act 428A(3))
- Performance Data and measurement (Act 428A(2)(h))

The following sections of this document break down the strategic objectives and assign activities to ensure that the purpose of the ARIC can be delivered effectively. It is noted that there is some crossover where activities will deliver multiple objectives.



# Audit

## Internal Audit

An internal audit function is an independent, objective assurance and consulting activity designed to add value and improve a Council’s operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.<sup>1</sup>

The structure of the Internal Audit program is to have a unified annual audit plan across the six Alliance Councils, with minor variation to match the risk profile of Council as required.

Council has adopted an Internal Audit Charter, and the ARIC has a functional responsibility for the Internal Audit program.

The ARIC will provide overall strategic oversight of internal audit activities including:

Code	Objective	Activities	Timeframe
1.1	Act as a forum for communication between the Council, General Manager, senior management, the internal audit function and external audit.	Attendance at ARIC meetings by key participants.	Quarterly
1.2		ARIC minutes provided to council after each meeting	Quarterly
1.3		ARIC meets with Internal Audit Coordinator and External Audit.	Annually
1.4	Coordinate, the work programs of internal audit and other assurance and review functions.	ARIC review and endorse strategic and annual internal audit plan.	Annually
1.5	Review and advise the Council of the strategic four-year plan and annual work plan of internal audits to be undertaken by the Council’s internal audit function.	ARIC review other work plans including service reviews, governance, risk and control assurance work to determine any overlap with proposed IA work.	Annually
1.6	Review and advise the Council if it is complying with internal audit requirements, including: - Conformance with the International Professional Practices Framework (IPPF), - Risk Management and Internal Audit Guidelines.	Self-assessment against IPPF (IIA standards)	Annually
1.7		Review Council’s attestation statement in annual report for conformance with OLG regulation and guidelines	Annually
1.8		Independent external quality assurance review	Once each Council term

<sup>1</sup> Adapted from the [IPPF definition of Internal Auditing](#)



1.9	Review and advise the Council on whether the Council is providing the resources necessary to successfully deliver the internal audit function.	Internal Audit Performance Report	Annually
1.10	Review and advise the Council if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities.	Communications between the General Manager, head of internal audit and Chair of the ARIC on annual performance appraisal of internal audit (in-house and external provider).	Annually
1.11	Review and advise the Council on the appointment of the head of the internal audit function and external providers.	Consultation with ARIC independent chair in recruitment and/or EOI. (As required for end of term or vacancies).	As required
1.12	Review and advise the Council of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised.	Receive Internal Audit Reports and provide advice on the implementation of recommendations	Quarterly, with each report
1.13	Review and advise the Council of the implementation by Council of corrective actions.	Quarterly report monitoring implementation of recommendations	Quarterly report

### External Audit

The ARIC will assist Council achieve maximum value from its external audit engagement by acting as a forum for communication and coordinating (as much as practical) the approach of management to matters relating to internal and external audit. The ARIC will provide input into the financial statement and performance audit services as well as monitoring Council’s implementation of findings.

Code	Objective	Activities	Timeframe
2.1	Act as a forum for communication between the Council, General Manager, senior management, the internal audit function, and external audit.	Resolved by 1.1	
2.2	Coordinate as far as is practicable, the work programs of internal audit and external audit.	Resolved by 1.3 and 1.4	
2.3	Provide input and feedback on the financial statement and performance audit coverage proposed by external	Review and provide advice in relation to the Audit Office of NSW plan for performance audit coverage.	Annually



2.4	audit and provide feedback on the audit services provided.	Review reports on progress on the financial statement audit and any relevant performance audit coverage.	Annually, or as required
2.5	Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations.	Review reports on implementation of recommendations for improvement arising from: - External audit management letters - Performance audit reports relevant to council - Significant changes or issues raised in better practice guides/standards.	Annually, or as required
2.6	Provide advice to Council and/or the General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides.	Provide advice as required.	As required.

SUBJECT TO COUNCIL ENDORSEMENT



## Risk

### Financial Management

The ARIC will provide oversight of the financial management practices of the organisation and ensuring that they are consistent with the principles of sound governance, accountability and transparency. The ARIC plays a key role in ensuring the integrity and reliability of the financial statements and reports of the organisation; however, the ARIC does not duplicate the financial audits conducted by the NSW Audit Office but complements the external assurance with oversight of the broader practices of financial management. The ARIC advises on financial management matters such as the adequacy and effectiveness of internal controls with its broader knowledge of Council practice and provide feedback to Council on areas of concern or improvement as they arise.

The ARIC will:

Code	Objective	Activities	Timeframe
3.1	Review compliance with accounting standards and external accountability requirements.	Resolved by 2.2, 2.4 and 2.4.	
	Review the appropriateness of Council accounting policies and disclosures.		
3.2	Understand and facilitate communication with the General Manager, Council and External Audit on the implications for Council of the findings of external audits and performance audits and Council responses and implementation of recommendations.	As outlined in External Audit activities 2.1-2.6	As required



3.3	<p>Whether the Council financial statement preparation procedures and timelines are sound and the accuracy of the Council annual financial statements prior to external audit, including:</p> <ul style="list-style-type: none"> <li>- management compliance/representations</li> <li>- significant accounting and reporting issues</li> <li>- methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements.</li> <li>- appropriate management signoff on the statements.</li> <li>- If effective processes are in place to ensure financial information included in the Council report is consistent with signed financial statements.</li> <li>- If the Council financial management processes are adequate.</li> </ul>	Review financial statements prior to Council endorsement for audit.	Annually, at an extraordinary meeting.
3.4	Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations.	Resolved by 2.4	
3.5	Review the adequacy of cash management policies and procedures.	Review of notes to annual financial statements at extraordinary meeting.	Annually
3.6		Review long term financial plan	Annually
3.7		Review investment policy	Once per term
3.8	<p>Advise if there are adequate controls over financial processes, including:</p> <ul style="list-style-type: none"> <li>- appropriate authorisation and approval of payments and transactions</li> </ul>	AP Audit included in Internal Audit Plan once/term	Once per term
3.9	<ul style="list-style-type: none"> <li>- adequate segregation of duties</li> <li>- timely reconciliation of accounts and balances</li> <li>- review of unusual and high value purchases</li> </ul>	Identified fraud instances reported to ARIC with investigation recommendations	As required





3.10	Advise if policies and procedures for management review and consideration of the financial position and performance of the Council are adequate.	Long term financial plan review will include appropriate detail on the development of the plan	As due for review
3.11	If Council grants and tied funding policies and procedures are sound.	Review of policies relating to grants are reported to ARIC.	As due for review.

### Compliance

Council is committed to working towards compliance with the requirements set for the organisation. These requirements can often be very complex and come from a range of sources. The ARIC has a responsibility for providing advice to Council to assist with achieving and maintaining compliance with all laws, regulations, internal policies and procedures. As matters are reported to the ARIC, the ARIC should provide advice on how to achieve compliance.

The ARIC will:

Code	Objective	Activities	Timeframe
4.1	Review and advise if the Council has appropriately considered legal and compliance risks as part of the Council risk management framework	Legislative compliance mechanisms will be reported to ARIC for advice.	Annually
	Review and advise on procedures relating to how the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and whether appropriate processes are in place to assess compliance.		
4.2	Provide advice on emerging issues or industry changes that arise	As required	As required

### Risk Management

The Council is committed to integrating risk management into every aspect of its business practices and decision-making processes. The Enterprise Risk Management Framework (ERM) is relevant to everyone within the organisation, such as Councillors, employees, management and contractors. It is relevant to all the council's existing and future strategic and operational projects, policies, strategies



and plans. The ERM is based on the principles of ISO 31000:2018 and the ARIC will support Council to integrate these standards into practice.

The ARIC will:

Code	Objective	Activities	Timeframe
5.1	Review and advise the Council: if the Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard.	Report on review of the risk management framework against the Australian risk management framework and OLG guidelines in accordance with the annual attestation.	Annually
5.2	Advise Council if it is providing the resources necessary to successfully implement its risk management framework.	A regular risk management update report will be provided to the ARIC addressing these factors.	Quarterly
	Advise Council if the risk management framework is adequate and effective for identifying and managing the risks the Council faces, including those associated individual projects, programs, WHS and other activities.		
5.3	Assist Council understand how risk management can be integrated across all levels of the Council and across all processes, operations, services, decision-making, functions and reporting.	Strategic Risk register will be reported to ARIC.	Annually
	Advise Council of the adequacy of risk reports and documentation, for example, the Council risk register and risk profile		
5.4	Review whether a sound approach has been followed in developing risk management plans for major projects or undertakings.	Risk management plans for major projects (greater than \$1 million capex) will be reported to ARIC.	As required
5.5	Review whether appropriate policies and procedures are in place for the management and exercise of delegations.	Delegations register and associated policies will form part of the internal audit plan	Once per term
5.6	Assess if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour.	Code of Conduct and Public Interest Disclosure complaint data will be reported	Annually



5.7	Advise Council if there is a positive risk culture within the Council and strong leadership that supports effective risk management.	Report on review of the risk management framework including any updates on embedded culture, leadership, training and any concerns with operation of the framework.	Once per term
5.8	Provide advice on the adequacy of staff training and induction in risk management.		
5.9	Assess if Council is able to demonstrate how the Council risk management approach impacts on the Council insurance arrangements.	Report to ARIC on insurance arrangements and claims data	At least annually
5.10	Assess the effectiveness of Council management of its assets.	Asset management to be considered as a topic for internal audit	Once per term
5.11	Provide advice on the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.	Report to ARIC assessing efficacy of existing plans and testing of the sub-plans	Annually
5.12	Assess whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated.	Council's Policy Framework will be subject to an internal audit	Once per term

### Fraud Control

The ARIC monitors the implementation of the Council's Fraud and Corruption Control Framework and receives regular reports on fraud prevention, detection, and response activities. The ARIC will (where appropriate) review the results of any fraud investigations and ensures that actions are taken to address any identified weaknesses or risks. The ARIC supports the Council's commitment to fostering a culture of integrity and ethical conduct and to protecting the Council's reputation, assets, and resources from fraud and corruption.

The ARIC will:

Code	Objective	Activities	Timeframe
6.1	Review and advise the Council of the adequacy and effectiveness of the Council fraud and corruption prevention framework and activities, including whether the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.	Receive deidentified updates on any on-going Fraud and Corruption investigations permissible to be disclosed to the ARIC.	As required.
6.2		Include Fraud and Corruption control within the Internal Audit Plan	Once per term



## Governance

The ARIC will provide advice to the Council regarding what adequate governance practices within the Council should be. The ARIC will review compliance with legislative and statutory requirements, policies, procedures and standards relating to governance. The purpose of this oversight is to ensure that promotion of public confidence in Council. It is noted that this oversight has significant overlap with the other sections of the ARIC responsibilities but distinctly ensures that Council has a clear direction, planning and reporting.

The ARIC will:

Code	Objective	Activities	Timeframe
7.1	Review and advise the Council on the Governance Framework to ensure it is appropriately directing and controlling management of Council.	Council resolutions outstanding greater than 1 year reported to ARIC	As required.
7.2		Internal Audit Plan will review elements of the Governance Framework	As required
7.3		Review of Corporate Governance Framework aligned to NSW Audit Office Governance Lighthouse reported to ARIC.	Once per term
7.4		Cyber-security and Records Management included within Internal Audit Plan.	Once per term



## Improvement

### Implementation of the strategic plan, delivery program and strategies

The ARIC will provide feedback on Council’s the Council corporate planning processes, which includes the strategic plan, the delivery program and other related strategies. The ARIC monitors how the Council aligns its strategic goals with its delivery plans, budgets and performance indicators. The ARIC helps the Council to improve its accountability, transparency and effectiveness in delivering services to the community.

The ARIC will:

Code	Objective	Activities	Timeframe
8.1	Review and advise the Council of the adequacy and effectiveness of the Council IP&R processes and if the Council is successfully implementing and achieving its IP&R objectives and strategies.	Report on IP&R plans (major revisions or significant matters identified through quarterly/annual reviews) - Long term financial planning - Workforce planning - Information on performance indicators setting and measuring performance.	As required with IP&R cycle.
8.2		Internal Audit Plan will review IP&R	Once per term
8.3	Assess if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives,	Annual report (and financial statements) is reviewed by the ARIC.	Annually

### Service Reviews

Service reviews are a mechanism that Councils use to consider the services that Councils deliver and their delivery methods, including assessment of quantitative and qualitative data on the service. A service review should consider not only the service level, but also the structure and mechanisms used by Council to deliver the service. As service reviews are a newer part of NSW Local Government Integrated Planning and Reporting (IP&R) requirements, Councils are developing frameworks for the approach to service reviews and this part of the plan may need to be amended throughout the term of the plan to suit the emerging practices.

The ARIC will:

Code	Objective	Activities	Timeframe
------	-----------	------------	-----------



9.1	Review and advise the Council if Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance	Report/update on service review framework and planned program of work.	Annually
9.2		Reports on each Service Review will be presented to ARIC	As required.
9.3	Assess and provide advice if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance.	Delivered through 9.1 and 9.2.	

### Collection of performance measurement data by the Council

An essential element of the Council’s ability to understand performance is the accurate, regular and useful performance measurement data on Council’s performance. The ARIC has a role in ensuring that Council is satisfactorily understanding the services it delivers to the community. This requirement forms the broader approach of the ARIC, and not specific actions for the Committee to review.

The ARIC will:

Code	Objective	Activities	Timeframe
10.1	Review and advise if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives	This is achieved through multiple actions on the reporting of service reviews (9.2) and IP&R documents to ARIC. It may also be achieved by Internal Audits through assessment of performance measures.	

### Continuous Improvement

The ARIC must provide information to the Council that will assist in improving the Council’s functions in accordance with the *Local Government Act 1993 s 428A(3)*. This requirement is best met by the Council and the ARIC having strong communication and transparency in discussing matters that the ARIC may be able to assist with. The ARIC members have been selected based on their background and skills, and Council should leverage these skills for appropriate advice.

The ARIC will:

Code	Objective	Activities	Timeframe
------	-----------	------------	-----------



<p>11.1</p>	<p>Advise how the Council can improve its service delivery and the Council performance of its business and functions generally.</p>	<p>This is achieved through multiple actions on the reporting of service reviews (9.2) and IP&amp;R documents to ARIC. It may also be achieved by Internal Audits through assessment of performance measures. The ARIC may also provide ad hoc advice to the Council on emerging industry matters.</p>
-------------	---	--

SUBJECT TO COUNCIL ENDORSEMENT



---

## 4. ARIC Operations

### Meeting dates and locations

The ARIC will meet four times per year, and extraordinary meetings may be called with consultation with the General Manager. At least one meeting per year should be held in person or hybrid.

### Agenda and Business Papers

This document provides the high-level plan for the ARIC over the term of the Committee and is supplemented by a 12 month forward agenda and annual workplan that provides for the items that will be included on each agenda. The General Manager, in consultation with the ARIC Chair may include additional items that should be reported to the ARIC in accordance with the terms of reference.

Business papers will be supplied to the Committee at least 5 days prior to each meeting, however late reports may be provided by the General Manager or the Chair at any time.

### Reporting and Communication

The minutes of the ARIC will be reported to Council for notation, along with a report on any particular matters that must be referred to the governing body for endorsement. The non-voting Councillor representative may also, where appropriate, consult with other Councillors on matters before the ARIC before or after the meeting.

The ARIC will also prepare an annual report to the Council providing an overview of the activities of the Committee over the preceding financial year.

Commencing with the 2024-2025 annual report, councils' annual reports must contain an attestation statement signed by the general manager on the council's compliance with the requirements prescribed in the Regulation relating to the membership and operations of its ARIC committee, its risk management framework and internal audit function (Regulation s 216T).



## Internal Audit Charter

Cootamundra-Gundagai Regional Council has established the Internal Audit function as a key component of the Council's governance and assurance framework, in compliance with the *Local Government (General) Regulation 2021* and the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*.

This charter provides the framework for the conduct of internal audit function at Cootamundra-Gundagai and has been approved by the governing body taking into account the advice of the Council's Audit, Risk and Improvement Committee (ARIC).

### Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps Cootamundra-Gundagai Regional Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes<sup>1</sup>.

The mission of Internal Audit is to enhance and protect organisational value. This is achieved by providing an independent and objective review and advisory service to the Council, General Manager and ARIC about the Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Cootamundra-Gundagai to improve its business performance.

Internal Audit services may include:

- Assurance Services – objective examination of evidence for the purpose of providing an independent assessment of risk management, control and governance processes.
- Advisory Services – advisory and related client activities, the nature and scope of which are agreed upon with the client and which are intended to add value and improve business operations.

### Independence

Council's internal audit function is to be independent of Cootamundra-Gundagai Shire Council so it can provide an unbiased assessment of the Council's operations and risk and control activities.

The internal audit function reports functionally to the Council's ARIC on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the General Manager to facilitate day-to-day operations. Internal audit activities are not subject to direction by the Cootamundra-Gundagai Shire Council and Council's management has no role in the exercise of the internal audit activities.

The ARIC is responsible for communicating any internal audit issues or information to the Council. Should the Council require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the Council where the chair is satisfied that it is reasonably necessary for the Council to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

The General Manager must consult with the chair of the ARIC before appointing or making decisions affecting the employment of the Internal Audit Coordinator. If the Internal Audit Coordinator is dismissed, the General Manager must report the reasons for their dismissal to the Council.

---

<sup>1</sup> As defined by the International Standards for the Professional Practice of Internal Auditing (2017)

Where the chair of the ARIC has any concerns about the treatment of the Internal Audit Coordinator, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the Council.

The Internal Audit Coordinator is to confirm at least annually to the ARIC the independence of internal audit activities from the Cootamundra-Gundagai Regional Council.

## Authority

Cootamundra-Gundagai Regional Council authorises the internal auditor to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Internal Audit Coordinator considers necessary for the internal auditor to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The head of internal audit function and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Cootamundra-Gundagai Regional Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to Internal Audit are not to be made publicly available. The Internal Audit Coordinator may only release Cootamundra-Gundagai Regional Council information to external parties that are assisting the internal auditor to undertake its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

## Role

The Internal Audit Coordinator is to support the Council's audit, risk and improvement committee to review and provide independent advice to the Cootamundra-Gundagai Regional Council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of Cootamundra Gundagai Regional Council and monitoring the implementation of corrective actions.

