

# Business Paper

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, TUESDAY 26<sup>TH</sup> NOVEMBER, 2019**

**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 Council Chambers, Gundagai on:

**Tuesday, 26<sup>th</sup> November, 2019 at 6:00pm**

The agenda for the meeting is enclosed.

Phillip McMurray  
General Manager

# AGENDA

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**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 29 OCTOBER 2019**

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, 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 29 October 2019

### **RECOMMENDATION**

**The Minutes of the Ordinary Meeting of Council held on Tuesday 29 October 2019 be confirmed as a true and correct record of the meeting.**

# Minutes

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA**

**6:00PM, TUESDAY 29th OCTOBER, 2019**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
ON TUESDAY, 29 OCTOBER 2019 AT 6:00PM**

**PRESENT:** Cr Abb McAlister (Mayor), Cr Dennis Palmer (Deputy Mayor), Cr Leigh Bowden, Cr David Graham, Cr Gil Kelly, Cr Penny Nicholson, Cr Charlie Sheahan, Cr Craig Stewart

**IN ATTENDANCE:** Phil McMurray (General Manager), Ganesh Ganeshamoorthy (Manager Assets), Susan Gheller (Manager of Business), Mark Ellis (Manager Civil Works), Miriam Crane (Manager of Community and Culture), Sharon Langman (Manager Development, Building and Compliance), Tim Swan (Manager Finance), Glen McAtear (Manager Regulatory Services), Wayne Bennett (Manager Waste, Parks & Recreation Services)

**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 355/2019**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**Council adjourn for Open Forum.**

**CARRIED**

**2 OPEN FORUM**

List of Speakers

1. Konrad Streher – Mr Streher raised concerns in relation to item 8.4.4 Development Application 2019/103 - Fish Rendering Trial - 572 Stockinbingal Road, Cootamundra.
2. Dean Thompson – Mr Thompson raised concerns in relation to item 8.4.4 Development Application 2019/103 - Fish Rendering Trial - 572 Stockinbingal Road, Cootamundra.
3. Jason Graham – Mr Graham, as the owner of Manildra Meats, spoke on item 8.4.4 Development Application 2019/103 - Fish Rendering Trial - 572 Stockinbingal Road, Cootamundra.
4. Helen Hamilton – Mrs Hamilton spoke to Council on the overgrown condition of the old Mitre 10 site in Cootamundra.
5. Mark Lake – Mr Lake as President of the Cootamundra Swim Club spoke on item 8.10.4 Cootamundra Sports and Recreation Council Meeting Minutes, in particular, the review of the Cootamundra Swimming and Lifesaving Club Summer Season Access Agreement.
6. Pip McAlister – Mrs McAlister addressed Council on her concern of various tree matters in Gundagai.
7. Greg Quirk – Mr Quirk addressed Council on matters at Wallendbeen and the Wallendbeen Draft.

## **RESUME OPEN MEETING**

### **RESOLUTION 356/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

**Council resume the Open Meeting.**

**CARRIED**

## **3 APOLOGIES**

Note: An apology was received on behalf of Councillor Doug Phillips

### **RESOLUTION 357/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

### **RECOMMENDATION**

**The apology received on behalf of Councillor Phillips be received and leave of absence granted.**

**CARRIED**

## **4 DISCLOSURES OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES**

**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 24 SEPTEMBER 2019**

**RESOLUTION 358/2019**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

**The Minutes of the Ordinary Meeting of Council held on Tuesday 24 September 2019 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON THURSDAY 17 OCTOBER 2019**

**RESOLUTION 359/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Dennis Palmer

**The Minutes of the Extraordinary Meeting of Council held on Thursday 17 October 2019 be confirmed as a true and correct record of the meeting.**

**CARRIED**



## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

Note: The following amendments to the Mayoral Minute were noted:

Cr Graham attended the Waste:

24<sup>th</sup> September, 2019

Crs Bowden, Kelly, Nicholson, Sheahan and I attended a Councillor Workshop.

25<sup>th</sup> September, 2019

Cr Palmer (Deputy Mayor), Cr Bowden and I attended the GM application interviews.

1<sup>st</sup> October, 2019

Cr's Bowden, Graham, Kelly, Nicholson, Sheahan and I attended the CGRC Waste Management Workshop.

24<sup>th</sup> October, 2019

The Community Access and Inclusion Meeting scheduled to be held in Cootamundra was cancelled due to insufficient numbers for a quorum.

#### RESOLUTION 360/2019

Moved: Cr Charlie Sheahan

Seconded: Cr Craig Stewart

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

**CARRIED**

## 7 REPORTS FROM COMMITTEES

Nil

## 8 GENERAL MANAGER'S REPORT

#### RESOLUTION 361/2019

Moved: Cr Gil Kelly

Seconded: Cr Charlie Sheahan

**Item 8.4.4 Development Application 2019/103 - Fish Rendering Trial - 572 Stockinbingal Road, Cootamundra be considered next.**

**CARRIED**

**8.4.4 DEVELOPMENT APPLICATION 2019/103 - FISH RENDERING TRIAL - 572 STOCKINBINGAL ROAD, COOTAMUNDRA****RESOLUTION 362/2019**

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

**Council defer consideration of Development Application 2019/103 – Fish Rendering Trial- 572 Stockinbingal Road, Cootamundra for a further report to be submitted to the Ordinary Meeting scheduled for Tuesday, 10<sup>th</sup> December, 2019, subject to the applicant providing additional information requested by Council by 29<sup>th</sup> November, 2019.**

<b>VOTING RECORD</b>	
<b>FOR RESOLUTION</b>	<b>AGAINST RESOLUTION</b>
Cr Abb McAlister (Mayor) Cr Dennis Palmer Cr Leigh Bowden Cr David Graham Cr Gil Kelly Cr Penny Nicholson Cr Charlie Sheahan Cr Craig Stewart	Nil
<b>ABSENT</b>	<b>DECLARED INTEREST</b>
Cr Doug Phillips	Nil

**CARRIED**

## **8.1 BUSINESS**

### **8.1.1 LOCAL GOVERNMENT ELECTIONS 2020**

#### **RESOLUTION 363/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

- 1. Council make representations to the Member for Cootamundra, Steph Cooke, MP expressing its disappointment and concerns over the increased cost of conducting the 2020 Local Government Elections.**
- 2. The General Manager write to the Australian Electoral Commission to invite a representative from the Australian Electoral Commission to address Council and explain the costs included in the quote received for the 2020 Local Government elections 2020.**

**CARRIED**

### **8.1.2 TABLING OF PECUNIARY INTEREST RETURNS**

#### **RESOLUTION 364/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

- 1. The tabling of pecuniary interest returns from Councillors and designated staff be noted.**
- 2. The tabling of pecuniary interest return from new designated staff be noted.**

**CARRIED**

### **8.1.3 DRAFT AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER**

#### **RESOLUTION 365/2019**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

**The draft Audit, Risk and Improvement Committee Charter attached to the report be adopted.**

**CARRIED**

**8.1.4 STRATEGIC FINANCIAL ISSUES IN LOCAL GOVERNMENT WORKSHOP****RESOLUTION 366/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

- 1. The Strategic Financial Issues In Local Government Workshop report be received and noted.**
- 2. Council seek a proposal from Dennis Bonicevic, DMB Consulting Pty Ltd, to:**
  - a) undertake an independent review of Cootamundra-Gundagai Regional Council's current financial status; and**
  - b) Facilitate a Financial Planning Workshop with Councillors and Executive staff.**

**CARRIED**

**8.1.5 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES****RESOLUTION 367/2019**

Moved: Cr David Graham

Seconded: Cr Gil Kelly

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 26 September 2019, attached to the report, be received and noted.**

**CARRIED**

**8.1.6 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES****RESOLUTION 368/2019**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**The Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 21 August, 2019 and 18 September, 2019 attached to the report be received and noted.**

**CARRIED**

### **8.1.7 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES**

#### **RESOLUTION 369/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Craig Stewart

**The Minutes of the Cootamundra Tourism Action Group s.355 Committee meetings held on 3 October 2019, attached to the report, be received and noted.**

**CARRIED**

### **8.1.8 GUNDAGAI TOURISM ACTION S.355 COMMITTEE MEETING MINUTES**

#### **RESOLUTION 370/2019**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

**The Minutes of the Gundagai Tourism Action s.355 Committee meetings held on 16 October 2019, attached to the report, be received and noted.**

**CARRIED**

### **8.1.9 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES**

#### **RESOLUTION 371/2019**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

**The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 5 August, 2019, attached to the report, be received and noted.**

**CARRIED**

### **8.1.10 INFORMATION BULLETIN**

#### **RESOLUTION 372/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

**The Information Bulletin and correspondence, attached to the report be received and noted.**

**CARRIED**

**8.1.11 LIFE AFTER AMALGAMATION FORUM****RESOLUTION 373/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Charlie Sheahan

**Councillors and the General Manager read and consider the dot points in the report and, at a future workshop, discuss what, if any, could be of benefit or be implemented by Cootamundra-Gundagai Regional Council.**

**CARRIED**

**8.1.12 LEGAL SERVICES PANEL TENDER****RESOLUTION 374/2019**

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

**Council form a panel of providers for Legal Services comprising of JMA Legal Business Lawyers, Bradley Allen Love, Kell Moore Pty Ltd, Lindsay Taylor Lawyers and Marsdens Law Group for a period of three (3) years with the option of an additional two (2) years to be exercised at Council's discretion.**

**CARRIED**

**8.1.13 COUNCIL MEETING ACTION REPORT****RESOLUTION 375/2019**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

**The updated Council Meeting Action Report, attached be received and noted.**

**CARRIED**

## **8.2 FINANCE**

### **8.2.1 MONTHLY MAJOR PROJECTS STATUS UPDATE REPORT**

#### **RESOLUTION 376/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

- 1. The Monthly Major Projects Status Update report be received and noted.**
- 2. The recommended changes to the project budgets as listed be adopted.**

**CARRIED**

### **8.2.2 MONTHLY FINANCE REPORT FOR SEPTEMBER 2019**

#### **RESOLUTION 377/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr David Graham

**That the Monthly Finance Report for September 2019 be received and noted.**

**CARRIED**

### **8.2.3 SEPTEMBER 2019 QUARTERLY BUDGET REVIEW STATEMENT**

#### **RESOLUTION 378/2019**

Moved: Cr Penny Nicholson

Seconded: Cr Gil Kelly

- 1. The September 2019 Quarterly Budget Review Statement be accepted.**
- 2. The budget variations listed in the attached report be adopted.**

**CARRIED**

### **8.2.4 INVESTMENT REPORT - SEPTEMBER 2019**

#### **RESOLUTION 379/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Dennis Palmer

**The Investment Report as at 30th September 2019 be received and noted.**

**CARRIED**

### **8.3 COMMUNITY AND CULTURE**

#### **8.3.1 FRIENDS OF OLD GUNDAGAI GAOL COMMITTEE MEETING AGM MINUTES**

##### **RESOLUTION 380/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Craig Stewart

**The Minutes of the Friends of Old Gundagai Gaol Committee meetings held on 10 October 2019, attached to the report, be received and noted.**

**CARRIED**

#### **8.3.2 AMBASSADOR TO THE DOG ON THE TUCKERBOX**

##### **RESOLUTION 381/2019**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

- 1. Council accept the proposal offered by Mr Swift as detailed in the correspondence attached to the report.**
- 2. Mr Swift be advised in writing of Council's resolution.**

**CARRIED**

#### **8.3.3 STOCKINBINGAL TELLERS DESK**

##### **RESOLUTION 382/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Charlie Sheahan

**Council purchase the tellers desk for Ellwood's Hall Stockinbingal.**

**CARRIED**

#### **8.3.4 QUARTERLY LIBRARY REPORT**

##### **RESOLUTION 383/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

**The Quarterly Library Report from 1 July - 30 September 2019, be received and noted.**

**CARRIED**



**8.3.5 LIBRARY INFRASTRUCTURE SUBMISSION PROPOSAL 2019-20****RESOLUTION 384/2019**

Moved: Cr Penny Nicholson

Seconded: Cr Charlie Sheahan

**Council approve the submission of the Library Infrastructure funding application.****CARRIED****8.4 DEVELOPMENT, BUILDING AND COMPLIANCE****8.4.1 ADOPTION OF COMMUNITY PARTICIPATION PLAN****RESOLUTION 385/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

**Council adopt the Community Participation Plan as exhibited.**

<b>VOTING RECORD</b>	
<b>FOR RESOLUTION</b>	<b>AGAINST RESOLUTION</b>
Cr Abb McAlister (Mayor) Cr Dennis Palmer Cr Leigh Bowden Cr David Graham Cr Gil Kelly Cr Penny Nicholson Cr Charlie Sheahan Cr Craig Stewart	Nil
<b>ABSENT</b>	<b>DECLARED INTEREST</b>
Cr Doug Phillips	Nil

**CARRIED****8.4.2 ADOPTION OF KING STREET, WALLENDREEN MASTERPLAN****RESOLUTION 386/2019**

Moved: Cr Craig Stewart

Seconded: Cr Gil Kelly

**Council adopt the King Street, Wallendbeen Masterplan with the replacement of English Elms and Prunus (as recommended in the Plan) with trees more appropriate to their location and local climatic conditions.**

<b>VOTING RECORD</b>	
<b>FOR RESOLUTION</b>	<b>AGAINST RESOLUTION</b>
Cr Abb McAlister (Mayor) Cr Dennis Palmer Cr Leigh Bowden Cr David Graham Cr Gil Kelly Cr Penny Nicholson Cr Charlie Sheahan Cr Craig Stewart	Nil
<b>ABSENT</b>	<b>DECLARED INTEREST</b>
Cr Doug Phillips	Nil

**CARRIED**

#### **8.4.3 DEVELOPMENT APPLICATIONS APPROVED SEPTEMBER 2019**

##### **RESOLUTION 387/2019**

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

**The information on Development Applications approved in September, 2019 be noted.**

**CARRIED**

#### **8.4.4 Development Application 2019/103 - Fish Rendering Trial - 572 Stockinbingal Road, Cootamundra**

Note: Item 8.4.4 Development Application 2019/103 - Fish Rendering Trial - 572 Stockinbingal Road, Cootamundra was considered after item 6.1 Mayoral Minute.

#### **8.5 REGULATORY SERVICES**

Nil

**8.6 ASSETS****8.6.1 ASSET RENEWAL - GUNDAGAI WATER TREATMENT PLANT****RESOLUTION 388/2019**

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

- 1. Council approve the replacement of two clear water high lift pumping units at Gundagai Water Treatment Plant.**
- 2. Council approve the capital expenditure as detailed in the report.**

**CARRIED**

**8.7 CIVIL WORKS****8.7.1 CIVIL WORKS AND TECHNICAL SERVICES DEPARTMENT REPORT - OCTOBER 2019****RESOLUTION 389/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

**The Civil Works and Technical Services Department Report for the month of October, 2019 be received and noted.**

**CARRIED**

**8.8 TECHNICAL SERVICES**

Nil

**8.9 FACILITIES**

Nil

**8.10 WASTE, PARKS AND RECREATION****8.10.1 COOTAMUNDRA CBD TOWN PROPOSED REFURBISHMENTS****RESOLUTION 390/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Charlie Sheahan

- 1. Council receive and note the report relating to the Cootamundra CBD refurbishments.**
- 2. Council support the continuation of the Cootamundra CBD area refurbishments to be known as stage (2) and to be incorporated into the Cootamundra CBD maintenance program and within existing budget allocations.**
- 3. The Manager Waste, Parks and Recreation be authorised to prepare concept plans and estimates associated with proposed shade covers, sculptures and water feature proposed for the Cootamundra CBD precinct and undertake appropriate community consultation.**
- 4. The concept designs and estimates be presented back to council for consideration as part of the 2020/2021 budget review.**
- 5. Manager Waste, Parks and Recreation seek funding opportunities for projects listed in 3 above.**

**CARRIED**

**8.10.2 COOTAMUNDRA AQUATIC CENTRE EXTERNAL OPERATING REVIEW****RESOLUTION 391/2019**

Moved: Cr Craig Stewart

Seconded: Cr Gil Kelly

- 1. Council receive and note the Expressions of Interest report on the Cootamundra Aquatic Centre and Sports Stadium as submitted.**
- 2. Council accept '@Leisure Planners' estimate of \$20,000 and be appointed to undertake an independent review of the Cootamundra Aquatic Centre and Sports Stadium in accordance with the Scope of Works as outlined by Council.**
- 3. The \$20,000 budget be funded from the Sport and Recreation Needs Study Grant allocation.**

**CARRIED**

**8.10.3 AIRPORT SLASHER REPLACEMENT NO.6221****RESOLUTION 392/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

**As part of the Council 2019/2020 Plant Replacement Program, Council replace plant No. 6221 (6' tow behind slasher) with a new 16' or 20' tow behind slasher, estimated value between a minimum amount of \$25,000 to maximum of \$40,000.**

**CARRIED**

**8.10.4 COOTAMUNDRA SPORTS & RECREATION COUNCIL MEETING MINUTES****RESOLUTION 393/2019**

Moved: Cr Gil Kelly

Seconded: Cr Charlie Sheahan

- 1. The Minutes of the Sports and Recreation Council meeting held on 15 October 2019, attached to the report, be received and noted.**
- 2. Council defer the Review of Cootamundra Swimming and Lifesaving Club Summer Season Access Agreement to undertake further consultation and report back to Council.**
- 3. Council approve the remaining recommendations as detailed in the attached Minutes, and summarised in the report.**

**CARRIED**

**9 MOTION OF WHICH NOTICE HAS BEEN GIVEN****9.1 NOTICE OF MOTION OF RESCISSION - ITEM 8.7.3 PLANT REPLACEMENT - MOTOR GRADER**

The following resolution carried at the Council Meeting held on 24 September 2019 in relation to Item No. Item 8.7.3 Plant Replacement – Motor Grader be rescinded:

**RESOLUTION 338/2019**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

- 1. Council approve the procurement of the John Deere Motor Grader.**
- 2. Authority be delegated to Council's Internal Finance Committee to investigate possible funding options for the purchase of the John Deere Motor Grader.**

**CARRIED**

Note: At the request of the authors (Councillors Nicholson, Kelly and Stewart), the Notice of Motion of Rescission was WITHDRAWN

**9.2 NOTICE OF MOTION - THREE NEW CAPTAINS BUSTS FOR CAPTAINS WALK IN JUBILEE PARK****RESOLUTION 394/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

**That Council, in collaboration with the Cootamundra Tourism Action Group S.355 Committee (CTAG), organise a community event to celebrate the installation of the three new captains' busts to The Captains' Walk in Jubilee Park, Cootamundra.**

**CARRIED**

### 9.3 NOTICE OF MOTION - SAVE OUR RECYCLING CAMPAIGN

#### RESOLUTION 395/2019

Moved: Cr Charlie Sheahan

Seconded: Cr David Graham

1. Council acknowledges the growing imperative to manage waste and recycling within NSW and calls for urgent action from the State Government to help build a circular economy in NSW.
2. Council recognises initiatives and projects taken within the *Cootamundra-Gundagai Regional Council* (CGRC) local government area to help achieve this goal, including:  
Cootamundra-Gundagai Regional Councils 10 Year Waste Strategy and Business Plan.
3. Council endorses Local Government NSW's sector-wide *Save our Recycling* campaign, and asks the State Government to reinvest the Waste Levy in:
  - a) Funding councils to collaboratively develop regional-scale plans for the future of waste and recycling in their regions
  - b) The delivery of the priority infrastructure and other local government projects needed to deliver regional-scale plans, particularly where a market failure has been identified
  - c) Support for the purchase of recycled content by all levels of government, to help create new markets
  - d) Funding and delivery of a state-wide education campaign on the importance of recycling, including the right way to recycle, the purchase of products with recycled content and the importance of waste avoidance.
4. Council write to the local State Member(s) Ms (Steph) Stephanie Anne Cooke MP, Hon Michael McCormack MP, Minister for Energy and Environment the Hon Matthew Kean MP, Minister for Energy the Hon Angus Taylor, MP Local Government Minister the Hon Shelley Hancock MP, NSW Treasurer the Hon Dominic Perrottet MP, Premier the Hon Gladys Berejiklian MP, Opposition Leader Jodi McKay MP, Shadow Minister for Environment and Heritage Kate Washington MP, and Shadow Minister for Local Government Greg Warren MP to confirm their support for recycling and outline the urgent need to educate, innovate and invest in local waste and recycling services via the Waste Levy.
5. Council formally write to its own Youth Council advising its members of its support for the *Save Our Recycling* campaign and asking them to consider endorsing and sharing it with their own networks across the CGRC local government area.
6. Council advise LGNSW President Linda Scott of the passage of this Motion.

CARRIED

#### **9.4 DEVELOPMENT OF A LOCAL SERVICES PREFERENCE POLICY.**

##### **RESOLUTION 396/2019**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

##### **MOTION**

**Council develop a Local Services Preference Policy detailing that, where opportunity exists, service providers, based within town boundaries are given preference should they be available, they are able to meet essential criteria and specifications and their quote or tender amount is comparative with other submissions received by Council.**

**CARRIED**

#### **10 QUESTIONS WITH NOTICE**

##### **10.1 QUESTIONS WITH NOTICE**

##### **RESOLUTION 397/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

**The Questions with Notice from Councillors and related responses from Council officers be noted.**

**CARRIED**



**11 CONFIDENTIAL ITEMS****11.1 CLOSED COUNCIL REPORT****RESOLUTION 398/2019**

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

- 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 OFFER TO PURCHASE COUNCIL'S SHAREHOLDING IN SOUTHERN PHONE COMPANY LIMITED**Provisions for Confidentiality

Section 10A (2) (c) – The Confidential Report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Public Interest

It is considered that discussion of this matter in Open Council would, on balance, be contrary to the public interest as it may prejudice Council's ability to secure the optimum outcome for the community.

**CARRIED**

**11.2 OFFER TO PURCHASE COUNCIL'S SHAREHOLDING IN SOUTHERN PHONE COMPANY LIMITED****RESOLUTION 399/2019**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**Council make the following resolutions:**

- 1. Limited Power of Attorney be executed to authorise the Chairperson to vote on Council's behalf, in favour of the amendment to the Southern Phone Company Limited constitution.**
- 2. The AGL offer to purchase Council's shares in Southern Phone Company Limited be accepted.**
- 3. Should the purchase of shares by AGL be approved that the funds be reserved for projects in the Cootamundra area.**

**CARRIED**

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

#### **RESOLUTION 400/2019**

Moved: Cr Craig Stewart

Seconded: Cr Penny Nicholson

**The Open Council meeting resume.**

**CARRIED**

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

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

**The Meeting closed at 8:24 pm.**

**The Minutes of this meeting were confirmed at the Ordinary Council Meeting held on 26<sup>th</sup> November 2019.**

.....

**CHAIRPERSON**

.....

**GENERAL MANAGER**

## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - ATTENDANCES FOR THE MONTH OF NOVEMBER, 2019

DOCUMENT NUMBER	315710
AUTHORISING OFFICER	Phil McMurray, General Manager
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
ATTACHMENTS	Nil

#### RECOMMENDATION

**The information on Mayoral and Councillors attendances for the month of November, 2019 be noted.**

#### 22<sup>nd</sup> October, 2019

Cr Dennis Palmer (Deputy Mayor), Cr's Bowden and Sheahan, attended the 'Walk Through' official opening of the Cootamundra Hospital Emergency Department.

#### 25<sup>th</sup> October, 2019

I attended a Riverina Eastern Regional Organisation of Council (REROC) meeting in Wagga Wagga.

#### 27<sup>th</sup> October, 2019

Cr Graham and I attended the Adjungbilly Rural Fire Service Shed Opening.

#### 28<sup>th</sup> October, 2019

Cr Sheahan attended the Cootamundra Nursing Home Board Meeting.

#### 29<sup>th</sup> October, 2019

Cr Dennis Palmer (Deputy Mayor), Cr's Graham, Kelly, Nicholson, Sheahan and Stewart, Phil McMurray and I met with the Minister for Local Government the Hon. Shelley Hancock, Member for Cootamundra, Steph Cooke MP and other Office of Local Government representatives.

Cr Dennis Palmer (Deputy Mayor), Cr's Graham, Kelly, Nicholson, Sheahan and Stewart, Phil McMurray and I attended a Workshop with senior Council staff.

#### 30<sup>th</sup> October, 2019

I attended the Cootamundra Red Cross 100 Year Celebration at the Cootamundra Country Club.

Cr's Bowden and Nicholson attended a Riverina Regional Library Meeting in Wagga Wagga.

Cr's Sheahan and Stewart attended the Police Medal and Award Presentation in Wagga Wagga.

Cr Stewart attended a welcome for Constable Aimee, the new Police Officer, at Stockinbingal.

Cr's Bowden and Sheahan attended a Rally for Rural Doctors at Wagga Wagga.

#### 1<sup>st</sup> November, 2019

I attended the Country Mayors Association monthly meeting in Sydney.

2<sup>nd</sup> November, 2019

Cr's Bowden and Nicholson attended hosted an Australian Local Government Women's Association Forum in Cootamundra.

3<sup>rd</sup> November, 2019

I attended the NSW Carriage Drivers Championships luncheon and presentation in Gundagai.

4<sup>th</sup> November, 2019

Cr Stewart attended a Cootamundra Heritage s355 Committee Annual General Meeting.

7<sup>th</sup> November, 2019

Cr Graham and Phil McMurray (General Manager) attended an Internal Audit Committee meeting with Council staff.

I attended EA Southee Public and Cootamundra Public Schools Hold My Hand presentation and presented each school with educational resources from the Little Blue Dinosaur Foundation.

Cr Dennis Palmer (Deputy Mayor), Cr's Bowden, Nicholson, Sheahan and I attended the official Turning on of the Water at the Cootamundra Country Club.

Cr's Bowden and Nicholson attended the Cootamundra Tourism Action Group s355 Committee meeting.

11<sup>th</sup> November, 2019

I attended the Remembrance Day ceremony in Gundagai.

Cr Dennis Palmer (Deputy Mayor) and Cr Stewart attended the Remembrance Day ceremony in Cootamundra.

Cr's Bowden and Sheahan attended Politics in the Pub.

12<sup>th</sup> November, 2019

Cr Dennis Palmer (Deputy Mayor), Cr's Bowden, Graham, Nicholson, Sheahan and Stewart, Phillip McMurray (General Manager) and I attended a Workshop in Cootamundra with senior Council staff.

13<sup>th</sup> November, 2019

Cr Nicholson and I attended a Gundagai Tourism Action s355 Committee meeting.

Cr Dennis Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson and Sheahan, Phillip McMurray (General Manager) and I attended a meeting with representatives from the Environmental Protection Agency and Manildra Meats with senior Council staff.

14<sup>th</sup> November, 2019

Cr Sheahan Chaired the Cootamundra-Gundagai Local Traffic Committee.

I attended a REROC and Riverina Joint Organisation Annual General Meeting in Wagga Wagga

Cr's Bowden and Stewart attended a Cootamundra Development Corporation meeting.

15<sup>th</sup> November, 2019

In my stead Cr Dennis Palmer (Deputy Mayor) officially opened the Invitational Scale Classic Downunder at the Cootamundra State Flying Field.

18<sup>th</sup> November, 2019

Cr Dennis Palmer (Deputy Mayor), Cr's Bowden, Graham, Nicholson and Stewart, Phil McMurray and I attended the official opening of the Elouera Multipurpose Hall with the Hon. Michael McCormack, Deputy Prime Minister.

19<sup>th</sup> November, 2019

I attended a Road Safety Awareness education session at the Gundagai Preschool – Kindergarten and presented educational road safety resources from the Little Blue Dinosaur Foundation. These resources have been developed by the Foundation specifically for the developing minds of children to the age of 10 years old. The Hold My Hand signage has been offered, free of charge, to schools and preschools in the Cootamundra-Gundagai area. Council's Anthony Carroll (Road Safety Officer) and Sergeant Joanne Gallant (Gundagai Police) presented to the children the importance of road safety.

**6.2 MAYORAL MINUTE - ASBESTOS AWARENESS CAMPAIGN DURING NOVEMBER, 2019**

DOCUMENT NUMBER	316417
AUTHORISING OFFICER	Phil McMurray, General Manager
REPORTING OFFICER	Abb McAlister, Mayor
ATTACHMENTS	Nil

**RECOMMENDATION**

- 1. Council support the new Asbestos Awareness campaign being produced by NSW Asbestos Coordination Committee. This campaign will help make Cootamundra-Gundagai Regional Council residents more aware of asbestos and contribute to reducing their risk of exposure to asbestos by providing promotional materials that Council and use across its communication channels to educate residents on best practices when dealing with asbestos in their homes.**
- 2. Council promotes the asbestos awareness campaign during November, 2019 through its promotional channels.**

Discussion

In 2015, there were an estimated 4,152 deaths in Australia due to asbestos-related diseases<sup>1</sup>. It is forecast asbestos related deaths will continue until 2100. To put this into perspective the Australian national road toll during calendar year 2018 was 1,137<sup>2</sup>.

Asbestos was gradually phased out of building materials in Australia during the 1980s so houses built or renovated before 1990 are likely to contain asbestos. While a total ban of asbestos in all products in Australia has been in place since December, 2003, asbestos exposure is still very real and it is no longer just miners and construction workers being affected by asbestos related diseases.

There is a new wave of Australians being affected by asbestos exposure – DIY renovators and tradespeople. While we know our residents are aware that asbestos is a dangerous health risk, research shows that many Australians are unaware of where asbestos may be in their homes and how to maintain or remove it safely<sup>1</sup>.

NSW local councils are represented on the NSW Asbestos Coordination Committee (NACC) through LGNSW. The NACC is a group of nine state government agencies that each have a role in regulating asbestos, and they are joined by LGNSW and the Commonwealth Asbestos Safety and Eradication Agency to provide a comprehensive approach to asbestos management, so as to keep people safe from asbestos.

The NACC is participating in a national asbestos awareness campaign and has created campaign materials and a toolkit specifically for councils to help spread the message that “Asbestos lurks in more places than you think”. It also encourages homeowners to arrange a licensed assessor to inspect their property of asbestos. The campaign will run nationally across various government agencies’ communication channels in the run up to and during Asbestos Awareness Week (from 25<sup>th</sup> November, 2019).