The Internal Audit Coordinator is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The Internal Audit Coordinator has no direct authority or responsibility for the activities it reviews. The Internal Audit Coordinator has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Cootamundra-Gundagai Regional Council functions or activities (except in carrying out its own functions).

## Internal Audit Function

Council's internal audit function is to be led by a member of Bland Shire Council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the Cootamundra-Gundagai Regional Council and the ARIC. The head of internal audit function (known as Internal Audit Coordinator) must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the Internal Audit Coordinator include:

- contract management
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the audit, risk and improvement committee's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the audit, risk and improvement committee
- acting as a liaison between the external provider and the audit, risk and improvement committee
- monitoring the Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the audit, risk and improvement committee, and
- assisting the audit, risk and improvement committee to ensure the Council's internal audit activities comply with the *Guidelines for risk management and internal audit for local government in NSW*.

As the internal audit function will be provided on behalf of the six Audit Alliance Councils, the Internal Audit Coordinator will be required to liaise with the general manager and senior staff for the Councils of Bland, Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora during the establishment and delivery of each internal audit process.

Bland Shire Council, on behalf of the Audit Alliance, is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the Internal Audit Coordinator is to ensure the external provider:

- does not conduct any audits on specific Council operations or areas that they have worked on within the last two years
- is not the same provider conducting the Councils' external audit
- is not the auditor of any contractors of the Councils that may be subject to the internal audit, and
- can meet the Councils' obligations under the Guidelines for risk management and internal audit for local government in NSW.

The Internal Audit Coordinator must consult with the General Manager regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged.













**8.2.2 TABLING OF PECUNIARY INTEREST RETURNS - NEW DESIGNATED PERSON**

DOCUMENT NUMBER	430902
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with Section 440AAB Local Government Act, 1993.
POLICY IMPLICATIONS	To comply with the Code of Conduct.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The tabling of a pecuniary interest returns from Councillors and new designated person be noted.**

Introduction

The Code of Conduct specifies that councillors and designated persons must make and lodge with the general manager a return, disclosing the designated person’s or councillors’ interests within 3 months after:

**(a) becoming a designated person or councillor, and**

**(b) 30<sup>th</sup> June of each year, and**

**(c) the designated person or councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).**

Returns required to be lodged with the general manager under (a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.

Returns required to be lodged with the general manager under clause (c) must be tabled at the next council meeting after the return is lodged.

Discussion

Pecuniary interest returns from new designated person as of 24 January 2025, is tabled.

Register of disclosed Pecuniary Interest Returns, listed below:

Designated Person	Position	Return Type	Return received
Roger Bailey	Interim General Manager	New (a)	24 January 2025

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The objective of this report does not conflict with guidelines.

**8.2.3 DELIVERY PROGRAM - OPERATIONAL PLAN QUARTERLY PROGRESS REPORT**

DOCUMENT NUMBER	430907
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with section 406 of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Quarterly Progress Report - Quarter 2 <a href="#">↓</a>

**RECOMMENDATION**

**The Delivery Program incorporating the Operational Plan 2024/2025, quarterly progress report, (2nd Quarter October to December), attached to the report, be received and noted.**

Discussion

To comply with Section 406 of the Local Government Act, 1993 and in accordance with the Office of Local Government’s Integrated Planning and Reporting guidelines ‘The general manager must ensure that regular progress reports are provided to the council, reporting as to its progress with respect to the principal activities detailed in its delivery’.

Accordingly, attached to this report is the quarterly progress report outlining the extent to which performance measures and targets, set out in the Delivery Program and Operational Plan, have been achieved during the first quarter of the reporting year; that is between 1 October to 31 December 2024.

The next progress report will be presented to Council at the Ordinary Meeting of Council to be held 27 May 2025 and will consist of status updates for actions within the 24/25 Operational Plan (3<sup>rd</sup> quarter reporting period of January to March 2025).

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The objective of this report does not conflict with guidelines.







































































**8.2.4 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	431319
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. MCRG Meeting Minutes - 9 December 2024 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held 9 December 2024, attached to the report be, received and noted.**

Introduction

The attached Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 9 December 2024, is submitted for the information of council and the community.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The objective of this report does not conflict with guidelines.



**8.2.5 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	431320
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. MHMC Minutes - 29 January 2025 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Muttama Hall Management s.355 Committee Ordinary Meetings held, 29 January 2025, attached to the report, be received and noted.**

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee Ordinary Meetings held, 29 January 2025, attached to the report, are submitted for the information of Council and the community.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.











Council's cash and investment portfolio decreased \$621,785.60 from \$31,058,822.40 as at 31<sup>st</sup> December 2024 to \$30,437,036.80 as at 31<sup>st</sup> January 2025.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

**Cash and Investment Portfolio**

Type	Long Rating	Short Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	AA-	A1+	NAB	At Maturity	6/08/2024	4/02/2025	182	5.05	4.42	\$4,000,000.00
TD	A-	A2	BOQ	At Maturity	3/09/2024	4/03/2025	182	4.90	4.42	\$4,000,000.00
TD	A-	A2	BOQ	At Maturity	10/09/2024	8/04/2025	210	4.90	4.42	\$2,000,000.00
TD	AA-	A1+	NAB	At Maturity	10/09/2024	8/04/2025	210	5.00	4.42	\$2,000,000.00
TD	AA-	A1+	NAB	At Maturity	15/10/2024	13/05/2025	210	5.00	4.42	\$3,000,000.00
TD	BBB	A2	Beyond Bank Australia	At Maturity	12/11/2024	13/05/2025	182	5.10	4.42	\$2,000,000.00
TD	A-	A2	BOQ	At Maturity	10/12/2024	10/06/2025	182	5.15	4.42	\$3,000,000.00
TD	BBB+	A2	AMP	At Maturity	14/01/2025	15/07/2025	182	5.10	4.42	\$4,000,000.00
TD	BBB+	A2	AMP	At Maturity	17/12/2024	16/09/2025	273	5.10	4.42	\$3,000,000.00
CASH	AA-	A1+	CBA	Monthly				3.90	4.35	\$1,022,888.48
CASH	AA-	A1+	CBA	Monthly				3.90	4.35	\$2,251,112.12
CASH	AA-	A1+	NAB	Monthly				3.10	4.35	\$163,036.20
<b>Total</b>										<b>\$30,437,036.80</b>

\*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

**Performance**

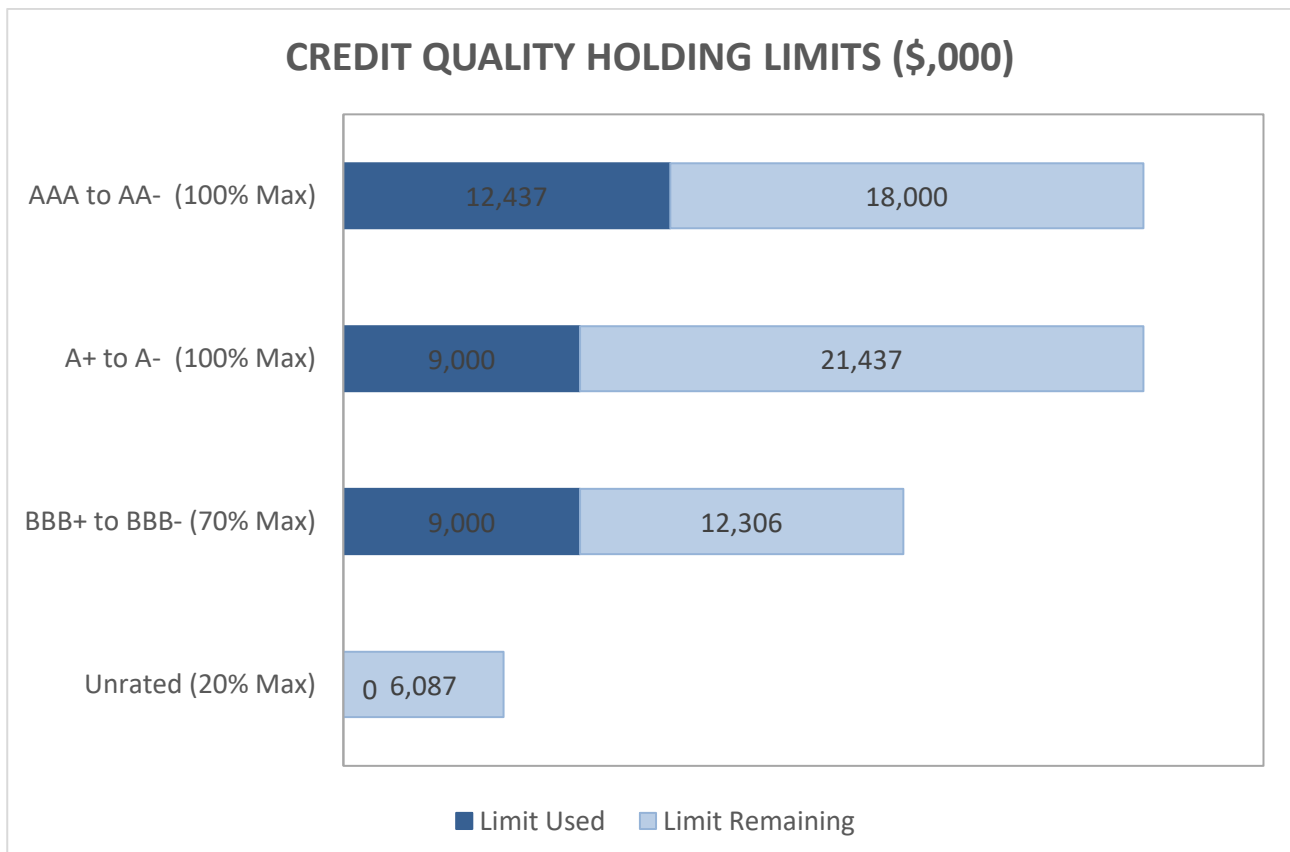
Cootamundra-Gundagai Regional Council’s investment portfolio outperformed the relevant BBSW Index benchmark by 11.12%. The average weighted yield for January was 4.88%, over an average weighted term of 90 days, with a benchmark of 4.42%.

Please note that Council have tried to invest in longer term investments but the rate is far below the required benchmark and it isn’t a financially viable alternative.

<b>Total Cost</b> <b>30,437,037</b>	<b>Monthly Interest Received</b> <b>129,969</b>	<b>Weighted Average Term</b> <b>90 Days</b>
<b>Total Value</b> <b>30,437,037</b>	<b>Yearly Interest Received</b> <b>899,038</b>	<b>Weighted Average Yield</b> <b>4.88%</b>

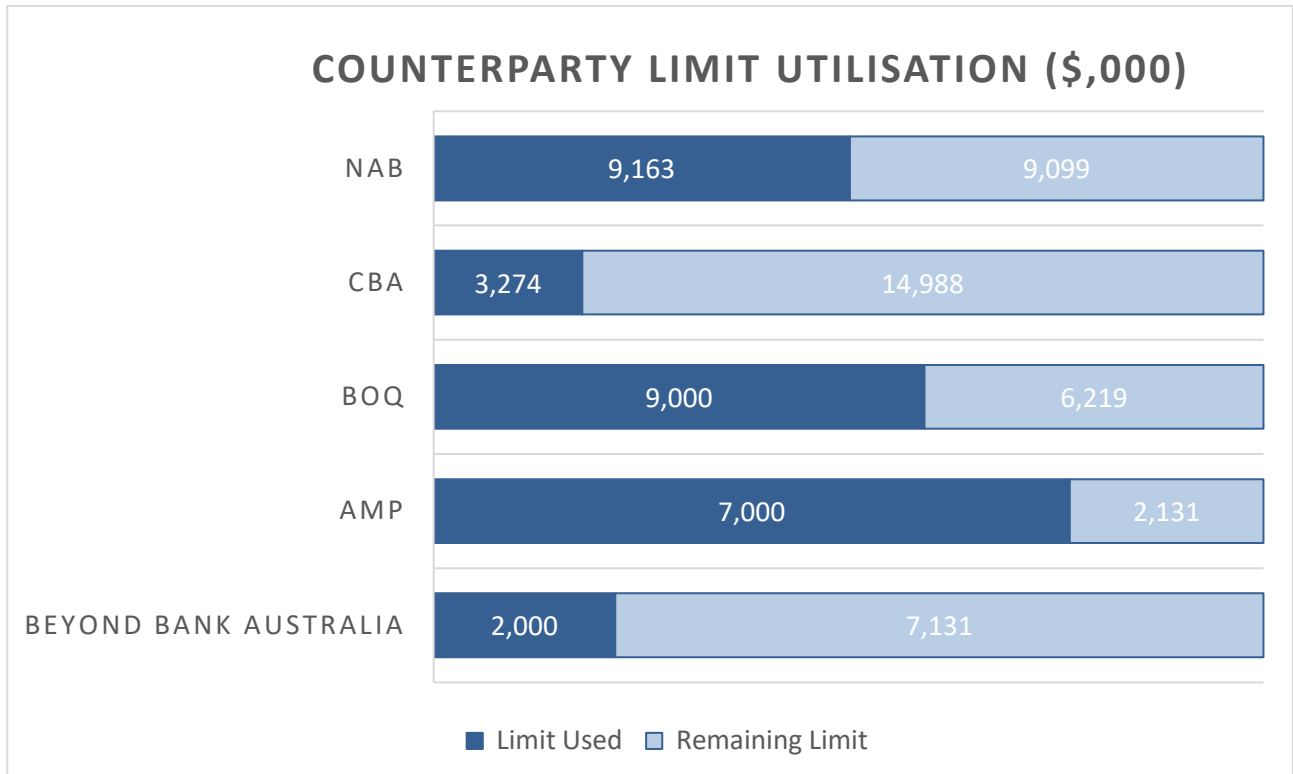
**Credit Quality Compliance**

Council’s investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.



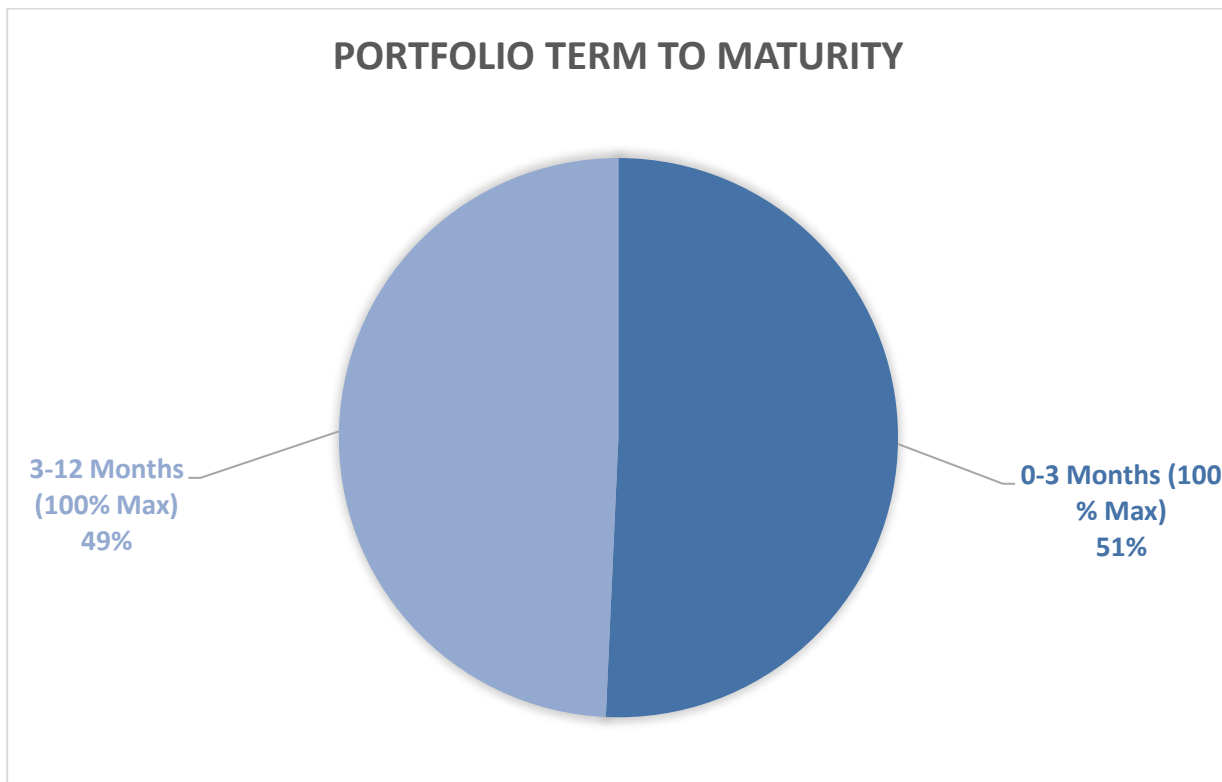
**Counter Party Compliance**

As at the end of January, Council was compliant with policy. It is worth noting that capacity limits are affected by changes in the on-call account balance compared to the total portfolio balance.



**Term to Maturity**

Council’s investment portfolio maturities shown graphically below were also compliant with policy requirements. All of the investments are short term to deal with liquidity and to be prepared for the demerger split.



**Declaration**

I hereby certify that investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

Signed

A handwritten signature in black ink that reads "Zac Mahon". The signature is written in a cursive, flowing style.

Zac Mahon  
Responsible Accounting Officer

**8.3.2 RESTRICTED CASH RECONCILIATION - JANUARY 2025**

DOCUMENT NUMBER	431474
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The Restricted Cash Reconciliation report, be received and noted.**

Report

The restricted cash figures have been reconciled to 31 January 2025 as shown in the below table.

Internally Restricted Reserves	Bal 30 June 2024	Transfers To	Transfers From	Bal 31 Jan 2025
Aerodrome Bitumen Resurfacing	\$165,588			\$165,588
Bradman's Birthplace	\$94,337			\$94,337
Cootamundra Caravan Park	\$213,037		\$5,681	\$207,356
Heritage Centre	\$27,490	\$1,091	\$0	\$28,581
Development - Land & Buildings	\$1,767,204			\$1,767,204
Employee Leave Entitlements	\$1,798,460			\$1,798,460
Quarries & Pit Restoration	\$476,387		\$111,662	\$364,725
Bangus Landfill	\$329,938	\$181,311		\$511,249
Plant Replacement	\$3,720,480	\$2,502,029	\$3,336,126	\$2,886,383
Cemetery	\$133,710	\$162,241	\$212,178	\$83,773
Southern Phone	\$586,464		\$12,000	\$574,464
Waste Management	\$500,000			\$500,000
<b>Total Internal</b>	<b>\$9,813,095</b>	<b>\$2,846,672</b>	<b>\$3,677,647</b>	<b>\$8,982,120</b>

<b>Externally Restricted Reserves</b>				
Domestic Waste	\$1,334,928	\$1,214,845	\$1,024,672	\$1,525,101
Water Supply	\$7,826,732	\$2,288,749	\$2,718,292	\$7,397,189
Sewerage Service	\$5,172,930	\$1,464,409	\$1,421,119	\$5,216,220
Stormwater Infrastructure Renewal	\$389,985	\$63,500		\$453,485
Developer Contributions	\$1,310,465	\$52,350		\$1,362,815
General Fund Unspent Grants & Contributions	\$5,633,377		\$1,746,286	\$3,887,091
<b>Total External</b>	<b>\$21,668,417</b>	<b>\$5,083,853</b>	<b>\$6,910,369</b>	<b>\$19,841,901</b>
<b>TOTALS</b>	<b>\$31,481,512</b>	<b>\$7,930,525</b>	<b>\$10,588,016</b>	<b>\$28,824,021</b>

Restricted Cash Reconciliation

Restricted Cash	\$28,824,021
Cash at 31 Jan 2025	\$30,437,036
Unrestricted Balance	\$1,613,016
Grant Debtors Outstanding	\$281,670
Balance	\$1,894,686

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.



**8.3.3 FINANCE UPDATE - JANUARY 2025**

DOCUMENT NUMBER	431523
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The Finance Update report, be received and noted.**

Report

The January Finance Update has been reviewed and no issues have been detected.

**Operations**

Income

The operational income is at 63% when comparing actual to budget, with the annual rates already being recognised as income but becoming due and payable quarterly throughout the year.

Department	Income Actual	Income Budget	Variance	Result	Comment
Building Department	\$411,489	\$647,616	64%	😊	Fees from new development in Cootamundra received
Business Department	\$59,048	\$311,600	19%	😊	
Engineering Cootamundra	\$1,479,370	\$6,642,489	22%	😊	
Engineering Gundagai	\$107,515	\$2,654,988	4%	😊	
Executive Department	\$43,863	\$223,600	20%	😊	
Finance Department	\$6,300,254	\$10,517,795	60%	😊	
Rates Cootamundra	\$6,801,789	\$7,028,139	97%	😊	
Rates Gundagai	\$4,407,916	\$4,532,162	97%	😊	
Services Cootamundra	\$3,262,705	\$3,633,750	90%	😊	
Services Gundagai	\$1,186,919	\$1,610,000	74%	😊	
Sewer Cootamundra	\$1,818,691	\$2,910,807	62%	😊	
Sewer Gundagai	\$428,079	\$768,442	56%	😊	
Water Cootamundra	\$1,835,631	\$3,267,356	56%	😊	

Department	Income Actual	Income Budget	Variance	Result	Comment
Water Gundagai	\$916,285	\$1,629,444	56%	😊	
<b>Total</b>	<b>\$29,059,553</b>	<b>\$46,378,188</b>	<b>63%</b>	😊	

Expenditure

Operational Expenditure is at 50% when comparing actual to budget.

Department	Expense Actual	Expense Budget	% Spent	Result	Comment
Building Department	\$949,589	\$1,763,671	54%	😊	
Business Department	\$2,143,067	\$3,499,004	61%	😊	
Engineering Cootamundra	\$5,658,544	\$9,576,544	59%	😊	
Engineering Gundagai	\$3,661,198	\$5,210,819	70%	😊	
Executive Department	\$1,179,942	\$2,348,537	50%	😊	
Finance Department	\$8,612,439	\$20,447,706	42%	😊	
Services Cootamundra	\$3,098,886	\$5,744,946	54%	😊	
Services Gundagai	\$1,377,839	\$2,608,305	53%	😊	
Sewer Cootamundra	\$370,153	\$1,581,693	23%	😊	
Sewer Gundagai	\$363,636	\$784,319	46%	😊	
Water Cootamundra	\$1,148,466	\$2,812,625	41%	😊	
Water Gundagai	\$437,266	\$1,210,655	36%	😊	
<b>Total</b>	<b>\$29,001,025</b>	<b>\$57,588,824</b>	<b>50%</b>	😊	

**Capital**

Income

Capital income is at 20% of budget when comparing actual to budget.

Asset Category	Total YTD.	Budget	%Received	Result	Comments
Plant & Equipment - Cootamundra	\$169,404	\$473,550	36%	😊	
Plant & Equipment - Gundagai	\$216,382	\$498,950	43%	😊	
Property Disposal – Cootamundra	\$0	\$1,000,000	0%	😊	
Property Disposal – Gundagai	\$0	\$0	0%	😊	
<b>TOTAL</b>	<b>\$385,786</b>	<b>\$1,972,500</b>	<b>20%</b>	😊	

Expenditure

Capital expenditure is at 41% of budget when comparing actual to budget.

Asset Category	Total YTD	Budget	% Spent	Result	Comments
Cootamundra Land	\$151,945	\$301,785	50%	😊	Oliver Selwyn purchase to be reimbursed by insurance
Cootamundra Plant	\$1,847,342	\$2,142,264	86%	😊	
Cootamundra Roads	\$644,425	\$3,697,854	17%	😊	Works schedule to be completed by EOFY
Cootamundra Building	\$471,956	\$1,059,556	45%	😊	
Cootamundra Recreation	\$394,650	\$594,117	66%	😊	
Cootamundra Waste	\$194,485	\$242,000	80%	😊	
Cootamundra Bridges	\$0	\$0	0%	😊	
Cootamundra Water	\$802,213	\$1,036,527	77%	😊	
Cootamundra Sewer	\$644,963	\$3,070,300	21%	😊	
Gundagai Building	\$300,419	\$931,858	32%	😊	
Gundagai Recreation	\$493,041	\$1,071,273	46%	😊	
Gundagai Waste	\$0	\$720,000	0%	😊	
Gundagai Bridges	\$1,364,810	\$1,480,757	92%	😊	
Gundagai Plant	\$973,925	\$1,300,000	75%	😊	
Gundagai Roads	\$1,279,584	\$2,815,746	45%	😊	
Gundagai Water	\$291,407	\$3,241,336	9%	😊	
Gundagai Sewer	\$165,915	\$633,000	26%	😊	
IT	\$0	\$50,000	0%	😊	
<b>Total</b>	<b>\$10,021,080</b>	<b>\$24,388,373</b>	<b>41%</b>	😊	

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

## 8.4 SUSTAINABLE DEVELOPMENT

### 8.4.1 ANNUAL FIRE SAFETY STATEMENT POLICY AND PROGRAM

DOCUMENT NUMBER	430279
REPORTING OFFICER	Lauren Dawes, Senior Building Surveyor
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant, safe, and inclusive community</b> 1.1 Our health and wellbeing needs are met
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Annual Fire Safety Statement Policy and Program <a href="#">↓</a>

### RECOMMENDATION

That:

1. Council endorse the Draft Annual Fire Safety Statement Policy & Program for the purpose of public exhibition for a period of 28 days, in accordance with Council's Community Participation Plan
2. If no material submissions are received during the exhibition period, the Draft Annual Fire Safety Statement Policy & Program be adopted without further resolution.
3. A report be provided to Council should any material submissions be received, for consideration prior to final adoption of the policy.

### Introduction

Fire safety is a critical aspect of protecting lives, property, and the overall well-being of our community. Many building owners remain unaware of their legislative responsibilities regarding the maintenance and annual certification of fire safety measures within their buildings.

This report recommends the public exhibition and adoption of a Annual Fire Safety Statement Policy & Program aimed at fostering education and awareness, particularly among building owners, while promoting improved fire safety standards across the local government area. This proactive approach seeks to ensure compliance, enhance community safety, and mitigate potential risks associated with inadequate fire safety measures.

### Discussion

#### Legislative Responsibility of Commercial Building Owners

Under the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*, owners of existing commercial buildings classified as 1b or classes 2 to 9 under the

Building Code of Australia are required to obtain an Annual Fire Safety Statement (AFSS) for their buildings. A copy of the AFSS must be submitted to both the Council and NSW Fire and Rescue.

Despite this requirement, compliance among building owners has been notably low. The Draft Annual Fire Safety Statement Policy and Program aims to address this issue by enhancing education and promoting compliance with the regulation. The ultimate goal is to achieve a measurable improvement in building fire safety across the local government area, ensuring safer outcomes for the community.

#### Enforcement Powers of Council

It is important to note that Council is not legally obligated to monitor or verify whether building owners comply with their requirements to obtain an Annual Fire Safety Statement (AFSS). However, Council has a responsibility to the community to promote and ensure public safety.

To uphold this responsibility, Council has enforcement powers, including the authority to issue Fire Safety Orders and Penalty Infringement Notices (PIN). The penalties for non-compliance are substantial; the penalties for failing to submit an AFSS for both individuals and corporations are set by the Regulations and are currently:

(a) the first week after time for giving statement ends	\$1,000
(b) the second week after time for giving statement ends	\$2,000
(c) the third week after time for giving statement ends	\$3,000
(d) the fourth or subsequent week after time for giving statement ends	\$4,000

Higher penalties can also be imposed by the Court should prosecution be sought; current penalties are \$16,500.00 for an individual and \$33,000 for a corporation.

Rather than relying on enforcement measures such as penalty infringement notices, the Draft Annual Fire Safety Statement Policy and Program aims to prioritise education as the primary means of improving compliance and achieving better fire safety outcomes. By focusing on raising awareness and understanding among building owners, the program seeks to foster voluntary adherence to fire safety obligations while reducing the need for punitive actions.

#### Proposed Policy and Program as Tool for Education and Improvement

The proposed program as outlined seeks to apply the following in place of enforcement measures:

- 1. Maintain a Fire Safety Register:** Develop and manage a comprehensive database to improve tracking, workflow efficiency, and customer service.
- 2. Identify Class 1b–9 Buildings:** Locate all eligible buildings using rate data and site visits and ensure inclusion within the register.
- 3. Education and Promotion:** Inform property owners of their responsibilities under the *Environmental Planning and Assessment (Development, Certification, and Fire Safety) Regulation 2021* through letters aimed at education and voluntary compliance. Additionally, conduct outreach targeting council staff, businesses, developers, property owners, and the broader community to enhance engagement with fire safety requirements.
- 4. Availability of Fire Safety Schedules:** Where building owners are unsure of critical fire safety measures that apply to their buildings, an application may be made for a Fire Safety

Schedule. Schedules will be issued by a suitability qualified building surveyor following review building files and inspections to determine required critical fire safety measures and verify building use/s.

5. **Risk Based Audits and Inspections:** Compliance audits will be conducted by staff based on an assessment of building risk. High-risk tenancies, such as seniors housing and multi-residential developments, pose a greater risk to life due to potential inadequacies in fire safety measures. These will be prioritised for audits and inspections over lower-risk commercial uses, such as storage premises, as part of the risk-based audit program.
6. **Enforcement:** Where non-compliant buildings are identified as part of audits:
  - a. Engage with property owners to encourage participation before taking regulatory action.
  - b. Issue warnings and penalty infringement notices (PINs) for non-compliance.
  - c. Issue Orders where voluntary compliance unsuccessful.
7. **Registration Fee:** Charge an annual fee per submitted Annual Fire Safety Statement (AFSS) to support the program's administration. Additional fees apply for overdue notices.

Financial

The administration of the Annual Fire Safety Program will place resource demands on Council’s Building Team, particularly in relation to establishing and maintaining the Fire Safety Register, auditing buildings, and conducting public education.

Provisions have been included in Council’s Fees and Charges to support the program and recover costs associated with staff time. These fees are designed to ensure that the financial burden falls on the owners of buildings required to comply, rather than on the broader ratepayer base.

The adopted fees and charges for the 2024/2025 financial year are as follows:

**FIRE SAFETY SCHEDULES, CERTIFICATES & STATEMENT LODGEMENT**

Inspection for FSS or Inspection Program for premises < 300m2	\$0.00	\$200.00	
Inspection for FSS or Inspection Program for premises > 300m2	\$0.00	\$320.00	
Issue of Fire Safety Schedule (FSS) for premises >300m2	\$0.00	\$580.00	
Issue of Fire Safety Schedule (FSS) not previously issued/no valid current FSS for premises < 300m2	\$250.00	\$300.00	
Lodgement/Registration of AFSS Statement	\$46.00	\$73.00	each
Lodgement/Registration of AFSS Statement > 3 months past required lodgement date	\$0.00	\$176.00	
Reminder of Annual Fire Safety Standard	\$37.00	\$54.00	

Fees for the late registration of an Annual Fire Safety Statement are higher than those for statements submitted on time. This approach is designed to incentivise voluntary compliance and encourage timely submissions.

Council currently relies on contract building certifiers for issuing Fire Safety Schedules. To address this, the existing fees will be reviewed and amended for the 2025/26 financial year to ensure cost recovery and prevent financial loss to Council. Proposed fee adjustments will be included in the draft Fees and Charges for Council's consideration and adoption.

OLG 23a Guideline consideration

Does not conflict with Guidelines.













**8.4.2 ESTABLISHMENT EASEMENT FOR UTILITIES ON COUNCIL OWNED LAND**

DOCUMENT NUMBER	428809
REPORTING OFFICER	Lauren Dawes, Senior Building Surveyor
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.4 Greater efficiency in the use of resources
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Proposed easement location <a href="#">↓</a>

**RECOMMENDATION**

**That council resolve to grant owners consent and for the registration of an easement for utilities over lots:**

- **Lot 21 Sec: 37 DP: 758785**
- **Lot: 2 Sec: 37 DP: 758785**
- **Lot: 3 Sec: 37 DP: 758785; and**
- **Lot: 1 DP: 155943**

**To the benefit of:**

- **Lot: 2 DP: 506531**
- **Lot: 2 DP: 201705**
- **Lot: 3 DP: 201705**
- **Lot: 2 DP: 802021; and**
- **Lot: 5 DP: 201705**

Introduction

Existing developed areas of the Gundagai township do not have access to stormwater infrastructure such as kerb and gutter or inter-allotment drainage. The lack of infrastructure results in adverse impacts including the discharge of stormwater onto adjoining land and can lead to damage to buildings, structures and infrastructure such as roads as well as instances of stormwater discharge into the towns reticulated sewer system placing demand on the systems capacity. Issues created by stormwater discharge result in conflict between landholders and limit development potential.

It has been identified that the following properties do not have access to both legal and practical point for the discharge of stormwater generated by roof and hardstand areas:

- 114 Punch Street, Gundagai - Lot: 2 DP: 506531
- 1 Carberry Place, Gundagai - Lot: 2 DP: 201705 and Lot: 3 DP: 201705
- 2 Carberry Place, Gundagai - Lot: 2 DP: 802021
- 3 Carberry Place, Gundagai - Lot: 5 DP: 201705

These properties represent a small portion of the existing township that do not have access to stormwater infrastructure. However, their proximity to Council-owned land, combined with a

favourable gravity fall, presents an opportunity to address these issues. Specifically, a legal and practical point of stormwater discharge can be established through the creation of an easement and inter-allotment drainage across Council land.

The establishment of this stormwater easement would not only benefit the identified properties but also improve broader stormwater management outcomes in the area. Additionally, the proposed easement would accommodate all utilities within the same corridor, noting that water and sewer services already exist in the area where the stormwater easement is proposed.

Discussion

Proposal

The subject properties currently contain existing buildings, with roof water discharging directly onto the ground and flowing downhill onto Council-owned land behind the Gundagai Council Office and Library. Stormwater runoff is contributing to visible damage to Council assets, including the carpark surface and retaining walls at the rear of the library and carpark.

Establishment of an inter-allotment easement for utilities which burdens the following Council owned properties will provide for future infrastructure works as part of Council’s capital works program:

- Lot 21 Sec: 37 DP: 758785
- Lot: 2 Sec: 37 DP: 758785
- Lot: 3 Sec: 37 DP: 758785; and
- Lot: 1 DP: 155943



Figure 1 - Location plan identifying lots

The services easement can be established concurrently with easement for access detailed under DA 2022/24 approved on 19 May 2022 for the purposes of a boundary adjustment. The boundary adjustment and associated easement for access has not yet been registered. Details of the location of the proposed easement along with pending boundary adjustments are provided in the attached plan.

#### Background and Identification of the Issue

The opportunity to establish this proposed easement was identified by planning and engineering staff during the assessment of DA 2024/146, which proposes the construction of a detached garage at 114 Punch Street, Gundagai. Without the proposed easement, council would need to mandate the installation of a pumpwell with a submersible pump to discharge roofwater into the street gutter on Punch Street. This solution would be costly for the property owner due to the approximately 7-meter fall and 75-meter distance from the proposed garage to the street gutter. Furthermore, such a system would only address the stormwater discharge from the garage, leaving current drainage issues unresolved for the dwelling and other nearby properties that do not have legal access to Punch Street. Pump systems, unlike gravity systems, are also more susceptible to issues such as power failures, technical malfunctions and pose ongoing maintenance, repair and replacement costs.

Additionally, the drainage problem has been noted and is being monitored by Council's Regional Services team due to damage identified in the retaining walls behind the car park and the Mirrabooka building. The height of the latter poses a risk, with replacement costs likely to be significant for Council and the public purse. Installation of inter-allotment drainage would extend the operational life of the retaining walls and carpark surface.

It is important to clarify that the establishment of the easement is not being proposed to benefit any individual property owner, but rather a timely opportunity to address a longstanding issue and provide cumulative benefits for the wider community and public assets.

#### Relationship to Capital Works Program & Budget

The proposed easement and stormwater infrastructure is not currently included in the capital works program or budget. However, the registration of the easement will allow for provisions to be made that facilitate stormwater generated by the proposed garage at 114 Punch Street to be discharged to the kerb in the laneway which services the SES Gundagai Unit. Additionally, the registration of the easement will create the opportunity for future more substantial stormwater infrastructure works as part of a capital works program, benefiting the other identified properties and mitigating impacts on council assets.

#### Benefits of Proposal

The proposed easement provides a practical and sustainable solution to existing stormwater issues while ensuring the protection of existing utilities within the area. In the short term, it facilitates the effective disposal of stormwater from the proposed development at 114 Punch Street, while in the long term, it creates an opportunity for more substantial stormwater infrastructure to be implemented as part of a capital works program.