This is an opportunity for our Council to leverage the investment made by the NSW Government to spread the word and help keep our residents aware and safe.

<sup>1</sup> Asbestos Safety and Eradication Agency - National Asbestos Profile for Australia 2017

<sup>2</sup> Australian Government - [Department of Infrastructure, Transport, Cities and Regional Development](#)

**6.3 MAYORAL MINUTE - POST AMALGAMATION REVIEW OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

DOCUMENT NUMBER	316654
AUTHORISING OFFICER	Phil McMurray, General Manager
REPORTING OFFICER	Abb McAlister, Mayor
ATTACHMENTS	Nil

**RECOMMENDATION**

**That Council obtain a fee proposal from Dr. Joseph Drew from the University of Technology Sydney Centre for Local Government, to undertake a post amalgamation assessment of Cootamundra-Gundagai Regional Council against the proposed benefits expected as a result of the 2016 merger of the former Cootamundra and Gundagai Shire Councils. Further, that the proposal be targeted at reviewing efficiencies, opportunities and strategies, for the Council to achieve long term financial sustainability and social benefit for the communities.**

Introduction

You will recall that Council recently resolved and subsequently submitted a motion at the Local Government NSW Conference, held in October, 2019, requesting the NSW Government undertake a review of progress and successes of the new rural councils that are the result of the 2016 forced amalgamations.

The background to the motion was:

In 2016, twenty (20) new NSW councils were formed through amalgamations. Three years later some of these councils have made some extraordinary advances. For others, some challenges remain. For Cootamundra-Gundagai Regional Council (CGRC) there is still considerable work to be done on harmonising cultures, systems and processes. As a result of the merger CGRC is facing a large ongoing financial deficit.

In business, such a move would warrant a review of the outcome of the decision within twelve months of its implementation. For amalgamated councils there is a feeling of abandonment by the NSW Government which, in some instances, leaves amalgamated councils struggling to survive.

A NSW Government review into amalgamated councils, to look at both the benefits and disadvantages of the forced mergers, is a matter of good business practice.

Discussion

Council recently met with the Hon. Shelley Hancock, Minister for Local Government, and amongst other things, provided our genuine concerns regarding the financial sustainability of Council and the impacts on our community as a result of the forced merger.

In a recent letter distributed by the Auditor-General for NSW it stated that "Given the 20 year timeframe for benefits realisation, a performance audit of Cootamundra-Gundagai Regional



Council's effectiveness in realising benefits from amalgamation would be premature at this time." Totally contrary to the merits of our motion.

I believe Council must act immediately, for the good of the community, and make arrangements for its own appropriate independent review.

The UTS Centre for Local Government is established as a specialist consulting service with a high standard of professional consulting practice. The Centre's consultancy is renowned for understanding the needs of local government and local communities across a range of complex strategic, planning and policy issues. Dr. Joseph Drew, is one of Australia's current experts in examining issues specific to amalgamation and the financial sustainability of local government.

This action will complement Councils previous decision to engage Mr. Banicevic to undertake a financial review.

## **7 REPORTS FROM COMMITTEES**

### **7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 14 NOVEMBER 2019**

REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, 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 Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 14 November 2019

#### **RECOMMENDATION**

- 1. The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 14 November 2019 (attached) are submitted for adoption.**
- 2. The Recommendations contained within the Minutes be considered.**

# Minutes

## COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING

**ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA**

**10AM, THURSDAY 14<sup>TH</sup> NOVEMBER, 2019**

**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, 14 NOVEMBER 2019 AT 10AM**

**PRESENT:** Cr Charlie Sheahan, Road Safety Officer Anthony Carroll, local members representative Ros White

**IN ATTENDANCE:** Mark Ellis (Manager Civil Works)

**1 APOLOGIES**

General Manager Phil McMurray, Manager Technical Services Matt Stubbs

**2 DISCLOSURES OF INTEREST**

Nil

**3 REPORTS**

**3.1 CONSIDERATION OF TURNING LANES FROM OLYMPIC HIGHWAY TO LISMORE AND FRAMPTON ROADS**

**RECOMMENDATION**

Council write to the Transport NSW requesting consideration be given to the construction of turning lanes from the Olympic Highway into Lismore Road and Frampton Road.

**3.2 CROSS STREET OVERPASS**

**RECOMMENDATION**

1. That Council requests Transport for NSW for an investigation of traffic flow and a possible treatment to the Hume Highway exit lane entrance of the Cross Street Overpass (Western Side of overpass.)

**3.3 COOLAC SERVICE CENTRE**

**RECOMMENDATION**

It is recommended that

- (a) The Traffic Committee review and, subject to Transport NSW approval, approve the layout plans proposed for the intersection of the Muttama Road and Coolac Road.

- (b) It is recommended that the Traffic Committee review and approve the layout plans proposed for the entrance and exit of the Coolac Service Centre development from Coolac Road. Consideration also be given to installation of Give Way signage on exit to Coolac Road.
- (c) It is recommended that the developer be notified that the presented pavement design is currently not satisfactory and requires approval from council's Engineering Department prior to works being undertaken.

### **3.4 JUGIONG ROAD PROPERTY ACCESS**

#### **RECOMMENDATION**

Council to write to the resident advising that the Traffic Committee recommend using the second driveway as an alternative exit as it offers better sight distance. The resident will also be advised that Council will install Concealed Driveway' signs.

### **3.5 HEAVY VEHICLE ACCESS - BERTHONG AND NORTH BERTHONG ROAD**

#### **RECOMMENDATION**

That Council approve access along Berthong Road to CGRC property owners fronting North and West Berthong Roads for heavy vehicles over 15 tonnes.

### **3.6 ACCOMODATION SIGNAGE - MUTTAMA ROAD COOLAC**

#### **RECOMMENDATION**

That approval be given to the placement of the 'Farm Stay accommodation' signage on Muttama Road at a suitable location near the Coolac Road intersection subject to appropriate signage and Transport NSW concurrence.

### **3.7 2019 ULYSSES CLUB TOY RUN**

#### **RECOMMENDATION**

That the Ulysses Club toy run event in Cootamundra on Saturday 14h December 2019 be approved.

### **3.8 2019 COMMUNITY CHRISTMAS PARTY**

#### **RECOMMENDATION**

That approval is given to Cootamundra Development Corporation to hold the 2019 Christmas Party on Thursday 5<sup>th</sup> December 2019 with the closure of Bourke Street in accordance with the approved Traffic Control Plan, and subject to the event organiser advising the general public and affected business houses of the planned road closure.

### **3.9 YASS ROAD SERVICE CENTRE LINEMARKING**

#### **RECOMMENDATION**

1. That clarification be sought from Transport NSW & NSW Police regarding legalities of turning across unbroken lines.
2. Determination of suitable line marking to provide access across the oncoming traffic lane.

### **3.10 GUIDELINES FOR ROADSIDE TRAILER ADVERTISING**

THE TRAFFIC COMMITTEE DISCUSSED THE LEGALITIES OF PARKING ADVERTISING TRAILERS ON THE ROAD RESERVE.

#### **RECOMMENDATION**

That Council identify suitable locations other than the roadside where Council could formalise advertising areas.

### **3.11 PEDESTRIAN ACCESS - COOTAMUNDRA AREAS**

#### **RECOMMENDATION**

The Committee recommend cameras be set up to record pedestrian movements along Hovell Street between Wallendoon and Bourke Streets and report these findings back to next meeting for further discussion.

### **3.12 BUS TURNING BAY AT JUNCTION OF WALLENDON LANE AND OLYMPIC HIGHWAY, WALLEDBEEN**

#### **RECOMMENDATION**

**The Road Safety Officer and the Manager Civil Works meet with the bus operator to determine the most appropriate bus stopping area.**

### **3.13 DATES FOR FUTURE LOCAL TRAFFIC COMMITTEE MEETINGS**

#### **RECOMMENDATION**

**That the dates for the 2020 Local Traffic Committee Meetings be scheduled.**

#### **General Business**

##### **Annie Pyers Drive**

That the issue with the Annie Pyers Drive pavement be raised with the local member Steph Cooke. Suggesting that this section of road become part of the State Road Network.

##### **Turning Lanes from the Hume Highway at Old Hume Highway and Bereena Road**

This was discussed due to the potential safety issues with heavy vehicles turning into and out of these roads. This matter is to be discussed with the Transport NSW.

##### **Stock Ramp on Edwards Town Road and Hume Highway**

This issue was previously discussed by the Traffic Committee with the property owner being advised that the ramp would be at his cost. The owner is requesting an onsite meeting.

##### **Turning traffic and pedestrians**

A question was raised about turning traffic not giving way to pedestrians. A media release is to be prepared detailing this road safety issue.

##### **Pedestrian Access**

With the number of requests for improved pedestrian access around Cootamundra / Gundagai townships being raised, discussion about PAMP plan being prepared was discussed.

It was recommended that Council seek funding to prepare a PAMP and Cycleway Plan.

.....  
**CHAIRPERSON**

.....  
**GENERAL MANAGER**

**8        GENERAL MANAGER'S REPORT**



## 8.1 BUSINESS

### 8.1.1 INTERNAL AUDIT COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	316241
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
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 Internal Audit Committee Meeting 7 November 2019 <a href="#">↓</a>

#### RECOMMENDATION

The Minutes of the Internal Audit Committee Meeting held on Thursday, 7<sup>th</sup> November, 2019, attached to the report, be received and noted.



## CGRC INTERNAL AUDIT COMMITTEE MEETING - MINUTES

**Held 2:00pm Thursday, 7 November 2019, Alby Schultz Meeting Room, Cootamundra**

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### **PRESENT:**

Tony Donoghue (Chairman, Coolamon Shire Council) and Cr. David Graham.

### **IN ATTENDANCE:**

Phil McMurray (General Manager), Susan Gheller (Manager Business),  
Tim Swan (Manager Finance and Customer Service), Teresa Breslin (Governance Officer)  
and Mr Ian Roberts (Blackadder & Associates)

**APOLOGIES:** Courtney Armstrong (Coolamon Shire Council) and Cr. Doug Phillips

### **AGENDA ITEMS**

#### **1. Welcome and Apologies**

Meeting Opened at 2:15pm. The apology of C. Armstrong and Cr. Doug Phillips was received and noted.

**RESOLVED** on the motion of T. Donoghue and seconded Cr. D. Graham.

#### **2. Confirmation of Previous Minutes (4 July 2019)**

The Minutes of the Internal Audit Committee held on Thursday 4 July 2019 be confirmed as a true and correct record of the meeting.

**RESOLVED** on the motion of Cr. D. Graham and seconded T. Donoghue.

#### **3. Audit Methodology and Internal Audit Report – Delegations**

### **RECOMMENDATION**

- 1. A process be implemented to capture all legislative amendments which form the basis of most of the delegations to secure the currency, appropriateness and accuracy of the respective delegations.**
- 2. Steps be taken to ensure that the Register of Delegations on Council's website is updated when the current review of delegations is complete.**

**RESOLVED** on the motion of T. Donoghue and seconded Cr. D. Graham.



4. Audit Methodology and Internal Audit Report – Procurement

**RECOMMENDATION**

1. The Procurement Policy and Procedures be reviewed on a regular basis with the procurement thresholds and procedural requirements a focus of these reviews.
2. A mechanism be put in place to ensure that when the Finance Officer is undertaking accounts payable duties that this officer has not authorised orders in respect of goods and services for which she is processing payments.
3. Every effort be made to ensure that the rules with regard to purchasing and procurement are rigorously followed, in particular that official orders are completed prior to the receipt of the goods or the provision of the service.
4. A review be conducted into the fact that the Purchasing Officer does not have the authority to sign purchase orders.

**RESOLVED** on the motion of Cr. D. Graham and seconded T. Donoghue.

5. Audit Methodology and Internal Audit Report – Contract Management

**RECOMMENDATION**

1. A contract management policy or procedure be developed that documents the process to be followed by those staff members charged with the responsibility of managing contracts and link that to Councils procurement policies and procedures.
2. A process be introduced to ensure that all relevant documentation related to the contract, including such things as communications between Council and contractors (written or verbal) and the measuring and monitoring of contractor performance is placed on the respective Council contract file.
3. A contract management plan be developed for all contracts.
4. Arrangements be made to facilitate the monitoring of contracts by an independent staff member with contract management experience.

**RESOLVED** on the motion of T. Donoghue and seconded Cr. D. Graham.

6. Audit Methodology and Internal Audit Report – HR/Payroll

**RECOMMENDATION**

1. The current Payroll Procedure be expanded to incorporate the accurate completion, signing and authorisation of timesheets including actions to be taken when timesheets are submitted with some defect such as incorrect code numbers, unsigned by employee or not correctly authorised; an explanation as to how employees may go about arranging deductions from their pays; and instructions that explain how the veracity of each payroll will be confirmed by an officer other than that who prepared the payroll.
2. The Staff Leave Policy be reviewed in line with the provisions of the current Local Government State Award, explaining entitlements of all types of leave available to Council employees, explaining entitlements and providing guidance on the approval process of each.



3. An investigation be undertaken of options for the more secure storage of old payroll records including the use of facilities made available by the State Government or private organisations.
4. A review of overtime practices be conducted that considers both financial and WHS implications for the council.

**RESOLVED** on the motion of Cr. D. Graham and seconded T. Donoghue.

7. Audit Methodology – Section 355 Committees

**RECOMMENDATION**

**Audit methodology received and noted. Report to be developed and discussed at the next Internal Audit Meeting.**

**RESOLVED** on the motion of T. Donoghue and seconded Cr. D. Graham.

8. Internal Audit Recommendations and Management Actions

**RECOMMENDATION**

**The Internal Audit Recommendations and Management Actions register be received and noted.**

**RESOLVED** on the motion of Cr. D. Graham and seconded T. Donoghue.

9. Fraud Risk Assessment

**RECOMMENDATION**

**The Fraud Risk Assessment be received and noted.**

**RESOLVED** on the motion of T. Donoghue and seconded Cr. D. Graham.

10. Notification of Incidents (ICAC, Ombudsman, Code of Conduct)

Nil.

11. Other Business

1. Question raised regarding the costs associated with the new ARIC framework.

*Chairman gave overview of the requirements proposed in the OLG ARIC discussion paper. The GM advised that CGRC will be collaborating with REROC to put forth a submission regarding concerns with the costs associated with the requirements proposed in the OLG ARIC discussion paper.*

12. Next Meeting

The next meeting of the Internal Audit Committee is scheduled for 5 March 2020.

The meeting closed at 3:26pm.

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

DOCUMENT NUMBER	314735
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
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	<ol style="list-style-type: none"> <li>1. MHMC Informal Meeting held on 16 October 2019 <a href="#">↓</a></li> <li>2. MHMC Site Meeting held on 24 October 2019 <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

**The Minutes of the Muttama Hall Management s.355 Committee informal meeting held on 16<sup>th</sup> October, 2019 and the site meeting held on 24<sup>th</sup> October, 2019, attached to the report, be received and noted.**

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee informal meeting held on 16<sup>th</sup> October, 2019 and the site meeting held on 24<sup>th</sup> October, 2019 are submitted for the information of Council.

**Muttama Hall Management Committee**  
**On Site Meeting**

**Date: 24 October 2019 at 10.00 am**

**Present:** Hilary Connors, Anne Last (committee), Zac Smith (ZGS Building Co.), Darrell Edwards (CGRC)

**Apologies:** Sarah Last, Leigh Scott (away)

**Matters discussed:**

1. Drainage/Water

- Hilary questioned the depth of the swale along the topside of the fence behind the hall. Darrell and Zac assured her that they are comfortable with its compacted state and advised that higher swales tend to break in extreme downpours,
- Darrell and Zac, as builders, advised that it is far better to prevent as much water as possible from collecting under the hall, in the first place, than to rely on Ag drains to help drain the water away,
- Darrell suggested that a hump be formed along the back of the hall to help keep the water away – this could be done by a volunteer with a tractor,
- Darrell has spoken to Council staff in regard to potential water issues on the road at the southwest corner of the Hall.

2. Re-roofing Hall

- Darrell is to source a second quote for the re-roofing of the main hall. This is in accordance with Council's procurement regulations,
- Both Darrell and Andrew agree that the re-roofing of the hall is the best way forward for the balance of the SCCF 2018 grant,
  - it was advised that rather than some painting, it is better to prioritise the funds by including the sloped pathway to join the disabled access on the eastern side, in order to prevent water from collecting under the hall. Zac (ZGS Building Co) will provide a quote for this.

3. CGRC Support

-Darrel advised the group that when Council staff assists any community project they enter it on a time sheet so that all support is documented.

4. Kitchen – Electrical and Plumbing

- Darrell asked that the committee consider the electrical and plumbing needs of the kitchen so that he could source quotes,  
- a sketch indicating power points, light fittings, stove, sink etc. is required,  
- Hilary advised that there are available hours left with the architect who could assist with this task.  
- although not immediate, we need to coordinate a day with committee members and architect to draft a plan for the kitchen in the near future.

GST

5. -Darrell advised that NSW Govt grants to Council for MHMC project works are GST exclusive,  
- Accordingly, when MHMC budgets for and has an invoice for works, the GST is not requested to be paid by Council, Rather, Council separately pays the GST and claims the GST back from the NSW Govt,  
- So this means that the GST is not absorbed as previously advised,  
- This effects our estimated calculation made for the balance of the SCCF 2018 grant.

6. Darrell congratulated Zac (ZGS Building Co) on the quality of the restumping, levelling and reflooring of the hall.

Finished: 1.45pm

**Minutes**  
**Muttama Hall Management Committee**  
**Meeting 16 October 2019, Muttama Hall**

**MINUTES****Muttama Hall Management Committee Meeting****INFORMAL MEETING – QUORUM NOT REACHED – DECISIONS TO BE RATIFIED BY COMMITTEE MEMBERS VIA EMAIL**

**Meeting:** 16 October 2019, 6.00pm Muttama

**Venue:** Muttama Fire Shed

**Apologies:** Bart Groen, Amanda Hoy, Sarah Ingold,  
Miriam Crane (CGRC)

**Present:** Hilary Connors, Sarah Last, Leigh Scott, Bill Buckley, and  
Anne Last

**Acceptance of previous Minutes** Thursday 11 July 2019

Accepted via e-mail 30 July 2019

**Treasurer's Report:**

- Leigh was unable to access the NAB MHMC account, as all signatories have not been updated,
- it is known that approximately \$6,380 is held in the MHMC bank account,
- Sarah Last to provide the bank with a copy of the MHMC June minutes that nominate Anne Last as secretary and were accepted by Council on 25 June.

**General Business****1. Stronger Country Communities Grant 2018**

- approved variation from CGRC on 10 October to use unspent funds (approximately \$27K) by 30 March 2020, on kitchen/supper room works, which had been requested on 17 September (pre the drafting of the SCCF 2019 application).
- after discussion the group decided that ZGS Building Co quote on 17 September to re-roof the Muttama Hall for \$25,362.23 (exc GST) would be the best option for these funds, given the significant investment in the Hall's re-stumping and re-flooring with new hardboard has been completed and the Facilities Manager had expressed concern with the state of the roof and need for replacement in the not -too-distant future,
- this option would comply with CGRC approval of the variation, that the funds are used 'in accordance with the



**Minutes  
Muttama Hall Management Committee  
Meeting 16 October 2019, Muttama Hall**

original project's broad purpose, the restoration of the Muttama Hall.'

- additionally, this proposal does not compromise the SCCF 2019 application that covers the kitchen and supper room preparatory works,
- Hilary will submit a variation to Council for the above,
- there has been conflicting information given to MHMC from CGRC in regard to GST. From advice previously provided, we understood no GST was applicable on the SCCF grants and that payments had to absorb the GST component. However, recent information received is that CGRC pays for the grant works GST inclusive and subsequently claims the GST from the NSW Government. If the latter is correct, the unspent SCCF 2018 funds would be able to apply GST and not absorb that expense. Hilary will follow up with CGRC for clarification.

**2. Stronger Country Communities Grant 2019**

- application submitted 26 September 2019 for \$59K to demolish and rebuild the skillion, in line with the quote from ZGS Building Co,
- announcements of successful applications from January 2020.

**3. Sponsorship support**

- the group decided to write to Tegra Australia and apply for concrete or monetary support towards the Muttama Hall,
- the group also decided to write to Romani Pastoral Company and apply for monetary support towards the Muttama Hall.

**4. Grant opportunities**

- Saluting Their Service Commemorative Grants - Federal grant of \$4K – due 31 March 2020,  
<https://www.communitygrants.gov.au/grants/saluting-their-service-commemorations-program>
- Volunteer Grants – watch for these,
- RAS Foundation – Kitchen Grant – up to \$10K for cabinets, benches, appliances from their commercial demonstration kitchen. Applications open 11 November 2019 and close February 2020. Winners announced in April 2020.  
<http://www.rasns.w.com.au/foundation/scholarships-and-grants/ras-foundation-community-kitchen/>

**Minutes**  
**Muttama Hall Management Committee**  
**Meeting 16 October 2019, Muttama Hall**

**5. Committee membership- number and participation**

- it was discussed that a committee of 7 members and therefore a quorum of 4 would allow the MHMC to work more effectively,
- the MHMC welcomes and encourages volunteers. This will be emphasised at the AGM with form provided. There will be the opportunity for the community to participate in activities such as cleaning, painting and possible planting next year. Along with programming activities and promoting the hall as a facility for hire and programme activities in the space.

6. Hilary asked Leigh to put a budget together for the making of the hall tables (using the old hall floorboards).

**7. AGM**

- 20 November 2019 at 7.00pm
- Hilary to check with ZGS Building whether the AGM could be held in the Hall on the above date,
- Anne to contact Teresa Breslin (CGRC) with details of the AGM for publication in the CGRC Newsletter.

**Meeting finished: 7.00pm**

**These minutes were accepted by all committee members on 26 October 2019.**

**8.1.3 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	315482
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
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 s.355 Committee Management Manual.
ATTACHMENTS	1. Ellwood's Hall meeting minutes 24 October 2019 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 24<sup>th</sup> October, 2019, attached to the report, be received and noted.**

Discussion

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 24<sup>th</sup> October, 2019, are submitted for the information of Council.



ABN: 46 211 642 339  
 PO Box 420, Cootamundra NSW 2590  
 Phone: 1300 459 689  
 Email: mail@cgrc.nsw.gov.au  
 www.cgrc.nsw.gov.au

# Minutes

## STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE

ELLWOOD'S HALL

5.15PM THURSDAY 24<sup>TH</sup> OCTOBER 2019

### 1 AGENDA ITEMS

#### 1.1 Attendance and Confirmation of Quorum

**Attendance:** President/Chairperson: Rosalie Dale

Secretary: Lorna Nixon

Treasurer: Alan Pether

Councillor: Leigh Bowden

General Members: Kim Lee, Carmel Payne, Stephen Neave, Russell Vincent

Guest: Rod Smith from Wagga Model Trains

#### Confirmation of a Quorum:

There are 7 Members appointed to this Committee.

Quorum numbers are met - **yes**

#### 1.2 Apologies: Nil

#### 1.3 Disclosure of Interests: Nil

#### 1.4 Confirmation of previous meeting Minutes

The minutes of the last Stockinbingal Ellwood's Hall 355 Committee Meeting dated 26 Sept 2019 were confirmed as true and correct.

Moved: Russell Vincent

Seconded: Carmel Payne

#### 1.5 Business Arising from previous Minutes:

- ARTC Grant application confirmed on 23 Oct 2019. Funds should be received soon so that articles can be purchased by the 16th November Market Day. ARTC have also suggested that we apply for the next round with applications closing on 31 Oct 2019. They may not assist with providing grant money to help obtain high end model train layouts for the July Exhibition, or structural work to the Hall so perhaps new urns, tea trolley, industrial vacuum cleaner.
- Footpath issues – acknowledged on 10.09.19 but still not addressed – trip hazard remains.
- Enquiry to Council on 2 Oct re paper towel dispensers still not answered. Further enquiry on 21 Oct in person at Council Office – awaiting reply.

#### 1.6 Correspondence in/out:

- 10.09.19 From Madlin Snell – re unsafe footpath outside the Hall
- 12.09.19 From Mark Ellis (Manager of Civil Works CGRC) – re unsafe footpath.
- 30.09.19 From Rosalie – re trains next year
- 01.10.19 Tony Nicholls – PA System
- 02.10.19 Lorna to CGRG – re Paper Towel Dispensers – Auto reply
- 07.10.19 Rosalie to Glen McAtear – re mowing for girls function
- 09.10.19 Rosalie – Hall news
- 11.10.19 Rosalie – thanks to Council for mowing

- 12.10.19 Rosalie to committee – ideas for another ARTC grant
- 12.10.19 Rosalie to Committee – Christmas Markets
- 15.10.19 Rosalie - BBQ for new Police Constable & Headmaster
- 21.10.19 **Rosalie to CGRC re signage at Pump Track – lack of signage causing confusion and people leaving without finding the track!**
- 21.10.19 Rosalie to Committee – Welcome Night for new Police Staff & Markets.
- Thank you letters following Spring Markets sent out by Rosalie.
- Enquiry from Probus, Cootamundra re a day trip to the village on Mon 29<sup>th</sup> Oct

### 1.7 Report from the Treasurer:

- Opening Balance: 6246.72
- Income: 645.47
- Expenses: 417.00
- Closing Balance: 6475.19
- Bills to Pay: Nil

Alan moved that his report be adopted, seconded Kim Lee.

### 1.8 General Business

- 1) Rod Smith from the Wagga Model Trains thanked us for the kind letter and is hoping to bring another display in July 2020. They may bring the Bethunga Spiral Model – cost around \$400 (Owner's costs, travel, and accommodation). Monaro Scale Model Club could be a second display. The Crookwell Railway Museum are enthusiastic and could bring trikes to dismantle and be reassemble in the Hall. The BBQ could be manned by the Wagga Rail Heritage group. Lego train set a possibility or tin plate set and the U-Drive for the kids. Could also invite Coota, Gundagai, Tumut & Young.  
Promotion could be by CGRC Tourism Committee; our newsletter; Seniors Newspaper, social media. Could become an annual event – to be reviewed following 2020 event – “All Aboard – Stockinbingal Model Rail Festival”?
- 2) Christmas Markets- Carmel away so someone is needed to oversee the “Hall stall” – Janet Minehan has offered and Lorna Nixon is a standby.  
Need more outdoor stall holders – spread the word. Rosalie contacting someone in Young.  
Santa Chair needed and someone to decorate – Steve to request a chair from Lynne Smith.  
Kim will obtain and bag lollies for Santa to hand out. Kim has raffle tickets.  
Flyers/Posters to be distributed – committee members (Carmel, Lorna, Rosalie) doing this.  
Roadside signs – two banners are ready to be attached and erected by Lorna & Graham Nixon on 1<sup>st</sup> Nov.  
Buckets of greenery needed – Lorraine to provide.  
Raffle items already from Dotti (souvenir tea towel), Stephen (painting), Julie Black, Anita Morton (Jewellery). Mitre 10 may also contribute – Rosalie to contact Julieanne Collingridge.  
Keith Turner is Santa; Costume is ready; Isaac Pratt will drive the Fire Truck; Santa will change at the Fire Station.  
Arts Centre not doing a stall.  
Clydesdales will be coming (depending on weather)  
Dusty Road will be the coffee supplier for the day.  
Gold coin donation entry fee.  
Kim will collect money from Stall holders.

**Action:** As above.

- 3) Welcome BBQ –  
The new Principal is unable to come to the Welcome Barbeque before late November which was leaving things too long. The new Constable & her family are available on Wed 30<sup>th</sup> October.  
Flyers have been distributed into PO Boxes; advert on Stockinbingal Bowls & Community Facebook Page; Posters at PO & Terese's coffee shop. RSVP's to Carmel & Lorna.  
Invitations to be sent to the new GM of CGRC Mr Phil McMurray.  
Quotes obtained from butchers in Temora and Coota Butchery – they suggest 1 rissole and 2 sausages per person – works out at about \$150 for 50 people. We are asking for people to make a donation towards the meat or BYO.

Meat, bread, sauce, onions, serviettes, tea, coffee, milk, cordial to be purchased next week. Russell will organise paper cups from Terese.

Lorna & Carmel will make a coleslaw each.

Russell has met Constable Aimee so he is happy to do the welcome.

**Action:** As above.

- 4) PA System – Tony Nicholls is investigating today. Some donations have been made towards this cost which will be about \$650.00

**Action:**

- 5) More Powerpoints – Brendan O’Callaghan is quoting for more inside power points and outside lighting.
- 6) Committee Christmas meal together – at 44 Hibernia on Sat 30<sup>th</sup> November 2019 at 6.30pm; for partners as well.
- 7) Use of the Hall - It was moved by Kim Lee and seconded by Carmel Payne and unanimously agreed that the Hall cannot be used for free for Safety and Insurance reasons and power usage.

## **1.9 Date and Time of Next Meeting:**

5.15pm Thursday 28<sup>th</sup> November 2019.

## **1.10 Time Meeting Closed : 7.00pm**

**8.1.4 DELAY OF 18/19 ANNUAL REPORT**

DOCUMENT NUMBER	316127
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
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	To comply with Section 428 of the <i>Local Government Act, 1993</i> (the Act), the <i>Local Government (General) Regulation 2005</i> .
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The delay of the 2018/2019 Annual Report, be noted, due to the extension required for producing the financial statement.**

Introduction

Under *Section 428 of the Local Government Act, 1993 (the Act)*, the *Local Government (General) Regulation 2005*, councils must prepare an annual report within five months after the end of the financial year. Council must upload a copy of the annual report (including financial statements) to its website and provide a copy to the Minister for Local Government (the Minister) and such other persons and bodies as regulations apply.

Discussion

Council has applied for, and has been granted approval from Office of Local Government (OLG) for an extension in submitting the financial statements. Subsequently, the draft Annual report will also be delayed, and is expected to be submitted for adoption in January 2020. The OLG has been advised of the delay in producing the Annual Report, as legislatively required.

**8.1.5 DELIVERY PROGRAM/ OPERATIONAL PLAN QUARTERLY PROGRESS REPORT**

DOCUMENT NUMBER	313823
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with section 404(5) of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Quarterly Progress Report - Q1 (under separate cover) ➡

**RECOMMENDATION**

**The Delivery Program 2018-2021 incorporating the Operational Plan 2019/20, quarterly progress report, (Q1 1, July – 30 September, 2019) be received and noted.**

Background

At its meeting of 27<sup>th</sup> August, 2019, Council received and noted the half yearly progress report on the 18/19 Operational Plan actions for January, 2019 – June, 2019. Council was also advised that moving forward these progress reports will be presented quarterly. This is to coincide with the quarterly budget review statements.

Section 404 (5) of the Local Government Act, 1993 requires that *“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 program. Progress reports must be provided at least every 6 months.”*

Accordingly, annexed to this report is a 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<sup>st</sup> July and 30<sup>th</sup> September, 2019.

The next progress report will be presented to Council at the February, 2020 Council Meeting, and will consist of status updates for actions within the 19/20 Operational Plan (Q2 reporting period October-December, 2019).



**8.1.6 MEETING DATES FOR ORDINARY MEETINGS OF COUNCIL FOR 2020.**

DOCUMENT NUMBER	315728
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
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	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

- 1. The Ordinary Meetings of Council remain at 6:00pm on the last Tuesday of the Month from January to November.**
- 2. The Ordinary Meeting held in December remain at 6:00pm on the second Tuesday.**
- 3. The current arrangement of alternating meetings between Cootamundra and Gundagai remain.**
- 4. Council consider alternatives to the current meeting arrangement if requested.**

Introduction

A report is submitted annually for Councillors to consider the Ordinary Council Meeting dates and times for the following year.

Should the current arrangement for meetings be detrimental to any Councillor it is suggested they take this opportunity to nominate alternative days and times for the consideration and adoption of Council at the November, 2019 meeting.

**8.1.7 COOTAMUNDRA LIONS CLUB ANNUAL CHRISTMAS CARNIVAL - SPONSORSHIP REQUEST**

DOCUMENT NUMBER	315909
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.2 Public spaces provide for a diversity of activity and strengthen our social connections
FINANCIAL IMPLICATIONS	The amount of sponsorship determined by Council.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Lions Club Cootamundra - Annual Christmas Carnival and Fireworks Display Sponsorship Request <a href="#">↓</a>

**Recommendation**

**Council consider an amount to sponsor the Cootamundra Lion Club's for the annual Cootamundra Christmas Carnival and Fireworks Display.**

Discussion

The Cootamundra Lions Club committee annually coordinate a Christmas Carnival and Firework display which is enjoyed by residents and visitors. Council has provided financial supported for the event for several years. The Christmas Carnival is to be held in Fisher Park on Saturday, 7<sup>th</sup> December, 2019.

Note

At the time of preparing the report, it was brought to the attention of staff, that trenching for the new light towers to be installed at Fisher Park required the disconnection of the existing lighting. Installation of the new lighting is not expected to be completed prior to 16<sup>th</sup> December, 2019. As such, there is no lighting available at Fisher Park for the Cootamundra Lions Club Annual Christmas Carnival.

The Manager Waste, Parks and Recreation has committed to providing 50% of the cost to hire lights for the carnival. Quotes are being obtained for hire of the lights and will be distributed separately to Council once they have been received. A verbal estimate was provided, from a business in Wagga Wagga, of \$500 delivery and \$120 per light (at least four are required) being a combined total of approximately \$980. There is no local provider to hire appropriate lighting from.

It is proposed that in addition to a financial donation for the Lion's Club Christmas Carnival that approval be given for Council to pay the remaining hire costs of the lighting to ensure that preparations for the annual carnival continue and the community is able to come together and celebrate Christmas.



Cootamundra Lions Club  
PO Box 337,  
Cootamundra. 2590

22 October 2019

Cootamundra Gundagai Regional Council  
The Manager  
Wallendoon Street  
Cootamundra NSW 2590

Cootamundra Gundagai  
Regional Council  
Document Received

28 OCT 2019

File No. ....  
Initials .....

Attention General Manager,

Dear Phil

The annual Cootamundra Christmas Carnival and Fireworks Display will again be run by the Cootamundra Lions Club.

This year's event is to take place on Saturday 7<sup>th</sup> December 2019, commencing at 5.00 pm at Fisher Park.

Once again the Lions Club would appreciate Council's assistance at this year's Christmas Carnival.

Your consideration to this request would be appreciated and should you require any further information please contact myself on 0429448175 or AH 0269423951.

Donations may be direct deposited into the Lions Club Bank Account:

Name: Lions Club of Cootamundra Activities Account

Bank: Commonwealth

BSB: 062526

Account No: 10020181

Also find attached a booking form for Fischer Park for this event

Thank you for your time and I await your early reply.

Yours sincerely

LIONS CLUB COOTAMUNDRA

Peter Lott  
Christmas Carnival Co-Ordinator



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL COUNCIL

Cootamundra-Gundagai Regional Council  
PO Box 420 Cootamundra NSW 2590  
Phone: 1300 459 689  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
Website: [www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)  
ABN: 46 211 642 339

## CASUAL HIRE OF PARK BOOKING FORM

All enquires and booking applications for Cootamundra Parks and Sporting Fields should be directed to the Cootamundra Booking Officer, Shelley Liehr. Booking applications need to be received at Council at least 2 weeks prior to event date.

### Applicant Details

Applicants Name: Cootamundra Lions Club  
Postal Address: P.O Box 337  
Cootamundra Postcode: 2590  
Email: cootamundralionsclub@gmail.com  
Phone (h): \_\_\_\_\_ Phone (w): \_\_\_\_\_  
Phone (m): 0429 448 175 Fax: \_\_\_\_\_

### Booking Details

Purpose of Booking: ☐ School Booking ☐ Private Function ☒ Community Event  
Event Name/ Sport Played: Cootamundra Lions Christmas Carnival + Fireworks  
Name of Park, Sporting Field: Fischer Park  
☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☒ Sat ☐ Sun  
Day/s Required: Please Circle One off Weekly/ Fortnightly/ Monthly/ Yearly

Start Date: Sat 7<sup>th</sup> Dec 2019 Finish Date: Sun 8<sup>th</sup> Dec  
Time From: 9:00 Am Time To: 11:00 Am

### Event Details

Estimated number of people attending/participating: ☐ <50 ☐ 50-100 ☐ 101-250 ☐ 251-500  
☐ 500-750 ☒ 751-1000 ☒ >1000  
Do you require keys for the canteen building? ☐ No ☒ Yes Keys can be picked up prior to 4pm the day before the event at the cashier's counter  
Do you require power? ☐ No ☒ Yes Purpose: \_\_\_\_\_  
(chargers may apply)  
Do you require extra Event Bins? ☐ No ☒ Yes Details: \_\_\_\_\_  
(charges may apply)  
Start Date: Sat 7<sup>th</sup> Dec Finish Date: Sun 8<sup>th</sup> Dec  
Time From: \_\_\_\_\_ Time To: \_\_\_\_\_

**Applicants Declaration on page 2 must be signed.**

#### Privacy Statement

The information and personal details provided by you on this Form are managed in accordance with the *Privacy and Personal Information Protection Act 1998* and Cootamundra-Gundagai Regional Council's policies and procedures as outlined in Council's *Privacy Management Plan*. Should you choose not to provide this information (wholly or in part) this may impact upon consideration of the matter by Council. The information will ultimately be stored in Council's records system.

Page 1 of 2



### Fees & Bonds

Fees and bonds that may be applicable to your event are as per Council's adopted fees and charges.

### Conditions of Hire

Council is obligated to inform you, as the individual in whose name the booking of the above park/garden and its facilities is taken, that you will be subject to Council's 'Casual Hirers Insurance Policy'

The cost of this insurance is included in the hire rate.

It will be necessary for you to acknowledge in writing that you understand that this may result in you taking personal responsibility for any excess involved in claims made as a result of your use of the park/garden and its facilities.

Please note the conditions of booking the park/garden:

- The grounds must be left in the same tidy condition as you found them
- Council must be notified if any equipment requires vehicle entry onto the park
- Council must be consulted prior to the erection of any tent/structures, jumping castles/amusement devise as they may interfere with underground sprinkler systems throughout some of the grounds
- Intention to consume Alcohol requires written approval from Council.
- No glass is permitted on the grounds at any time.
- Should any damage be done to the grounds the hirer will incur all costs associated with reinstating the reserve

### PLEASE NOTE:

Your club is responsible for the final inspection of the sports ground booked prior to each event. This inspection is to ensure that the reserve including ground/s and any associated equipment within the reserve are in a safe and proper condition to proceed activities. It is recommended that the club events not proceed if ground/equipment are considered to be in an unsafe condition.

You are further advised that Council reserves the right to close grounds on occasions to avoid irreparable damage to the playing surfaces. It is hoped that these procedures will not be required, however in times of continued inclement weather Council has directed that the playing surfaces be preserved as much as possible

### Applicant's Declaration

We, *the undersigned*, hereby agree to ensure that all individuals, members and groups using the Park as a result of this booking request, will comply with all conditions of use and instructions of the Council.

Name: Mark Ellis Signature: [Signature] Date: 25/10/19

Name: J Welch Signature: John Welch Date: \_\_\_\_\_

(any two office bearers to sign)

### Office Use Only

Fees Charged: \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_  
Date Approved: \_\_\_\_\_ Facility Booked: \_\_\_\_\_

### 8.1.8 TAFE NSW - REQUEST FOR SPONSORSHIP FOR THEIR ANNUAL GRADUATION AND AWARDS PRESENTATION EVENING

DOCUMENT NUMBER	316010
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	Sponsorship amount of \$100
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. TAFE NSW Cootamundra Annual Graduation and Awards Presentation - Sponsorship Request <a href="#">↓</a>

#### RECOMMENDATION

**Council provide sponsorship of \$100 to TAFE NSW, Cootamundra for its Annual Graduation and Award Ceremony, 2019.**

#### Introduction

Council have previously provided sponsorship to TAFE NSW for the Annual Graduation and Award Ceremony at which the Mayor, or Councillor, presents an award.

Council has received a request for sponsorship for the 2019 Annual Graduation and Award Ceremony, attached, and consideration of the request is required.

**From:** [Rachel Marion](#)  
**To:** [Mail](#)  
**Subject:** TAFE NSW Cootamundra Annual Graduation and Awards Presentation - Sponsorship  
**Date:** Tuesday, 5 November 2019 6:20:20 PM  
**Attachments:** [image002.jpg](#)  
[image004.png](#)  
[image006.png](#)  
[image008.png](#)  
[image010.png](#)  
[image012.png](#)

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Dear Mr McMurray

**Re: TAFE NSW, Cootamundra, Annual Graduation and Awards Presentation**

This year our 75<sup>th</sup> Annual Graduation and Awards Ceremony will be conducted on Friday, 13 December 2019, held on campus.

Each year we provide regional organisations and businesses with the opportunity to sponsor student awards, which recognise excellence and achievement in TAFE studies. As part of our 2019 Graduation Presentation, I invite your organisation to consider this opportunity.

Our Annual Graduation and Awards Presentation encourages and rewards TAFE NSW students from the Cootamundra region. The event also recognises that TAFE NSW students contribute to the skills base and productivity of the workforce in this region and beyond.

We value your contribution and we will acknowledge the generosity of our Sponsors during the event. Due to publication deadlines we ask that you forward your sponsorship by 20<sup>th</sup> November 2019.

Sponsorship or donations will be gratefully received in person at TAFE NSW Cootamundra or by post:

TAFE NSW, Cootamundra  
PO Box 200  
Cootamundra NSW 2590

If you have any enquiries, please contact myself on (02) 6940 1000 or at [rachel.marion@tafensw.edu.au](mailto:rachel.marion@tafensw.edu.au)

Your interest and support are greatly appreciated, and we look forward to hearing from you.

Kind regards

**Rachel Marion**

**A/TAFE Services Coordinator**

**Cootamundra**

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**We respectfully acknowledge the traditional custodians of the Country on which we learn and work together, and commit to building relationships, respect and opportunities with Aboriginal Peoples.**

\*\*\*\*\* The contents of this email and its attachments are confidential and intended solely for the use of the individual or entity to whom they are addressed. \*\*\*\*\*



**8.1.9 UPDATED COUNCIL MEETING ACTION REPORT**

DOCUMENT NUMBER	316253
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
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. Updated Council Meeting Action Report <a href="#">↓</a>

**RECOMMENDATION**

**The updated Council Meeting Action Report, attached be received and noted.**

**COUNCIL MEETING ACTION REPORT**

MEETING / ITEM	ACTION	OFFICER	STATUS
05.07.2017  18.06.2019  19.09.2019	Amend Gundagai LEP 2011 to correct mapping discrepancies	Sharon	Ongoing.  Amendment No 4 is currently being reviewed following feedback from the Department of Planning prior to a Gateway determination. Gateway determination issued, currently on exhibition for 28 days. To be reported back to October 2019 Council meeting.
28.11.2017 – 7.3.2.1 22.08.2018 17.09.2018 26.09.2018 17/01/2019  4.02.2019	Waste Collection Services     Waste Collection Services cont.	Wayne	Council adopted for Stage 3 to commence with a schedule of works and timeline currently being prepared for staff's consideration.  Once the schedule and timeline have been approved works will commence with council to be informed accordingly of the adopted schedule of works and timeline.  18/6/19 update- First draft of the financial plan has been completed and review sent back to consultant for consideration. Next stage is the development of the Business Plan. For full details of the scope of works, timelines etc. refer to the Waste, Parks & Recreation Managers' report to the June, 2019 Council meeting.  23/10/19 update - Draft financial plan delivered to council in September with the final plan scheduled to go to the November Council meeting.  <u>November 2019</u> - Report to November 2019 for Councils consideration
31.01.2018 – 7.1.1.3  19.06.2019   07.2019	Continue with land transfer of Inland Aircraft Fuel Depot	Phil/  Andrew	Remediation works to be completed by Caltex prior to finalising transfer of title. Transfer progressing. Following up remediation work.

MEETING / ITEM	ACTION	OFFICER	STATUS
			Site meetings undertaken with consultants. Funding options being investigated.
31.01.2018 – 7.1.1.4  18.06.2019	Prepare detailed design and cost estimates for Turners Lane industrial subdivision. Include budget allocation in 2018/2019 budget.	Phil  Bill	22/03/2018 To be outsourced. An amount of \$500K has been included in budget estimate.  Proposals being sought. Awarded to MJM – Designs expected Dec 18.  Draft final civil design plans have been submitted by consultants and returned to consultants requiring some minor amendments for finalisation. Receipt of the final designs is anticipate early July, 2019.  Works to commence in 2019/20.  July 2019 update - Final civil design plans received. Awaiting final electrical design (anticipated mid-August). Awaiting result of funding application prior to commencement of construction.
17.01.2019	Investigations to be undertaken to determine feasibility of providing a safe and accessible pedestrian pathway to link Cootamundra town centre and the cemetery on Yass Rd.	Mark/ Anthony Carroll	Long term project.  Safety audit of rail overpass completed.
31.07.18 – 9.2	Council, in collaboration with the Muttama Creek Regeneration Group, investigate the feasibility of creating a walking track alongside sections of Muttama Creek.	Wayne	Application prepared and submitted for grant funding for footpath/walking track.  17/01/2019 update - Still awaiting response on submission. Actively seeking alternative funding options or grants as they become available.  21/03/2019 update - Arrangements are current being arranged to meet onsite with the group to discuss future plans. Once this has

MEETING / ITEM	ACTION	OFFICER	STATUS
			<p>been determined a report will need to be presented to council for determination and approval.</p> <p>18/06/2019 update -Any plans will need to consider the Muttama Flood Study and seek recreational opportunities.</p> <p>July 2019 update - A meeting between the group and the Waste, Parks &amp; Recreations Manager is yet to be arranged. It is the intention to arrange a meeting for September 2019.</p> <p><b>November 2019</b> - This is still yet to happen with the current work load and this rated as a low priority action will be implemented ASAP.</p> <p>In the meantime council are working with the Group with the existing works as and when required</p>
<b>Ordinary Meeting - 26 March 2019</b>			
Item 8.1.7	Showground users group	Andrew	<p>A masterplan for the Showground be prepared with staff and the Committee including the provision of a caretakers cottage.</p> <p>18/06/2019 update - Drone work complete. Being presented to users group Wednesday 19-6-2019.</p> <p>July 2019 update - Awaiting feedback from user groups.</p>
Item 8.1.10	Identify the correct location of the fence between Ellwood's Hall and neighbouring property and move fence if required.	Andrew	<p>Investigate if a survey is required and relocate fence if required.</p> <p>18/06/2019 update - New fence required. Survey works complete.</p> <p>July 2019 update - Discussions with owners underway.</p>
Item 8.4.1	NSW Public Works Advisory be invited to prepare a proposal for a concept design incorporating an optional PV arrangement to	Phil/ Ganesh	<p>23/05/2019 update - Discussions with Public Works are continuing.</p>

MEETING / ITEM	ACTION	OFFICER	STATUS
	offset power costs and with the provision for future chlorine treatment should Council wish to supply treated effluent for irrigation purposes within the village.		
<b>ORDINARY MEETING - 28 MAY, 2019</b>			
Question 8.1.10 Council Meeting Action Report	Follow up progress detailed design for Turners Lane and include in action report.	Bill	See 31.01.2018 – 7.1.1.4 on page 2
	Bridge Safety Audit Report	Mark/ Matt	Prepare report for June/July business paper.  Ongoing. Seeking funding opportunities for bridge assessment.
8.7.2 Council Mini Bus (165/2019)	The Council Hiace mini bus be retained for a period of six months and a report on the bus's usage income and costs against the bus be prepared and submitted to the November, 2019 Ordinary Meeting.	Phil	Gundagai Neighbourhood Centre manage bus Group induction for users to drive bus Provide requirements e.g. current licence, log books, user spreadsheet, booking form, data spreadsheet to collate use hours, kilometers, use contract and guidelines/limitations (if any) etc.
9.1 Notice of Motion (172/2019)  07.2019	Council investigate the feasibility of extending the Cootamundra indoor pool weekend operating hours. Further, Council undertake a review of the facility's processes and expenditure and incorporate options regarding the use of staff or contractors in the management of both the pool and stadium facilities.	Phil/ Wayne	No time frame was provided for a report to be submitted to Council. An independent report to be prepared at the conclusion of the trial period and with a report to be submitted for the Council consideration. The extended winter season operating hours have been implemented as per Council resolution, with the outcomes to be reported back to Council at the end of the winter pool season. A report to Council will be presented in August, 2019 indicating the cost associated with the undertaking of an independent review of the aquatic centre and stadium operations.  23/10/19 update - Associated reports will be submitted to council regarding both the trail extended hours and aquatic centre feasibility study.

MEETING / ITEM	ACTION	OFFICER	STATUS
			<u>November 2019</u> – Report to the November council meeting.
<b>ORDINARY MEETING - 25 June, 2019</b>			
	Aside request from Cr Sheahan	Phil	Provide Road Safety Audits to Marianne to upload to Councillor Drive.
	Access and Inclusion Committee	Wayne	Lift and change table in the Cootamundra pool facility. Adult change facility.  23/10/19 update - MWP & R is still to follow up on this issues.  November 2019 – waiting on Andrew to come back to work to give financial details on this project.
07.2019		Andrew	Ramp installed in the Gundagai pool.  Works have commenced.
		Sharon	Disability access audit of business' with awareness programme delivered by Council staff to business owners/managers Starting with Council premises first.
<b>ORDINARY MEETING - 30 July, 2019</b>			
8.1.2 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes and Membership	The Manager Waste, Parks and Recreation meet with Friends of Pioneer Park to discuss improvements proposed in the Friends of Pioneer Park Management Plan, attached to the report, and report back to Council.	Wayne	This is pending the results of a grant submission made as part of the Stronger Community Grants R3 in October.  November 2019 – no change, result on grant application is expected early 2020.
9.2	Notice of Motion - A Report be Prepared for Council Addressing Energy Efficiency For the Cootamundra-Gundagai Regional Council Local Government Area.	Wayne/ Andrew	<b><u>November 2019</u></b> – pending Andrews return to work.

ORDINARY MEETING - 28 AUGUST, 2019			
Item 8.1.9 Gundagai TAC Minute Recommendations	<ol style="list-style-type: none"> <li>1. Council seeks funding for a Tuckerbox plinth for tourists to pose their dogs on for a photo as a permanent fixture at the Dog on the Tuckerbox Site.</li> <li>2. Council seeks further funding for the Old Mill Project.</li> <li>3. Existing funding to be used for the redevelopment of the new VIC centre. Additional funding to be sought for the new toilet block.</li> </ol>	Miriam	<p>Seeking funding opportunities. Update to be provided at a later date.</p> <p>November 2019 – It is intended to use the proceeds of the donations received.</p> <p>Completed.</p> <p>Completed.</p>
8.5.1 Pigeon Strategy Report	<p>Council prepare a fact sheet to distribute to residents and local businesses providing information on pigeon control.</p> <p>Council undertake pigeon proofing on Council assets where roosting pigeons congregate.</p> <p>Council liaise with business owners to facilitate efforts to eradicate pigeons from the CBD area and seek Expressions of Interest from pest exterminators with the intention of providing a report to Council once the information has been collated.</p> <p>The report and resolution be distributed to CBD businesses.</p>	Glen	
8.10.1 Cootamundra Aquatic Centre Access	<ol style="list-style-type: none"> <li>3. The cost for the installation of permanent barricades be investigated with the consideration to disabled access.</li> </ol>	Wayne	<p>This has been completed on a temporary trial basis.</p> <p><u>November 2019</u> – no change.</p>

8.10.2 Cootamundra Aquatic Centre Independent Review	3. A further report be prepared containing any Expressions of Interest received and be submitted to Council for consideration.	Wayne	Report going to Council in October 2019. <u>November 2019</u> – completed, consultants are to be engaged and works undertaken as per Council resolution, timeline 22 weeks.
<b>ORDINARY MEETING - 24 September, 2019</b>			
8.4.3 Control Of Public Reserve 88379 - Lot 7022 Dp94977 - Corner Gundagai And Jugiong Roads Cootamundra	Further investigation be undertaken with a report containing more comprehensive information, on options regarding the use of the land, be prepared and submitted for the consideration of Council.	Sharon	Investigations underway.
8.9.1 Electricity Procurement	<p>1. Council acknowledge that there are extenuating circumstances surrounding the procurement of electricity due to the 2-day validity of offers from electricity retailers where anything longer than this is likely to include a price risk component and as such Council should be excused from the tendering requirements under S55(3)(i) of the Local Government Act, 1993 for the procurement of electricity for small tariff sites, large contract sites and street lighting which are due to commence on 1st January, 2020.</p> <p>2. Council delegate authority to the General Manager to execute the contracts for the supply of electricity for small tariff sites, large contract sites and street lighting.</p> <p>3. Council contribute 20% of Council's electricity load to a renewable energy Power Purchase Agreement where the pricing is financially advantageous.</p> <p>4. Council advise Riverina Eastern Region Organisation of Councils (REROC) of its decision.</p>	Phil M	



<p>9.1 Notice of Motion - The Lighting Scheduled for Replacement at Fisher Park be donated to the Cootamundra Rodeo Association</p>	<p>The lighting scheduled for replacement at Fisher Park be donated to the Cootamundra Rodeo Association.</p>	<p>Wayne</p>	<p><b><u>November 2019</u></b> - Lights and towers will be removed and stored until collected by the Rodeo Club.</p> <p>All electrical works completed, tower footings completed delivery of towers and lights scheduled for November.</p> <p>Tower erecting and commissioning is scheduled for November early December.</p> <p>Project is on time, budget and quality.</p>
<p>9.2 Notice of Motion - Cootamundra-Gundagai Local Area Traffic Committee Develop Draft Guidelines for Roadside Trailer Advertising</p>	<p>Council request Cootamundra-Gundagai Regional Council Local Traffic Committee develop a draft policy guidelines paper to regulate the use of advertising trailers across the local government area. Once the draft policy guidelines to regulate the use of advertising trailers has been completed a report will be prepared and submitted for the consideration of Council. The policy guidelines should commit to:</p> <ul style="list-style-type: none"> <li>a) Present a degree of fairness, reflecting Council's ongoing support for the promotion of local businesses,</li> <li>b) Regulate appropriate sites to protect public access and safety,</li> <li>c) The proposal of a fee to cover the cost of administration of the regulation of the policy guidelines, and</li> <li>d) Ensure the proposed fee reflect fair commercial advertising costs.</li> </ul>	<p>Mark</p>	<p>Report to go to the Traffic Committee.</p>

9.3 Notice of Motion - Council Disregard the Trial Period of the Cootamundra Main Street Tree Enhancement Lighting Program and Approve its Implementation in Full	Council continue the 3 month trial and following the conclusion of the trial a report be prepared and submitted to Council on the costs and potential funding options for continuation of the program.	Wayne	Report scheduled to go to the November Council meeting.  <b><u>November 2019</u></b> – report prepared for November, 2019 for the consideration of Council.
11.2 Cootamundra Aerodrome Lands Farming and Grazing Licence for Part Lot 3 Deposit Plan 1243629	Council consent to the transfer of the Cootamundra Aerodrome Lands Farming and Grazing licence, for Part Lot 3 Deposit Plan 1243629, from Mr Garry Waters to Wallandoon Pty Ltd.	Marianne/ Phil M	Paperwork received from JMA was incomplete. Returned to JMA and awaiting for it to be amended and returned to Council for GM to sign.
11.3 Lease of Road Reserve Between Lot 5 DP1092838 and Lots 60, 61 and 62 DP753604 Cootamundra.	<p>1. The proposal to lease the subject road reserve as identified on the plan attached to the report be placed on public exhibition for a period of thirty (30) days to comply with Section 153-Section 157 of the Roads Act, 1993.</p> <p>2. Notification of the proposed lease be sent to neighbouring landholders to comply with Section 153-Section 157 of the Roads Act, 1993.</p> <p>3. Following the statutory exhibition period, a further report be presented to Council outlining submissions received (if any) for Council's consideration.</p>	<p>Phil M</p> <p>Sharon</p>	<p>Currently being advertised. Submissions must be received by 30 October 2019.</p> <p>Report to be provided to council at the November meeting.</p>

ORDINARY MEETING - 29 <sup>th</sup> October, 2019			
ITEM	ACTION	STAFF	S
8.4.4 Development Application 2019/103 - Fish Rendering Trial - 572 Stockinbingal Road, Cootamundra	Meeting to be held with Councillors and EPA	Phil/ Sharon	Meeting Arranged For 13 <sup>th</sup> November With Councillors EPA And Manildra. Report to be prepared and submitted to December, 2019 Ordinary meeting.
8.1.1 Local Government Elections 2020	<ol style="list-style-type: none"> <li>1. Council make representations to the State Member for Cootamundra expressing our disappointment and concerns over the increase cost of conducting elections.</li> <li>2. The General Manager write to the Australian Electoral Commission</li> <li>3. Council invite a representative from the Australian Electoral Commission to address Council and explain the costs included in the quote received for the local Government elections 2020.</li> </ol>	Phil/ Marianne	Waiting on response from AEC to indicate their availability to attend a Councillor Workshop
8.1.4 Strategic Financial Issues in Local Government Workshop	1. The Strategic Financial Issues In Local Government Workshop report be received and noted.	Phil/ Tim	

	2. Council seek a proposal from Dennis Bonicevic, DMB Consulting Pty Ltd, to: a) undertake an independent review of Cootamundra-Gundagai Regional Council's current financial status; and b) Facilitate a Financial Planning Workshop with Councillors and Executive staff.		
ITEM	ACTION	STAFF	STATUS
8.1.8 Gundagai Tourism Action s.355 Committee Meeting Minutes	From Minutes – council wait for outcome of SCCF 3 funding before spending \$300K	Miriam	
8.1.9 Muttama Creek Regeneration Group s.355 Committee Meeting Minutes	Arrange meeting between s355 Committee and Manager Waste, Parks and Recreation	Wayne	<b>November 2019</b> – as detailed in items 31.07.18 – 9.2
8.1.10 Information Bulletin  Attachment 5 – Government response to IPART's review of local government election costs	Write to the Minister for Local Government, the Hon Shelley Hancock, MP	Phil/ Marianne	
8.1.13 Council Meeting Action Report	Road Safety Audit to be provided to Councillors	Mark	Please provide audit to Marianne for the provision to councillors
8.3.1 Friends of Old Gundagai Gaol Committee Meeting AGM Minutes	Restricted funds audit report to Council	Miriam	Miriam and Tim to discuss to determine what is required.

ITEM	ACTION	STAFF	STATUS
9.3 Notice of Motion - Save our Recycling Campaign	<p>4. Council write to the local State Member(s) Ms (Steph) Stephanie Anne Cooke MP, Hon Michael McCormack MP, Minister for Energy and Environment the Hon Matthew Kean MP, Local Government Minister the Hon Shelley Hancock MP, NSW Treasurer the Hon Dominic Perrottet MP, Premier the Hon Gladys Berejiklian MP, Opposition Leader Jodi McKay MP, Shadow Minister for Environment and Heritage Kate Washington MP, and Shadow Minister for Local Government Greg Warren MP to confirm their support for recycling and outline the urgent need to educate, innovate and invest in local waste and recycling services via the Waste Levy.</p> <p>5. Council formally write to its own Youth Council advising its members of its support for the Save Our Recycling campaign and asking them to consider endorsing and sharing it with their own networks across the CGRC local government area.</p> <p>6. Council advise LGNSW President Linda Scott of the passage of this Motion.</p>	Marianne	No action to date

ITEM	ACTION	STAFF	STATUS
9.4 Council develop a local services preference policy detailing that, where opportunity exists, service providers, based within town boundaries are given preference should they be available, they are able to meet essential criteria and specifications and their quote or tender amount is comparative with other submissions received by Council.	Council develop a Local Services Preference Policy detailing that, where opportunity exists, service providers, based within town boundaries are given preference should they be available, they are able to meet essential criteria and specifications and their quote or tender amount is comparative with other submissions received by Council.	Catherine	
11.2 Offer to Purchase Council's Shareholding in Southern Phone Company Limited	<p>1. Limited Power of Attorney be executed to authorise the Chairperson to vote on Council's behalf, in favour of the amendment to the Southern Phone Company Limited constitution.</p> <p>2. The AGL offer to purchase Council's shares in Southern Phone Company Limited be accepted.</p>	Abb/Phil	Further resolution of Council Requested by Southern Phone Company and report is contained in November, 2019 agenda for the resolution of Council

**8.1.10 THE CENTRE FOR ROAD SAFETY 2019 'WHAT'S YOUR PLAN B' CAMPAIGN**

DOCUMENT NUMBER	316446
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.3 Our community members are healthy and safe
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 information on the Centre for Road Safety 2019 'What's Your Plan B' campaign be noted.**

Introduction

Anthony Carroll (Road Safety Officer) is working with Transport for NSW, Roads and Maritime Services and approximately 15 licenced venues across the local government area to promote the Centre for Road Safety 2019 'What's Your Plan B' campaign. The participating venues were very supportive of undertaking the campaign at Christmas time as they believe it is the busiest time of the year for patronage.