The inclusion of stormwater infrastructure will help mitigate impacts on Council assets, including retaining walls and the car park surface, by more effectively diverting runoff. This proactive approach will extend the lifespan of these structures and ultimately result in long-term cost savings.

By addressing the drainage issue with a gravity-fed system, the proposal eliminates the need for costly and less reliable pump systems, reducing the risk of further damage to Council assets.

Additionally, it delivers broader community benefits by alleviating drainage concerns for affected properties and improving stormwater management across the surrounding area.

The proposal will also help address issues identified in the *Gundagai Flood Study 2018*. The study highlights that 114 Punch Street, Gundagai, is prone to inundation from overland flow. The installation of stormwater infrastructure at the rear of the property would enable the capture and redirection of surface water into Council's stormwater system, mitigating overland flows to some extent. While the proposed infrastructure would not manage all overland flows during a 1% AEP flood event, as modelled in the flood study, it would provide measurable benefits.

#### Financial

At this stage, it is proposed that the easement for utilities be established, enabling the future installation of physical infrastructure, subject to detailed design and cost assessment as part of a capital works program and budget.

The immediate costs associated with creating the easement would include surveying and registration expenses, estimated at approximately \$10,000.

#### OLG 23a Guideline consideration

Does not conflict with Guidelines.





**8.4.3 MANAGEMENT OF COUNCIL IMPOSED SUBDIVISION COVERNANT**

DOCUMENT NUMBER	429020
REPORTING OFFICER	Lauren Dawes, Senior Building Surveyor
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 2.2 A thriving region that attracts people to live, work and visit
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Deposited Plan &amp; Instrument for DP851885 <a href="#">↓</a></li> <li>2. Deposited Plan and Instrument for DP1110255 <a href="#">↓</a></li> <li>3. Deposited Plan &amp; Instrument for DP1173450 <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

**That Council resolve to continue to assess and determine development applications which propose the use of building materials that are contrary to the restrictive instrument applicable to the land on an individual basis, giving consideration to the public interest and any relevant changes to the legislation.**

Introduction

The former Gundagai Shire Council undertook a staged subdivision development between the years of 1995 to 2012.

The development included three stages-

- Stage 1 – Residential Lots 1 to 24 in DP 851885 located along Lawson Drive and the Western side of Gilmore Place, registered 24 August 1995. The subdivision also included Lot 25, being a public reserve and Lot 26, being reserve lot subject of subsequent stages.
- Stage 2 – Registered Lots 26 to 34 in DP 1110255 located on Lawson Drive and Gilmore Place, registered 12 June 2007; and
- Stage 3 – Registered Lots 35 to 57 in DP 1173450 located along Lawson Drive and Banjo Patterson Place, registered 26 November 2012.

All three stages of the subdivision are subject to restrictions as to user applied by Council at the time of subdivision under *Section 88B of the Conveyancing Act 1919*. While exact wording of the restriction and number of restrictions vary between the three 88B instruments, all prevent the erection of any building on the land with metal wall cladding such as colorbond cladding. The instrument wording does not distinguish between wall cladding permitted on dwellings and outbuildings such as detached garages and garden sheds.

The restriction has become a matter of contention for a number of residents within the area noting that it inhibits the erection of kit garages and sheds with colorbond wall cladding. The use of other permitted wall claddings resulting in significantly increased building costs.

This report presents potential options for Council to address the issue and seeks a resolution that provides guidance on managing the restriction to reduce its impact on affected landowners.

## Discussion

### Identification and Explanation of the Issue

#### *Development Applications*

In assessing development applications, consent authorities, are ordinarily not bound to enforce covenants and restrictions as to user applied under *Section 88B of the Conveyancing Act 1919*. The provisions of *Clause 1.9A Suspension of covenants, agreements and instruments*, contained within all standard instrument Local Environmental Plans details that such restrictions do not apply when assessing such applications, except in specific circumstances.

The clause allows consent authorities to disregard covenants imposed by developers. Such covenants are typically implemented to maintain or enhance property values and the desirability of a subdivision by restricting factors such as dwelling density, building materials, and building sizes. However, these restrictions do not always align with planning controls applicable to the land. The clause empowers consent authorities to set aside these covenants in favor of development that complies with LEP and DCP provisions.

However, when a restriction or covenant has been imposed by Council or that Council required to be imposed, the provisions of subclause (2)(a) mean the clause ceases to apply and cannot be used to suspend or set aside the provisions of the 88B Instrument. In the case of the subject properties, Council acted as the developer and imposed the restrictions. Consequently, when assessing a DA the clause cannot be utilized.

#### **1.9A Suspension of covenants, agreements and instruments (Standard Instrument LEP)**

- (1) *For the purpose of enabling development on land in any zone to be carried out in accordance with this Plan or with a consent granted under the Act, any agreement, covenant or other similar instrument that restricts the carrying out of that development does not apply to the extent necessary to serve that purpose.*
- (2) *This clause does not apply—*
  - a) *to a covenant imposed by the Council or that the Council requires to be imposed, or*
  - b) *to any relevant instrument within the meaning of section 13.4 of the Crown Land Management Act 2016, or*
  - c) *to any conservation agreement within the meaning of the National Parks and Wildlife Act 1974, or*
  - d) *to any Trust agreement within the meaning of the Nature Conservation Trust Act 2001, or*
  - e) *to any property vegetation plan within the meaning of the Native Vegetation Act 2003, or*

- f) to any biobanking agreement within the meaning of Part 7A of the Threatened Species Conservation Act 1995, or*
- g) to any planning agreement within the meaning of Subdivision 2 of Division 7.1 of the Act.*
- (3) This clause does not affect the rights or interests of any public authority under any registered instrument.*
- (4) Under section 3.16 of the Act, the Governor, before the making of this clause, approved of subclauses (1)–(3).”*

Notwithstanding Clause 1.9A cannot be used to suspend the covenant, legal advice obtained advises that while the clause does not permit the suspension or setting aside of the covenant, it also does not expressly require compliance with the instrument. Furthermore, no provision within the *Environmental Planning and Assessment Act 1979* (the Act) mandate compliance with the instrument or the Conveyancing Act 1919 as part of the development application assessment process.

However, in accordance with Section 4.15 Evaluation of the Act, consideration must still be given to whether approving a development that is inconsistent with the instrument is in the public interest.

#### *Exempt and Complying Development*

Similarly to the above, the provisions *Clause 1.20 Suspension of covenants, agreements and instruments of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* applies to exempt and complying development to facilitate development.

As above, there are circumstances where the clause does not apply and cannot be used to set aside the requirements of an instrument. The circumstances where the clauses do or does not apply are much more nuanced with regard to exempt and complying development as it depends on the specifics of the development standards applicable to the development under the SEPP as well as the specifics of the covenant. As such, staff in assessing compliance must consider the development at hand and a standardized position for considering such developments cannot be employed, especially giving consideration to the changing nature of development standards set out by the SEPP.

In instances where the provisions of clause 1.20 cannot be utilized for development that is contrary to the covenant for exempt or complying development, landowners should consider seeking consent under a development application.

#### ***1.20 Suspension of covenants, agreements and instruments***

- (1) For the purpose of enabling development on land in any zone to be carried out in accordance with this Policy, or with a consent granted under the Act, any agreement, covenant or other similar instrument that restricts the carrying out of that development does not apply to the extent necessary to serve that purpose.*
- (2) This clause does not apply—*
  - (a) to a covenant imposed by a council, or that a council requires to be imposed, requiring compliance with a development standard that is—*
    - (i) consistent with the development standards specified for the development concerned under this Policy, or*
    - (ii) not dealt with by the development standards specified for the development concerned under this Policy, or*

- (b) to a covenant that is specifically required by another environmental planning instrument, or*
  - (c) to a covenant imposed by an owner or former owner of the land concerned, other than a covenant that has been required by a council to be imposed, or*
  - (d) to any relevant instrument within the meaning of section 13.4 of the Crown Land Management Act 2016, or*
  - (e) to any conservation agreement within the meaning of the National Parks and Wildlife Act 1974, or*
  - (f) to any Trust agreement within the meaning of the Nature Conservation Trust Act 2001, or*
  - (g) to any property vegetation plan approved under the Native Vegetation Act 2003, or*
  - (h) to any biobanking agreement within the meaning of Part 7A of the Threatened Species Conservation Act 1995, or*
  - (i) to any planning agreement within the meaning of Division 7.1 of the Act.*
- (3) This clause does not affect the rights or interests of any public authority under any registered instrument.*
- (4) Under section 28 of the Act, the Governor, before the making of this clause, approved of subclauses (1)–(3).*

Current Wording of the Subject Restriction

The subject restriction varies slightly between each instrument as detailed below.

Terms identified as (3)(e) within the 88B Instrument for Deposited Plan 851885:

*“ (e) That no building shall be erected on the land with external walls or walls of materials other than brick, stone, concrete, glass, timber or any combination of the same PROVIDED THAT timber shall not be used in external walls referred except as in-fill in conjunction with all or any of the other materials above referred to and proportion of timber so used shall not exceed fifteen per cent (15%) thereof FURTHER PROPOVIDED THAT nothing in this covenant shall preclude or prohibit a building having an inner framework of its external walls constructed of timber or other materials with an external brick face.”*

Terms identified as (2)(d) within the 88B Instrument for Deposited Plan 110255:

*“ (d) That no building shall be erected on the land with external walls or walls of materials other than brick, stone, concrete, glass, timber or any combination of the same PROVIDED THAT timber shall not be used in external walls referred except as in-fill in conjunction with all or any of the other materials above referred to and proportion of timber so used shall not exceed fifteen per cent (15%) thereof FURTHER PROPOVIDED THAT nothing in this covenant shall preclude or prohibit a building having an inner framework of its external walls constructed of timber or other materials with an external brick face.”*

Terms identified as (3)(d) within the 88B Instrument for Deposited Plan 1173450:

*“(d) That no building shall be erected on the land with external walls or walls of materials other than brick, stone, concrete, glass, timber or any combination of*

*the same PROVIDED THAT timber shall not be used in external walls referred except as in-fill in conjunction with all or any of the other materials above referred to and proportion of timber so used shall not exceed fifteen per cent (15%) thereof FURTHER PROPOVIDED THAT nothing in this covenant shall preclude or prohibit a building having an inner framework of its external walls constructed of timber or other materials with an external brick face. Texture coated fibrous cement sheeting may be used as external walls, provided that all sections of such building below any finished floor level re erected using brick, stone, concrete or any combination of the same, PROVIDED THAT the framework of any building constructed of timber or other materials with external walls as texture coated fibrous cement sheeting has frame width of at least 160mm and that any window inserted into such frame is recessed a minimum of 80mm from the external face of the cement sheeting.*

A later subdivision of Lot 25 DP 851885, being the public reserve, was also undertaken in 2010 creating Lots 1 and 2 in DP 1161945. Lot 1 is an additional residential lot and lot 2 the public reserve. The restriction as to user applicable to other lots in the surrounding area was not applied, noting that the original lot (Lot 25 DP 851885) was a public reserve and was not subject to the restrictions as to user, as such, the restrictions were not carried forward onto lot 1.

#### Background on Existing buildings that are contrary to the restriction

It is acknowledged that several metal-clad outbuildings currently exist within the subdivision on lots subject to the restriction. These structures have been erected over time through various means. Some were constructed by owners under exempt development provisions of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*, while others were built without approval and outside the scope of the SEPP's exempt development provisions. Additionally, some were approved by Council.

A review of existing structures within the subdivision identified 21 metal-clad buildings. The presence of so many clad structures calls into question the practicality and suitability of the restriction. The existence of so many existing metal clad buildings is a relevant factor to whether it is appropriate to authorize development that is contrary to the covenant when considering the public interest.

#### Process of Amending or Removing Restriction

While implementing such instruments at the time of subdivision registration is straightforward, amending or removing 88B Instruments after allotments have been sold becomes significantly more complex.

The process for removing or altering a 88B requires:-

1. The Council and any other party with an interest in the land including the owners of all lots and any mortgagee to enter into an agreement in the form of a Deed of Variation setting out the terms of the variation to the restriction on the of the land; and
2. Registration of a Variation of Restriction on the Use of Land dealing form with Land Registry Services.

Noting that the restrictions apply to three separate deposited plans, the process would require the preparation and submission of three Deeds, each signed by all owners and mortgagees of the affected lots. This approach places a significant resource burden on Council and carries a high risk,

as the refusal of a single landowner or mortgagee could prevent the removal of the instrument for all impacted properties.

On 31 January 2025, the The Office of the Registrar General published a discussion paper, *Contracts and Covenants: reform proposals to support the development of land*, exploring options to:

- provide greater protections to buyers in off the plan contracts, while balancing the flexibility developers require to complete a project; and
- simplify the process for removing obsolete covenants from land titles, to help unlock potential development sites and remove unnecessary red tape.

Should proposed amendments proceed, there is potential for covenant to amended or removed in future without significant cost or time to Council.

### **Conclusion**

Given the ongoing discussion on covenant reforms, along with the significant risk and resource demands associated with removing or amending the 88B Instrument, it is recommended that Council:

1. Assess development applications that seek to depart from the Instrument on a case-by-case basis, with such applications referred to Council for determination; and
2. Continue to monitor legislative developments and any changes to the process for modifying or removing covenants.

### **Financial**

If Council resolves to vary the restriction, the following costs would apply:

- Legal fees for the preparation of the Deed of Variation;
- Title searches to obtain owner and mortgagee details for each lot, at a cost of \$26.79 per lot; and
- Staff time required to contact, liaise with, and obtain signed documents from all landowners and mortgagees.

Given the risk that a single landowner or mortgagee refusal could prevent the removal of the instrument for all affected properties, it is not recommended that Council proceed with this action.

### **OLG 23a Guideline consideration**

Does not conflict with Guidelines.



































**8.4.4 DA 2024/148 - PROPOSED CARPORT AT 74 OLNEY STREET, COOTAMUNDRA**

DOCUMENT NUMBER	429070
REPORTING OFFICER	Lauren Dawes, Senior Building Surveyor
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.2 We have attractive towns and villages
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Assessment Report <a href="#">↓</a></li> <li>2. Draft Notice of Determination <a href="#">↓</a></li> <li>3. Plans &amp; DCP Variation Request <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

**That Council resolve to approve DA 2024/148 subject to conditions of consent as outlined in the accompanying Draft Notice of Determination.**

Introduction

The proposed development involves the construction of a carport at 74 Olney Street, Cootamundra. The proposal includes a variation to the secondary setback requirements of the Cootamundra Development Control Plan. As the extent of the variation exceeds staff delegations, the application is referred to Council for determination.

Discussion

Summary of variation

The DCP requires a minimum setback for garages and carports of 1m behind the secondary frontage of the dwelling. The dwelling has a setback of 2.4m from Hurley Street, as such the minimum setback for the proposed carport is 3.4m under the DCP. The development seeks a variation to allow for a 0.7m setback to the proposed carport.

Summary of Staff Assessment and Recommendation

In considering the request for variation, assessing officers agree that the proposed carport would not detract from the existing streetscape. While visible from the street, its design and placement ensure it would remain visually appropriate. Established street trees and the existing property fence would largely obscure the structure from public view.

The carport features an open-sided design with a roof height and pitch matching the existing garage, allowing it to blend with the streetscape and minimise any visual impact.

Located west of the adjoining dwelling at 79 Hurley Street, the carport may generate some afternoon shading over the front yard of the neighbouring property. However, due to its open-sided

design, the shading impact is expected to be minimal. Furthermore, the affected area is a front yard rather than a primary living space or private open space, making any additional overshadowing less significant.

Financial

Nil.

OLG 23a Guideline consideration

Does not conflict with Guidelines.



















































































**8.4.5 DA 2024/108 - PROPOSED ELECTRONIC ADVERTISING SIGN - 107 SHERIDAN STREET, GUNDAGAI**

DOCUMENT NUMBER	430697
REPORTING OFFICER	Lauren Dawes, Senior Building Surveyor
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 2.2 A thriving region that attracts people to live, work and visit
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Assessment Report <a href="#">↓</a></li> <li>2. Draft Notice of Determination <a href="#">↓</a></li> <li>3. Plans <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

**Council resolve to approve development application 2024/108 subject to conditions of consent as outlined in the accompanying Draft Notice of Determination.**

Introduction

Development Application 2024/108 seeks consent for the erection of advertising structure containing an electronic sign at 107 Sheridan Street, Gundagai, located at the corner of Sheridan and Homer Streets. Although the sign is proposed to be situated on land owned by the Catholic Church, it is intended to replace an existing static sign that currently serves St. Patrick's Public School, which is located a block away on Homer Street.

The application is referred to Council for determination due to the visual prominence of the proposed sign. Additionally, the provisions of *Chapter 3 Advertising and Signage* of the *State Environmental Planning Policy (Industry and Employment) 2021* outline specific requirements that must be met before granting consent for advertising signage. Notably, the SEPP stipulates that a consent authority must ensure that the signage complies with detailed objectives and assessment criteria, including whether the development aligns with the desired future character of the area.

In the absence of adopted strategic documents to guide assessment, these outcomes remain largely subjective. As such, considerations regarding consistency with the existing and likely desired future character and amenity are best determined by the elected representatives of Cootamundra-Gundagai Regional Council.

Discussion

*Requirements of State Environmental Planning Policy (Industry and Employment) 2021*

Most notably, *Section 3.6 Granting of consent to signage* details:

**“3.6 Granting of consent to signage**

*A consent authority must not grant development consent to an application to display signage unless the consent authority is satisfied—*

- (a) that the signage is consistent with the objectives of this Chapter as set out in section 3.1(1)(a), and*
- (b) that the signage the subject of the application satisfies the assessment criteria specified in Schedule 5.”*

As such, consent cannot be granted to the subject development unless council is satisfied the development meets the objectives of 3.1(1)(a) and assessment criteria under Schedule 5. While other clauses apply under the SEPP and have been addressed in the attached assessment report, these provisions are critical to the capacity for consent to be granted. Assessment of these provisions are outlined below.

<b>Objectives of 3</b>	
<b>Criteria</b>	<b>Assessment</b>
<i>(1) This Chapter aims— (a) to ensure that signage (including advertising)— (i) is compatible with the desired amenity and visual character of an area, and</i>	No existing plans or documents have been identified which detail council’s desired amenity or visual character for the subject area.
<i>(ii) provides effective communication in suitable locations, and</i>	It is anticipated that the communications provided by the proposed sign would be effective. While there are notable links between the church and the school, it is important to note the proposed electric sign would replace an existing timber painted static sign used by the school.
<i>(iii) is of high-quality design and finish</i>	Proposed signage is of acceptable high quality and finish.
<b>Schedule 5</b>	
<b>Criteria</b>	<b>Assessment</b>
<b>1 Character of the area</b>	
<i>Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located?</i>	There are no existing plans or documents outlining Council’s desired amenity or future character for the subject area. As a result, Council staff are unable to provide an informed assessment of whether the proposed sign aligns with the intended character and amenity of the area.
<i>Is the proposal consistent with a particular theme for outdoor advertising in the area or locality?</i>	Proposed electronic sign is consistent with signage currently serving other schools within the Gundagai township. Similar electronic signs are located at Gundagai Public School and Gundagai High School.

	<p>However, the proposed electronic sign is not consistent with any existing outdoor advertising within the immediate Gundagai main street or CBD area which is proposed. Signage within the area is predominately business or building identification signs that are not internally illuminated or electronic and are located on the property/building containing the subject business or building.</p>
<p><b>2 Special areas</b></p>	
<p><i>Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas?</i></p>	<p>While not listed as a heritage item under the Gundagai LEP both St Patrick’s Church and Patrick’s Hall buildings located on the property are identified as having local heritage significance and are recommended to be included in the LEP as heritage items.</p> <p>The subject sign is proposed to be located at the front of the hall replacing the existing. The new sign has a proposed height of 4.3m, at such a height, and noting the location at the top of an embankment the proposal may detract from the heritage value of the building it is proposed to be located before. Reducing the height and locating the sign further down the embankment away from the building may lessen any perceived impact on the building.</p>
<p><b>3 Views and vistas</b></p>	
<p><i>Does the proposal obscure or compromise important views?</i></p>	<p>It is not considered that the proposed sign would obscure or compromise any important views or vistas.</p>
<p><i>Does the proposal dominate the skyline and reduce the quality of vistas?</i></p>	<p>It is not considered that the proposed sign would dominate the skyline or negatively impact the quality of vistas. Positioned below the existing buildings, the sign would not obstruct or overpower views.</p>
<p><i>Does the proposal respect the viewing rights of other advertisers?</i></p>	<p>Proposed sign is replacement of an existing sign, and would not add to the number of signs within the locality. There are no other advertising signs, beyond building and business identification signs within the immediate area.</p>
<p><b>4 Streetscape, setting or landscape</b></p>	
<p><i>Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?</i></p>	<p>The proposed height of the sign is considered disproportionate to the surrounding setting by the <b>Heritage Adviser and recommends that:</b> Reducing the height to no more than 3 meters and relocating</p>

	the sign further from the building would lessen its impact on the overall setting.
<i>Does the proposal contribute to the visual interest of the streetscape, setting or landscape?</i>	The proposed sign is not expected to make a significant contribution to the visual interest of the area. However, given that it serves the existing nearby school, the information displayed is considered appropriate and serves a practical purpose, as the school is a key service provider within the local area. Locating the sign on the school site may further enhance its relevance and connection to the community it serves.
<i>Does the proposal reduce clutter by rationalising and simplifying existing advertising?</i>	Yes, the proposal seeks to replace the existing sign, with an electronic board allowing for the updating of information. This would reduce the need for multiple signs, offering an ongoing opportunity for rationalization.
<i>Does the proposal screen unsightliness?</i>	The proposed sign would not screen any unsightly or unappealing view or structure.
<i>Does the proposal protrude above buildings, structures or tree canopies in the area or locality?</i>	The proposed sign would not protrude above buildings, it would, however, protrude above the height of some existing street trees.
<i>Does the proposal require ongoing vegetation management?</i>	No, there is no vegetation within immediate surround of the sign that would require on-going management. Street trees may partially obscure the sign depending on the location it is being viewed from. It would not be appropriate to trim or maintain the trees to be of a height that prevents the sign from being obscured.
<b>5 Site and building</b>	
<i>Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located?</i>	Proposed height of the sign as proposed is regarded as being unproportional to the setting. A reduction in height of the sign to being no more than 3m and located further front the building would lessen the impact on the setting.
<i>Does the proposal respect important features of the site or building, or both?</i>	Proposed location would not block any significant views features of the existing hall building but would detract from and the building and it's features and the features of the overall site.
<i>Does the proposal show innovation and imagination in its relationship to the site or building, or both?</i>	Proposed sign does not propose any particularly innovative or imaginative response to the site but would not result in any significant adverse impact.
<b>6. Associated devices and logos with advertisements and advertising structures</b>	
<i>Have any safety devices, platforms, lighting devices or logos been designed as an integral part</i>	Proposed lighting forms an integral part of the sign noting it's electronic display.

<i>of the signage or structure on which it is to be displayed?</i>	
<b>7 Illumination</b>	
<i>Would illumination result in unacceptable glare?</i>	No, subject to automated adjustment being integrated into the sign.
<i>Would illumination affect safety for pedestrians, vehicles or aircraft?</i>	No, subject to automated adjustment being integrated into the sign to reduce lumens of a night.
<i>Would illumination detract from the amenity of any residence or other form of accommodation?</i>	No, subject to automated adjustment being integrated into the sign to reduce lumens of a night in addition to timers requiring the sign to turn off. Proposal seeks 24 hour operation however, to reduce impacts on accommodation located on opposite side of Sheridan Street it is recommended that a timer be required and the sign restricted to operate not outside of 7am to 7pm.  Noted that documents received direct from P&C representative, not the applicant for the development, expressed a willingness for a timer to be installed.
<i>Can the intensity of the illumination be adjusted, if necessary?</i>	Submitted documents suggest this is possible. The requirement can also be reinforced by conditions of consent to ensure compliance.
<i>Is the illumination subject to a curfew?</i>	The application seeks 24 hour operation, however, communications from P&C representative detailed willingness for a curfew to be imposed by Council.
<b>8 Safety</b>	
<i>Would the proposal reduce the safety for any public road?</i>	No, subject to suitable brightness adjustment in low light.
<i>Would the proposal reduce the safety for pedestrians or bicyclists?</i>	No, subject to suitable brightness adjustment in low light.
<i>Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas?</i>	No, the sign would not obscure sightlines required for drivers or pedestrians.

Areas of Uncertainty

The following matters remain for Council to determine as part of the SEPP requirements:

1. Whether the proposed sign is compatible with the desired amenity and visual character of the area.
2. The suitability of the proposed location, given its distance from the school.
3. The proposal's consistency with the existing theme for outdoor advertising in the area.



4. Whether the sign would unduly impact the amenity or visual quality of the heritage buildings on the property where it is proposed, or whether Council considers the level of impact to be acceptable.

To address these concerns, several conditions of consent are recommended to reduce the perceived impacts should Council resolve to approve the development. These include:

1. **Height Reduction** – Limiting the sign’s height to a maximum of 3 meters to ensure a more appropriate scale and minimise its visual impact on the building and property behind it.
2. **Minimum Setback** – Requiring a minimum separation of 1.5 meters between the building and the sign to allow for effective building maintenance and to position the sign lower on the embankment, further reducing its height and visual prominence.
3. **Luminance Control** – Mandating a light sensor and automatic luminance adjustment to prevent excessive brightness to ensure the safety and amenity of drivers and pedestrians.
4. **Operational Hours** – Requiring the installation of an automatic timer to limit operational hours to 7:00 AM – 9:00 PM, preventing potential adverse impacts on any existing or future residential accommodation in the area.

#### Financial

Nil

#### OLG 23a Guideline consideration

Does not conflict with Guidelines.



































































































**8.4.6 DA 2024/129 - PROPOSED DETACHED SHED - 8 BANJO PATTERSON PLACE, GUNDAGAI**

DOCUMENT NUMBER	431194
REPORTING OFFICER	Lauren Dawes, Senior Building Surveyor
AUTHORISING OFFICER	Barry Paull, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.2 We have attractive towns and villages
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Assessment Report <a href="#">↓</a></li> <li>2. Draft Notice of Determination <a href="#">↓</a></li> <li>3. Plans <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

**That Council resolve to approve DA 2024/129 subject to conditions of consent as outlined in the accompanying Draft Notice of Determination.**

Introduction

The proposed development involves the construction of a detached shed with attached awning and ancillary retaining walls at 8 Banjo Patterson Place, Gundagai. The proposed shed is 30 meters long and 4meters wide and is proposed to be clad with colorbond custom orb cladding in the colour Pale Eucalypt.

The proposed shed does not comply with Restriction on the Use of Land identified as 3(d) in the registered 88B Instrument imposed by Council at the time of subdivision. The Restrictions on the Use of Land were imposed by Council, as the owner and developer of the land at the time of subdivision. Given Council’s implementation of the Restriction the application is referred to Council for determination.

Discussion

Summary of Departure from Instrument

The proposed development does not meet the requirements of the Restriction on the Use of Land identified as 3(d), noting that external wall cladding is proposed to be colorbond cladding and not brick, stone, concrete, glass, timber or any combination of the same nor is it proposed to be clad with texture coated fibrous cement sheeting with a 160mm frame width and 80mm recessed windows.

Terms identified as (3)(d) within the 88B Instrument for Deposited Plan 1173450:

*“(d) That no building shall be erected on the land with external walls or walls of materials other than brick, stone, concrete, glass, timber or any combination of*

*the same PROVIDED THAT timber shall not be used in external walls referred except as in-fill in conjunction with all or any of the other materials above referred to and proportion of timber so used shall not exceed fifteen per cent (15%) thereof FURTHER PROPOVIDED THAT nothing in this covenant shall preclude or prohibit a building having an inner framework of its external walls constructed of timber or other materials with an external brick face. Texture coated fibrous cement sheeting may be used as external walls, provided that all sections of such building below any finished floor level re erected using brick, stone, concrete or any combination of the same, PROVIDED THAT the framework of any building constructed of timber or other materials with external walls as texture coated fibrous cement sheeting has frame width of at least 160mm and that any window inserted into such frame is recessed a minimum of 80mm from the external face of the cement sheeting.”*

*Implications of Clause 1.9A Suspension of covenants, agreements and instruments (Standard Instrument LEP)*

In assessing development applications, consent authorities, are ordinarily not bound to enforce covenants and restrictions as to user applied under *Section 88B of the Conveyancing Act 1919*. The provisions of *Clause 1.9A Suspension of covenants, agreements and instruments*, contained within all standard instrument Local Environmental Plans (provided below for reference), details that such restrictions do not apply when assessing such applications, except in specific circumstances.

***“1.9A Suspension of covenants, agreements and instruments (Standard Instrument LEP)***

- (1) For the purpose of enabling development on land in any zone to be carried out in accordance with this Plan or with a consent granted under the Act, any agreement, covenant or other similar instrument that restricts the carrying out of that development does not apply to the extent necessary to serve that purpose.*
- (2) This clause does not apply—*
  - a) to a covenant imposed by the Council or that the Council requires to be imposed, or*
  - b) to any relevant instrument within the meaning of section 13.4 of the Crown Land Management Act 2016, or*
  - c) to any conservation agreement within the meaning of the National Parks and Wildlife Act 1974, or*
  - d) to any Trust agreement within the meaning of the Nature Conservation Trust Act 2001, or*
  - e) to any property vegetation plan within the meaning of the Native Vegetation Act 2003, or*
  - f) to any biobanking agreement within the meaning of Part 7A of the Threatened Species Conservation Act 1995, or*
  - g) to any planning agreement within the meaning of Subdivision 2 of Division 7.1 of the Act.*
- (3) This clause does not affect the rights or interests of any public authority under any registered instrument.*

(4) *Under section 3.16 of the Act, the Governor, before the making of this clause, approved of subclauses (1)–(3)."*

The clause allows consent authorities to disregard covenants imposed by developers. Such covenants are typically implemented to maintain or enhance property values and the desirability of a subdivision by restricting factors such as dwelling density, building materials, and building sizes. However, these restrictions do not always align with the planning controls applicable to the land. The legislation empowers consent authorities to set aside these covenants in favor of development that complies with LEP and DCP provisions.

Noting that the subject 88B instrument was imposed by Council as the developer of the land, in accordance with subclause (2)(a), clause 1.9A does not apply to the subject development and its provisions cannot be used to set aside or suspend the covenant in order to facilitate development.

#### Legal Advice Obtained

Notwithstanding that Clause 1.9A cannot be used to suspend the covenant, legal advice obtained advises that while the clause does not permit the suspension or setting aside of the covenant, it also does not expressly require compliance with the instrument. Furthermore, no provisions within the *Environmental Planning and Assessment Act 1979* (the Act) mandate compliance with the instrument or the *Conveyancing Act 1919* as part of the development application assessment process.

However, in accordance with Section 4.15 Evaluation of the Act, consideration must still be given to whether approving a development that is inconsistent with the instrument is in the public interest.

#### Consideration of Public Interest

When assessing the public interest, it is necessary to consider the appropriateness of approving a development that does not comply with a Council-imposed 88B instrument. This instrument forms part of the contract of sale documents for land within the area and is therefore available to all landowners and any mortgagee.

No written record has been found detailing the reasons for imposing these restrictions. However, it is presumed that the intent was to establish a residential area with a high standard of aesthetic appeal, thereby maintaining property values. The restriction in question seeks to preclude certain building materials, which are generally more affordable and perceived as less visually appealing or of lower quality.

In determining whether approval of the proposed structure, contrary to the instrument, aligns with the public interest, it is important to consider any potential impact on the value or visual appeal of surrounding properties. In this case, there are several existing structures, primarily outbuildings, that do not comply with the restriction. Given this context, the proposed development is unlikely to cause any significant adverse impact on the public domain and is not regarded as contrary to the public interest.

Notably, the deviation from the instrument relates solely to building materials and aesthetics. It does not affect any easements traversing the property or the critical infrastructure contained within.

#### Conclusion

As the provisions of the *Environmental Planning & Assessment Act 1979* do not mandate compliance with the instrument or the *Conveyancing Act 1919* as part of the development application assessment process and noting assessment that approval of the development, including the



departure from the 88B instrument, is not contrary to the public interest it is considered appropriate that the application be approved by council subject to conditions.

Financial

Nil.

OLG 23a Guideline consideration

Does not conflict with Guidelines.





























































































## 8.5 ENGINEERING COOTAMUNDRA

### 8.5.1 COOTAMUNDRA ENGINEERING REPORT - FEBRUARY 2025

DOCUMENT NUMBER	431586
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

**The Cootamundra Engineering Report for the month of February 2025 be noted.**

#### Introduction

The Cootamundra Engineering Report for the month of February 2025 is submitted for the information of Council and the community.

#### Discussion

##### Fixing Local Roads

Pavement works on the Hovell Street rehabilitation are expected to commence late February 2025 and it is anticipated that the project will be completed late May 2025.

RFT is being prepared and ready for advertising through Vendorpanel in the week of 10 February 2025

##### State Roads

The annual resealing program has been completed.

Council's line marking contractor is preparing to commence reseal segment line marking commencing 17 February, 2025.

Shoulder widening south of Cootamundra at Yarrowee is planned to commence on 17 February, 2025 and be completed in six weeks.

##### Local Roads & Community Infrastructure R4 Footpaths

Footpath replacement works on Cooper Street (Wallendoon to Mackay Streets) are progressing and are expected to be completed by the end of February, weather permitting.

Water and Sewer

Flushing of watermains commenced in the week of 10 February, 2025.

General Works

Gravel patching and maintenance grading has been carried out on Sheep Station Road, Racecourse Road and Shaftsbury Lane.

Jet patching has been carried out at various locations throughout the shire including Old Gundagai Road, West Jindalee Road and Stockinbingal Road.

Culvert cleaning has been carried out on Rosehill and Beggan Beggan Roads and open drain works on Florance Street.

Financial

Projects funded from various funding sources, as noted above.

Maintenance works funded from the General Fund.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

## 8.6 ENGINEERING GUNDAGAI

**8.6.1 GUNDAGAI ENGINEERING REPORT - FEBRUARY 2025**

DOCUMENT NUMBER	431543
REPORTING OFFICER	Belle Mooney, Operations Support Officer
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

**The Gundagai Engineering Report for the month of February 2025 be noted.**

#### Introduction

The Gundagai Engineering Report for the month of February 2025 is submitted for the information of Council and the community.

#### Natural Disaster

The Natural Disaster restoration works continued throughout the area with identified damages being completed on Long Tunnel Road and Reno Road throughout January. Grading teams have now moved to Coggan’s Road, they are expected to have the identified damages completed by the end of February. All natural disaster works associated with AGRN Event 1001 (Storms and floods from 5 January 2022 onwards) have been completed and satisfactorily signed off with the funding body.

#### **Hillas Creek Bridge**

Hillas Creek Bridge is progressing with offsite pre-cast works still being completed by the contractor. It is expected that the contractor will commence back onsite within the next few weeks to complete wingwalls, headstocks and the bridge deck.

#### Local Roads and Community Infrastructure Program (LRCI)

#### **Sheridan Street Block 3 Stage 2 upgrade:**

Sheridan Street Block 3 Stage 2 construction has been completed, with the exception of defect repairs.

Council staff are currently sourcing streetlights to ensure quality control is met. The streetlights will be the last item to complete in the project. The final seal has been completed east of Homer Street.

### First Avenue Upgrades

Council staff have commenced upgrades to First Avenue beginning with stormwater upgrades. Once the stormwater has been completed, they will continue with the installation of new kerb and gutter, footpath replacement and repaving of the road.

### General Works

Reseal preparations have been completed on O'Briens Road, Happy Valley Road and Wee Jasper Road with the works crew now moving on to Burra Road and Edwardstown Road. This work is part of the reseal program which will see reseals completed on the below locations:

- Burra Rd – 13,000 m<sup>2</sup>
- Gobarralong Rd Sandy Falls 1,500m<sup>2</sup>
- Wee Jasper Road 9,960m<sup>2</sup>
- Three Ways Road 6,900m<sup>2</sup>
- Muttama Road 4,000m<sup>2</sup>
- Coolac Road 18,000m<sup>2</sup>
- O'Briens Road 6,500m<sup>2</sup>
- Happy Valley Road 5,555m<sup>2</sup>
- Bus Bay at Jackalass
- Sheridan St – east of Homer Street

Roadside spraying has been completed on various locations including Long Tunnel Road, Reno Road and Muttama Road.