Discussion

An initiative between Cootamundra-Gundagai Regional Council (CGRC) and Snowy Valleys Council (SVC), the respective liquor accords and the NSW Police encourages patrons attending licensed venues to have a 'Plan B' to cater for their safe travel home is underway. Cootamundra-Gundagai has a higher rate of crashes, 6%, where alcohol is the significant factor while Snowy Valleys Council is similar to the NSW rate of 4.6%<sup>(1)</sup>.

The 'win a prize of a swag to camp' is targeting the Male 15 to 29 age group<sup>(2)</sup> who are over represented in casualty statistics where alcohol is the a significant factor both around the state and within the two LGA's. Males comprise 18 out of the 23 alcohol factored casualties in Detailed Crash analysis of the two LGA's while the 15 to 29 year old cohort makes up 63.6 % of casualties<sup>(3)</sup>.

Casualty breakdown by gender:

Snowy Valleys 9 male 4 female

Cootamundra Gundagai 9 male 1 female.

By age across both Councils:

0 to 14 0 casualty.

15 to 29 - 15 casualties

30 to 44 - 5 casualties

45 to 59 - 1 casualty

60 to 74 - 2 casualties.

Note that the median age of the townships within the two LGA's is 46 with Tumut having the youngest median age of 43 while Cootamundra's median age is 49.

Ten out of twenty three casualties historically occurred on a Saturday between 3:00pm to midnight while the Sunday three out of twenty three crashes occurring from midnight till 03:00am. These numbers remain consistent throughout the any year.

However, anecdotal conversations with venues that participated in the "Win a Swag" promotion during the 2019 Easter period strongly supported the 'What's Your Plan B' to be conducted in December as they felt that this is when their patronage is at the highest. All 15 participating venues, in the local government areas, strongly supported the pre-Christmas end of year season in addition to the Easter or January periods.

The promotion aims to raise discussion amongst the members of the community and to responsibly plan ahead and make arrangements for the way home after consuming alcohol at venues or anywhere.

Participating venues receive t-shirts, swags, bar runners as prizes and other campaign material which are provided by Transport for NSW. All arrangements for the program will be finalised and ready to commence on Friday, 6<sup>th</sup> December to conclude (with winning entries drawn) on Friday, 20<sup>th</sup> December, 2019.

It is requested that Councillors consider participating in the local campaign when opportunities present and invitations are extended.

<sup>(1)</sup> Figures taken from Centre for Road Safety Summary Crash Report 2013-17

<sup>(2)</sup> Transport for NSW (formerly Roads and Maritime Services) Road Safety campaigns (insert link)

<sup>(3)</sup> Figures taken from Centre for Road Safety Detailed Crash Report 2013-17



### 8.1.11 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION "WOMEN ON COUNCIL" FORUM 2ND NOVEMBER, 2019

DOCUMENT NUMBER	316404
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
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

- 1. The report prepared by Cr Bowden on the Australian Local Government Women's Association NSW "Women on Council" Forum held on Saturday, 2<sup>nd</sup> November, 2019 be received and noted.**
- 2. In addition to both women councillors attending the ALGWA NSW Conference in 2020, a senior female member of staff also be supported to attend.**

#### Introduction

In New South Wales (NSW) there are 128 Councils comprising 1300 Councillors. Local Government in NSW employs 50,000 people and spends more than \$5 billion per year. Women make up only 29% of elected representatives in NSW and only 29% of the state's mayors are women which puts NSW well behind other states and territories in having women on Council.

In the lead up to the 2020 Local Government Elections, The Australian Local Government Women's Association (ALGWA) NSW branch is conducting workshops throughout NSW to encourage women to stand for Council.

Cootamundra-Gundagai Regional Council (CGRC) supported the ALGWA NSW "Women on Council" Forum held on Saturday, 2<sup>nd</sup> November, 2019 in the Alby Schultz Centre, Cootamundra.

#### Discussion

The "Women on Council" Forum was hosted by Crs Bowden and Nicholson, both members of ALGWA NSW. The ALGWA NSW presenters were Cr Marianne Saliba, Mayor of Shellharbour and President of National ALGWA and Cr Cassandra Coleman, Lithgow Council and President of ALGWA NSW.

Eight women attended the session including two senior members of CGRC staff. Female council staff are also encouraged to become members of ALGWA. With only 14% of General Managers in NSW being women, NSW is lagging behind the rest of the country in female representation at a senior management level. Women staff can benefit from the support that ALGWA offers. However membership is open to anyone who is interested in supporting women working in local government, be they councillors or staff. There is also a Council membership and CGRC is a member of ALGWA.

Cr Bowden, a member of the ALGWA NSW Executive, welcomed Crs Saliba and Coleman and participants to the Forum. Cr Nicholson, before her introduction of Cr McAlister (Mayor), stated how the presentation by ALGWA NSW, in 2017, had helped her make her decision to stand for Council.

The Mayor, in his welcome to the visitors and the participants, stressed how important women councillors' contribution is to Council deliberations. He commented that women have a different perspective from men on many issues and that perspective is very important. A combination of female and male councillors ensures that the discussion is balanced and that things work well. The Mayor also mentioned the strong commitment of women councillors and thanked Crs Saliba and Coleman for coming to the region to encourage women to stand for Council.

The presenters worked through a Power Point presentation which included the history of ALGWA (which began nationally in 1951) and the statistics of women's representation at each tier of government. While women comprise 51% of the population they are significantly under-represented in all levels of government. The business case for an increased representation of women in local government included:

- A more realistic representation of the demographic,
- Women and men working as equals provides a broader perspective which leads to better decision making,
- Women have an increased focus on the community and social infrastructure (eg family support services, playgrounds, childcare, children's services, etc),
- Elected female representatives empower local women's organisations,
- Women councillors give women a stronger voice in their local government area, and
- Women councillors prioritise a needs based approach to funding and focus on more than roads, rates and rubbish.

The presentation also included the role, responsibilities and accountability of a councillor and the skills required to fulfil the role (input that is important for both male and female candidates). Throughout the presentation the councillors shared their experiences of being on council and admitted that, while it was hard work (and took up at least 20 hours per week), it was a very fulfilling role, making decisions and advocating for the benefit of your community.

The presenters were thanked with a gift bag of the region's produce.

At least one of the attendees plans to run for election in the Local Government Elections to be held in September, 2020 and it is hoped that more women will be inspired to stand.

**RECOMMENDATION:** That, in addition to both women councillors attending the ALGWA NSW Conference in 2020, a senior female member of staff also be supported to attend. With only three out of ten senior management positions being filled by women, this is a way that senior women staff can be trained, supported and mentored in their role working for Council and undergo professional development.

### 8.1.12 ANNUAL LOCAL GOVERNMENT NEW SOUTH WALES CONFERENCE - WARWICK FARM 14TH - 16TH OCTOBER, 2019

DOCUMENT NUMBER	316475
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, General Manager
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	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### RECOMMENDATION

**The report on the Annual Local Government New South Wales Conference, prepared by Cr Bowden, be received.**

#### Introduction

Councillors and Council staff who attend conferences representing Council are required to give a report including what things Cootamundra-Gundagai Regional Council (CGRC) could act upon. The 2019 Conference was attended by Cr Abb McAllister (Mayor), Cr Dennis Palmer (Deputy Mayor) Cr Leigh Bowden and Mr Phil McMurray, General Manager. All CGRC attendees provided input into this Report.

Local Government New South Wales (LGNSW) is the peak organisation that represents the interests of NSW general and special purpose councils. The Annual Conference provides an opportunity for LGNSW to hear from councils, by way of resolutions put to the membership, and to lobby on CGRC's behalf.

#### Discussion

The Local Government NSW Conference was held over three consecutive days.

Day One began with a Meet the Politicians Breakfast, which included addresses from The Hon. Gladys Berejiklian MP, Premier of NSW, the Hon. Shelley Hancock MP, Minister for Local Government and other ministers and politicians representing key portfolios.

The rest of the day consisted of concurrent workshops, which included “Financial Decision Making in Local Government” with Dennis Banicevic. The attendance by CGRC delegates at this workshop reinforced Cr Sheahan’s resolution to have Mr Banicevic conduct a finance workshop with CGRC Councillors and Staff using our own financial figures. Other workshops which CGRC delegates attended were “Transport for NSW (TfNSW) Information Sessions, “Land Use Planning for Councillors”, “Update on the Code of Conduct” and Local Government Procurement: Efficiencies and Opportunities”.

Day One ended with a Welcome reception which provided an opportunity for informal networking. Day Two was the first Business Session Day. It included the voting for the Office Bearers and Directors of LGNSW. The new Board is President Cr Linda Scott, City of Sydney Council, Treasurer Cr Jerome Laxale City of Ryde, Vice-President Rural/Regional Cr Stephen Lawrence, Dubbo Regional Council, Vice-President Metropolitan/Urban, Cr Angelo Tsirekas, City of Canada Bay Council. The Directors Regional/Rural are Cr Ruth Fagan Cowra Council, Cr Keith Rhoades AFSM, Coffs Harbour City Council, Cr Dominic King, Bellingen Shire Council, Cr Phyllis Miller, Forbes Shire Council, Cr Marianne Saliba, Shellharbour City Council, Cr Ben Shields, Dubbo Regional Council and Cr Darriea Turley, Broken Hill City Council. The Directors Metropolitan/Urban are Cr Khal Asfour, City of Canterbury Bankstown, Cr Lesley Furneaux-Cook, Burwood Council, Cr George Greiss, Campbelltown City Council, Cr Julie Griffiths, Blacktown City Council, Cr Mazhar Hadid, Liverpool City Council Cr Karen McKeown, Penrith City Council and Cr Dai Le, Fairfield City Council.

The Conference introduction was given by Tara McCarthy, Chief Executive Officer, LGNSW; Welcome to Country was given by Uncle Malcolm Macoll on behalf of the Gandangara Aboriginal Land Council; the Opening Address was given by President Linda Scott and there was address from Mayor David O’Loughlin, President of the Australian Local Government Association (ALGA).

The rest of the second day was spent considering and voting on over 180 Resolutions. Cootamundra-Gundagai Regional Council’s Resolution, No 107 (That Local Government NSW requests the NSW Government to undertake a review of progress/success of the councils that are the result of the 2016 forced amalgamations), was carried without opposition.

Cr Palmer commented that the content of the speeches, workshops and resolutions touched on all the issues which confront CGRC daily. For Cr Palmer the highlights included:

- Discussion regarding cost shifting impacting our ability to deliver services in line with community expectations.
- Waste recycling opportunities that exist in the near future.
- Water delivery – supply in drought conditions recognising allocations and restrictions.
- The use of new technology to allow flushing of our mains without releasing water into our storm water drains through the use of closed circuit filter systems.
- Developer contributions and headwork charges discussed with other water authorities.
- Discussion with the Minister for Water on infrastructure and engineering costs for drought proofing our region. Goldenfields Water County Council is recognised by the Minister as an industry leader in the field of water management e.g. My H2O App.
- The use of chemicals in public places. There is a new process where no chemicals are used for weed control.

- Transport NSW – Freight industry contributes \$66B into our states economy with a projected growth of 28% over the next 15 years.
- Need for more productive and safer vehicles
  - PBS vehicles can reduce road congestion by 50% as they carry double the payload of a standard semi-trailer.
  - Half as many truck movements leading to safer roads.
  - Council is responsible for approving access on council managed roads for these vehicles eg Stockinbingal rail crossings have been approved for higher mass vehicle movements in response to the construction of Inland Rail.
  - Gundagai Sheahan bridges – the newest bridge is rated for these movements but the older bridge is limited to approx. 60 tonnes.
- Worksafe with asbestos.
  - Gundagai is recognised for their management of naturally occurring asbestos.
  - Owners of buildings containing asbestos are legally allowed to remove the asbestos themselves, but if contractors are employed they must be licenced.

Cr Bowden was impressed that a Resolution by Gwydir Shire Council, regarding the acquisition of land owned by an Aboriginal Land Council, was unanimously voted to be deferred at the request of Cr Dominic Wy Kanak, President of the Local Government Aboriginal Network, until negotiations had taken place with the NSW Aboriginal Land Council. This demonstrated respect for Aboriginal concerns and processes.

The resolutions which were carried and which resonated with Councillor Bowden were No 59. Ryde City Council -10 days domestic violence leave policy, “that LGNSW includes a 10 day domestic violence leave provision in relevant Local Government Awards as soon as possible”; No 71. Blue Mountains City Council – Attaining Carbon Neutral Certification, “That councils at the Local Government NSW Annual Conference investigate how councils in NSW can advance the aim of achieving carbon neutrality in as much of the sector as possible.” and No 75. Ryde City Council - Climate Emergency, “That Local Government NSW, in recognition of the urgent need for climate action, calls upon the NSW Government to a) Join over 900 governments worldwide, including the United Kingdom, the Australian Capital Territory and over 30 Australian councils in declaring a climate emergency; b) In a bipartisan manner, make clear, effective and unambiguous steps to avert a climate crisis in NSW”. Four addition resolutions (North Sydney Council, Blue Mountains City Council, Lismore City council. Bellingen Shire Council) addressing a Climate Emergency were carried under Ryde’s resolution as was a resolution from Parkes Shire Council calling for action on climate change. As a result, Cr Bowden recommends the following:

**RESOLUTION:** That Cootamundra- Gundagai Regional Council invite Mr Jim Main to give a presentation, at a workshop next year, about the science and facts about climate change.

[Mr Main wrote to me earlier in the year asking to address council. He is not a member of any environmental or activist group but is doing it out of concern for future generations. He has gathered information from scientific and meteorological institutions such as the Australian Academy of Science and the Australian Bureau of Meteorology. He would give us a visual presentation using information from the same and similar sources that have been approved and are supported by Professor Will Steffen of the Climate Institute and Robyn Williams, the long-time presenter of the Science Show on ABC Radio National.

The 45 minute presentation displays the scientific record of what is actually happening to our climate now compared to what has happened in the past. The aim of the presentation is to help us include the simple and serious reality of climate change in our decision making-processes.]

The second day ended with the Gala Dinner and Awards presentation.

Day Three began with the ALGWA NSW Breakfast and the “Women in Leadership” Panel facilitated by Ellen Fanning. The panel consisted of Dr Sarah Hill, CEO of the Greater Sydney Commission, who with her team developed the Greater Sydney Region Plan which was adopted by the NSW Government in 2018; Ms Morven Cameron, CEO of Lake Macquarie City Council, who won the 2019 Minister’s Awards for Women in Local Government. She was commended on her positive style of leadership and collaborative approach which empowered people across the organisation and Cr Anne Dennis, a Gamilaraay woman, who is Chair of the NSW Aboriginal Land Council.

There were various speakers on the third day of the conference addressing the theme of innovation. However the address that was most impressive was by Cr Linda Scott on Local Government NSW initiatives. That address, which is attached, describes how resolutions that were passed at the 2018 Conference in Albury have been acted upon by LGNSW. While all the information is contained in the Annual Report on LGNSW’s website, Linda’s address is very concise and illustrates the work LGNSW does on Councils’ behalf.

## **Conclusion**

For the four of us who attended the LGNSW Conference on CGRC’s behalf the event was very worthwhile. As Cr Palmer’s list illustrates, there was much information to be gleaned from the workshops, talks and resolutions. However, the networking opportunities cannot be underestimated. The Conference provides the opportunity to meet informally with councillors and general managers from other areas, particularly those from other rural councils, to share experiences and initiatives.

Attendance at LGNSW Conference fulfils part of the professional development requirements and all councillors are encouraged to attend.

**8.1.13 INFORMATION BULLETIN**

DOCUMENT NUMBER	316805
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
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	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. Michael McCormack - Correspondence in Realtion to Doctor Shortage Cootamundra <a href="#">↓</a></li> <li>2. Michael McCormack - Correspondence in Realtion to Emergency Services Levy <a href="#">↓</a></li> <li>3. Steph Cooke - Correspondence in Realtion to Doctor Shortage Cootamundra <a href="#">↓</a></li> <li>4. Steph Cooke - Correspondence in Realtion to NSW public libraries funding <a href="#">↓</a></li> <li>5. Letter of Thanks from Australian National Busking Competition Gundagai <a href="#">↓</a></li> <li>6. Souther Lights Agreed Deployment and Update <a href="#">↓</a></li> <li>7. 19-27 Extension of the Rates Path Protection for New Council <a href="#">↓</a></li> <li>8. 19-28 Annual Report and Annual Performance Statement Checklists <a href="#">↓</a></li> <li>9. Fact Sheet - Towards Zero Community Partnerships leadership e_forums <a href="#">↓</a></li> <li>10. Graffiti Control Act_ Discussion Paper Consultation <a href="#">↓</a></li> <li>11. Local Government Expenditure Caps <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

**The Information Bulletin and correspondence, attached to the report be received and noted.**

Introduction

Council receives local government circulars and media releases and are attached for the information of Council.



# Michael McCormack MP

Federal Member for Riverina

Deputy Prime Minister of Australia

Minister for Infrastructure, Transport and Regional Development

Leader of the Nationals

Cootamundra Gundagai  
Regional Council  
Document Received

24 OCT 2019

File No \_\_\_\_\_  
Initials \_\_\_\_\_

Councillor Abb McAlister  
Mayor  
Cootamundra-Gundagai Regional Council  
PO Box 420  
COOTAMUNDRA NSW 2590

*Abb*  
Dear Councillor McAlister

I was recently contacted by the Member for Cootamundra, Ms Steph Cooke MP, regarding the doctor shortage being faced by the Cootamundra community which I understand you have been in discussions about with both Ms Cooke and the Murrumbidgee Local Health District (MLHD).

I share the concerns of yours and the community regarding the need for Cootamundra to be able to rely on the provision of first class medical facilities and be adequately serviced by appropriately trained medical staff, including doctors, nurses and allied health workers.

For your information, I have made formal representations to my ministerial colleagues the Hon Mark Coulton MP, Minister for Regional Services, Decentralisation and Local Government, the Minister for Immigration and Citizenship, the Hon David Coleman MP and also raised the matter with the Minister for Health, the Hon Greg Hunt MP, in an attempt to address and hopefully find a suitable outcome to this concerning situation.

In addition to making written representations I have also sought a meeting with Minister Coulton in Canberra to discuss this matter and I have committed to provide Ms Cooke with advice in relation to the progress of this request.

I have written to Ms Cooke and acknowledged the pressing nature of this issue and agree, action needs to be taken to address this serious community concern. I also acknowledge Ms Cooke, the Council, the MLHD and the Cootamundra community are doing what they can to recruit and attract new medical staff to the region.



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THE NATIONALS for Regional Australia





While the results will not be immediate, the Federal Government is doing what it can to specifically address the difficulty of training, attracting and retaining doctors in regional communities.

You may be aware the Prime Minister, the Hon Scott Morrison MP, outlined a number of measures earlier this year about how the Government intends to support the delivery of better health care in the regions. These measures include the training and support of new doctors and medical specialists.

Prior to the Federal Budget and during the recent election campaign, the Government announced the most comprehensive rural health package in decades. The package will improve access to doctors, nurses and other health care services for all Australians, especially those in the regions.

The Government believes it is important that all people living in rural and regional Australia have the same access to high-quality healthcare services as those living in capital cities. It is for this reason the Government will invest \$550 million in the Stronger Rural Health Strategy, which will deliver 3,000 additional doctors and more than 3,000 additional nurses and allied health professionals in rural general practice over the next decade.

This funding also includes \$94.5 million for a new Murray Darling Medical Schools Network which aims to increase the number of medical students training in rural areas and increase the number of students who then go on to practice in regional and rural Australia.

Funding of \$26.6 million will accommodate longer transition arrangements for the changes to rural bulk billing incentives and the Workforce Incentive Program and an additional \$62.2 million will be invested over five years from 2018-19 to implement a National Rural Generalist Pathway. This program will train specialised rural doctors to provide health services tailored to the needs of rural and remote communities and follows the expert advice of Australia's first National Rural Health Commissioner.

These are some of a number of funding initiatives announced and being delivered by the Government to address and support the health needs of rural and regional Australia.

Further to the information provided above, you will be aware I am to have championed and delivered on the Murray-Darling Medical School network which will have schools located in Orange and Wagga Wagga. The program will ensure we have end-to-end training for doctors in the region, meaning doctors will begin their training in and finish their training in the region. An outcome which I trust will have longer term benefits for our region.

We know that a doctor who does their training in the bush generally stays in the bush and the Government understands that it is the small country towns which are the most important ones requiring our focus and attention because they are usually the ones who actually don't have the medical services that they need.

You may also be aware of the situation in Grenfell, which is a good local example. Grenfell didn't have a medical centre and the Federal Government funded one through the Building Better Regions Fund. Grenfell now has a new dentist and two new doctors. This is an example of what we've done as The Nationals in Government to make sure we get better health services for the bush, not only the infrastructure required but also the medical professionals our regional areas deserve.

In having outlined what the Government is doing to address the concerns Ms Cooke and the Cootamundra community have raised, I trust the measures the Government has announced will, in time, bear fruit and benefit the regions and the people who live and work here in the Riverina and Central West seeking medical attention and services.

I will keep you and Ms Cooke informed of my progress in raising these matters with my Federal counterparts and value any suggestions you and the Council may have to identify opportunities where we can work together to help deliver a real outcome for the benefit of the residents of Cootamundra and surrounds.

Yours sincerely



Michael McCormack MP

**Federal Member for Riverina**

mm.amc.wga

21/10/2019



# Michael McCormack MP

**Federal Member for Riverina**  
**Deputy Prime Minister of Australia**  
**Minister for Infrastructure, Transport and Regional Development**  
**Leader of the Nationals**

Cootamundra-Gundagai  
 Regional Council  
 Document Received

- 4 NOV 2019

File No. ....  
 Initials .....

Councillor Abb McAlister  
 Mayor  
 Cootamundra-Gundagai Regional Council  
 PO Box 420  
 COOTAMUNDRA NSW 2590

*Abb*  
 Dear Mayor McAlister

I have received a letter from the Premier of NSW, the Hon Gladys Berejiklian MP, in response to a representation I made on behalf of Cootamundra-Gundagai Regional Council regarding proposed increases in the NSW Government's Emergency Services Levy for 2019-20.

The Premier in her correspondence advised she wrote to you in response to your direct representations on this matter.

She also enclosed a copy of her letter to you and I was pleased to read the NSW Government had responded positively to concerns expressed by local councils about increasing the levy this financial year.

I hope the Premier's advice has addressed your concerns.

Thank you for contacting me on this matter.

Yours sincerely

*Michael McCormack*  
 Michael McCormack MP

**Federal Member for Riverina**  
 mm.kg.wga

22/10/2019

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**website** www.michaelmccormack.com.au



THE NATIONALS for Regional Australia







Our Ref: SC8731/JL

(in reply please quote)

Mr Phil McMurray  
General Manager  
Cootamundra Gundagai Regional Council  
[mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)

Dear Mr McMurray

*Phil,*

Following my meeting with you and some Councillors regarding the doctor shortage in Cootamundra I had made representations on your behalf to the Deputy Prime Minister and Member for Riverina, The Hon Michael McCormack MP.

A response from the Deputy Minister has been received, a copy of which is attached for your information.

I appreciate you taking the time to bring your concerns to my attention and we will stay in touch in relation to this matter.

Yours sincerely

*Steph Cooke*

**Steph Cooke MP**  
Member for Cootamundra

*11.11.19.*



## Steph Cooke MP, Member for Cootamundra

**Young Office:** 140 Boorowa Street (PO Box 350) Young NSW 2594 Phone: 6382 2399 Fax: 6382 3144

**Junee Office:** 25 Seignior Street (PO Box 338) Junee NSW 2663 Phone: 6924 2533 Fax: 6924 1537

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# Michael McCormack MP

Federal Member for Riverina  
Deputy Prime Minister of Australia  
Minister for Infrastructure, Transport and Regional Development  
Leader of the Nationals



Ms Steph Cooke MP  
Member for Cootamundra  
PO Box 350  
YOUNG NSW 2594

*Steph*  
Dear Ms Cooke

Thank you for your letter received by email and dated 3 October 2019 regarding the doctor shortage being faced by the Cootamundra community.

I am aware of your advocacy in relation to this issue and commend you for the efforts you have gone to in meeting with the Cootamundra-Gundagai Council and representatives of the local Murrumbidgee Local Health District, as well as having written to the NSW Minister for Health and Medical Research, the Hon Brad Hazzard MP, in an attempt to address this concerning situation.

I note too you have provided copies of your correspondence with me to both the Minister for Health, the Hon Greg Hunt MP, and the Minister for Home Affairs, the Hon Peter Dutton MP.

I share your concerns regarding the need for the Cootamundra community to be able to rely on the provision of first class medical facilities and be adequately serviced by appropriately trained medical staff, including doctors, nurses and allied health workers.

For your information, I have made formal representations to my ministerial colleagues in an attempt to address and hopefully find a suitable outcome to this situation.

I have written to the Hon Mark Coulton MP, Minister for Regional Services, Decentralisation and Local Government, who has responsibility for matters pertaining to rural health and in relation to the immigration and visa issues being experienced by Mr Vineet Paul Singla and his associates, I have written to the Minister for Immigration and Citizenship, the Hon David Coleman MP, who has responsibility for visa and immigration matters.

In addition to making written representation I have also sought a meeting with Minister Coulton in Canberra to discuss your concerns and my office will provide you with advice in relation to the progress of this request.

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website [www.michaelmccormack.com.au](http://www.michaelmccormack.com.au)



THE NATIONALS for Regional Australia



Regarding the letter to Minister Coleman, I have not sought Ministerial intervention in relation to this matter. However, I have stressed the importance of this issue to the Cootamundra community and requested his advice as to how, if possible, the process can be expedited, and if this isn't possible, whether an update or expected processing completion date for their visa applications can be provided.

I understand the pressing nature of this issue and action needs to be taken to address this serious community concern. I also acknowledge the MLHD and the Cootamundra community are doing what they can to recruit and attract new medical staff to the region.

While the results will not be immediate, in response to your plea to have doctors trained in the regions as opposed to the city, you will be aware the Federal Government is doing what it can to specifically address this long-standing deficiency.

The Prime Minister, the Hon Scott Morrison MP, outlined a number of measures earlier this year about how the Government intends to support the delivery of better health care in the regions. These measures include the training and support of new doctors and medical specialists.

Prior to the Federal Budget and during the recent election campaign, the Government announced the most comprehensive rural health package in decades. The package will improve access to doctors, nurses and other health care services for all Australians, especially those in the regions.

The Government believes it is important that all people living in rural and regional Australia have the same access to high-quality healthcare services as those living in capital cities. It is for this reason the Government will invest \$550 million in the Stronger Rural Health Strategy, which will deliver 3,000 additional doctors and more than 3,000 additional nurses and allied health professionals in rural general practice over the next decade.

This funding also includes \$94.5 million for a new Murray Darling Medical Schools Network which aims to increase the number of medical students training in rural areas and increase the number of students who then go on to practice in regional and rural Australia.

Funding of \$26.6 million will accommodate longer transition arrangements for the changes to rural bulk billing incentives and the Workforce Incentive Program and an additional \$62.2 million will be invested over five years from 2018-19 to implement a National Rural Generalist Pathway. This program will train specialised rural doctors to provide health services tailored to the needs of rural and remote communities and follows the expert advice of Australia's first National Rural Health Commissioner.

These are some of a number of funding initiatives announced and being delivered by the Government to address and support the health needs of rural and regional Australia.

Further to the information provided above, you will be aware of how proud I am to have championed and delivered on the Murray-Darling Medical School network which will have schools located in Orange and Wagga Wagga. The program will ensure we have end-to-end training for doctors in the region, meaning doctors will begin their training in and finish their training in the region. An outcome which I trust will have longer term benefits for our region.

We know that a doctor who does their training in the bush generally stays in the bush and the Government understands that it is the small country towns which are the most important ones requiring our focus and attention because they are usually the ones who actually don't have the medical services that they need.

You will be familiar with the situation in Grenfell, which is a good local example. Grenfell didn't have a medical centre and the Federal Government funded one through the Building Better Regions Fund. Grenfell now has a new dentist and two new doctors. This is an example of what we've done as The Nationals in Government to make sure we get better health services for the bush, not only the infrastructure required but also the medical professionals our regional areas deserve.

In having outlined what the Government is doing to address the concerns you have raised, I trust the measures the Government has announced will, in time, bear fruit and benefit the regions and the people who live and work here in the Riverina and Central West seeking medical attention and services.

I will keep you informed of my progress in raising these matters with my Federal counterparts and value any additional information or suggestions you may have to identify opportunities where we can work together to help deliver a real and lasting outcome for the benefit of the residents of Cootamundra and surrounds.

Yours sincerely



Michael McCormack MP

**Federal Member for Riverina**

mm.amc.wga

21/10/2019



Our Ref: SC8409/JL

(in reply please quote)

Mr Abb McAlister  
Mayor  
Cootamundra Gundagai Regional Council  
[abb.mcalister@elders.com.au](mailto:abb.mcalister@elders.com.au)  
[mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)

Dear Mr McAlister

*Abb,*

I refer to earlier correspondence regarding NSW public libraries funding .

You may recall I wrote informing you I had made representations on your behalf to the Minister for Local Government, The Hon Shelley Hancock MP. A response from the Minister has been received, a copy of which is attached for your information.

I appreciate you taking the time to bring your concerns to my attention. Please do not hesitate to stay in touch should you require any further assistance.

Yours sincerely

*Steph Cooke*

**Steph Cooke MP**  
Member for Cootamundra

*10.10.2019.*



## Steph Cooke MP, Member for Cootamundra

**Young Office:** 140 Boorowa Street (PO Box 350) Young NSW 2594 Phone: 6382 2399 Fax: 6382 3144

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**The Hon. Shelley Hancock MP**  
Minister for Local Government

Ref: A664740

Ms S A Cooke MP  
Parliamentary Secretary to the Deputy Premier  
The Nationals Whip  
Member for Cootamundra  
PO Box 350  
YOUNG NSW 2594

By email: [cootamundra@parliament.nsw.gov.au](mailto:cootamundra@parliament.nsw.gov.au)

Dear Ms Cooke

Thank you for your letter of 25 August 2019 making representations on behalf of Cootamundra-Gundagai Mayor, Cllr Abb McAlister, regarding the funding methodology for NSW public libraries.

I have noted Cllr McAlister's comments and appreciate the reasons that prompted him to raise the matter with you.

The NSW Government recognises the valuable service that libraries provide to local communities across the State. This is further recognised by the significant increase in funding for the 2019/20 year over the previous year.

In reviewing the funding data, I note that Cootamundra-Gundagai Council now has the discretion to use the "pooled" funds from the per capita subsidy. This gives council the flexibility to direct funding to areas within its library program that need it most.

I note that you have also written about this matter to the Minister for the Public Service and Employee Relations, Aboriginal Affairs and the Arts, the Hon. Don Harwin MLC, who has portfolio responsibility for library funding. I am sure Minister Harwin will be able to provide you with additional information on the State Government's library funding strategy.

Thank you for taking the time for raising this matter with me. I hope this information is of assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shelley Hancock'.

**The Hon. Shelley Hancock MP**  
Minister for Local Government

01 OCT 2019

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5400 ■ W: [nsw.gov.au/ministerhancock](http://nsw.gov.au/ministerhancock)



The General Manager  
Mr Phil McMurray  
Cootamundra Gundagai Regional Council  
255 Sheridan Street  
GUNDAGAI NSW 2722

November 8<sup>th</sup> 2019

**Cootamundra Gundagai  
Regional Council**  
Document Received

13 NOV 2019

File No.....

Initials.....



Australian National  
Busking Championships  
**GUNDAGAI**

Post to  
122 Sheridan St  
Gundagai, NSW  
2722

Secretary  
Andy MacDonald  
Ph: 0400 447 164  
e: nargoonestates  
@gmail.com

Treasurer  
Penny Nicholson  
Ph: 0403 503 003  
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westnet  
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The A.N.B.C Gundagai  
is presented by the  
Gundagai Regional  
Enhancement Group

Chairperson  
Trevor Champion  
Ph: 0422 772 759  
e: trevorchampion60  
@gmail.com

Dear Sir,

The Gundagai committee of ANBCG wish to thank you for sponsoring the  
Busking event for 2019.

Our small but dedicated committee relies entirely on sponsorship from  
the local community.

Thankfully the Gundagai business houses were very generous with their  
financial support this year.

We will be holding the event again in 2020 and will attempt to make it as  
successful as the past two years.

Once again on behalf of the ANBCG committee we thank you for interest  
and encouragement.

Yours

A.J. Macdonald, Secretary.

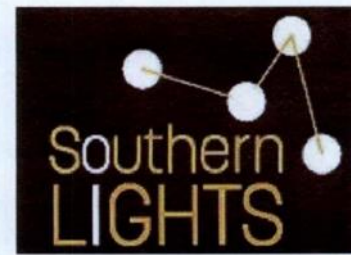
Mob. 0400447164

Cootamundra Gundagai  
Regional Council  
Document Received

11 OCT 2019

File No. ....

Initials .....



8 October 2019

Cr Abb McAlister  
Mayor  
Cootamundra-Gundagai Regional Council  
PO Box 420  
COOTAMUNDRA NSW 2590

Dear Cr McAlister

#### **Southern Lights Agreed Deployment Approach and Update**

We are writing to provide you with an update on the Southern Lights NSW initiative. As you would be aware the objective of Southern Lights NSW is to provide enabling infrastructure that delivers better, safer, brighter, cheaper lighting and smarter and connected communities. Southern Lights NSW has sought to do this by working closely and collaboratively with the owner of the street lights, Essential Energy.

Our goal is to replace over 75,000 street lights across 41 LGAs with smart-enabled LED lighting. In order to achieve this in a timely fashion Southern Lights NSW and Essential Energy have agreed on a deployment approach to assist and guide participating councils with their decision-making for their individual LGAs. The Agreed Deployment Approach proposes a series of defaults for deployment and has been used by Essential Energy as the basis for their quotations to councils for the deployment of the new lights.

The **attached** Agreed Deployment Approach is the outcome of extensive, multiple discussions between Southern Lights NSW and Essential Energy about the issues that will impact on a successful deployment. The document contains detailed advice on technology options and the shared views of Essential Energy, the Southern Lights Steering Committee and our independent specialist advisors.

The Southern Lights Group recognise that, while councils are the responsible road authority, few have a deep knowledge of the technical and regulatory complexity of street lighting in NSW. The Southern Lights team intend that the attached advice will give Council a deeper understanding of the technologies and their potential while providing advice on suggested deployment. The advice includes:

- LED light types and suggested usages
- Timing of Bulk Lamp Replacements





- Funding options
- Smart control systems
- Data ownership
- Colour temperature
- Dimming

While summarising the agreed default approach to deployment, the document is only intended to guide and inform council decision making. It is not intended to restrict a council's ability to negotiate specific arrangements with Essential Energy to suit their individual circumstances. The document is supported by a glossary of terms that can be found on the Southern Lights NSW website ([www.southernlightsnsw.org.au](http://www.southernlightsnsw.org.au)).

Work continues on optimising the future of this innovation and Councils are encouraged to stay abreast of this evolving space.

We would also like to take this opportunity to update you on other Southern Lights' NSW activities:

- **Imminent Roll-Out of LED Lighting** – after much planning and negotiating the first of the new smart-ready LED street lights will be deployed in Albury City's LGA in October. This is very exciting; with a roll-out of over 8,000 lights, Albury City will be the first participating council to receive the latest LED smart-ready street lights that are the result of the procurement activities which we were involved in with Essential Energy from December 2018 until April 2019.

Following Albury City, the next lights to be deployed will be in the City of Bathurst, then Orange City and Wagga Wagga City with others to follow. We anticipate that by early 2020 over 27,000 smart-ready LED lights will be operating in the Southern Lights NSW Region. The new LED lighting is expected to reduce energy consumption by up to 57% and dramatically reduce the maintenance costs generating substantial savings for councils.

- **Smart-ready LED Light Tender** - we successfully completed a tender for smart-ready LED lighting in April, when procurement was accepted by the Essential Energy Board. Councils have had a significant win here, not just in terms of lower pricing and more energy efficient lights, but also in securing Essential Energy's agreement to be the first utility in Australia to offer a 100% LED portfolio to its councils and discontinue all legacy lighting. The standard LED lights are now on the Approved Materials List for Essential Energy, however we are still addressing some concerns that Essential Energy has expressed in relation to the Zhaga-enabled lights. These are the lights that include a port for Smart-City sensors. We are working through these issues and are consulting with suppliers in order to satisfactorily address the concerns. Meetings relating to the issues are on-going.
- **Smart Controls System Tender** – we have been focussed recently on the preparation of the tender specifications for the Smart Control System which enables the lights to communicate

with a Central Management System. The tender, which is generating worldwide interest, was released on 16 September. Given the scope of the procurement we anticipate that it will be completed by early 2020. Southern Lights NSW is represented on the tender specification and tender evaluation committees and has been very active in both. Again, though the joint work of councils and JO's, Southern Lights NSW has been successful in getting Essential Energy to be the first utility in Australia to stage a full smart controls tender. This tender has generated significant international interest.

- **Southern Lights NSW Website Update** – we have completed a revision of the website to provide more information on the project as it has grown. To catch up on information on the project go to [www.southernlightsnsw.org.au](http://www.southernlightsnsw.org.au)
- **Joint LED Modelling** – we have jointly developed a model for LED upgrades that has not only allowed councils to understand the cost and benefits of an LED upgrade (and prompted Essential Energy to develop a similar model properly incorporating all the costs and benefits) it has been instrumental in informing the pricing process. We have used the model as the basis for debating the details of the roll out, particularly relating to cost. Councils can double-check the quotes provided to them by Essential Energy by asking Southern Lights NSW to run the numbers through the modelling.
- **AER Pricing Decision Delivers Lower Street Lighting Pricing** – From the 1 July 2019, council street lighting charges declined by an estimated \$7 million (about 1/3) with about 50% of this flowing to Southern Lights NSW member councils as recurrent savings. Importantly, these are recurrent savings over the next 5 years. Southern Lights NSW was an active participant in the negotiations, working with Essential Energy to identify savings that could be passed through to councils. We have **attached** (Appendix One) the estimated savings for each of the participating councils, please note these are estimates only prepared for us by Essential Energy.
- **Mandatory NSW Public Lighting Code** – the new Code commenced on 1 July. Southern Lights NSW was the only party from regional NSW involved in the Departmental consultations on the NSW Public Lighting Code. A compromise position was successfully negotiated by Southern Lights NSW with Essential Energy on key items such as repair times and penalties, which led to the Department of Planning, Industry & Environment agreeing to mandate the Code as a licence condition on all Distribution Network Services Providers (DNSPs). The Code, will for the first time be mandatory, something that local government has been requesting for over a decade. It will see legally defined service levels for street lighting in NSW with maximum repair times, higher penalties, mandatory reporting and a greater council say over technology choice.
- **Funding support** – you may already be aware that the approach Southern Lights NSW made to the NSW Government last October for funding towards the project has not received



approval. We provided the State with a comprehensive Business Case, which included the preparation of individual costings for each of the 75,000 lights included in the project. However, we were advised in early June that the State is still formulating its connectivity strategy and consequently it was not in a position to provide funding.

In August, we approached the NSW Sustainability Programs Division of the Department of Planning, Industry and Environment seeking funding towards the project's administration costs, specifically to assist in meeting the cost of technical advice; however we received advice in early September that funding was not available. We were advised that the NSW Climate Change Fund's Accelerated Public Lighting Program's remit is to accelerate the removal of mercury vapour public lights in NSW, of which there are very few in regional NSW.

While it is very disappointing that a project like Southern Lights, which creates so many benefits not just for the participating councils but for NSW as a whole has not attracted funding support, it has continued regardless because of the strong business case and the commitment of the participating councils. There may still be an opportunity, however, to receive funding support for the smart controls and smart city aspects of the deployment in 2020

- **Energy Savings Certificates (ESCs) for Spot Replacements** – we are currently clarifying the ability for councils to claim Energy Savings Certificates on LED spot replacements. Each Council's accreditation process will need to be in place prior to the replacements being made.

Councils should note that they will need to have arrangements in place with an Accredited Certificate Provider (ACP) to provide ESCs before the bulk rollout of the new LED lights occurs. Councils that do not have an ACP in place prior to the rollout will not be eligible to receive the environmental credits that are required to generate the ESCs.

- **T-Corp Funding** – we are in discussions with T-Corp about its ability to fund the deployment of the LED lights and Smart Controls System. The project falls outside T-Corp's usual operating parameters, however because of the benefits that will flow to councils it is something they are interested in supporting if possible. We have provided them with information to assist in the decision-making process.

We are also finalising a Briefing Paper on Funding Options to assist councils in their consideration of a number of financial and accounting issues related to utility-owned street lighting. We anticipate that this paper will be finalised within the next two weeks.

The Southern Lights NSW steering committee continues to meet regularly with Essential Energy to progress the project. It is expected that deployment of the project will take approximately 3 years,

with a Simple Payback for most councils of around 4 years for the LEDs being deployed. If you would like to know more about the project, please contact one of our Steering Committee members:

- 25. *Central NSW Councils* – Jenny Bennett, Kate Barker or Deb Taylor (Bathurst Regional City)
- 26. *Canberra Region JO* – Gabbi Cusack or Mark Shorter (Eurobodalla Shire)
- 27. *Riverina and Murray Joint Organisation* – Bridgett Leopold or Brad Ferris (Albury City)
- 28. *Riverina Eastern Regional Organisation of Councils* – Julie Briggs, Kate Hardy or Tony Donoghue (Coolamon Shire)

Southern Lights NSW is continuing to use Next Energy as our expert consultants on the project. The team from Next Energy is happy to provide briefings to groups of councils on the project and the technology that will be used. REROC is continuing to provide the day-to-day management support for Southern Lights NSW at no charge to the project.

Yours sincerely

On behalf of the **Southern Lights NSW** Steering Committee



Julie Briggs

Chief Executive Officer

Riverina Eastern Regional Organisation of Councils

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## APPENDIX ONE

ESTIMATED ANNUAL COST SAVINGS FOR SOUTHERN LIGHTS NSW COUNCILS:  
REDUCTION IN SLUOS CHARGES

COUNCILS	Annual SLUOS (New)	Annual SLUOS (Old)	Annual (Diff)
Balranald Shire Council	\$ 18,593.72	\$ 32,561.40	-\$ 13,967.68
Bathurst Regional Council	\$ 497,601.63	\$ 753,396.00	-\$ 255,794.37
Bega Valley Shire Council	\$ 177,659.72	\$ 287,120.52	-\$ 109,460.80
Berrigan Shire Council	\$ 72,327.38	\$ 127,329.96	-\$ 55,002.58
Bland Shire Council	\$ 56,580.56	\$ 94,696.92	-\$ 38,116.36
Blayney Shire Council	\$ 57,882.08	\$ 93,054.60	-\$ 35,172.52
Broken Hill City Council	\$ 157,256.90	\$ 283,373.52	-\$ 126,116.62
Cabonne Shire Council	\$ 68,801.40	\$ 113,534.04	-\$ 44,732.64
Carrathool Shire Council	\$ 22,568.41	\$ 38,442.24	-\$ 15,873.83
City Of Albury	\$ 616,385.16	\$ 917,366.16	-\$ 300,981.00
City Of Wagga Wagga	\$ 517,263.94	\$ 857,344.68	-\$ 340,080.74
Coolamon Shire Council	\$ 26,971.62	\$ 46,886.04	-\$ 19,914.42
Cowra Shire Council	\$ 129,654.22	\$ 201,057.72	-\$ 71,403.50
Edward River Council	\$ 58,426.09	\$ 102,804.96	-\$ 44,378.87
Eurobodalla Shire	\$ 204,197.17	\$ 263,833.68	-\$ 59,636.51
Federation Council	\$ 108,918.02	\$ 184,492.32	-\$ 75,574.30
Forbes Shire Council	\$ 85,047.12	\$ 142,801.44	-\$ 57,754.32
Goulburn Mulwaree Council	\$ 229,200.84	\$ 399,937.92	-\$ 170,737.08
Greater Hume Shire Council	\$ 58,717.17	\$ 98,821.68	-\$ 40,104.51
Griffith City Council	\$ 210,833.77	\$ 369,697.44	-\$ 158,863.67
Gundagai Council	\$ 83,443.71	\$ 142,477.08	-\$ 59,033.37
Hay Shire Council	\$ 33,530.26	\$ 60,139.80	-\$ 26,609.54
Hilltops Council	\$ 115,043.34	\$ 203,226.96	-\$ 88,183.62
Junee Shire Council	\$ 37,000.66	\$ 58,912.44	-\$ 21,911.78
Lachlan Shire Council	\$ 78,026.17	\$ 134,609.52	-\$ 56,583.35
Leeton Shire Council	\$ 99,496.80	\$ 162,744.00	-\$ 63,247.20
Lockhart Shire Council	\$ 21,149.30	\$ 33,549.48	-\$ 12,400.18
Murray River Council	\$ 90,351.10	\$ 157,914.60	-\$ 67,563.50
Murrumbidgee Council	\$ 36,166.93	\$ 62,817.36	-\$ 26,650.43
Narrandera Shire Council	\$ 55,052.14	\$ 89,870.40	-\$ 34,818.26
Oberon Council	\$ 35,434.72	\$ 60,141.24	-\$ 24,706.52
Orange City Council	\$ 471,507.46	\$ 755,322.24	-\$ 283,814.78
Parkes Shire Council	\$ 149,255.35	\$ 230,947.20	-\$ 81,691.85
Queanbeyan-Palerang Regional Council	\$ 453,566.73	\$ 731,140.20	-\$ 277,573.47
Snowy Monaro Regional Council	\$ 119,835.20	\$ 200,890.32	-\$ 81,055.12
Snowy Valleys Council	\$ 91,979.42	\$ 155,208.36	-\$ 63,228.94
Temora Shire Council	\$ 51,865.70	\$ 88,993.56	-\$ 37,127.86
Upper Lachlan Council	\$ 37,300.51	\$ 66,862.80	-\$ 29,562.29
Weddin Shire Council	\$ 39,261.52	\$ 69,743.28	-\$ 30,481.76
Wentworth Shire Council	\$ 58,430.47	\$ 92,359.92	-\$ 33,929.45
Yass Valley Council	\$ 64,790.44	\$ 109,618.68	-\$ 44,828.24
<b>TOTAL</b>			<b>-\$ 3,478,667.81</b>





## Regional NSW Smart Street Lighting Agreed Deployment Approach

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## Southern Lights NSW

### Regional NSW Smart Street Lighting Agreed Deployment Approach

#### INTRODUCTION

The objective of [Southern Lights NSW](#) is to provide enabling infrastructure that delivers better, safer, brighter, cheaper lighting and smarter and connected communities. Southern Lights NSW has sought to do this by working closely and collaboratively with the owner of the street lights, Essential Energy.

Our goal is to replace over 75,000 street lights across 41 LGAs with smart-enabled LED lighting. In order to achieve this in a timely fashion Southern Lights NSW and Essential Energy have agreed on a deployment approach to assist and guide participating councils with their decision-making for their individual LGAs. The Agreed Deployment Approach has been used by Essential Energy as the basis for their quotations to councils for the deployment of the new lights.

The following information summarises the proposed default approach to public lighting. It is the outcome of extensive, multiple discussions between Southern Lights NSW and Essential Energy about the issues that will impact on a successful deployment. Consequently, it represents the collective input of a number of councils, the ROCs and JOs involved in the project, independent expert advisors and Essential Energy.

The development of this agreed approach follows the recently completed LED street lighting luminaire tender and the soon to be completed Smart Controls tender. Southern Lights NSW actively participated in the development of the tender specifications and the evaluation of the tenders for both elements of the deployment.

While summarising the agreed default deployment approach, this is only a guide intended to inform council decision making. It is not intended to restrict a council's ability to negotiate specific arrangements with Essential Energy to suit their individual circumstances.



Photos showing before (above) and after (below) the installation of LED lighting in Bathurst LED Trial  
(Photo David Roma)



## Regional NSW Smart Street Lighting Agreed Deployment Approach

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**LEDs**

1. **LEDs TO BE THE DEFAULT** - From ~Q4 of 2019, smart-controls ready LEDs will progressively become the standard default for all new and replacement lighting for all classes of street lighting offered by Essential Energy. Essential Energy will notify Councils of its new portfolio of LEDs which will be used as the standard default and for new capital and maintenance tariffs for each type.
2. **OTHER LIGHTING TYPES TO NO LONGER BE OFFERED** - Other legacy types of lighting will be progressively removed from Essential Energy's Approved Materials List (AML) for new and replacement street lighting (including decorative lighting types).
3. **RESIDENTIAL ROADS**
  - a. Residential road LEDs (Category P) will have a colour temperature of 3000K e.g. warm white in keeping with recommendations from the American Medical Association and others.
  - b. To provide the capability to have higher lighting levels in the early evening and early morning hours, luminaires designed to achieve up to Australian P3 lighting levels are recommended as the default to replace most legacy residential road lighting. P3 lighting is a lighting level, not a type of light.

A lighting level is basically achieved in two ways: through the lumen output of the lights and the spacing between the lights. The closer together the lights, the less lumens are required to achieve any given lighting level. Conversely, the higher the wattage the further apart the lights can be to achieve the required level of lighting. For example, P3 lighting is currently achieved using 70W HPS lighting (5,800 lumen output) at up to 49 metres apart, while P4 lighting is currently achieved using 42W CFL lights spaced at up to approximately 50 metres apart. The LED lights to be used to achieve the same P3 coverage are 22 watt (3,103 lumen output) LED lights at up to 56 metres apart and 27W (3,685 lumen output) or 33W (3,380 lumen output) LED lights at up to 61 metres apart on a standard residential road with an up to 20m road reserve width.

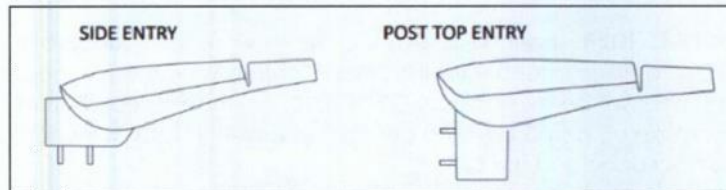
Southern Lights NSW is **not** advocating for higher lighting levels at all times but suggesting that councils install lights that have the **capacity** to both brighten and dim. Brightening may be appropriate in the early evening and early morning hours, on wider roads, on collectors and sub-collectors, on bus routes through residential areas, in emergency situations, when there is very poor weather or in areas at elevated risk of crime.



### Regional NSW Smart Street Lighting Agreed Deployment Approach

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- c. Narrow residential roads having a road reserve width of 12m or less may be lit with a P4/P5 luminaire with an optical distribution suited for a narrow road.
- d. Side and bottom-entry decorative residential road lights are to be replaced with 'standard' spigot-adapting LEDs, see below:



- e. Essential Energy is still considering options for top-entry decorative lighting. Until an acceptable solution is identified these lights will be quarantined from replacement, unless a council is willing to accept an alternative non-decorative solution.
  - f. Once the Smart Controls System is deployed and activated (see Smart Controls below). Councils will be given the option of dimming or shutting off their lights using the smart controls.
4. **MAIN ROADS** - Main road LEDs (Category V) will have a colour temperature of 4000K. This is in keeping with IPWEA guidance on public lighting.
  5. **SPOT REPLACEMENTS** - Lights that fail prior to a council's scheduled bulk LED deployment will automatically be replaced with a smart-ready LED light. Essential Energy will fund the capital cost of replacement LED luminaires however, the light will then be moved to a capital recovery tariff.
  6. **RETROFIT LAMPS** - The feasibility of LED retrofit lamps for use in historic lighting and other special decorative lighting locations is being investigated by both Southern Lights NSW and Essential Energy.

### SMART CONTROLS SYSTEM

7. Smart Controls System describes the platform that is used to create the smart lighting network. The platform is used by the street lights to communicate with a central control point. There are three components that make up a Smart Controls System – the light point controller (which sits on the top of the light pictured right), the communications backbone (a comms network which can be wireless, mobile, IoT or other similar combinations) and the Central Management System (CMS)



### Regional NSW Smart Street Lighting Agreed Deployment Approach

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(the software that controls the light and receives information from the light). The system works together to enable the street lightings to be controlled remotely.

The communications backbone that is used to relay information from the light to the CMS will be available for councils to use for Smart City technology deployments (see items 10-11 & 13-20).

8. **ESSENTIAL ENERGY TENDER** – Essential Energy is currently working in cooperation with Southern Lights NSW to stage a tender for the Smart Controls System. It is expected that supply from that tender will be available by Q2 of 2020. The tender is for all three components that make up a smart lighting controls system – the light point controllers, the communications backbone and the CMS.
9. **PILOT DEPLOYMENTS** – Consideration is being given to possible pilot deployments in Bathurst and/or Orange during the tender process.
10. **COUNCIL ACCESS** – While the system has yet to be selected, the intention is that councils will have secure access to the Central Management System that monitors the settings, status, performance and energy consumption of the street lights in their LGA. Councils will also have access to the communications backbone which can be used for other Smart City technology deployments. Southern Lights NSW and Essential Energy are currently working on a shared access agreement (see related discussion in items 18-20).
11. **DATA OWNERSHIP** – While still to be agreed, street lighting data is in principle to be treated as customer-in-confidence information, as per current arrangements in relation to street lighting inventory information (eg effectively a shared data ownership model but with Essential Energy not able to provide council-specific data to another party without council permission unless required to do so by law (eg to a regulator or electricity retailer). This arrangement will be included in the shared access agreement.
12. **DIMMING OPTIONS** – Currently, it is a requirement for street lights in the NEM that are utility owned and managed and not on separate metered circuits to comply with a Metering Classification called a Type 7 Meter. The regime means that each light in the network is "deemed" to use a set amount of electricity, regardless of whether the light is working or not. The regime does not allow for the separate metering of individual lights which means councils cannot easily capture the benefits of lower energy usage through dimming the street lights.

Southern Lights NSW, Essential Energy and industry leaders are currently lobbying the relevant Federal authorities and agencies for this to change. We are asking the authorities to recognise that the individual light, together with the Smart Controls System have the capacity to monitor and report on electricity usage. If we are successful then the energy usage of each light can be measured and billed.



### Regional NSW Smart Street Lighting Agreed Deployment Approach

While we await a decision on the issue we want councils to be able to take advantage of the dimming capabilities of the new smart-enabled lights. The intention, providing approval is given by the Australian Energy Market Operator (AEMO), is for Essential Energy to offer a limited number of fixed Dimming Options to councils where lights would be able to operate as follows:

- A. 100% dusk until dawn
- B. 100% from dusk until 10pm; 60% from 10pm until 5am (approximately P4/P5 equivalent if using a P3 light); 100% from 5am until dawn
- C. 100% from dusk until 10pm; 0% from 10pm until 5am; 100% from 5am until dawn (for likely use near observatories, environmentally sensitive areas and where rural communities in consultation with councils elect not to have all night lighting)

**The above lighting regimes rely on smart controls, therefore cannot be implemented until after the Smart Controls lighting controls have been deployed.**

Councils will be able to choose different regimes for different areas of town – for instance Option A for residential areas near the CBD and Option B for rural villages. The deemed energy usage for each light will be based on the dimming option chosen by council.

Should a small load metering regime be enacted in the National Electricity Market, councils may thereafter be free to consider other dimming/brightening regimes.

### ZHAGA-ENABLED LUMINAIRES

13. Zhaga is a global lighting-industry organisation that aims to standardise interfaces of components of LED luminaires, including LED light engines, LED modules, LED arrays, holders, electronic control gear (LED drivers) and connectivity fit systems. Zhaga-enabled luminaires contain an interface which will allow councils to connect compatible Smart City sensor devices on their lights. The sensor devices could relay information using the communications system back to a central data collection point, usually controlled by council or the sensor provider. Zhaga-based sensor devices are just emerging but are likely to be able to deliver one or more of the following capabilities such as:

- a. Climatic (eg temperature, humidity, pressure)
- b. Particulates / Smoke
- c. Noise
- d. Vehicle, people or movement counting



## Regional NSW Smart Street Lighting Agreed Deployment Approach

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14. **ZHAGA LUMINAIRES INTRODUCTION** – Essential Energy will offer Zhaga-enabled luminaires for all types of new LEDs as soon as they obtain final approval for inclusion on their Approved Materials List, at a cost of about \$25-\$30 more per light than standard LEDs (varies by lighting type). In point 26 a default deployment regime for this type of light is outlined.
15. **ZHAGA TARIFF** – Zhaga-enabled luminaires will incur a higher maintenance tariff which is to still to be determined by Essential Energy. This will be a negotiated tariff, because it has not been approved by the Australian Energy Regulator (AER) and one which councils will need to agree to individually, although Southern Lights NSW will be working with Essential Energy in determining the level of the tariff. It has been agreed that the tariff will be reviewed annually by Essential Energy and Southern Lights NSW based on the actual, effective performance of the lights.
16. **SENSOR EOI** – Subject to the support of its members, Southern Lights NSW will call an EOI for Zhaga-based sensor devices.
17. **APPROVAL** - Zhaga-based sensor devices must be approved for inclusion on the Essential Energy 'Approved Materials List'.
18. **ZHAGA DEVICE INSTALLATION** – It is expected that installation of devices in a Zhaga port will need to be undertaken by Essential Energy, or an approved Essential Energy contractor, because it requires work on the light. We are waiting on advice from Essential Energy about whether this work would be contestable.
19. **DATA OWNERSHIP** – While still to be finalised, there is in principle agreement that councils will retain ownership of all data\*\* coming from Zhaga-based sensors unless otherwise agreed. This will be addressed in the Shared Access Agreement as discussed in points 10 and 11.
20. **ZHAGA ACCESS** - While still to be finalised, there is in principle agreement that councils will retain the right to decide access to the Zhaga ports\*\*, whether Essential Energy or other third parties are able to use the Zhaga interfaces in their area and under what commercial terms (apart from EE installation costs) #.
21. **REVENUE** – Southern Lights and Essential Energy are working on a Shared Access Agreement for the communications technology which will address the issues relating to third party access to the technology and revenue sharing.

\*\* pending final agreement from Essential Energy

# pending decision on contestable works



## Regional NSW Smart Street Lighting Agreed Deployment Approach

**LED REPLACEMENT PROGRAM**

22. **TIMING** – The rollout of LEDs will follow the timing of Essential Energy's multi-year Bulk Lamp Replacement (BLR) schedule commencing in about September 2019 (unless another start date is agreed with councils). A discount equivalent to the cost of the BLR will be available to councils starting their LED rollout at the time of their scheduled bulk lamp replacement. Essential Energy's BLR schedule is attached (Appendix A) for your information.



23. **ACCELERATED LED REPLACEMENT** – Councils that would like to initiate their LED replacement before their scheduled BLR will be able to negotiate with Essential Energy for this to occur. However, councils that enter into these arrangements may forgo some or all of the BLR discount (see point 22) and adjustments will also be made that reflect changes to the Tariff 2 residual component. Councils will benefit from securing energy and maintenance savings earlier.

24. **LIGHTING TECHNOLOGY APPROACH** – LEDs will be deployed on a one-for-one replacement basis as per the discussion in points 3 and 4 above. While compliance with lighting standards cannot be guaranteed at any particular location without supporting calculations, all replacement lighting should meet or exceed the compliance capabilities of the legacy lighting it replaces. It is recommended that to reduce supply, technical and market volatility risks that councils split their lighting technology choices for the largest category, residential roads, between the available suppliers on the AML. This approach will assist in creating a pipeline for supply of the new technology.