Council's tar patching team have been assisting with reseal preparations as well completing required repairs when identified.

### Water and Sewer

Water and Sewer teams are completing ongoing maintenance and operations to the treatment plants, as well as mains repairs when required.

The quarterly water meter readings were undertaken in February.

### Asset Management Plan

Council Engineering staff are currently working on updating relevant asset management documents. These documents provide the foundations and guidance on how Council manages assets which are under the care and control of Council and will include Policy. The Asset Management Policy has been completed and will go to the next Council meeting for adoption.

### Financial

Projects funded from various funding sources, as noted above.

Maintenance works funded from the General Fund.

### OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

## 8.7 REGIONAL SERVICES GUNDAGAI

### 8.7.1 GUNDAGAI REGIONAL SERVICES WORKS REPORT

DOCUMENT NUMBER	431544
REPORTING OFFICER	Donna Britton, Operations Support Officer - Facilities
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant, safe, and inclusive community</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### RECOMMENDATION

**The Gundagai Regional Services Department, Monthly works report be received and noted.**

#### Introduction

This report is a snapshot of the diverse works Gundagai Regional Services performed over the previous month and intends to give an update on the ongoing works being conducted.

#### Discussion

This report covers the Regional Services projects and works over the month of November, detailing the operational activities, information on the progress of projects and the routine duties of this division.

#### **Gundagai Parks & Gardens Section – Parks, Reserves, Sporting Fields, and Playgrounds - Achievements for the month include:**

- Regular street cleaning and maintenance.
- Spraying of town Streets.
- Removal of limbs and debris after storm damage.
- Hedging in main street and parks.
- Mowing, edging, and watering of recreational areas.
- Irrigation works and repairs to areas in need of maintenance.

#### **Cemeteries – North Gundagai Lawn & Monumental, South Gundagai, Tumblong, Coolac, Mount Adrah, Muttama, Adjungbilly, Nangus, Wagragobilly (Darbalara). Cemetery happenings this month include:**

- Bases to the new beam in Gundagai Lawn are being installed.
- Council staff have completed the CCA NSW training online webinars in preparation for the NSW Licensing requirements for cemeteries.

- Lawns and garden maintenance are conducted across all cemetery locations.
- There was one interment into the Gundagai Lawn Cemetery in January.

**Biosecurity** - Councils Biosecurity Officer is continuing to increase his knowledge base with required training in this area.

Compliance/control inspections are being completed as below.

Region	Activity	Date	LCA	Weed	Latitude	Longitude
Riverina	Control	31/01/2025	Cootamundra-Gundagai Regional Council	Blackberry	<a href="#">-35.0571</a>	<a href="#">147.916608</a>
Riverina	Control	31/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0816</a>	<a href="#">148.075235</a>
Riverina	Control	30/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0604</a>	<a href="#">147.918449</a>
Riverina	Control	30/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0613</a>	<a href="#">147.92034</a>
Riverina	Control	30/01/2025	Cootamundra-Gundagai Regional Council	Blackberry	<a href="#">-35.0724</a>	<a href="#">147.951182</a>
Riverina	Control	30/01/2025	Cootamundra-Gundagai Regional Council	Blackberry	<a href="#">-35.0701</a>	<a href="#">147.964507</a>
Riverina	Control	30/01/2025	Cootamundra-Gundagai Regional Council	Bathurst burr	<a href="#">-35.0751</a>	<a href="#">148.000202</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.076</a>	<a href="#">148.008329</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0765</a>	<a href="#">148.015761</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0769</a>	<a href="#">148.017308</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Bathurst burr	<a href="#">-35.0769</a>	<a href="#">148.017198</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Sticky nightshade	<a href="#">-35.0769</a>	<a href="#">148.017175</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0837</a>	<a href="#">148.062259</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0829</a>	<a href="#">148.071681</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0818</a>	<a href="#">148.075309</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Blackberry	<a href="#">-35.0786</a>	<a href="#">148.079787</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0735</a>	<a href="#">148.085443</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0702</a>	<a href="#">148.086437</a>
Riverina	Compliance	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0689</a>	<a href="#">148.086973</a>
Riverina	Compliance	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0683</a>	<a href="#">148.092801</a>
Riverina	Control	29/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0661</a>	<a href="#">148.096062</a>
Riverina	Control	24/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0806</a>	<a href="#">148.093576</a>
Riverina	Control	24/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0619</a>	<a href="#">148.097474</a>
Riverina	Control	24/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0633</a>	<a href="#">148.09517</a>
Riverina	Control	23/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0656</a>	<a href="#">148.095272</a>
Riverina	Control	23/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0981</a>	<a href="#">148.073165</a>
Riverina	Control	23/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.1061</a>	<a href="#">148.063384</a>
Riverina	Control	23/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.117</a>	<a href="#">148.0532</a>



Riverina	Control	23/01/2025	Cootamundra-Gundagai Regional Council	Blackberry	<a href="#">-35.1374</a>	<a href="#">148.007913</a>
Riverina	Control	23/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.1134</a>	<a href="#">148.045581</a>
Riverina	Control	23/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.1102</a>	<a href="#">148.053607</a>
Riverina	Control	21/01/2025	Cootamundra-Gundagai Regional Council	Blackberry	<a href="#">-35.0873</a>	<a href="#">148.08901</a>
Riverina	Control	21/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0844</a>	<a href="#">148.091437</a>
Riverina	Control	21/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0837</a>	<a href="#">148.09148</a>
Riverina	Control	21/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.062</a>	<a href="#">148.098783</a>
Riverina	Control	21/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0631</a>	<a href="#">148.102027</a>
Riverina	Control	21/01/2025	Cootamundra-Gundagai Regional Council	Blackberry	<a href="#">-35.0536</a>	<a href="#">148.101518</a>
Riverina	Control	20/01/2025	Cootamundra-Gundagai Regional Council	Coolatai grass	<a href="#">-35.1434</a>	<a href="#">147.992608</a>
Riverina	Control	20/01/2025	Cootamundra-Gundagai Regional Council	Serrated tussock	<a href="#">-35.0526</a>	<a href="#">148.114906</a>
Riverina	Control	16/01/2025	Cootamundra-Gundagai Regional Council	Serrated tussock	<a href="#">-35.0172</a>	<a href="#">148.11082</a>
Riverina	Control	15/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0756</a>	<a href="#">148.107316</a>
Riverina	Control	15/01/2025	Cootamundra-Gundagai Regional Council	Blackberry	<a href="#">-35.056</a>	<a href="#">148.106463</a>
Riverina	Control	15/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.056</a>	<a href="#">148.106463</a>
Riverina	Inspection	15/01/2025	Cootamundra-Gundagai Regional Council	Coolatai grass	<a href="#">-35.0555</a>	<a href="#">148.106531</a>
Riverina	Control	14/01/2025	Cootamundra-Gundagai Regional Council	St. John's wort	<a href="#">-35.118</a>	<a href="#">147.962313</a>
Riverina	Control	10/01/2025	Cootamundra-Gundagai Regional Council	Silverleaf nightshade	<a href="#">-35.0515</a>	<a href="#">148.12165</a>
Riverina	Control	10/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0482</a>	<a href="#">148.123668</a>
Riverina	Control	8/01/2025	Cootamundra-Gundagai Regional Council	St. John's wort	<a href="#">-35.0679</a>	<a href="#">148.113677</a>
Riverina	Control	7/01/2025	Cootamundra-Gundagai Regional Council	St. John's wort	<a href="#">-35.0361</a>	<a href="#">148.110715</a>
Riverina	Control	7/01/2025	Cootamundra-Gundagai Regional Council	Giant Parramatta grass	<a href="#">-35.007</a>	<a href="#">148.112112</a>
Riverina	Control	6/01/2025	Cootamundra-Gundagai Regional Council	Khaki weed	<a href="#">-35.0972</a>	<a href="#">148.092221</a>
Riverina	Control	3/01/2025	Cootamundra-Gundagai Regional Council	Johnson grass	<a href="#">-35.0698</a>	<a href="#">148.115188</a>
Riverina	Control	2/01/2025	Cootamundra-Gundagai Regional Council	St. John's wort	<a href="#">-35.0956</a>	<a href="#">148.390371</a>
Riverina	Control	2/01/2025	Cootamundra-Gundagai Regional Council	St. John's wort	<a href="#">-35.1034</a>	<a href="#">148.381018</a>

# Spray Records for the month of January 2025

Date	Location	Application	Land Use	Weed	Chemical	Quantity	Amountof Spray Mix
2/01/2025	Adjungbilly	Spot	Roadside	St John's Wort, Blackberry	Dicamba Musta Metsulfuron Genwett	1.6L 4.0L 50g 500ml	500L
3/01/2025	Charlotte St Brungle Rd Slate Quarry Rd	Spot	Roadside	Johnsons Grass, St John's Wort, Blackberry	Dicamba Musta Metsulfuron Genwett	1.9L 4.8L 60g 600ml	600L
6/01/2025	South Gundagai Cemetery	Spot	Reserve	Khaki Weed	Dicamba Musta Metsulfuron Genwett	1.9L 4.8L 60g 600ml	600L
7/01/2025	South Gundagai Cemetery Spring Flat Rd	Spot	Roadside Reserve	Giant Parramatta Grass, St John's Wort, Patersons Curse, Khaki Weed, Blackberry	Dicamba Musta Metsulfuron Genwett	1.9L 4.8L 60g 600ml	600L
8/01/2025	North Gundagai	Spot	Sporting Reserve	All Weeds	Musta Metsulfuron Genwett	3L 30g 500ml	300L
8/01/2025	Brungle Rd	Spot	Roadside	Johnsons Grass, St John's Wort, Blackberry	Dicamba Musta Metsulfuron Genwett	2.1L 4.8L 60g 600ml	600L
8/01/2025	Sporting Grounds	Spot	Sporting	All Weeds	Musta Metsulfuron Genwett	3L 30g 500ml	300L
9/01/2025	Palmer Park Friendship Park	Spot	Reserve Residential	All Weeds	Musta Metsulfuron Genwett	4L 30g 500ml	300L
9/01/2025	Coolac Rd Charlotte St	Spot	Roadside	Johnsons Grass, St John's Wort, Patersons Curse, Blackberry	Dicamba Musta Metsulfuron Genwett	2.1L 4.8L 60g 600ml	600L
10/01/2025	Charlotte St O'Briens Rd Quidong Rd	Spot	Roadside	St John's Wort, Blackberry, Johnsons Grass, Silver Leaf Nightshade	Dicamba Musta Metsulfuron Genwett	2.1L 4.8L 60g 600ml	600L
13/01/2025	Lindley Park South Lookout	Spot	Reserve Residential	All Weeds	Musta Metsulfuron Genwett	4L 30g 500ml	300L
13/01/2025	Mount Parnassus Nurse Murray St	Spot	Reserve Residential	All Weeds	Musta Metsulfuron Genwett	4L 30g 500ml	300L
13/01/2025	North Gundagai	Spot	Roadside	All Weeds	Musta Metsulfuron Genwett	4L 30g 500ml	300L
14/01/2025	Old Hume Highway	Spot	Roadside	St John's Wort, Johnson's Grass	Dicamba Musta Metsulfuron Genwett	1.8L 4.0L 50g 500ml	500L
15/01/2025	North Gundagai	Spot	Roadside	All Weeds	Musta Metsulfuron	8L 60g	600L

15/01/2025	Water Filtration Plant South Gundagai Service Station Sonowball Rd	Spot	Roadside	Johnson's Grass, Blackberry	Dicamba Musta Metsulfuron Genwett	1.0L 2.4L 30g 300ml	300L
16/01/2025	South Gundagai	Spot	Roadside	All Weeds	Musta Metsulfuron Genwett	8L 60g 1L	600L
16/01/2025	DOTT Walking Track Monumental Cemetery	Spot	Reserve	Serrated Tussock, Fleabane	Dicamba Musta Metsulfuron Genwett	2.1L 4.8L 60g 600ml	600L
17/01/2025	Monumental Cemetery	Spot	Reserve	Fleabane	Dicamba Musta Metsulfuron Genwett	1.8L 4.0L 50g 500ml	500L
17/01/2025	South Gundagai	Spot	Roadside	All Weeds	Musta Metsulfuron Genwett	8L 60g 1L	
20/01/2025	Catholic Cemetery Tumblong	Spot	Roadside Reserve	Serrated Tussock, Fleabane, Coolatai Grass, Blackberry, Johnson's Grass	Dicamba Musta Metsulfuron Genwett	2.1L 4.8L 60g 600ml	600L
21/01/2025	Attwood Ave Pool Burra Rd Sth Gun Exit Ramps Walking Track	Spot	Roadside	Blackberry, Johnson's Grass, St John's Wort	Dicamba Musta Metsulfuron Genwett	1.8L 4.0L 50g 500ml	500L
21/01/2025	North Gundagai South Gundagai	Spot	Roadside Reserve	Fleabane/All	Musta Metsulfuron Buffer	8L 60g 400L	
21/01/2025	Sheridan St Highway Exit Tip	Spot	Roadside	Johnson's Grass, Blackberry	Dicamba Musta Metsulfuron Genwett	2.1L 4.8L 60g 600ml	600L
22/01/2025	Judy St Tuckerbox Trail	Spot	Roadside	All Weeds	Musta Metsulfuron Buffer	7L 105g 1L	600L
23/01/2025	DOTT Gundagai Tip	Spot	Reserve	All Weeds	Musta Metsulfuron Genwett	15L 90g 1.5L	900L
23/01/2025	Tumblong Sheahan Bridge Nth Exit	Spot	Roadside	Johnson's Grass, Blackberry, St John's Wort	Dicamba Musta Metsulfuron Genwett	2.1L 4.8L 60g 600ml	600L
24/01/2025	Sheahan Bridge Nth Exit Sth Exit - Nth Bound	Spot	Roadside	St John's Wort, Johnson's Grass, Blackberry, Fleabane	Dicamba Musta Metsulfuron Genwett	2.1L 4.8L 60g 500ml	600L
28/01/2025	Coolac Grounds Dodd St	Spot	Roadside	All Weeds	Musta Metsulfuron Buffer	12L 90g 1.5L	900L
29/01/2025	Nangus Rd	Spot	Roadside	Johnson's Grass	Dicamba Musta Metsulfuron Genwett	2.1L 4.8L 60g 400ml	600L
29/01/2025	Middleton Drive Nangus Rd	Spot	Roadside	St John's Wort, Johnson's Grass, Blackberry	Dicamba Musta Metsulfuron	2.1L 4.8L 60g	600L
29/01/2025	South/Depot	Spot	Reserve	All/Catheads	Musta Metsulfuron Buffer	4L 30g 500ml	300L
30/01/2025	Depot Gundagai Tip	Spot	Reserve	All	Musta Metsulfuron Genwett	8L 60g 1L	600L
30/01/2025	Nangus Rd	Spot	Roadside	Johnson's Grass, Bathurst Burr	Dicamba Musta Metsulfuron Genwett	1.8L 4.0L 50g 500ml	500L
31/01/2025	Nangus Rd	Spot	Roadside	Johnson's Grass, Bathurst Burr, St John's Wort, Blackberry	Dicamba Musta Metsulfuron Genwett	1.4L 3.2L 40g 400ml	400L

**Gundagai Public & Council Facilities:**

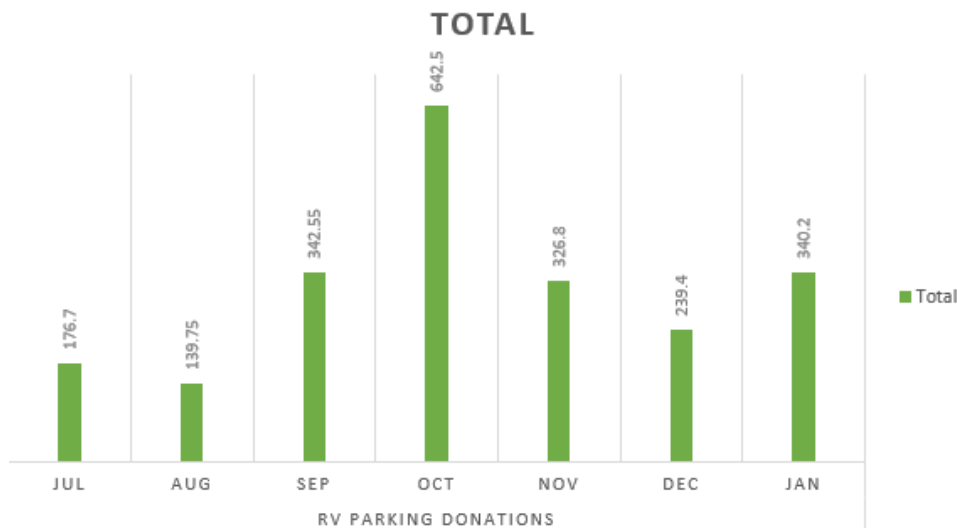
**Gundagai Pool –**

Gundagai Pool has had great attendance this season with an outstanding number of people attending the pool to enjoy the inflatable equipment in the week prior to Australia Day and then to also attend the Australia Day pool parties. Everyone is enjoying the fantastic canteen facilities and coffee’s being provided by the lessees.



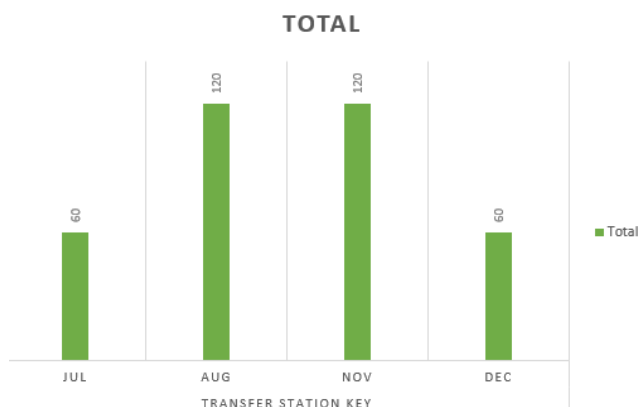
**Gundagai RV Park Income January 2025**

- 01/01/25 – 31/01/25 - Total Income \$340.20



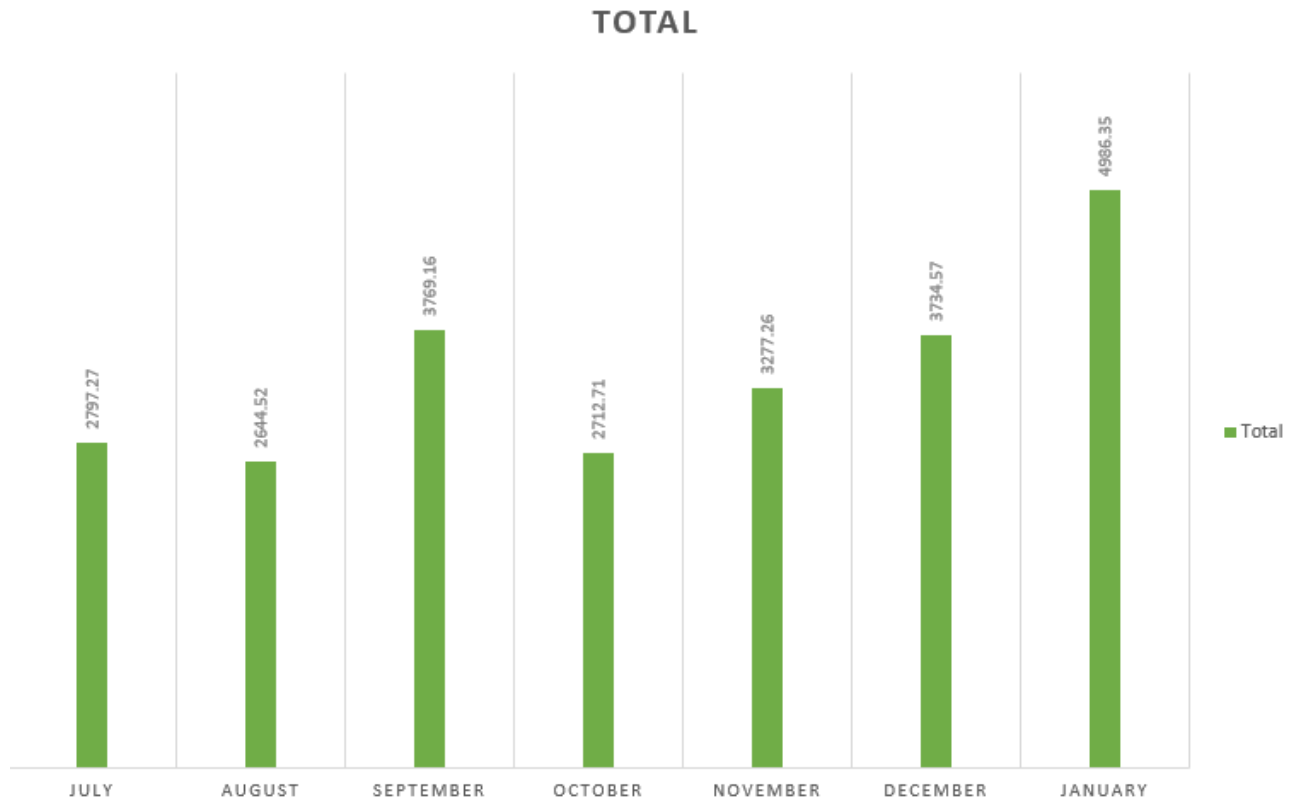
**Gundagai Transfer Station Key January 2025**

- 01/01/25 – 31/01/25 - General Income \$0.00



**Gundagai Landfill/Transfer January 2025**

- 01/01/25 – 31/01/25 - General Income \$4986.35



**Gundagai Saleyards January 2025**

- Income from the Saleyards Truck wash for the month of November amount yet to be received. *Note\* Figures are GST inclusive.*

<b>2024/2025</b>		<b>Avdata Payments /Council Income</b>	<b>Usage - Customers /Account Holders</b>
		<b>GST Incl.</b>	
2024	July	\$ 3,157.14	35
2024	August	\$ 2,123.91	35
2024	September	\$ 3,313.23	30
2024	October	\$ 2,418.47	28
2024	November	\$ 2,277.33	30
2024	December	\$ 3,435.11	32
2025	January	\$ 3,250.47	33
2025	February		
2025	March		
2025	April		
2025	May		
2025	June		
<b>2024/2025</b>	<b>Totals</b>	<b>\$ 19,975.66</b>	<b>223</b>

**Compliance:**

*Compliance with the Companion Animals Act 1998*

*Local Government (General) Regulation 2021 – Reg 217(1)(f)*

- Issues with roaming stock have been reported and addressed with the stock being returned and notices given.
- Several instances of illegal dumping have occurred with investigations ongoing.

**Financial**

There are no further financial implications as all work has been carried out as per the approved 23/24 budget allocations.

**OLG 23a Guideline consideration**

There are no implications to the guidelines.

**8.8 REGIONAL SERVICES COOTAMUNDRA**

**8.8.1 REGIONAL SERVICES - COOTAMUNDRA MONTHLY REPORT TO COUNCIL**

DOCUMENT NUMBER	430683
REPORTING OFFICER	Shelley Liehr, Operations Support Officer
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 2.2 A thriving region that attracts people to live, work and visit
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The Regional Services – Cootamundra department monthly works report be received and noted.**

Introduction

This report has been prepared to inform Council of the activities undertaken by the Regional Services – Cootamundra Department over the month of January 2025.

Discussion

**Saleyards**

No sheep sales have occurred.

The saleyard’s holding paddocks agistment has ended. The holding paddocks have been grazed to a level where the fire risk has been reduced significantly and enough ground cover remains to protect the soil from degradation from wind/rain erosion. The paddocks will now be rested until suitable stock feed is available after the autumn break. Paddocks will be agisted once the level of feed is available.

Claron Estate land is on a 12-month lease contract. The fire risk has been reduced significantly with the use of sheep to graze the bulk of the fodder.

**Truck Wash**

As of the reporting date January, the truck wash recorded 137 transactions, invoicing a total of \$7,873.77.

Truck wash area was cleaned and emptied twice during January , removing approximately 16 tonne of animal faeces.

Preparation works are being undertaken to install a second tank for potable water. The truck wash has run out of water several times and to mitigate the issue, a second tank is required to supply the

pump house. The original design was for approximately 10 trucks per week – current average use is approximately five trucks per day and in some instances up to 7 trucks per day. Transport drivers prefer the Cootamundra truck wash due to the ease of entry, good pressure, cleanliness and safety improvements (lights, concrete paths, guarded areas).

Council will also install a second pump to maintain the pressure when two trucks are simultaneously using the truck wash. The second pump is a surplus and has been in storage from an early change to the truck wash. Extra taps will be installed so staff can wash down the pits and sieve grates without dragging heavy hoses around the yards and pits.

Recycled crushed concrete has been used to fill in ruts in the parking areas around the pump house to mitigate slips trips and falls and for ease of maintenance.

### **Cemeteries**

During the Christmas break, two burials took place on the 31<sup>st</sup> December 2024 at the Cootamundra Lawn Cemetery.

January had three burials in the Cootamundra Lawn and one interment of ashes in the Cootamundra Lawn Niche. One plaque was affixed at Stockinbingal Lawn Cemetery and two ceramics at the Cootamundra Lawn Cemetery.

Conservation grants for Stockinbingal and Wallendbeen Cemeteries were submitted in October and Council are still waiting to hear back if we were successful from the Biodiversity Conservation Trust. If awarded, these grants will support the preservation of small areas of natural Grassy Box woodlands, two of the few remaining habitats of this kind in NSW.

Cootamundra Cemetery masterplan has been discussed with planning underway.

### **Regulatory Services**

Council Rangers seized ten dogs during the month of January. Of these, one dog, which was microchipped and registered, was returned directly to its owner without impounding, while another seven were impounded and later reclaimed. Two dogs were surrendered and were released to rescue for rehoming.

Council Rangers seized twenty-two cats. One was microchipped and impounded, and was later reclaimed by their owners. One cat has been rehomed, while a further nine are awaiting rehoming. Thirteen feral cats were euthanised.

Council Rangers responded to various concerns about barking dogs, straying animals, and non-compliance for both cats and dogs.

Council Rangers continue to monitor and refill waste stations.

The Council Ranger attended a dog incident. As a result of the investigation, one dog has had an Intention of Menacing Dog issued.

Total registration fees collected for January amounted to \$2,608.00.

Additionally, Rangers issued warnings for illegal parking to owners. Two vehicles were impounded for breaches under the NSW Public Spaces Act.

### **Parks and Gardens**

Due to the Christmas leave, staff levels were lower than usual.

Mowing maintenance was reduced through the month due to no rain and the irrigation being only a supplementary process – sports fields, surrounds, irrigated small spaces, villages of Stockinbingal



and Wallendbeen and town open spaces was reduced considerably. Due to equipment breakdowns only one mower has been available, the other two will be repaired and returned to service.

Cootamundra hosted the Touch Football Carnival in mid-January. Staff maintained the area and extra water was allocated to have a safe and useable playing surface for the competition. The drainage work had trenches that needed extra water for kikuyu coverage. Four new touch fields were marked out on the newly finished fields. Extra event bins were delivered to facilitate the rubbish requirements for the weekend.

Albert Park was maintained on the Thompson Street side, including the Gallipoli Rose Garden, in preparation for Australia Day events. Staff made themselves available to set up marquees, tables, chairs and flag pole for the day. Pack up was also undertaken by Parks staff at the conclusion of the event.

Sutton Street trees were trimmed and maintained from Mackay Street through to Campbell/Hovell Street intersection for the purpose of road sealing and pedestrian access in collaboration with RMS and Council’s Civil Works team to complete the project.

The town Christmas tree was removed in preparation for Australia Day, then erecting the town flagpole and flying the Australian Flag. A new flag was installed due to the existing flag reaching its useable lifespan.

Top dressing of Nicholson Park was undertaken after the touch football carnival as a preventative measure to mitigate the recently dug drainage trenches that had begun to subside due to the dry weather shrinking the soil. This work is part of the contractors agreement, there was no additional cost to Council.

Staff commenced work at the permanent Beach Volleyball site, weeding, edging the court and applying extra water to green up the area. Trees along Murray Street were maintained to allow the event to be held unhindered by low branches and for the tipping trucks to apply the sand.

General town maintenance to main street Gardens, including extra watering due to the hot weather.

**Bio Security**

**General and WAP Activity January 2025**

Activity	Location	Km/Count	Date	
<b>Regional Inspection Program - Inspection of High-Risk Pathways (roadsides) (Inspection) (Inspection) 1000km</b>	Stockinbingal RD	19.5	8/1/25	
	Olympic HWY	14	7/1/25	
	Burley Griffin Way	25	8/1/25	
	Olympic HWY	5	9/1/25	
	Olympic HWY	14.6	10/1/25	
	Burley Griffin Way	4.7	14/1/25	
	Old Gundagai Rd	21.6	15/1/25	
	Rosehill Rd	21.5	15/1/25	
			<b>TOTAL: 126km</b>	

<b>(HRS) Inspection of named HRS.</b> <b>(7 Cootamundra x 2 inspections)</b> <b>Nursery (3)</b> <b>Saleyards (1)</b> <b>Abattoir (1)</b> <b>Jugiong feedlot (1)</b> <b>Conqueror grain (1)</b>	Cootamundra Saleyards	1 inspection and spraying.	9/1/25
<b>Inspection of High Risk Sites- Travelling Stock Reserves (TSRs) (Inspection) 35 TSR CGRC</b> <b>≥ 1 inspection every 3 years. Target 30</b>	Wallendbeen Crown Reserve	1 inspection	9/1/25
<b>Inspection of HRS – Water ways and foreshore inspections.</b> <b>100km annually.</b> <b>Muttama Ck</b> <b>Hilias Ck</b> <b>Bland Ck</b> <b>Cunninbgham Ck.</b> <b>Target 100km</b>	Cunningham Ck	1km	9/1/25
<b>Private Property Inspections. Target 120</b>	14 Williams Avenue	1 inspection	17/1/2025
	16 Williams Avenue	1 Inspection	17/1/2025
	18 Williams Avenue	1 inspection	17/1/2025
	0 Warralong Rd	1 inspection	28/1/25
	216 Sutton’s Lane	1 inspection	28/1/25
	91 Warralong Rd	1 inspection	29/1/25
	92 Warralong Rd	1 inspection	29/1/25
	184 Sutton’s Lane	3 inspection	30/1/25

	81 Warralong Rd	1 inspection	31/1/25
	60 Warralong Rd	1 inspection	31/1/25
	59 Warralong Rd	1 inspection	31/1/25
		<b>TOTAL: 53/60</b>	
<b>Provide landholders with education, training &amp; technical advice &amp; support on weed management (Extension)</b>	Privet broad-leaf information package	3 packages	17/1/2025
	Sticky Nightshade package	1 package	29/1/25
	Silverleaf nightshade package	1 package	29/1/25
	Weeds of Riverina booklet	1 package	31/1/25
	Post inspection Reports	11 units	31/1/25
<b>Other</b>			
Spot Spray Local Roads – Local priority weeds			
	Rosehill	Spot Spray	15/1/25
	Kilrush	Spot spray	7/1/25
	Old Gundagai	Spot spray	15/1/25
	Stockinbingal Rd	Spot spray	14/1/25
	Muttama Rd	Spot spray	8/1/25
	Olympic HWY	Spot spray	10/1/25
	Burley Griffin Way	Spot spray	14/1/25
	Wallendoon Lane	Spot spray	7/1/25

**General Comments:**

- The Landcruiser (spray unit) out of order at start of month.
- Focus on highway roadside inspections and control of Johnson and African Lovegrass.
- Summer maintenance side spray planned on several roads.
- St. John’s Wort largely entering summer dormancy (shorter season – dry conditions - Cootamundra).

- Local road spraying African Lovegrass, Johnson Grass, Silverleaf Nightshade and Bathurst Burr.
- Private property inspections to continue.
- New incursion of Sticky Nightshade identified on Burley Griffin Way. Treated, BIS reported and new RGP area to be erected in incursion zone. Seasonal monitoring required.
- Continued work on WAP application. Several online meetings attended, and draft responses sent to DPI and Regional Weeds Coordinator. Feedback implemented. Final draft responses nearing completion. Section B funding allocations to be finalised before Feb 19<sup>th</sup>.

### **Waste Services**

The Cootamundra tip shop is becoming quite popular with locals exploring the range of options to secure a bargain whilst assisting with the reduction in waste going into the landfill.

The recycled compost sold 61 tonnes, and the crushed concrete sold 336 tonnes over the January period.

Work has been completed for capping and cleaning up for builders' rubble and other waste at the Cootamundra, Stockinbingal and Wallendbeen landfills as per EPA requirements.

A new haulage contractor has been engaged through the South West Regional Waste Management Group. This was awarded to Elliotts in Tumut which commenced on 1/2/2025.

### **Facilities**

The roof at the Wallendoon Street toilet block was repaired to prevent the men's toilet leaking through the ceiling.

### **Capital Works**

Ellwood Hall update – It was anticipated to have the new toilet block completed by the end of December. Due to supply delays it is now expected to be completed at the end of February. The builder is waiting on the partitions for final the fit out.

Quad Scull update – The Men's Shed have completed the restoration work to the Quad Scull and it is now ready to be displayed. The Heritage Centre The story board is being.

### Financial

All areas of expenditure relating the operations within the Regional Services – Cootamundra department are in the most part within the allocated budgets.

### OLG 23a Guideline consideration

No impacts associated with this report.

**8.8.2 REVIEW OF GUNDAGAI WASTE MANAGEMENT OPERATIONS**

DOCUMENT NUMBER	431550
REPORTING OFFICER	Greg Ewings, Acting Manager Regional Services Gundagai
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 2.2 A thriving region that attracts people to live, work and visit
FINANCIAL IMPLICATIONS	Funding of \$720,000 in the 2024/2025 budget for the Gundagai Landfill upgrades including entrance upgrade with weighbridge, power and new site office amenities building.
LEGISLATIVE IMPLICATIONS	The Waste budget must be managed and be compliant with the terms and conditions as outlined within the relevant sections of LG Act. specifically related to domestic waste management services under Section 469 of the Local Government Act 1993 (NSW).
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

- 1. Council acknowledges receipt of the report on the current Waste Services Operations across the CGRC area.**
- 2. That Tenders be called for the provision of the Waste collection services for Council's Transfer Stations and the Gundagai Burra Road Waste Facility.**
- 3. Council proceeds with the capital improvement program for the Gundagai Burra Road Waste Facility as detailed in the 2024/2025 Budget.**

Introduction

This report is in response to Council's request for the provision of Councils waste operations information, be provided for a Councillor workshop. The request was following a report to the July 23 Meeting 2024 which addressed the possible addition of a new transfer station in the Adjungbilly area.

In addition to addressing the immediate requirement outlined, this report delves into the broader context of council's waste operation. By examining financial sustainability and evaluating the current waste management practices, the purpose of this report is to provide the Council with informed insights that will help to guide future decisions.

The management of waste operations is complex, and council must consider all factors that may influence the impact of their choices. Therefore, it is essential to recognise that when contemplating the development of a new services, the potential impacts of a new service on other areas of waste operations must be thoroughly understood.

The subsequent sections will reach into the specifics of staff findings and recommendations.

## Discussion

To enhance clarity, this report is structured into six distinct sections:

1. Current Waste Operation Details and Contracts
2. Licencing and Compliance
3. Potential Capital Improvements - Gundagai
4. Gundagai Transfer Stations – Cost Comparison for Council to Undertake Full Service.
5. Alternative Service Options for Gundagai Waste Services
6. Summary

### **1. CURRENT WASTE OPERATION DETAILS AND CONTRACTS**

#### **COOTAMUNDRA LANDFILL**

The Cootamundra Landfill covers an area of 20.52 ha and operates under Environmental Protection License (EPL) being 5985 issued by the NSW EPA, which relates to a General Solid Waste (Putrescible) Landfill. Under this license agreement, the landfill operates under the Environmental Protection Authority (EPA) conditions and guidelines. This landfill licence allows a total tonnage of waste disposed of at the premises not exceeding 20,000 tonnes per year. All waste streams that enter this facility is captured and recorded through the weighbridge and waste software, identifying materials and weights that are collected for the EPA reports.