25. **SMART CONTROLS APPROACH** – As above, smart controls are to be available from approximately Q2 of 2020 and will be co-deployed with LEDs from that point. Councils having already deployed LEDs *will receive a separate proposal for smart controls deployment*. The cost of the subsequent deployment has not been built into the initial costing for the LED deployment.

26. **ZHAGA-ENABLED LUMINAIRE APPROACH** – It has been agreed that the additional costs associated with a 100% deployment of Zhaga-enabled lighting is not warranted. However, to allow use of the technology in the highest value locations, the recommended default deployment of Zhaga-enabled luminaires is as follows:

- a. All luminaires in CBDs
- b. At least 1 out of every 10 Category V luminaires on main roads
- c. At least 2 luminaires in each suburb or village (if not already encompassed by b)



# Regional NSW Smart Street Lighting Agreed Deployment Approach

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- d. 50% of luminaires in designated industry precincts

**27. VARIATIONS FROM DEFAULT APPROACH** - Councils can choose a different approach to the recommended default approach; this must be negotiated with Essential Energy prior to the deployment.

In addition, councils are to identify specific areas (eg CBD's, specific groups of decorative lighting, specific mis-lit arterials and gaps in the lighting network) that council would like isolated from initial LED roll-out in order for council to have additional time to consider upgrading lighting categories or other special approaches.

**28. ADDITIONS & CHANGES** - Additional lighting or moving of lighting is to be identified by councils and will be excluded from the LED Replacement Program so that it can be managed separately via Essential Energy's minor works process.

**29. EXCLUSIONS** - Exclusions from the LED Replacement Program are to be dealt with on a case-by-case basis with individual councils and include:

- a. Decorative lighting designated as heritage lighting
- b. Main road (eg Category V) decorative lighting (usually found in CBDs)
- c. Floodlighting
- d. Under-awning lighting
- e. Park lighting (including lighting managed by Essential Energy and Tariff 6 & metered lighting managed by councils)
- f. Catenary lighting (which Essential Energy is seeking to progressively remove)

**30. RECYCLING** - Old luminaires being removed as part of the accelerated replacement will be recycled via Essential Energy's metal recycling system while old lamps will be recycled via a lamp recycler approved by [Fluorocycle](#).

**31. FUNDING OPTIONS** - There are a number of options open for councils in relation to funding LED upgrades during the cyclic BLR program:

- a. Council funded - councils may choose to fund all or some of the LED replacement using reserves or internal borrowing.
- b. The default assumed approach is that Essential Energy will fund the full capital costs of the LED replacement program for each council and then recover this through AER-approval capital tariffs over 10 years. This approach would be a change to the historical council funding of lighting in many areas. Where council chooses to fund some but not all of the replacements, Essential Energy will only apply the capital tariff to those new lights that council did not fund.
- c. Councils can also choose to contribute capital funds for all or some of the lighting upgrades through borrowings (eg T-Corp, CEFC or other). Southern Lights NSW is

### Regional NSW Smart Street Lighting Agreed Deployment Approach

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also in discussions with T-Corp and the CEFC about possible loan arrangements for councils.

A briefing paper on the implications of these different funding options is being prepared by Southern Lights NSW.

32. **FUNDING SUPPORT** – Southern Lights NSW will continue discussions with the NSW Government and the Federal Government to try to obtain funding support for the initiative.
33. **NSW ENERGY SAVINGS SCHEME** – Energy efficient public lighting upgrades in NSW are potentially eligible for credits under the [Public Lighting Method of the NSW Energy Savings Scheme](#), known as Energy Savings Certificates ([ESCs](#)). All councils should secure the services of an Accredited Certificate Provider **before** the deployment of LED lighting to assist with this. **The Scheme is not retrospective.** Spot replacements of lights with LED may also attract credits but again the Scheme is not retrospective for spot replacements.



Regional NSW Smart Street Lighting Agreed Deployment Approach



**APPENDIX A**

**Indicative Timetable Based on Next Scheduled Maintenance Cycle**

Local Government Area	Qtr	Financial Year
City Of Albury	Q2	19/20
Bathurst Regional Council	Q2	19/20
Orange City Council	Q2	19/20
City Of Wagga Wagga	Q3	19/20
Goulburn Mulwaree Council	Q3	19/20
Cabonne Shire Council	Q4	19/20
Queanbeyan-Palerang Regional Council	Q1	20/21
Bland Shire Council	Q1	20/21
Junee Shire Council	Q1	20/21
Temora Shire Council	Q1	20/21
Greater Hume Shire Council	Q2	20/21
Eurobodalla Shire	Q3	20/21
Griffith City Council	Q3	20/21
Hay Shire Council	Q3	20/21
Broken Hill City Council	Q3	20/21
Carrathool Shire Council	Q3	20/21
Cowra Shire Council	Q4	20/21
Edward River Council	Q4	20/21
Federation Council	Q4	20/21
Forbes Shire Council	Q4	20/21
Leeton Shire Council	Q4	20/21
Murrumbidgee Council	Q4	20/21
Narrandera Shire Council	Q4	20/21
Oberon Council	Q4	20/21
Snowy Valleys Council	Q4	20/21
Weddin Shire Council	Q4	20/21
Yass Valley Council	Q1	20/21
Balranald Shire Council	Q1	21/22
Berrigan Shire Council	Q1	21/22
Gundagai Council	Q1	21/22
Hilltops Council	Q1	21/22

## Regional NSW Smart Street Lighting Agreed Deployment Approach

...

<b>Lachlan Shire Council</b>	Q1	21/22
<b>Lockhart Shire Council</b>	Q1	21/22
<b>Wentworth Shire Council</b>	Q1	21/22
<b>Snowy Monaro Regional Council</b>	Q2	21/22
<b>Murray River Council</b>	Q2	21/22
<b>Parkes Shire Council</b>	Q3	21/22
<b>Upper Lachlan Council</b>	Q3	21/22
<b>Blayney Shire Council</b>	Q3	21/22
<b>Coolamon Shire Council</b>	Q3	21/22
<b>Bega Valley Shire Council</b>	Q4	21/22



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	Circular No 19-27 / 21 October 2019 / A662487
<b>Previous Circular</b>	19-14 - <i>Recent amendments to the Local Government Act 1993</i>
<b>Who should read this</b>	New Council Councillors / General Managers / Council Finance and IP&R staff
<b>Contact</b>	Policy Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information

### Extension of the rates path protection for new councils

#### What's new or changing

- New councils formed in 2016 that have opted out of the rates path protection extension will cease to be included under the Ministerial Determination issued for Section 218CB of the *Local Government Act 1993*.
- New councils that have decided to extend the rates path protection will be included under provisions of the Ministerial Determination to 2021.
- New councils formed in 2016 will be eligible to apply for a Special Variation or Minimum Rate Variation, regardless of whether they have opted out of the rates path protection extension.

#### Key Points and What this will mean for your council

- New councils under the rates path protection extension will maintain rates paths until mid-2021.
- All new councils are eligible to apply for a special or minimum rate variation for the 2020-21 rating year.
- Any new council seeking to apply for a variation should contact IPART as soon as possible to discuss.

#### Where to go for further information

- The new Ministerial Determination issued for Section 218CB of the *Local Government Act 1993* is available at:  
[https://gazette.legislation.nsw.gov.au/so/download.w3p?id=Gazette\\_2019\\_2019-122.pdf](https://gazette.legislation.nsw.gov.au/so/download.w3p?id=Gazette_2019_2019-122.pdf)
- The Office of Local Government issued Special Variation and Minimum Rate Variation Guidelines outline the process for councils seeking to apply for a special or minimum rate variation for 2020-21. They are available at:  
[www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/directory-of-policy-advice/rating-and-special-variations](http://www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/directory-of-policy-advice/rating-and-special-variations).

**Tim Hurst**  
**Deputy Secretary**  
**Local Government, Planning and Policy**

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046



11/5/2019

19-28



STRENGTHENING LOCAL GOVERNMENT

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## Council Circular

5 November 2019

## 19-28 Annual Report and Annual Performance Statement Checklists

<b>Circular Details</b>	Circular No 19-28 / 05 November 2019 / A663364
<b>Previous Circular</b>	 <a href="#">18-28 Annual Report Checklist</a>
<b>Who should read this</b>	Councillors / General Managers / All council staff / Specific business areas / Joint Organisations / Executive Officers
<b>Contact</b>	Performance Team / (02) 44284100
<b>Action required</b>	Council and Joint Organisation to Implement
<b>PDF Version of Circular</b>	 <a href="#">19-28 Annual Report and Annual Performance Statement Checklists</a>

**What's new or changing**

- The annual report checklist for councils has been updated to include the reporting requirement on councillor professional development training.
- An annual performance statement checklist has been drafted for joint organisations.

**What this will mean for your council and joint organisation**

- Councils can use the annual report checklist and joint organisations can use the annual performance statement checklist to ensure that all the information required under the Local Government Act 1993 (the Act), the Local Government (General) Regulation 2005 and other relevant legislation and guidelines is in their annual report and annual performance statement.

**Key points**

- Under the Act, councils must prepare an annual report and joint organisations an annual performance statement within five months after the end of the year.

<http://info.olg.nsw.gov.au/pub/pubType/EO/pubID/zzzz5dc0df293a36b688/print/1/>

1/2

11/5/2019

19-28

- Councils and joint organisations must upload a copy of the annual report to their website and provide a copy to the Minister for Local Government and such other persons and bodies as regulations apply. Councils and joint organisations can notify the Minister by providing a URL link to the Office of Local Government (OLG) ([olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)).
- Councils should ensure they report performance against targets, outcomes, efficiency and cost effectiveness over time.
- Joint organisations should ensure they report as to their progress in implementing its strategies and plans for delivering its strategic regional priorities.
- While joint organisations are not required to produce an annual performance statement for the first year of operations, they may elect to do so.

#### Where to go for further information

- The annual report and annual performance statement checklists are available on OLG's website at [www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/framework/...](http://www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/framework/...)

-

#### Tim Hurst

Deputy Secretary

Local Government, Planning and Policy

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## Towards Zero Community Partnerships

### NSW has adopted an aspirational target of zero deaths on the road network by 2056

In NSW we have been successful in reducing road trauma by taking coordinated action to improve the safety of roads and vehicles, set safer speeds and to ensure safer road user behaviour whether you are driver, rider, passenger, bicycle rider or pedestrian - but more needs to be done to move towards zero.

In 2018 alone, a total of 347 people lost their lives on NSW roads and more than 10,000 were seriously injured. Local roads make up 90 per cent of the NSW road network and 50 per cent\* of the total road trauma occurs on these roads.



### The Road Safety Plan 2021

The Road Safety Plan 2021 is delivering targeted initiatives that are proven to prevent and reduce the impact of crashes and is based on the internationally recognised Safe System approach to improving road safety.

Importantly, the Plan includes a commitment to develop Towards Zero community partnerships with local councils, community groups, local businesses, NSW Police, schools, other local services and road safety advocates to improve local road safety across NSW.

### Towards Zero partnerships and local leadership

Transport for NSW has commenced a project to develop a Towards Zero partnership approach that builds on the great work that is already being done across councils and local communities.

The project will develop the strategic vision, objectives, actions and resources needed to help councils and stakeholders establish effective and successful local Towards Zero partnerships that:

- Support local communities to prevent road trauma within their communities
- Establish a shared responsibility for road safety
- Integrate the Safe System approach into local road safety planning as part of the Integrated Planning and Reporting Framework
- Build a safety culture in local communities that reflects the goal towards zero.
- Support local government and local communities to accelerate innovative local road safety solutions through local community strategic planning and better use of available resources.

\* Based on 2014 - 2018 NSW crash data - all casualties



Too many lives lost on NSW roads. **Our goal is zero.**

### How can you be involved?

- **Online survey:** The survey will be distributed to all councils within NSW and will be used to gather information on how they currently plan and deliver road safety policies and initiatives.
- **Interviews with key stakeholders:** These will include local council representatives and other local stakeholders and are designed to draw out examples of road safety initiatives and partnerships already in action.
- **Towards Zero Partnership - local leaders e-forums:** The forums will promote a collective vision and strong level of ownership for the partnership approach. They will engage a diverse range of stakeholders and inform the development of the strategic vision, objectives, actions and resources to support Towards Zero community partnerships.

### More information

- To find out more about the Towards Zero Community Partnership project, please email [towardszero@transport.nsw.gov.au](mailto:towardszero@transport.nsw.gov.au).
- Read the Road Safety Plan 2021 at [towardszero.nsw.gov.au/roadsafetyplan](https://towardszero.nsw.gov.au/roadsafetyplan).

November 2019



Too many lives lost on NSW roads. **Our goal is zero.**

**From:** [NSW Gov No Reply](#)  
**To:** [Mail](#)  
**Subject:** Graffiti Control Act: Discussion Paper Consultation  
**Date:** Wednesday, 13 November 2019 5:54:59 PM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)  
[image003.jpg](#)

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Dear Clr McAlister

We are writing to invite you to participate in the NSW Government's review of the *Graffiti Control Act 2008* (the Act).

Tackling graffiti and illegal bill posting are an important part of the Government's commitment to preventing and reducing the level of crime across the State. Graffiti and bill posting are crimes that have significant financial costs as well as broader social, health and environmental impacts, including making people feel unsafe.

The Department of Communities and Justice (DCJ) has prepared a discussion paper that provides an opportunity for feedback on the current operation of the Act. Key focus areas in the discussion paper include:

- whether the current offences adequately capture the right behaviours;
- whether penalties for offences remain appropriate;
- any issues with mandatory clean up requirements in community service orders;
- whether liability for bill posters should be extended to those that authorise or otherwise benefit from illegal bill posting;
- whether councils should need to provide more areas for legal bill posting; and
- improvements to the community clean up scheme or council's graffiti removal powers.

Attached is the discussion paper. It is also available on the DCJ [website](#).

As local government plays an important role in graffiti prevention and control, we would like to specifically invite your feedback by **Sunday, 15 December 2019**.

For more information about the review, please email [policy@justice.nsw.gov.au](mailto:policy@justice.nsw.gov.au).



**The Hon. Shelley Hancock MP**  
Minister for Local Government

Yours sincerely

**The Hon. Mark Speakman SC MP**  
Attorney General



**From:** [NSW Gov No Reply](#)  
**To:** [Mail](#)  
**Subject:** Local Government Expenditure Caps  
**Date:** Friday, 15 November 2019 4:53:53 PM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)



Dear Clr McAlister

I am pleased to advise that the *Electoral Funding Amendment (Local Government Expenditure Caps) Bill 2019* has passed both Houses of Parliament.

The Bill gives effect to the Government's response to the NSW Parliament's Joint Standing Committee on Electoral Matters' report into the impact of expenditure caps for local government election campaigns. In its response, the Government accepted each of the Committee's recommendations.

The Bill amends the Act to implement the Committee's recommendations, including to:

- a) provide for the following expenditure caps for an individual candidate or a group of candidates in a LG election (subject to (b) below):
  - \$6,000 where the number of enrolled electors for the LGA or ward is smaller than 5,001
  - \$10,000 where the number of enrolled electors for the LGA or ward is larger than 5,000 and smaller than 10,001
  - \$18,000 where the number of enrolled electors for the LGA or ward is larger than 10,000 and smaller than 20,001
  - \$25,000 where the number of enrolled electors for the LGA or ward is larger than 20,000 and smaller than 30,001
  - \$36,000 where the number of enrolled electors for the LGA or ward is larger than 30,000 and smaller than 50,001
  - \$46,000 where the number of enrolled electors for the LGA or ward is larger than 50,000 and smaller than 75,001
  - \$63,500 where the number of enrolled electors for the LGA or ward is larger than 75,000 and smaller than 125,001
  - \$72,000 where the number of enrolled electors for the LGA or ward is larger than 125,000;
- b) provide that candidates or groups of candidates in all wards within a single LGA will have the expenditure cap that applies to candidates or groups in the ward with the highest number of enrolled electors in that LGA;
- c) apply the caps outlined in (a) above equally to candidates, or groups of candidates, whether they are endorsed by a political party or are independent;
- d) provide that when a party incurs electoral expenditure for the purposes of the election in a particular LGA or ward, that expenditure shall be apportioned to any

candidates endorsed by that party running in that LGA or ward in a LG election;

- e) provide that for the four-yearly LG ordinary elections, the number of enrolled electors for the purposes of the caps is the number of enrolled electors in a ward or undivided LGA 12 months prior to the election;
- f) provide for the NSW Electoral Commission to inform candidates about the number of enrolled electors in their electorates and the expenditure cap that applies to each candidate, and publish that information on its website;
- g) change the current expenditure caps in a LG election for a directly elected mayoral candidate, or a group containing a candidate for directly elected mayor, to the following:
  - in undivided LGAs, 125 per cent of the cap for a candidate for councillor in that LGA;
  - in multi-ward LGAs, 100 per cent of the cap for a candidate for councillor in a ward of the LGA plus an additional 25 per cent of the cap for a candidate for councillor in each of the other remaining wards of the LGA;
- h) set the expenditure cap for a third-party campaigner in a LG election at one-third of the cap that applies to a candidate running in the ward or undivided LGA for which the expenditure is incurred; and
- i) exclude non-residential electors when counting the number of enrolled electors in a ward or undivided LGA for the purpose of calculating the expenditure caps, except where voting by non-residential voters is mandatory.

The passage of the Government's Bill will ensure that the important reforms to the regulation of local government electoral expenditure recommended by the Committee will now be in place for the 2020 local government elections.

A copy of the Government's response is available [here](#) and a copy of the Bill as passed by both Houses is available [here](#).

Please bring this letter to the attention of your fellow councillors.

Yours sincerely



**The Hon. Shelley Hancock MP**  
Minister for Local Government

## 8.2 FINANCE

### 8.2.1 MONTHLY MAJOR PROJECTS STATUS REPORT - OCTOBER, 2019

DOCUMENT NUMBER	316513
REPORTING OFFICER	Paul Woods, Executive Director - PMO
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
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. Major Projects Update Report - October 2019 <a href="#">↓</a>

### RECOMMENDATION

1. The Monthly Major Projects Status Update report be received and noted.
2. The recommended changes to the project budgets as listed be adopted.

### Introduction

Council is currently managing 110 projects worth \$53,030,487. This report provides a monthly update to Councillors as to the progress of the projects. The attached schedule provides a brief update on the status of each of the projects.

### Discussion

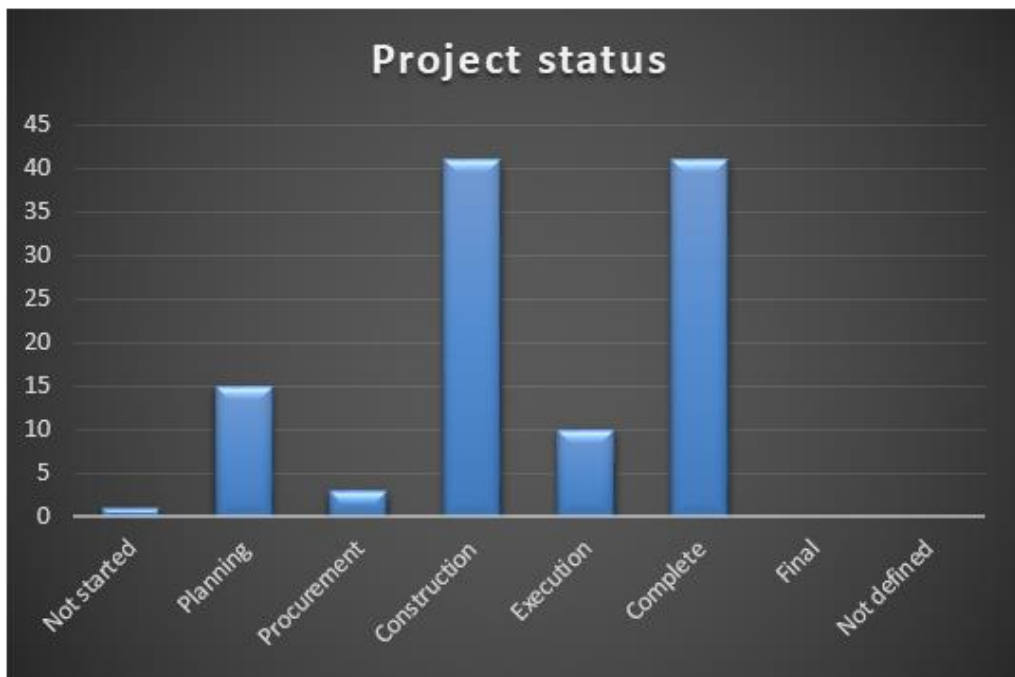
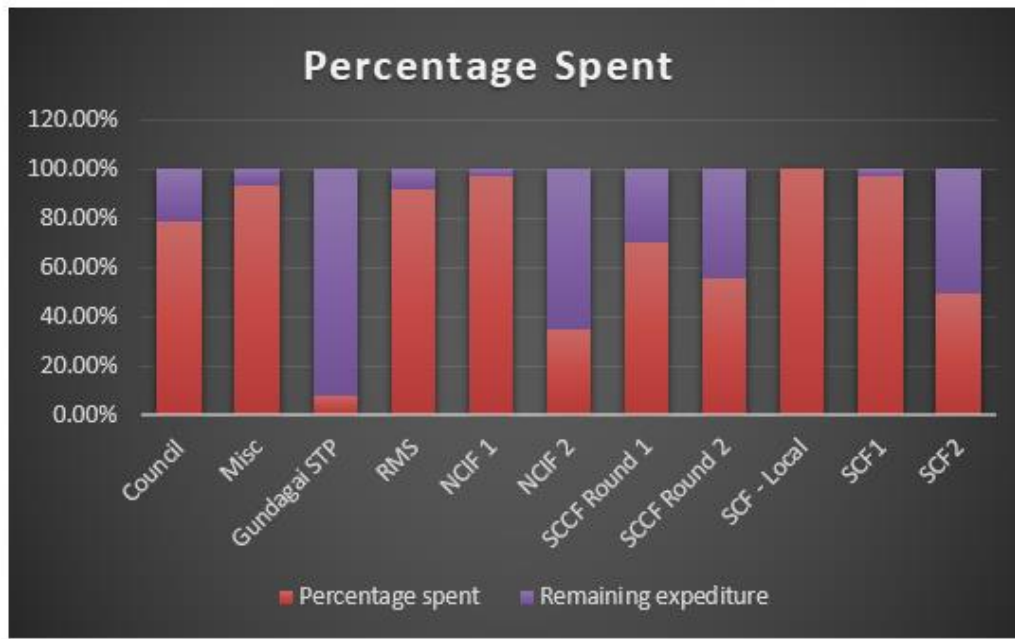
#### Budget variances

Project	Amount	Commentary / Recommendation
Cootamundra Water Mains Replacement	\$3,532,438	To be funded from the Water Reserves until concerns raised by T Corp can be resolved and funding for the remainder of the project secured.



### Project expenditure

The figures used for total expenditure include both actual invoices paid and orders raised in the system but not yet paid (committed expenditure). In some instances there can be a lag in time between the goods being ordered and being physically delivered on site. From a budget point of view it is important to include both actual and committed expenditure to assist with management of budgets.





As at 31 October 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
<b>Council funded projects</b>					
Gundagai Library Extension	Council	Complete	195,000	189,499	97.18%
Mirrabooka Retaining Wall & Store Room	Council	Complete	-	-	0.00%
Cootamundra depot refurbishments	Council	Planning	900,000	12,424	1.38%
Turners Lane Industrial Land Development	Council	Planning	790,000	83,237	10.54%
Yass Road Service Centre - SW Fuels	Council	Complete	800,000	802,191	100.27%
Sheridan Street Gundagai Redevelopment - Main Street Upgrade	Council	Construction	5,430,490	5,308,187	97.75%
Sheridan and West Streets intersection treatments	Council	Construction	500,000	405,442	81.09%
<b>Total</b>			<b>8,615,490</b>	<b>6,800,980</b>	<b>78.94%</b>
<b>Council Reserve funded projects</b>					
Waste facility upgrades - Cootamundra - To be informed by waste strategy outcomes	Council Reserve	Planning	1,000,000	20,390	2.04%
Waste facility upgrade - Gundagai - To be informed by waste strategy outcomes	Council Reserve	Planning	400,000	-	0.00%
<b>Total</b>			<b>1,400,000</b>	<b>20,390</b>	<b>1.46%</b>
<b>Misc grant funded projects</b>					
Truckwash Upgrade - Cootamundra Saleyards	Country Truck Washes	Complete	362,935	371,171	102.27%
Morley's Creek Fishing Pier Replacement	Dept of Fisheries	Complete	61,600	61,600	100.00%
Wallendbeen Strategic Heritage Study & King Street Revitalisation	Heritage Near Me	Execution	95,000	61,300	64.53%
Stan Crowe Oval Gundagai canteen and changerooms construction (CAPREN)	NRL Grants	Complete	240,000	239,289	99.70%
Gundagai Sewerage Treatment Works Plant Replacement	NSW State Govt - Sewer	Construction	13,500,000	1,069,270	7.92%
Old Gaol - completion of repairs and maintenance activities and redesign of drainage (PRMF Grant)	Public Reserves Management Fund	Complete	15,000	15,637	104.25%
Old Primary School and Mens Shed - Renewal of fencing gutters, downpipes, facias and construction of retaining wall	Public Reserves Management Fund	Complete	171,760	148,680	86.56%
Flood damage repairs	RMS	Complete	2,380,365	2,186,959	91.87%
Coolac Recreation Reserve & Public Hall Trust - Solar Panels	SCF - Local	Complete	23,450	23,450	100.00%
Old Gaol masterplan, structural repairs, publicity and Captain Moonlight display (Heritage near me grant)	Heritage Near Me Heritage Activation Grant	Complete	87,605	92,060	105.08%
<b>Total</b>			<b>16,937,715</b>	<b>4,269,416</b>	<b>25.21%</b>



As at 31 October 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
<b>NCIF Round 1</b>					
NCIF Round 1	NCIF 1	Complete	5,000,000	4,841,970	96.84%
			<b>Total</b>	<b>5,000,000</b>	<b>4,841,970</b>
<b>Total NCIF 2</b>					
Gundagai Depot Training Room Construction	NCIF 2	Construction	300,000	280,753	93.58%
Gundagai Admin Refurbishment	NCIF 2	Procurement	100,000	1,200	1.20%
Branding and marketing plan	NCIF 2	Execution	100,000	45,861	45.86%
Better Community Strategy (ABCS)	NCIF 2	Execution	100,000	-	0.00%
Tourism and Economic development strategic plan	NCIF 2	Execution	150,000	49,955	33.30%
Recreational Needs Study	NCIF 2	Execution	100,000	41,480	41.48%
Consolidation and upgrade of Authority Corporate Software System	NCIF 2	Execution	414,282	224,180	54.11%
GIS Operational Review	NCIF 2	Planning	50,000	-	0.00%
Fees and charges review	NCIF 2	Execution	30,000	-	0.00%
Internal audit committee implementation	NCIF 2	Execution	20,000	-	0.00%
Business continuity and disaster recovery plans	NCIF 2	Planning	50,000	-	0.00%
Rates structure review	NCIF 2	Execution	50,000	-	0.00%
Signage updates	NCIF 2	Planning	250,000	15,627	6.25%
Local environmental plan development	NCIF 2	Planning	200,000	3,879	1.94%
			<b>Total</b>	<b>1,914,282</b>	<b>662,936</b>
<b>SCCF Round 1 projects</b>					
Cootamundra AFL - Demolition of old clubrooms & construction of new clubrooms	SCCF Round 1	Construction	372,800	116,100	31.14%
Gundagai Tigers - Construction of new shed & fitout of gymnasium	SCCF Round 1	Construction	100,000	100,339	100.34%
Cootamundra Racecourse - EXTERNAL repairs to flooring, repainting inside & out, refurbishment of function room, replacement of external cladding & replacement of seating of Grandstand building	SCCF Round 1	Complete	50,000	52,970	105.94%
Gundagai RSL - refurbishment of tennis clubrooms and squash courts - EXTERNAL	SCCF Round 1	Complete	150,000	117,360	78.24%
Coolac to Tumblong Rail Trail Development Plan	SCCF Round 1	Complete	54,600	54,600	100.00%
Nangus - Village Playground & Fitness Infrastructure (CAPREN)	SCCF Round 1	Complete	53,322	53,364	100.08%
Stockinbingal Playground and BMX track	SCCF Round 1	Complete	109,200	111,011	101.66%
Wallendbeen fitness infrastructure, playground and Rage Cage	SCCF Round 1	Complete	216,393	215,849	99.75%



As at 31 October 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
Cootamundra Tennis - refurbishment of tennis court surfaces, new line marking including hot shot courts	SCCF Round 1	Complete	183,029	181,848	99.35%
Gundagai Scouts - EXTERNAL Construction & Installation of Climbing Wall	SCCF Round 1	Complete	100,000	93,795	93.80%
Large Scale Teen Playground at Jubilee Park Cootamundra	SCCF Round 1	Construction	499,900	315,930	63.20%
Gundagai large scale adventure playground & fitness centre	SCCF Round 1	Construction	1,000,000	612,787	61.28%
Total			2,889,244	2,025,952	70.12%
<b>SCCF Round 2 projects</b>					
Cootamundra Showground Completion of Multipurpose Pavilion SCCF2	SCCF Round 2	Complete	53,290	33,274	62.44%
Anzac Park South Supporters Toilets - Gundagai	SCCF Round 2	Complete	86,061	70,670	82.12%
Mirraboopa Revivification (SCCF2)	SCCF Round 2	Construction	67,045	58,502	87.26%
Cootamundra Rifle Club Mower, top dressing, building maintenance, storage shed	SCCF Round 2	Construction	63,015	25,612	40.64%
Upgrades to Christ Church hall Cootamundra	SCCF Round 2	Complete	70,273	69,801	99.33%
Cootamundra Squash Court Renovation	SCCF Round 2	Planning	97,655	73	0.07%
Gundagai Pony Club Undercover Arena	SCCF Round 2	Complete	199,151	171,371	86.05%
Gundagai Racecourse and Showground Amenities Block	SCCF Round 2	Complete	215,000	214,734	99.88%
Cootamundra Event Promotion Banners	SCCF Round 2	Construction	53,841	39,892	74.09%
Gundagai Event Promotion Banners	SCCF Round 2	Construction	53,841	18,577	34.50%
Gundagai Friendship Park Playground	SCCF Round 2	Construction	60,000	40,099	66.83%
Muttama Hall Re-stumping	SCCF Round 2	Construction	140,707	132,756	94.35%
Gundagai Community Garden	SCCF Round 2	Construction	63,552	11,397	17.93%
Stockinbingal Tennis Court resurfacing - 3 courts	SCCF Round 2	Complete	118,093	118,836	100.63%
Community Safety & Beautification of King Street Wallendbeen	SCCF Round 2	Execution	55,964	73	0.13%
Barry Grace Oval Wallendbeen	SCCF Round 2	Construction	98,397	9,160	9.31%
O'Connor Park - Home of the Cootamundra Strikers Soccer Club - Lighting	SCCF Round 2	Construction	98,397	43,723	44.44%
Cootamundra Arts Centre Tin Shed Theatre Projection	SCCF Round 2	Complete	61,682	61,755	100.12%
Cootamundra Arts Centre Rehearsal Space	SCCF Round 2	Procurement	122,294	10,179	8.32%
Cootamundra Turf Club Irrigation system upgrade	SCCF Round 2	Construction	81,970	45,150	55.08%
Cootamundra Aerodrome Drag Pad and Taxiway for Water Refilling	SCCF Round 2	Construction	160,312	99,068	61.80%
Cootamundra Junior Rugby League Rejuvenation of football field	SCCF Round 2	Planning	60,000	10,073	16.79%
Upgrade to change rooms at ANZAC park Gundagai	SCCF Round 2	Construction	172,987	-	0.00%
Cootamundra Community Garden	SCCF Round 2	Construction	70,242	4,275	6.09%
Total			2,323,769	1,289,047	55.47%



As at 31 October 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
<b>SCF1 projects</b>					
Gundagai pool tiling and disabled ramp	SCF1	Complete	300,000	248,495	82.83%
Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet	SCF1	Planning	300,000	11,634	3.88%
Gundagai Netball Courts Masterplan - construction of lighting, storage & shelter	SCF1	Construction	200,000	35,695	17.85%
Stephen Ward Rooms Outdoor Area construction	SCF1	Construction	200,000	40,350	20.18%
Rathmells Lane - Bitumin seal from Temora St to end	SCF1	Complete	248,451	237,115	95.44%
Footpath renewal	SCF1	Complete	500,000	501,118	100.22%
Cootamundra pool - water park	SCF1	Construction	400,000	203,421	50.86%
Fisher Park Cootamundra sports ground lighting installation	SCF1	Construction	250,000	1,172	0.47%
Pool shade Cloth - Cootamundra and Gundagai	SCF1	Construction	100,000	51,020	51.02%
Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	SCF1	Planning	600,000	92,262	15.38%
Nangus Water Supply Works	SCF1	Procurement	647,500	17,937	2.77%
Stormwater mitigation	SCF1	Construction	1,000,000	211,918	21.19%
Cootamundra saleyards lighting and electrical upgrade	SCF1	Complete	268,882	224,992	83.68%
Adjungbilly Road reconstruction for B'Doubles	SCF1	Construction	2,100,000	2,046,984	97.48%
Cootamundra water mains replacement project *should be a separate work order for each segment*	SCF1	Construction	2,000,000	5,532,438	276.62%
Investment into Department of Education	SCF1	Not started	594,724	-	0.00%
Construct public toilets - Sheridan St Gundagai	SCF1	Complete	150,000	152,911	101.94%
<b>Total</b>			<b>9,859,557</b>	<b>9,609,462</b>	<b>97.46%</b>
<b>SCF2 projects</b>					
Yarri Park Youth precinct/Lions Park – Basketball courts and Pump Track	SCF2	Construction	130,000	19,717	15.17%
Gundagai Preschool – Capital works projects to build additional rooms, providing more spaces.	SCF2	Planning	510,000	10,803	2.12%
Coolac Hall & Oval – Project includes relining hall, new kitchen, installation of cricket nets, picket fence, irrigation and seating.	SCF2	Construction	200,000	79,010	39.51%
Gundagai Public School P&C – Installation of soft fall for playground.	SCF2	Complete	75,100	75,099	100.00%
Gundagai Tourism Action Group (s355 Committee) – Gundagai Main Street History walk.	SCF2	Construction	50,000	36,549	73.10%
Ellwood Hall (Stockinbingal) – General repairs and installation of heating and cooling.	SCF2	Complete	60,000	58,637	97.73%
Gundagai Junior Rugby League – New PA system.	SCF2	Complete	14,753	14,753	100.00%



As at 31 October 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
Battle of the Bidgee – Installation of permanent storage sheds to support to event.	SCF2	Complete	22,449	20,121	89.63%
Town & Country Inc – Disabled toilet.	SCF2	Complete	30,000	30,180	100.60%
Gundagai South Public School – Sensory garden.	SCF2	Planning	60,000	-	0.00%
Adjungbilly Hall – Upgrade tennis courts into multipurpose facility, install community BBQ.	SCF2	Construction	130,000	97,263	74.82%
Tumblong Hall – Community facilities, multipurpose courts and BBQ area.	SCF2	Construction	137,447	97,464	70.91%
Mill Centre – Interactive Tourist Attraction.	SCF2	Construction	200,000	42,577	21.29%
Owen Vincent Oval - Gundagai	SCF2	Construction	150,000	136,307	90.87%
Gundagai RSL – Landscaping Anzac Grove, Gundagai.	SCF2	Complete	25,000	22,685	90.74%
Cootamundra Nursing Home – Installation of solar panels	SCF2	Complete	53,227	52,507	98.65%
Cootamundra Mens Shed – Relocation of Mens Shed to Depot 2 on Hovell Street.	SCF2	Construction	100,000	60,841	60.84%
Cootamundra Arts Centre – Disabled access ramp.	SCF2	Planning	3,142	-	0.00%
Owen Vincent Oval Gundagai – River water pump	SCF2	Complete	40,000	-	0.00%
Cootamundra Rugby Union Club – New dressing room facilities and club room. (CAPNEW)	SCF2	Construction	430,000	420,929	97.89%
Cootamundra Harness Racing – Upgrades and maintenance to track.	SCF2	Construction	52,000	18,368	35.32%
Cootamundra Netball Courts – 4 new netball courts to replace non-complying courts.	SCF2	Construction	450,000	61,174	13.59%
Cootamundra Country Club – Upgrades to precinct including dam, machinery shed, course, upgrade to building façade.	SCF2	Construction	1,355,000	773,418	57.08%
<b>Total</b>			<b>4,278,118</b>	<b>2,128,403</b>	<b>49.75%</b>

#### Status explanation

Not started - project not yet commenced.

Planning - includes meeting with community groups, design preparation, DA lodgement if necessary, community consultation and general planning

Procurement - Obtaining the necessary goods and or services to complete the project. Includes tendering and quotes as necessary

Construction - on ground works underway.

Execution - project underway for non construction projects

Complete - Construction/Execution complete pending final project review

Final - ready for acquittal

#### Total

29,315

18,703,636

422,849

12,232,356



**8.2.2 INVESTMENT REPORT - OCTOBER, 2019**

DOCUMENT NUMBER	316539
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, General Manager
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	Council's investment income for October, 2019 was \$32,535.81, 3% under the budgeted figure of \$33,688.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act (NSW) 1993, Local Government (General) Regulation, 2005 paragraph 212 and Council's Investment Policy.
POLICY IMPLICATIONS	The Investment Policy was adopted on 31 <sup>st</sup> July, 2018 and is due for review on 31 <sup>st</sup> July, 2021.
ATTACHMENTS	1. Investment Report - October 2019 <a href="#">↓</a>

**RECOMMENDATION**

**The Investment Report as at 31st October, 2019 be received and noted.**

Introduction

Returns on investments are 3% below budget but above the October, 2019 benchmark.

Discussion

Investments for October, 2019 have produced interest of \$32,535.81, 3% below the adjusted budget adopted in last month's Quarterly Budget Review.

With the outlook for interest rates uncertain, projections of investment income will be reviewed regularly for the foreseeable future.

## INVESTMENT REPORT

As at: 31-10-19



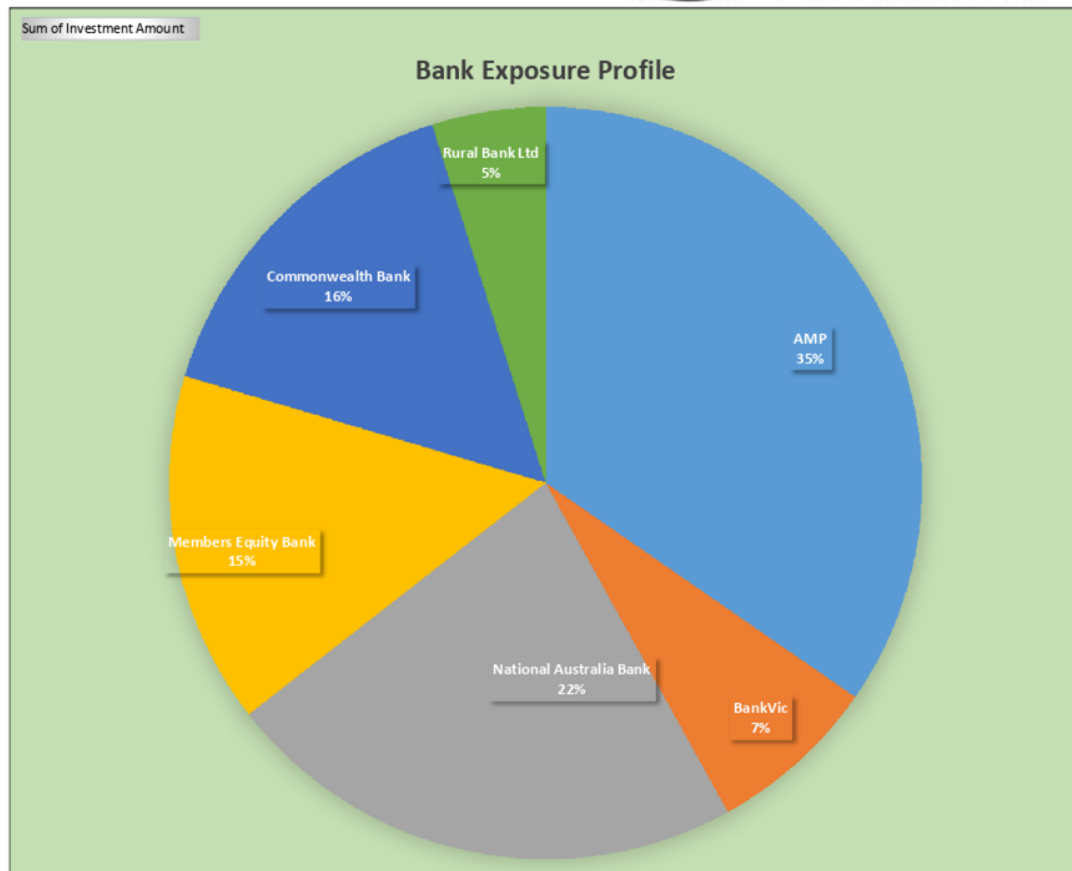
Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
21 Aug 2019	1.70%	90	\$3,100,133.59	Members Equity Bank	\$ 4,476.08	19 Nov 2019
30 Sep 2019	1.70%	92	\$2,000,000.00	National Australia Bank	\$ 2,887.67	31 Dec 2019
22 Oct 2019	1.60%	91	\$2,573,307.06	National Australia Bank	\$ 3,496.88	21 Jan 2020
29 Oct 2019	1.60%	91	\$1,500,000.00	BankVic	\$ 2,038.36	28 Jan 2020
29 Oct 2019	1.60%	91	\$1,000,000.00	Rural Bank Ltd	\$ 1,358.90	28 Jan 2020
18 Aug 2019	2.05%	182	\$3,041,654.79	AMP	\$ 5,295.81	16 Feb 2020
20 Aug 2019	2.00%	182	\$2,027,616.44	AMP	\$ 3,444.17	18 Feb 2020
2 Oct 2019	1.75%	181	\$2,027,575.34	AMP	\$ 3,013.59	31 Mar 2020
		AC	\$3,183,170.10	Commonwealth Bank	\$ 3,118.25	At Call
		AC	\$37,317.66	National Australia Bank	\$ 29.65	At Call
Total			\$20,490,774.98			
Matured in Report Month						
25 Jul 2019	1.90%	92	\$2,092,364.94	Bank of Queensland	\$ 3,376.45	25 Oct 2019
Totals					\$ 32,535.81	

Budgeted Interest for Month	\$ 33,688.00
Combined Interest Rate	1.91%
BBSW Benchmark Rate	1.0403%

This report is produced in accordance with section 625 of the local Government Act 1993 and all Investments have been made in accordance with the Act, the Regulations and council's investment policy.  
Signed

Tim Swan  
Responsible Accounting Officer

Investment Report  
October 2019



**8.2.3 MONTHLY FINANCE REPORT FOR OCTOBER 2019**

DOCUMENT NUMBER	316555
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	Regular monitoring of Council's finances will ensure that any issues are identified in a timely manner.
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 Monthly Finance Report for October, 2019 be received and noted.**

Introduction

This monthly reporting package provides Councillors with an update on the current budget status.

Discussion

The overall picture shows income ahead of schedule, with expenditure on budget.

While no significant issues have been identified, some minor adjustments have been recommended through the Quarterly Budget Review Process. If adopted, these changes will appear from next month.

Note: at the time of the Monthly Finance Report for October, 2019 being prepared the attachments related to the report were unavailable. The documents will be distributed to Councillors and uploaded to the Council website as soon as they become available.

## 8.3 COMMUNITY AND CULTURE

### 8.3.1 LIBRARY REPORT

DOCUMENT NUMBER	315711
REPORTING OFFICER	Penny Howse, Library Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
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

1. Council make representation to the Member for Riverina, Steph Cooke, MP in relation to the need for a sustainable state funding model for the ongoing provision of public library services.
2. Council write to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for Consumer Price Index (CPI) indexation of state funding for NSW public libraries, as well as legislation of all elements of the 2019-20 to 2022-23 NSW state funding model.
3. Council take a leading role in lobbying for sustainable state government funding for libraries.
4. Council endorse the distribution of the NSW Public Libraries Association NSW library sustainable funding advocacy information in Council libraries, as well as involvement in any actions proposed by the Association.

### Introduction

The NSW Public Libraries Association's 2018-19 Renew Our Libraries campaign was a spectacular success, delivering an increase of \$60m in state funding for NSW public libraries over the quadrennial period 2019-20 to 2022-23. This is the largest single increase in state funding since the NSW Library Act was introduced in 1939.

This outcome was achieved as a result of the remarkable support of councils, libraries and communities across the state. Over 80% of NSW councils formally endorsed Renew Our Libraries through council resolutions.

### Discussion

The NSW Public Libraries Association has requested the support of NSW councils in its advocacy to State Government to develop a sustainable funding model for NSW libraries.

Renew Our Libraries Phase Two has recently been launched <https://renewourlibraries.com.au/> Well known media and advocacy company Essential Media has been engaged to administer the campaign, the objectives of which are to:

- **Index the total increased state funding contribution** to the Consumer Price Index (CPI) in perpetuity. Without indexation the actual value of state funding for NSW libraries will decline over time, leaving NSW councils to either meet the shortfall or reduce services.
- **Protect the new funding commitment** by including all elements of the new state funding model in legislation through the Library Act and/or the Library Regulation. Currently, only the per-capita component of the funding model (increasing from \$1.85 per capita to \$2.85 per capita over the 4-year period 2019-20 to 2022-23) is included in library legislation, **leaving 46% of the total funding for NSW libraries at risk.**

***Index the Funding → Protect the Funding***

These two simple measures will ensure that NSW councils continue to receive a significantly increased state government contribution to the operation of public libraries across the state, which will be protected by legislation and will not be subject to cost of living attrition over time.

This will also mean that the NSW Public Libraries Association, its member councils and libraries across the state can direct their funds and efforts to the ongoing support and development of high quality library services for NSW communities, rather than engaging in expensive and time consuming future funding campaigns.

This is our opportunity to lock in the historic 2019 state funding increase for NSW libraries once and for all, thereby ensuring the future prosperity of the NSW public library network.

Accordingly, it is recommended that Council supports the NSW Public Libraries Association by formally endorsing Phase Two of the Renew Our Libraries Campaign to secure a sustainable funding model for NSW public libraries in perpetuity.



**8.3.2 AMPOL FUEL SITE- GATHERING EARLY HISTORY WORKSHOP**

DOCUMENT NUMBER	316439
REPORTING OFFICER	Jeana Bell, Tourism and Economic Development Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b>  2.3 Tourism opportunities are actively promoted
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 Preliminary Interpretive Concepts <a href="#">↓</a> 2. Chronology of the AMPOL Site <a href="#">↓</a>

**RECOMMENDATION**

- 1. The AMPOL Fuel Site – Gathering Early History Workshop report, the Draft Preliminary Interpretive Concepts and Chronology of the AMPOL Site documents, attached to the report, be received and noted.**
- 2. Conservation Coordinator Louise Halsey be invited to present to Council her proposal for the AMPOL Fuel Depot site located on the Olympic Highway at the southern entrance to Cootamundra.**

Introduction

At the AMPOL Fuel Site – Gathering Early History Workshop held on Monday the 18<sup>th</sup> November, 2019 it was proposed that Council consider extending an invitation to Louise Halsey to meet with and present to Councillors a proposal to create this site as an extremely potential tourism destination.

Discussion

The Workshop, held to gather preliminary information about the AMPOL Fuel Depot site, was held at the Stephen Ward rooms on 18<sup>th</sup> November, 2019. Louise Halsey, a Conservation Coordinator from Tumut, has been engaged by Cootamundra-Gundagai Regional Council to gather the oral history of the AMPOL site. Upon gathering this information, Ms Halsey has become impassioned to create the site into something special for the Cootamundra community and tourists alike.

The attendees at the meeting are of the opinion that Council should be provided with information indicating the interesting history and enormous potential of the site. The Draft Preliminary Interpretive Concepts and Chronology of the Ampol Site, attached to the report, provide an insight to the work undertaken By Ms Halsey.

**Draft Preliminary Interpretive Concepts**  
Cootamundra Pull Off Bay, Olympic Drive  
No 3. Inland Aircraft Fuel Depot - Cootamundra Mill  
- Main Southern Railway line (version 2 17/11/2019)

Prepared by  
Barbara Cameron-Smith  
Director  
All Things Written Pty Limited



Cootamundra's fuel depot site, originally constructed to house aviation fuel, was repurposed as a fuel depot servicing farmers and trucking operators.

For Cootamundra-Gundagai Regional Council

18 November 2019



The Cootamundra Mill with its massive silos and multi-storey brick mills creates an impressive entry statement for travellers entering the township from Junee via the Olympic Highway.

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### 1. INTRODUCTION

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1.2	Key Stakeholders	No
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1.5	Scope of on-site visit	
1.6	Naming conventions	

### 2. HERITAGE INTERPRETATION

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2.2	Scoping the Sutton Street 'heritage precinct'
2.3	Guided by the Burra Charter
2.4	Interpreting Cootamundra's industrial and transport heritage
2.5	Key Target audience to pull off bay
2.6	Proposed Visitor Infrastructure
2.7	Proposed Interpretive Themes
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### 3. APPENDICES

- Appendix 1: No 3. Inland Aircraft Fuel Depot, Cootamundra
- Appendix 2: Additional Photographs



## 1. INTRODUCTION



### 1.1 Cootamundra Pull off Bay Preliminary Concepts

This report was prepared after a two-day visit to Cootamundra in October 2019 to explore the establishment of an interpretive pull off bay opposite the disused aircraft fuel depot to highlight its significance and relationship to the adjacent Cootamundra Mill and Main Southern Railway line.

### 1.2 Key Stakeholders

- . Cootamundra-Gundagai Regional Council
- . Cootamundra and regional community.

### 1.3 Acknowledgements

The preparation of this preliminary interpretive concepts document was informed by a visit to Cootamundra in October 2019 and on-site discussions with Cootamundra-Gundagai Regional Council staff Miriam Crane (Manager Social & Community), Jeana Bell (Tourism and Economic Development Officer and Louise Halsey, Conservation Coordinator. This visit built on a June 2018 inspection of the fuel depot site with Louise Halsey and Cootamundra Council's Town Planner Chris Imre.

The overview of the No 3. Inland Aircraft Fuel Depot (Appendix 1) has been informed by chronological research undertaken by Chris Lloyd (Wiyanga Pty Ltd) into the 3IAFD, informed by the National Archives of Australia, newspaper reports and a literature search on local history.

## 1.4 Preliminary Bibliography

The preparation of the strategy was also informed by reading:

- *Chronology 3 Inland Aircraft Fuel Depot (Cootamundra)* Chris Lloyd Wiyanga Pty Ltd
- Conqueror Milling Company website [<https://www.conquerormilling.com.au>]
- *Cootamundra Aerodrome* Ben Dannecker
- *Cootamundra & District History* Kenneth Robert Loiterton
- *Cootamundra World War II Fuel Depot Site (former No.3 IAFD)* Office of Environment and Heritage 2014
- *Former No. 3 Inland Aircraft Fuel Depot, Cootamundra Conservation Management Plan* Rappoport Pty Ltd April 2011
- GrainCorp Silo Art [<http://www.graincorp.com.au/about-graincorp/siloart>]
- *Heritage Interpretation Policy*, Heritage Office, Department of Planning, 2005
- *History of Cootamundra Mill* as supplied by the Conqueror Milling Company
- Report to Council and Thematic History  
Local Government Area Community Based Heritage Study, Cootamundra Shire, NSW  
Prepared by Dr Peter Kabaila, Black Mountain Projects Pty Ltd, October 2010
- *The Railways Go To War – World War 2* Garry Reynolds
- *Tourist Signposting* NSW Transport Roads and Maritime Services.  
[<https://www.rms.nsw.gov.au/business-industry/partners-suppliers/documents/technical-manuals/touristsignsv4.pdf>]

## 1.5 Scope of On-site visit

The on-site visit to Cootamundra involved:

- Meeting at the pull off bay opposite the 3IAFD to review its suitability and issues re access.
- Locating the site of the Cootamundra Brickworks on Pinkerton Road, the source of bricks used at the 3IAFD, the Cootamundra Mill, Cootamundra's two railway stations and many civic buildings.

- Visiting the Cootamundra Aerodrome and reviewing interpretive signage commemorating the activity of the No 1 Air Observers' School during WWII
- Meeting with Sue Parkinson (Manager Conqueror Milling Company) and daughter of the last lessee of the Ampol fuel depot I(Fullers) that operated out of the 3IAFD site post war
- Visiting the Cootamundra Heritage Centre and reviewing exhibits of relevance including the war years, the railways, Indigenous history and assessing its coverage of the fuel depot, mill and railway.

## **1.6 Naming conventions**

For the purposes of this report, the terminology 'Cootamundra Mill' has been used to encompass the milling complex that was variously known as the Cootamundra Flour Mill (1875), Stratton and Son's mill (1893) and the Conqueror Milling Company (2006).

The 'No 3. Inland Aircraft Fuel Depot' and 3IAFD refers to the facility's wartime use while the 'Cootamundra Fuel Depot' applies to its post war adaptive re-use.

## **2: HERITAGE INTERPRETATION**

### **2.1 The importance of heritage interpretation**

As the *Heritage Interpretation Policy* (Heritage Office, Department of Planning, 2005) states:

Heritage interpretation is a means of sharing Australian culture and history within communities and with other communities, new citizens, visitors, and people overseas. It is also a means of passing on the knowledge and appreciation of Australian culture to new generations.

Interpretation is an integral part of the experience of significant heritage places.

As to the question 'Why interpret?' the policy reminds that:

The significance of some heritage items is easy to understand; but for others the values are not obvious and require interpretation. Many items have values that are better understood through interpretation.

Interpretation media including activities and events, signs, publications, audio, video, artworks and trails, can enhance understanding and enjoyment by appealing to different levels of experience and knowledge, as well as to different learning styles

Interpretation can strengthen and sustain the relationships between the community and its heritage.



## 2.2 Scoping the Sutton Street 'heritage precinct'



At the end of World War II, the decommissioned No 3. Inland Aircraft Fuel Depot was converted into a storage and distribution for petrol, diesel and heating oils.

Cootamundra may be lacking in novelty architecture and sculptural 'big things' but it has its own equivalents in the form of a sizeable bulk fuel storage depot, the substantial Cootamundra Mill and a series of impressive grain storage silos.

Developing an interpretive pull off bay off 219 Sutton Street/Olympic Highway at the southern end of town provides an opportunity for locals and travellers to look back in time and better appreciate the historic relationships between the depot, mill and the adjacent railway line.

### Bulk aircraft fuel storage depot

Completed by 1944, the bulk storage facility known as No.3 Inland Aircraft Fuel Depot (3IAFD), was established as a strategic reserve of aviation fuel primarily for the RAAF and the United States Army Air Corps fighting the War in the Pacific against Japan from Australian shores. There is no evidence to date that the fuel storage played a role in fuelling the No 1 Air Observers' School based at the Cootamundra aerodrome.

After the war the facility had a second life as a fuel storage depot and distributor for the wider district, transporting fuel to service stations in Cootamundra, Young, Harden and Bethungra. Mid 1947 the decommissioned 3IAFD was transferred to the Australian Motorists Petroleum Co. Ltd (AMPOL) and was operated by the Fuller family as an AMPOL fuel depot. Following the merger of the companies, the depot became the property of Caltex in 1995 and was known as the Caltex Service Station prior to its closure. The fuel depot supplied a range of fuels to its account holders, 90 per cent of whom were farmers and truck operators.



Some of the most attractive structures of the Cootamundra Mill complex are the multi-storey heritage brick buildings that are used to store and mill grain.

### **Grain storage and milling**

While the mill was originally constructed in 1875 to store and grind wheat for human consumption, over time its focus has switched to producing a wide range of feed for livestock consumption for onshore and offshore markets.

As the export market for flour to Asia dried up, the mill expanded its operations by adding new mills to grind rice (1942), stock feed (1943), rolled oats (1952) as well as starch and provender mills manufacturing dry food for livestock. Since 1984, rebadged as the Conqueror Milling Company, the complex has been manufacturing high quality stockfeed and vegetable protein meal for Australian and international markets.

During 2001 in response to drought, the mill constructed a pelletising plant to produce fibre pellets for stockfeed using the hulls from rice, oats and almonds. Today the mill's product range includes pellets and licks specially formulated for beef, dairy, sheep, horses, poultry and alpacas. They also supply a range of grain mixes, mash mixes and grain/pellet blends to the dairy industry and more recently for the aquaculture industry.

### Reliance on rail transport

Both the Cootamundra Mill and aircraft fuel depot relied on rail transport for their operations and were serviced by rail sidings running off the Sydney to Melbourne Main Southern Railway line. Having a dedicated siding and platform enabled them to take delivery of and unload supplies, and to load up and dispatch their output by rail trucks.

The role of the railway was particularly important during the war years in the event of an emergency requirement for aviation fuel, It was also vital for the grain storage and milling industry during an era where grain was routinely trucked from farms to railway silos in readiness for transport to mainland destinations, a practice phased out in 2003.



A siding off the Main Southern railway line facilitated the loading and unloading of aviation fuel to and from the No 3. Inland Aircraft Fuel Depot.

### Adaptive re-use and evolution over time

The Cootamundra Mill and No. 3 IAFD in their own ways are prime examples of the adaptive reuse and evolution of their original industrial roles. From 1875 to the current day, the mill has switched from making products for human consumption to foodstuffs for livestock while accommodating new challenges including drought. Similarly, from 1947 the fuel depot transitioned from stockpiling aviation fuel to the storage of a vehicular fuel (diesel, standard, super, petroleum) as well as kerosene and heating fuels.





After the end of World War 11, the tanks of the decommissioned No 3. Inland Aircraft Fuel Depot were emptied out to accommodate vehicular and heating fuels.

### 2.3 Guided by the Burra Charter

The mill and fuel depot site are listed on the Cootamundra LEP, as are Cootamundra's East and West railway stations and precincts. As visitation increases and resources become available to develop visitor access to the depot and appropriate parts of the mill, it will be important to ensure that the heritage values and significance of both are preserved and protected.

The guidelines of the Burra Charter (Australia ICOMOS Charter for the Conservation of Places of Cultural Significance) are a good starting point for this process.

In relationship to the No. 3 Inland Aircraft Fuel Depot, the Office of Environment and Heritage citation states:

'Cootamundra's World War II Fuel Depot Site (former No. 3 Aviation Inland Fuel Depot or No.3 AIFD) is of state significance as a representative mid-twentieth century industrial site and an intact remnant of an Australia-wide network of World War II technical infrastructure'.

This is especially important as Cootamundra 3IAFD, the most intact inland fuel depot in NSW, provides an unmatched opportunity to interpret a brief time in history when 'Total War' came to Australia and Cootamundra geared up to support the war effort on the home front.

Because of the fuel depot's state significance and intactness, the principles of the Burra Charter include safeguarding and maintaining the fabric, structures and surrounds by ensuring minimal disturbance of the site.

## 2.4 Interpreting Cootamundra's industrial and transport heritage

Developing a pull off bay and a low-key interpretive installation provides an opportunity to introduce locals and travellers to an overlooked slice of Cootamundra's history. Establishing an appropriate roadside stop will pave the way for the provision of visitor access to the heritage-listed inland aircraft fuel depot site and potentially to parts of the Cootamundra Mill.

The proposed pull off bay provides an opportunity to establish links between a number of the township's heritage-listed structures (including the No. 3 Inland Aircraft Fuel Depot, the Cootamundra Mill and the Cootamundra East and West Cootamundra railway stations) as well as the Cootamundra Aerodrome precinct and local brickworks on Pinkerton Road.



The sloping site earmarked for the pull off bay requires levelling to create a suitable site for erecting interpretive signage and any associated attention-grabbing installations.





## 2.5 Key Target Audience to proposed pull off bay

The key target audiences for the proposed interpretive pull off bay interpreting the fuel depot, flour mill and railway, include:

- Visiting friends and relatives of residents
- Grey Nomad passers through (laid back 45-65 year-old age group)
- World War 11 military buffs and historians
- Engineering and railway buffs and historians



The proposed access road to the pull off parking area would most likely follow the route pictured above along the front of the Conqueror Milling Company's fence line.