Cootamundra Waste Facility receives and manages both domestic and non-domestic waste. At Cootamundra, general waste is hauled to Ecofill, Jugiong, as part of the South West Regional Waste Management Group haulage agreement, with a total of 1,718 tonnes recorded for FY 2024.

The Cootamundra Waste Facility incorporates a Material Recovery Facility (MRF) which Elouera Association Inc operate under contract. All recycling collected is sorted and separated onsite and then transported off site for reuse.

Approximately two-thirds of domestic waste managed by Council is collected at the kerbside. Council recycles around 40% of all kerbside waste streams collected.

CGRC residents generate significantly lower amounts of household kerbside waste compared with an average of all NSW Councils. Within the co-mingled recycling stream, approximately 15% of the collection is landfilled as non-recyclable material, whilst very little contamination is reported within kerbside organics.

A revolve shop has recently been installed as per the Waste Strategy Delivery Action Plan 2020-2030 with the initiative to further reduce the amount of material going into landfill.

Residents of Cootamundra, Stockinbingal and Wallendbeen are provided with a three mobile garbage bin (MGB) Council kerbside service. This service is comprised of one 140L general waste bin collected weekly, one 240L recycling bin collected fortnightly, and one 240L green waste bin collected on the alternative fortnight. A relatively small number of kerbside services are also provided to businesses within the Cootamundra township.

Income received for FY 2024 over the Cootamundra Waste Facility totaled \$869,948.14, with 26,043.61 tonnes of waste received over all waste streams.

### **Village Landfills**

Stockinbingal and Wallendbeen landfills are managed under contract by Elouera Association Inc which is up for renewal in June 2025.

The life of both Stockinbingal and Wallendbeen villages is nearing completion. Council is exploring funding opportunities for the closure of these landfills and constructing transfer stations to those utilized in Muttama, Tumblong, Nangus and Coolac to service these communities to encourage resource recovery options, and alleviate the potential environmental risks associated with a traditional landfill.

Opportunities for recycling are limited at these sites. Recyclables are manually sorted by residents and collected in MGB's which are supervised by contracted staff.

### **Stockinbingal**

Stockinbingal landfill is a smaller rural landfill staffed by Elouera Association Inc. when open. The site is fenced with stock-proof fencing but due to its proximity to roads and villages. The installation of man-proof fencing and a remotely connected multi-camera CCTV system would provide better site security, reduce the risk of inappropriate dumping, scavenging and vandalism, and allow Council to respond should an incident occur.

There are a very limited opportunities at the site to separate and recovery resources and reduce the amount of material going to the pit.

### **Wallendbeen**

Wallendbeen landfill is also operated by Elouera Association Inc. and has limited capacity to receive more waste. The larger open pit has limited capacity and is being capped as it nears its limit.

The site has stock-proof fencing, but due to the proximity of the site to main roads and the Wallendbeen village, there is a risk of dumping and unauthorized use. A third-party review recommend that the site have man-proof fencing and a remotely connected multi-camera CCTV system to provide better site security, reduce the risk of inappropriate dumping, scavenging and vandalism, and allow Council to respond should an incident occur.

As with the Stockinbingal landfill, there are limited opportunities to dispose of segregated recyclable materials at the landfill and it would be beneficial to install improved infrastructure improved recycling and resource recovery.

### **GUNDAGAI LANDFILL**

The Gundagai Landfill operates as an unlicensed landfill, exempt from the same Environmental Protection Authority (EPA) conditions and operational requirements applicable to the Cootamundra Landfill. However, the Gundagai Landfill remains subject to stringent EPA waste regulations associated with unlicensed landfills.

In the waste report to council 23 July 2024 the inefficiencies and cost involved with the use of the Cleanaway 23m<sup>3</sup> hook bins in the current service were highlighted. Staff are still compiling data from old service records to establish the amount of waste transported in the bins from the Gundagai landfill site over the past 3 years to enable an accurate \$ per tonne cost. Once established the \$per tonne cost will be used to compared with alternative services such as onsite compaction and joining the South West Regional Waste Management Group transport system.

Waste management involves interconnected components, each impacting the final outcome. To address the existing information deficiency, a comprehensive review of waste operations is imperative and is ongoing. The review aims to identify areas requiring correction and implement appropriate changes, ensuring full compliance with the LG Act and securing the long-term financial viability of the Gundagai waste operations.

The Waste Operations and Financial Divisions of the Council are collaboratively addressing the existing deficiencies. They are implementing new accounting procedures to enhance data collection, ensuring accurate accountability for the entire waste operations. These efforts aim to secure both the current and long-term sustainability of waste operations, meeting community expectations.

### **Transfer Stations**

Within the former Gundagai Shire area, there are currently four (4) village transfer stations situated as follows:

- Muttama
- Tumblong
- Nangus
- Coolac

The Council presently oversees day-to-day operations at these stations, which encompass tasks such as litter collection, bin repairs, fence and gate maintenance, scanner and camera monitoring, tag issuance, and skip bin management.

Previously, the Council held a Service agreement with Cleanaway for servicing the skip bins, but this Agreement expired in 2019. Since then, Cleanaway continued to provide service on a service-by-service basis. The delay in not re-negotiating the service agreement or commencing a new competitive procurement process for the service meant that there was no market cost comparison received at the time. This resulted in Council not knowing if it was receiving value for money at the time. In 2022 a decision not to renew the contract was based on the need for a comprehensive review to determine the most cost-effective and efficient approach to skip bin servicing. This evaluation was to weigh internal operations against external options. It could be reasonably assumed that not re-negotiating or going to market over this time led to increased prices.

In March 2024, after negotiations with Cleanaway new 12-month service agreements for the Transfer station servicing were signed with an average saving across the four sites of 11% from the 2023/2024 charges. This contract expires in March 2025 and during its term there has been several inefficiencies in its delivery in which if rectified Council could save cost.

Considering the above it is timely that Council go out to the market and call for tenders for the provision of the service.

Prices received can then be received and compared to the cost of Council undertaking the operation in house.



Included below are plans that give details of the location of the current sites and the coverage within the council boundaries.

Figure 1a below shows the location of Councils current waste facilities

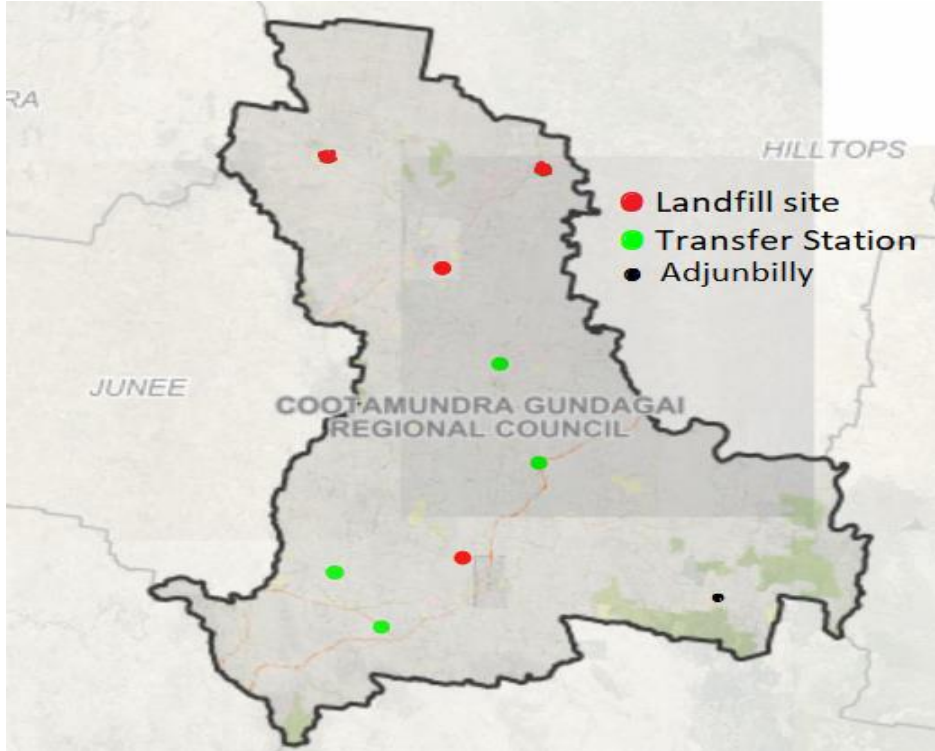


Figure 1a

Figure 1b below shows the coverage of the current facilities using a 15km radius from each site.

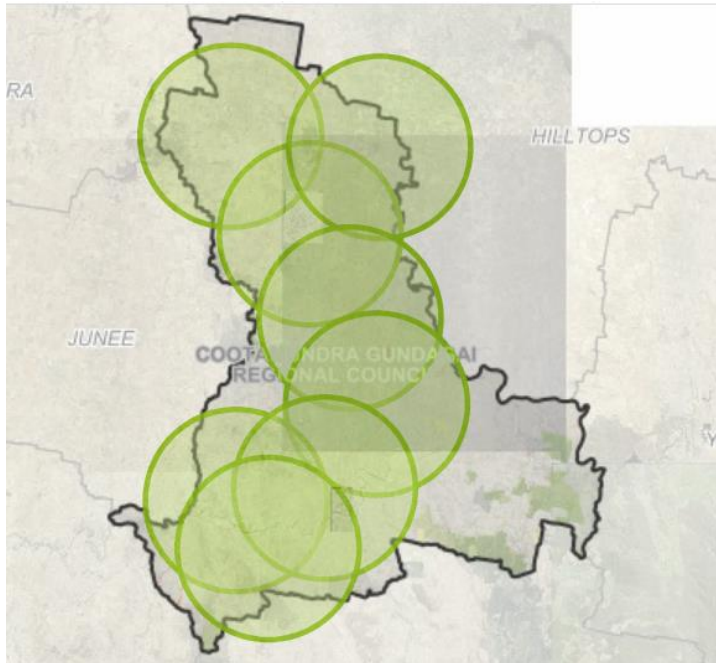


Figure 1b

**OPERATING COST**

Below is a summary of the income and operating cost of the Gundagai waste services for the 2023/2024 Financial year.

**23/24 Waste Income Domestic**

- Number of current bins serviced (as per rate notices) – DWC 951, CWC 115 assessments – 259 services.
- Total Income from Domestic Waste Charge - \$494,520.00
- Number of rural properties that receive a rural waste levy Gundagai (RWC) – 1297.
- Total income from RWC - \$99,869.00.

**Total Annual Domestic Income - \$594,389.00**

**Income General Waste**

- Gundagai Landfill Fee & Chargers - \$69,303.00 (2023/24)
- Sale Scrap Steel – \$29,000.00.

**Total Income General Waste - \$98,954.00**

**Total Waste Annual Income - \$693,343.00**

**Waste Expenditure**

- Operating Costs Domestic Waste Collection - \$236,456.00
- External Operational Costs Gundagai Landfill - \$221,593.00
- Internal Operating Costs four (4) Transfer Stations - \$6,712.00
- External Operating Costs Four (4) Transfer Stations - \$191,085.00.

**Total Waste Operations Expenditure Gundagai - \$655,846.00**

**Income 23/24 F/Y \$693,343.00 - 23/24 F/Y Expenditure \$655,846.00 = \$37,497.00 result  
23/24 Annual Gundagai Waste Operating Result positive \$37,497.00.**

Regarding the financials related to Domestic Waste, the income amounts to \$549,380.00, with a total operating expenditure of \$432,892.00. This results in a surplus of \$116,488.00 for the Domestic Waste Reserve.

The operational cost compared to the income generated by the Gundagai Landfill is a concern. While there has been areas of the operation where cost savings have been identified which are described in part 4 of this report it also should be noted that the fees and charges and service delivery at the site need reviewed to determine a more sustainable outcome.

As an example, in 2023/24 there were 1973 manually recorded transaction at the site with \$33,863.00 income recorded for the transactions. This equates to an average price of \$17.16 per transaction recorded manually at the gate in operating hours.

The difference between the gate income of \$33,863.00 and the total recorded income of \$69,303.00 was \$35,440.00 which was charged to account holders.

If the average charge of \$17.16 was divided into the total site income of \$69,303.00 it equates to 4038 transactions in total.

In the same period the Cootamundra Landfill had recorded a total of 20557 transactions over the weighbridge with an income of \$841,935.00. When divided by the transactions this equates to an average transaction price of \$40.95.

If assuming the Gundagai site had a weighbridge and charged by weight using the same fees and charges structure as Cootamundra, then the 4038 transactions through the Gundagai site would have generated \$165,381.00.

This example highlights the need to be able to have detailed information on who is using the facility the products being delivered or taken and the amount in out of the site. Without having detailed information, it is hard to set fees and charges that cover the current cost of operating a landfill and the cost required to be used in the future for upgrades and rehabilitation the site will require.

## **2. LICENCING AND COMPLIANCE**

### **Licencing;**

Cootamundra Landfill is operated under the EPA licence 5985 for waste disposal to land not exceeding 20,000 tonne per annum.

Gundagai is a non-licenced small, rural landfill.

### **Compliance;**

#### **Cootamundra Landfill annual licence return.**

#### **Domestic Waste Management Services Under Section 469 of the Local Government Act 1993 (NSW)**

Domestic waste operations encompass the collection and management of various materials, as outlined in the Local Government Act. These services include:

- 1. Household Putrescible Waste Bins**
- 2. Household Green Waste Bins**
- 3. FOGO (Food Organics, Garden Organics) Waste Collection**
- 4. Recyclable Material Collection Bins**

The costs associated with these domestic waste operations are covered by the Domestic Waste Management Charge, which forms part of the annual ratable waste charges imposed by CGRC.

The provisions outlined in the Local Government Act:

#### **1. Annual Charges for Domestic Waste Management Services:**

- Councils are obligated to establish and levy an annual charge for providing domestic waste management services.
- This charge applies to each rateable land parcel where the service is available.
- Importantly, the charges must not exceed the reasonable cost of providing these essential services.
- Revenue collected through these charges is earmarked exclusively for domestic waste management purposes.

#### **2. Restrictions on Using Ordinary Rate Income:**

- Councils are expressly prohibited from allocating income from an ordinary rate toward the cost of domestic waste management services.

- However, subsection (1A) allows for income from an ordinary rate to be internally lent, specifically for meeting the costs associated with providing domestic waste management services.

In summary, Section 469 ensures that local councils effectively fund and manage domestic waste services while maintaining transparency and cost-effectiveness.

As detailed above it is not permissible to have a waste management charge that exceeds the actual costs to deliver the service to the community.

Under the Local Government Act (LGA) Waste provisions, waste is classified into two main categories: Domestic and General waste. According to the Local Government Act 1993 (NSW), councils are obligated to levy an annual charge for providing domestic waste management services to each rateable parcel of land where this service is available.

These charges related to Domestic Waste must be exclusively utilised for managing and servicing Domestic Waste, not for General Waste. Furthermore, these charges should not exceed the reasonable cost incurred by the council in delivering waste services to the community.

### 3. POTENTIAL CAPITAL IMPROVEMENTS - GUNDAGAI

The capital improvements identified as being required for the Gundagai Burra Road Site are

- Weighbridge
  - Associated amenities and weighbridge building
  - Provision of power or solar option / generator back up option
  - Potential installation of waste compactor unit (New Wastech Unit \$164,373 inc. GST in 2020)
  - Upgrade internal roads and parking area
  - Renew fencing on Burra Road frontage.
- Indicative quotes have been received for the provision and installation of a new weighbridge with an associated weighbridge office and amenities building including solar power, with battery storage costing \$280,000.00

### 4. ALTERNATIVE SERVICE OPTIONS FOR GUNDAGAI WASTE SERVICES

**Removing Landfill from Transfer Operations:** By separating landfill operations from transfer activities, we can streamline processes and enhance accountability.

**Internalising Landfill Management:** Transitioning from external to internal management can improve cost control and operational effectiveness.

**Adjusting Landfill Operating Hours:** Exploring the possibility of operating the landfill only three days a week could yield efficiency gains.

**Implementing a Weigh Bridge and Data Management System:** Installing a weigh bridge and associated waste data management system will ensure accurate tracking of data and fees. The Data gained will enable the breakdown of cost of all Gundagai waste operations to cost per tonne as well as giving better control and security to the Burra Road site.

**Evaluating FOGO Operations:** Investigating the current FOGO (Food Organics, Garden Organics) operations and processing to identify options and potential cost savings.

**Introducing Kerbside Collection:** The introduction of a kerbside collection for General Waste and recycling to the Gundagai villages of Muttama, Tumblong, Nangus and Coolac may reduce the use and demand of the transfer stations.

These opportunities represent a starting point for addressing the current issues, problems and ensuring the long-term sustainability of our waste operations.

## 5. SUMMARY

This report identifies the current operational waste services and the cost to council to provide the services, additionally the report indicates areas of the current waste operations that may be improved and demonstrates the need to have a new Waste Management Policy.

The report also details the need to consider the wider issue of what parameters should be considered when looking at where a waste service is provided. While the report focuses more within the Gundagai area the implications apply equally to the Cootamundra Waste operations. By examining financial sustainability and evaluating current waste management practices, the purpose of this report is to provide Council with informed insights that will help guide future decisions.

It is for the above reasons it is not recommended that Council proceed at this time with the construction of any additional Transfer Stations, however pending the results of cost savings by that may be gained by going to the market or alternatively servicing in house if more cost effective the issue could be reconsidered and included in a new CGRC Waste Management Policy (WMP).

While it is acknowledged that all waste service operations do not provide equality of services to all property owners and residents by having a policy that clearly defines Council's Waste Management services, operations and the areas within the Council Boundaries that receive each type of service, and the levels of service gives clarity and consistency that can be easily communicated to the community.

### Financial

Funding of \$720,000 in the 2024/2025 budget for the Gundagai Landfill upgrades including entrance upgrade with weighbridge, power connection and new site office /amenities building. Potential projected expenses associated with Waste Transfer Station at Adjungbilly in future budget.

### OLG 23a Guideline consideration

Does not conflict with Guidelines.

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

Nil

**10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS**

**11.1 CLOSED COUNCIL REPORT**

DOCUMENT NUMBER	431660
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

Council’s Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

**RECOMMENDATION**

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

**11.2 RFT2024/04 WATER NETWORK CIVIL, ELECTRICAL AND MECHANICAL UPGRADES AT COOTAMUNDRA & GUNDAGAI**

Provisions for Confidentiality

Section 10A (2) (d(i)) – The Confidential Report contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Public Interest

Discloses commercial information.