## 2.6 Proposed Visitor Infrastructure

- Provide a new loop road access from near the Cootamundra Mill and exit off the Olympic Way in the 50 kph speed limit zone.
- Develop a level built-up vehicle access area with parking for large vehicles (including cars towing caravans) and smaller vehicles cars.
- Identify a site for an eye-catching installation constructed of local materials, in addition to interpretive signs using local materials. Optional
- Develop heritage interpretation signage and potentially the addition of a small council amenity block and picnic shelter, space permitting.
- Install two Roads and Maritime Services Tourist signposts that are visible to passers through and visitors driving in from Junee or from the north.



The fuel depot and mill qualify for such signage, meeting one or more of the signpost categories, namely:

- Historic properties, sites and walks
- Primary and secondary industry-based attractions
- Architectural/engineering structures
- State significant attractions.



Stylish brick amenities blocks are a characteristic feature of Cootamundra's civic parks, featuring an attractive curved form of architecture. Installing an amenities block and picnic shelter at the pull off bay would encourage more visitors to make a stop.



## 2.7 Proposed interpretive themes

‘Themes are all encompassing and the single most important element in the interpretive planning process. An interpretive theme is the central concept or key idea of any interpretive experience, interpretive exhibit or interpretive presentation’ according to HDC International, a heritage interpretation and heritage tourism consulting and delivery firm.

Key messages or themes appropriate for interpreting the sprawling mill and fuel depot, establishing linkages and introducing a welcome to country opportunity, may include:

### THEME 1:

The business models for the Cootamundra Mill and Inland Aircraft Fuel Depot were based on the storage and distribution of contrasting sources of energy—food versus fuel.

### THEME 2:

The Cootamundra Mill, fuel depot and adjacent railway line are prime examples of ‘industries’ that have moved with the times via adaptive re-use of their impressive superstructures.

### THEME 3:

The mill and fuel depot have more in common (storage, distribution and reliance on rail transport) with each other than with Cootamundra’s aerodrome and the World War 11 No 1 Air Observers’ School. There is no evidence to date that the fuel depot routinely supplied aviation fuel to the aerodrome.

### THEME 4:

Cootamundra's first inhabitants, the Wiradjuri people, valued this locality as a reliable source of swamp turtles, so much so that they named it 'Cootamundry' (meaning turtle in the swamp).

#### THEME 5:

Aeons before the Cootamundra Mill opened for business, Wiradjuri women were carrying out their own small-scale milling activities, collecting, winnowing and grinding native grass and wattle seeds into a flour that was mixed with water and baked in the coals.



Comparisons can be made between the Cootamundra Mill, a massive milling factory and the simple tools used by the local Wiradjuri people to grind grains.

## 2.8 Preliminary Design Concepts for low key interpretive infrastructure



A sign installed at the Cootamundra aeodrome pays homage to the No 1 Air Observers' School, the first of two in Australia that trained pilots, gunners and navigators destined for overseas theatres of war.

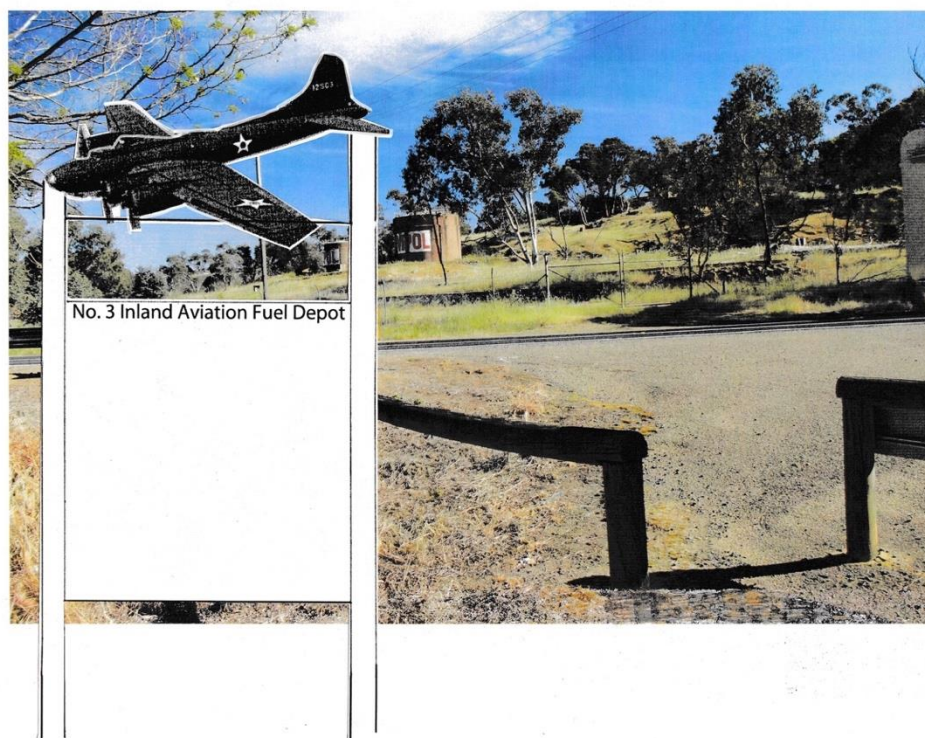
In keeping with the modest budget and limited size of the proposed pull off bay, the following guidelines are recommended:

- Footprint onto the levelled site three, possibly four, interpretive signs, that are grouped and positioned in relation to the view sheds of the fuel depot, mill and railway, with an optional sign, to introduce the Wiradjuri people story.
- Explore the development of aged metal interpretive signs to dovetail with and echo the 'silhouette style' Cootamundra Aerodrome signage interpreting the No 1. Air Observers' Training School, using recycled products and local suppliers where available.
- Incorporate the use of reversed out routing of sign headings to identify the industry in question, eg Cootamundra Mill and Bulk Storage Fuel Depot.
- Incorporate where possible the 'cut out' version of the Cootamundra-Gundagai Regional Council logo as part of the signage.
- Look for opportunities to train the eye on key features of the depot, mill and railway siding, for example a cut out to frame the above ground AMPOL-labelled aviation fuel tank.



Based on the Cootamundra Aerodrome signage, these preliminary and not to scale concept sketches incorporate 'silhouettes' of relevance to the heritage complexes they are interpreting, hence the depiction of a United States Army Air Force B-17 bomber below, the primary intended user of the aircraft fuel.





## 2.9 Phased Delivery

### Stage 1:

- Develop an attraction (interpretive signage and potentially an arresting installation, amenities block and picnic shelter) between the mill and the fuel depot, providing safe and accessible off-road parking.
- Dedicate a Cootamundra-Gundagai Regional Council website page to interpret the Sutton Street heritage-listed bulk fuel storage site and Cootamundra Mill and links to the railway.
- Develop a map style fold out brochure that overviews the historic industrial precinct end of Cootamundra along the lines of “What happened here and why?”
- Apply for a Grain Corp Silo Art grant and promote appropriate visual representations that reflect Cootamundra’s history especially at the Grain Corp silos.

- Explore the installation of, and funding for, timed on and off night spotlighting to make a feature of the fuel depot's above ground tanks, powered by solar power.
- Discuss with the Cootamundra Mill the opportunity to implement night lighting to make a feature of the mill's larger and more historic structural features, also powered by solar power.

Stage 2:

- Provide for visitor access to the fuel depot via the closed road and under road tunnel.
- Establish a walking route, improve tracks and develop interpretive signage on the fuel depot site.
- Investigate opportunities for employing QR (Quick Response) on signs whereby visitors can read available messages from a transitory media via a cell phone.

Stage 3:

- Install interpretive signage for walkers and cyclists that explores the roles of the fuel depot, milling complex, railway and waterways/swamp at the key viewing area on Pioneer Park hilltop



**2.10 Promotional Opportunities**

Capitalise on a range of opportunities to promote and interpret the mill and the depot including:

- Cootamundra Heritage Centre and Information Centre.
- Cootamundra historical overview brochure (Conqueror Milling, aircraft fuel depot, brickworks, Cootamundra East railway and sidings, Cootamundra West and aerodrome).
- Council website.

## APPENDIX 1: COOTAMUNDRA INLAND AIRCRAFT FUEL DEPOT



Cootamundra prides itself on being home to some of NSW's firsts, including the oldest continual cycle club, the oldest golf country club and the first dwelling occupied by a young Donald Bradman, now styled as a birthplace museum.

Another claim to fame that generally flies under the radar was the role Cootamundra played during World War II to defend Australia on the home front after it was earmarked to accommodate an aircraft fuel storage depot. Strategically located on the Main Southern Railway line, midway between Sydney and Melbourne, Cootamundra was one of the first of 32 inland towns identified as a prime site for stockpiling aviation fuel.

Perceived as secure from attack by planes launched from aircraft carriers, Cootamundra was subsequently chosen, along with 12 other depots, to accommodate additional bulk fuel storages to refuel the both the RAAF and United States Army Air Forces bomber and fighter planes in should Japan have succeeded in a naval blockade of Australia.

After the construction of two extra tanks, the maximum capacity of Cootamundra's No. 3 Inland Aircraft Fuel Depot (3IAFD) site expanded from 280,000 gallons to over 600,000 gallons, an Olympic-size swimming pool's worth of fuel. By comparison, the storage capacity of a typical service station is around 10,000 gallons.

Their current day intactness aside, Cootamundra's bulk storage tanks may have never pumped aircraft fuel 'in anger' for transport to inland airfields where US and Australian pilots were taking off to do battle. By the time the tanks were completed, the Battles of the Coral Sea and Midway had put paid to Japanese naval ambitions. 3IAFD was listed on 7th

June, along with 16 other IAFDs, for closure just five months after the commissioning of Cootamundra's tanks on 24 January 1944. While questions remain whether the larger bulk storage tanks were ever filled, their conception and eventual construction played a vital 'just in case' role at a time when the outcome of the war was uncertain and Australia was in danger of isolation.

Cootamundra's heritage-listed bulk aviation fuel depot is the only one of the 11 fuel depots constructed in NSW whose primary structures, including tanks and earthworks, are still intact. And on the national scale, the only other fuel depot that can match Cootamundra for integrity and intactness is South Australia's Wolseley inland fuel depot near Border Town.

For the residents of Cootamundra and the surrounding district, the post war 'inheritance' of a sizeable depot of above and underground tanks facilitated the storage and supply of a versatile range of fuels including various grades of petroleum, diesel, kerosene and heating oil.

Contrary to local hearsay, the 3IAFD's aviation fuel supplies had little role in servicing the RAAF No. 1 Air Observers School operating out of the Cootamundra aerodrome. Started up in 1940, the training school predated the bulk storage depot and had its own 10,000 gallon capacity tanks, sufficient for fuelling the smaller Australian planes using the runways, including British built twin-engined Avro Ansons and the Australian Wirraway.

Thus said, as 3IAFD wound down, some of the aviation fuel stored in its tanks may well have been transported the 3.6 kms distance to the aerodrome for use in some capacity but the bulk was likely railed out just as it had come in.



Main Southern Railway line in foreground, Olympic Highway in middle distance and access tunnel under Olympic Highway to the aviation fuel depot in background with the familiar Ampol sign.



## APPENDIX 2: ADDITIONAL PHOTOGRAPHS



Capitalise on the opportunity to seek funding to decorate Cootamundra's Grain Corp silos and put Cootamundra on the map as a SiloArt Tourist town.





Red bricks are a feature of a number of heritage listed structures in Cootamundra including the foam house pictured here at the rear of the 3IAFD complex.



Site of the old Cootamundra Brickworks on Pinkerton Road.





The heritage-listed Cootamundra West railway station was made redundant soon after construction when the route of the railway changed. This station has close links to the adjacent aerodrome and accommodated WAAFs for a period during World War II.



Older buildings on the Cootamundra Aerodrome including an old-style hangar with Cootamundra spelt out on its roof and what appears to be an accommodation hut that may have been used as part of the No 1 Air Observers' School.





Site of the railway siding and platform (to be checked).



Model of the No 1 Air Observers' School based at Cootamundra Aerodrome. Cootamundra Visitor Information and Heritage Centre.



Metal stencils used to identify products produced by the Cootamundra Mill.

## Chronology of 3 Inland Aircraft Fuel Depot

This chronology attempts list events and personalities which may have a connection with the siting, design, construction and operation of No. 3 Inland Aircraft Fuel Depot (3IAFD). This includes the history of persons or organisation which may have had some involvement. It also looks at 3IAFD's its relationship with other fuel and RAAF depots in Cootamundra including the oil majors of the time and both the RAAF wireless and navigator training facilities.

The material is drawn from both primary sources such as the National Archives of Australia (NAA) and newspaper reports and from a literature search on local history. This document is a draft and there is still considerable research to complete with at least another 10-15 NAA files unseen, potential material in the State Records Office and local materials such as interviews. A number of enquiries have been registered with the NAA to establish the location and detail of registers of public works contracts which may indicate the contractors involved in 3IAFD's construction.

### Chronology

#### 1893

13<sup>th</sup> July the NSW Government gazettes the reservation of what will become the main IAFD site from sale for the extraction of gravel.<sup>1</sup>

#### 1909

Brown's Central Foundry and engineering works are opened at the corner of Wallendoon and Hovell Streets (south side). *Proprietor W.T. Brown dabbled in inventions and was deeply involved in community affairs.*<sup>2</sup> I can find no evidence the foundry continued into the 1930s so unlikely to have been involved in the IAFD.

#### 1927

18<sup>th</sup> March J. B. Priestly announces the installation of a Shell bowser at their Ford Service Station in Parker St.<sup>3</sup>

#### 1929

5<sup>th</sup> September Shell is advertising that farmers should purchase their 'Cross' brand power kerosene in bulk from Shell Depots.<sup>4</sup> The implication is that their depots had significant storage capacity in tanks.

#### 1930

14<sup>th</sup> January Vacuum Oil; Co. opened its depot in West Cootamundra near the Yass Road crossing. It was of brick construction (bricks sourced local from J. Brady) with a rail waggon permanently stationed to supply the pumps. It tanks were underground and all products were stored and supplied. They recruited Ernie Hoy late of the public works department to run it

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<sup>1</sup> NAA: A6074: PO4077: Cootamundra, NSW - Proposed acquisition - RAAF Inland Petrol Storage. 1941-1941 [6941580]

<sup>2</sup> Cootamundra Local History Society (1989-2017) Cootamundra District - A photographic History. Vol. II

<sup>3</sup> *Cootamundra Herald* (NSW : 1877 - 1954) Friday 18 March 1927 p 3 Advertising

<sup>4</sup> *Cootamundra Herald* (NSW : 1877 - 1954) **Thursday 5 September 1929** p 4 Advertising

and Mr. Chas. J. Loiterton was recruited as the tank waggon driver with J. J. Rourke for local deliveries.<sup>5</sup> The latter would be a subcontract to J. J. Rourke & Sons. Loiterton is, evidently a distinctive Coota name as no less than 65 of them were born to different parents in Coota between 1880 and 1917. C. J. Loiterton came from Frampton and a property called '*Mintaro*'. The property was subject to a clearing sale in 1950. Likely a dead end unless there is more needed on the Loiterton family. J.J. Rourke and Sons were local carters and merchants who, inter alia, were implicated in receiving illegal liquor in 1944 so they were still in operation during the war. Also probably a dead end.

J. Brady was making bricks back in 1909 when he was advertising for wood to fire his kilns. He went on to supply bricks for the hospital (1909?), Fire Station (1913) for which he had acquired a new press for face bricks. By 1921 he was also on the LGA and by 1922 he was the Mayor – one of the largest brick consumers. He had to shut the works in Pinkerton (the pit is still obvious on the east side of Pinkerton Road) for a year until the war rationing could supply him with labour and fuel. It reopened in January 1944.<sup>6</sup> Apparently T.A. O'Neill's engineering plant's extensions suffered a similar fate until the Chamber of Commerce lobbied for a visit from the Country Development Bureau (Prof. Black) who facilitated both plants getting into full operation.

25<sup>th</sup> March the *Herald* has a lengthy article describing the local Shell Depot situated on Yass Road near the Gundagai Gates. There is a description of the facilities and operations.<sup>7</sup> Presuming the 'local Shell Depot' was the Cootamundra Depot and given the next dated item it would appear that Shell's depot may have been on the corner of the Olympic Highway and Hovell Streets which is the opposite end of town to the IAFD. The other oil companies (Vacuum & COR) crowded into the same general area which was close to the air field but not the IAFD.

5<sup>th</sup> May according an advertised for C.H. Gledhill's wood yard it is opposite the Shell Depot in Hovell Street.<sup>8</sup>

3<sup>rd</sup> December the '*Golden Shell*' piloted by flight officer Owen lands in Cootamundra. The plane is owned by Shell and is on an inspection of ground handling facilities for the company. Owen extolled the virtues of the company's role in aviation by highlighting the stock of aerial maps they keep for pilots, ground fuel supply throughout the country (particularly their new underground tanks) and that they have written the name of the town on top of their depots so pilots can identify them.<sup>9</sup> Shell's interest in aviation was a worldwide feature of the Royal

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<sup>5</sup> *Cootamundra Herald* (NSW : 1877 - 1954) **Tuesday 14 January 1930** p 3 Article

<sup>6</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Friday 14 January 1944, page 2

<sup>7</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Tuesday 25 March 1930, page 2

<sup>8</sup> *Cootamundra Herald* (NSW : 1877 - 1954) Monday 5 May 1930 p 3 Advertising

<sup>9</sup> *Cootamundra Herald* (NSW : 1877 - 1954) Wednesday 3 December 1930 p 3 Article

Dutch/Shell Trading multinational. John Beveridge, the Australian advertising boss of Shell Oil in the late 1930s, was no stranger to aviation and was frequently photographed by the press in the course of promoting Shell products to the new industry or playing with the joy stick himself.<sup>10</sup>

## 1932

3<sup>rd</sup> February Mr. W. Howard who had served five years at the local Shell Depot was promoted to the company's head office.<sup>11</sup> Howard was a local bloke who may also have served as Shell's superintendent at Warialda in 1936.

## 1934

9<sup>th</sup> May Mr. A. Samson, formerly, of Young, has been appointed in charge of the Shell, depot at Cootamundra.<sup>12</sup>

29<sup>th</sup> June there are depots for Shell, Vacuum and Texaco in Cootamundra according to the Directory in the *Herald*.<sup>13</sup> The Texaco Depot has not yet been located but 20<sup>th</sup> July 1936 article on a motor vehicle accident seemed to place it somewhere near West Cootamundra.

31<sup>st</sup> October C. Melrose a participant in the Great Air Race is refueled by Shell at Cootamundra aerodrome in about 30 minutes.<sup>14</sup>

## 1936

8<sup>th</sup> June *Herald* reports:

*The local depot for the Commonwealth Oil Refinery is now in course of construction, the site being near the Cootamundra West railway station. The depot itself is being built by a Sydney firm. The huge benzine tanks, three in number and (each weighing about six tons, are to be placed into position by Messrs. Hulford Bros. The same firm is to erect the steel structure upon which the tanks are to be placed.*<sup>15</sup>

The Hulford brothers were involved in the automotive business in Cootamundra since the turn of the century with a business in Parkers St. They became the General Motors dealers with Chevs and Pontiacs. By this time they were also supplying engineering components to council along with the following others<sup>16</sup>:

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<sup>10</sup> Lloyd, C.G. (2016). Bernard Smith's Australian Stories. Unpubl. Manuscript.

<sup>11</sup> *Cootamundra Herald* (NSW : 1877 - 1954) Wednesday 3 February 1932 p 2 Article

<sup>12</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Wednesday 9 May 1934, page 2

<sup>13</sup> *Cootamundra Herald* (NSW : 1877 - 1954) Friday 29 June 1934 p 8 Advertising

<sup>14</sup> *Cootamundra Herald* (NSW : 1877 - 1954) Wednesday 31 October 1934 p 4 Article

<sup>15</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Monday 8 June 1936, page 2

<sup>16</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Monday 23 March 1936, page 2



1. Danks and Sons –tools- This is the eponymous Melbourne hardware company John Danks and Sons.
2. AGC – light fittings - Unlikely to be local
3. W.E. Richardson – sharpening tools – They were a local blacksmith and wheelwright who were established some time before 1901.
4. F. Mitchell – rails and timber – a local timber and hardware merchant but also a builder.
5. J. Meagher and Co. Ltd – cement and reinforcement bars – they had a local office but may have been a larger firm as they had at least one other outlet in Barmadan.
6. Mutch and Gilmour – Louvres – local building firm

These are likely suppliers to the IAFD construction.

Hulford subsequently got the job of erecting the tankage for C.O.R. in Leeton so they clearly had some form of crane and rigging and boilermaking labour. Hulford also employed a salesperson called Gordon Fitzpatrick who subsequently (1937) became the journalist for the *Herald* in 1937. He may have been around during the IAFD construction. Hulford seemed to expand based on the C.O.R. work:

*The Commonwealth Oil Refineries Ltd.—Contract No. 265—Construction of a bulk oil depot at Somerset Street, Cowra, N.S.W. Contract includes brick office, brick and steel framed drum platform and case store, concrete roadway and earth bund wall.—Hulford Bros., General Engineers, Parker St., Cootamundra.*<sup>17</sup>

These domestic commercial facilities were nowhere near the scale of the IAFD but involved precisely the same components so it is logical that a firm building these would be contracted for IAFD construction based on engineering knowledge. The founder Robert Hulford died in 1937 leaving his sons in charge.

The work continued and this tender description could be for an IAFD:

*GENERAL.*

*(Accepted).*

*The Commonwealth Oil Refineries Ltd.—Contract No. 290.—Supply of certain materials and delivery f.o.b. Sydney, of three sets each of three mild steel electrically welded tanks, 9ft 4in x 29ft 4in long with tankstands, ladders and gangways.—Hume Steel Co., Sydney.*

*Contract No. 292: Construction of a bulk oil depot at Ferguson and Lambeth Sts., Glen Innes. Contract includes combined brick office and garage building, brick and steel framed drum*

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<sup>17</sup> *Construction and Real Estate Journal* (Sydney, NSW : 1930 - 1938), Wednesday 29 September 1937, page 1

*platform and case store, concrete roadway and earth bund wall. -Hulford Bros., Cootamundra.*<sup>18</sup>

The first contract was Humes Steel who were a big player in Sydney even then.

On Friday 25<sup>th</sup> May the Local War Agricultural Committee based in Temora decided to seek exemption of Hulford Bros as a protected industry. They did not describe why.<sup>19</sup>

Hulfords continued to the end of the century at least but the two brothers separated in 1956 leaving Robert to run the business at 91 Parker Street.

15<sup>th</sup> September the *Herald* reports: *W. Robinson, who has been in charge of the Texaco Depot in Cootamundra, has been transferred to Parkes. Mr. Smith is now in charge at Cootamundra.*<sup>20</sup>

8<sup>th</sup> December the air race is coming through Cootamundra and *The Vacuum Oil and Shell Companies will be in charge of fuelling operations here and -have additional local men to assist them with the work.*<sup>21</sup>

## 1937

A photograph on this date shows Cootamundra Gas Works. The tank looks welded and may have been assembled locally but by whom?<sup>22</sup> This plant was dismantled and subject to considerable work in soil remediation according to a report to the EPA. The soil was to be taken to the old sewerage treatment works near the landfill where it was to be treated. While the company's name still appears on sign near the old gasworks it is not clear what if any work was carried out. A common byproduct of coal gasworks was benzene – a serious carcinogen and implicated in multiple myeloma and other blood cancers.<sup>23</sup>

## 1938

16<sup>th</sup> December *Herald* carried an advertisement for: *T. A. O'NEILL & SON ELECTRIC & OXY WELDERS Sutton Street, Cootamundra. Steel, cast. Bronze, - or Aluminium, Building Steel Work, Farm Machinery....* Perhaps one of the IAFD contractors? This was a father and sons operation but the sons went to either the RAAF or other services. The company definitely grew quite rapidly during the war.

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<sup>18</sup> *Construction* (Sydney, NSW : 1938 - 1954), Wednesday 8 June 1938, page 16

<sup>19</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Tuesday 29 May 1945, page 2

<sup>20</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Tuesday 15 September 1936, page 2

<sup>21</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Tuesday 8 December 1936, page 2

<sup>22</sup> UK (19--): Cootamundra District - A photographic History. Vol. III

<sup>23</sup> POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP) FOR A SOIL RECYCLING FACILITY, OLD TREATMENT WORKS LANE, COOTAMUNDRA, NSW.

It started in 1934 when Tom O'Neill left the PWD at Burrinjuck to set up the plant in 'Sutton Street below the bridge'. The PWD work was heavy enough for him to be competent with the tankage and piping involved in the IAFD.<sup>24</sup>

## 1939

28<sup>th</sup> June the Federal Government begins the process of acquiring sufficient war petroleum reserves from the 'contracting oil companies' (Shell & Vacuum) to act as a reserve supply which would be contractually looked after by the companies.<sup>25</sup>

## 1940

19<sup>th</sup> February the blue prints for the IAFD tanks are produced by the Chief Mechanical Engineer for the Department of the Interior.<sup>26</sup>

22<sup>nd</sup> July tenders for construction of 3 tanks for Cootamundra close. These tenders were based on manufacture of 2 x10,000 gallon tanks in steel plate with accompanying furniture such as covers, relief valves and so on FOB Sydney.<sup>27</sup> What these tanks were for and whether they were ever built is unclear but likely for the air force training base.

9<sup>th</sup> August *Herald* reports:

### *HUGE STORAGE TANKS*

*SYDNEY, Friday: The Minister for Supply, Sir Frederick v Stewart, announced today that contracts were about to be let for the construction of huge petrol storage tanks, each of 1,000,000 gallons capacity, for the Commonwealth Government. They would be distributed in provincial areas, which were not vulnerable to enemy attack. He added that other methods of ensuring adequate supplies of liquid fuels were also being contemplated to meet the maximum needs of defence.*<sup>28</sup> He went further in an article on the 15<sup>th</sup> inst. that he hoped they would be started in a month or so and putting them underground was a favoured option.

29<sup>th</sup> August Federal Cabinet determines to create a reserve of 3 million gallons of aviation spirit in 1.2m gallon tanks to be constructed in Toowoomba, Maitland or Wallerawang and Ballarat or Warragul. The final design of tanks and locations was left to the Air Board.<sup>29</sup> Wallerawang was probably chosen due to its proximity to the Newnes and Glen Davis shale oil plants and reserves.

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<sup>24</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Friday 23 February 1934, page 2

<sup>25</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p.214

<sup>26</sup> NAA: SP155/1: DEF23705G: COOTAMUNDRA Specification for manufacture, supply and delivery of ms petrol storage tanks. 09 July 1940. [Box 14]. 1940-1940 [1683319]

<sup>27</sup> NAA: SP155/1: DEF23705G: COOTAMUNDRA Specification for manufacture, supply and delivery of ms petrol storage tanks. 09 July 1940. [Box 14]. 1940-1940 [1683319]

<sup>28</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Friday 9 August 1940, page 1

<sup>29</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] pp. 215-216

20<sup>th</sup> September there was to be a 'Shell Show' at the Roxy Theatre put on by the company.<sup>30</sup>

6<sup>th</sup> November another firm which recurs in Council tenders is General Constructions Ltd. They tended to be involved in civil work like sewerage mains and were Sydney based.

13<sup>th</sup> November the Air Force proposes underground steel tanks in preference to above ground steel or below ground concrete.<sup>31</sup>

18<sup>th</sup> December the Secretary of State Dominion Affairs (London) writes saying that all tankage, service or commercial, will have walls erected around them to prevent splinter exploding tanks. In this proposal they suggest leaving 3-4 feet between the tank and the brick work to allow maintenance.<sup>32</sup>

29<sup>th</sup> November it is decided that eighteen 200,000 gallon tanks of the 'Shell design' will be built and give the specifications for these.<sup>33</sup>

21<sup>st</sup> December an amended list of locations does not have Cootamundra but Grafton, Scone, Wallerawang and Wagga.<sup>34</sup>

## 1941

9<sup>th</sup> January a conference of the two oil companies (Vacuum & Shell) and the RAAF, Board of works etc. is held at Shell's offices. It is decided to erect nine 200,000 gallon tanks at three locations from 50-100 miles from the coast.<sup>35</sup>

16<sup>th</sup> January a further conference of the two oil companies and the RAAF & Army decides, inter alia, that:

(iii) Wagga Area. The most suitable point in this area is at Cootamundra. It is suggested that an area south-east of Shell Co. Depot be investigated as there is no room in the present depot which is on railway land.

*As an alternative to this, a site in Junee could be considered.*<sup>36</sup>

This suggested site should be able to be found with reference to local information about Shell's operation in Cootamundra.

The conference then went on to discuss the mixing of Ethyl Fluid with the petrol. Effectively 'lead' petrol (Tetraethyl lead-TEL) was obtained by the addition of a red dyed compound at

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<sup>30</sup> Cootamundra Herald (NSW : 1877 - 1954) Friday 20 September 1940 p 5 Advertising

<sup>31</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p. 212

<sup>32</sup> NAA: A1196: 23/501/57 PART 1: Distribution and Storage of Aircraft. Fuel and Oil Part 1. 1939-1942. [200070] photo DSC02074

<sup>33</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p.210

<sup>34</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p.202

<sup>35</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p. 204

<sup>36</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p.197

roughly 1:800 ethyl to petrol. This raised the octane rating of the fuel and thereby raised the possible cylinder compression ratio and therefore horsepower of aircraft engines. While aviation gas turbines had been experimented with by Whittle et al, they did not reach serious commercial production until after the war. Virtually all aircraft engines at this time were either radial air cooled or inline water/glycol cooled piston engines. The Tetraethyl lead ('ethyl fluid') additive was crucial for high performance. In practical terms this meant they needed a 40,000 gallon mixing tank as well as the 120,000 or 200,000 storage tanks.

The 'ethylising' equipment was noted as considerably more simple and cheaper than that used by the oil companies (£1,200 v. £200). They further decided that partial burying of tanks would be satisfactory.

6<sup>th</sup> February the Government writes to BHP to reserve sufficient plate and long sections to fabricate the tanks. BHP gives a four month delivery time.<sup>37</sup> The holdup is plate as the demand from the navy and others is so high.

4<sup>th</sup> March the Ministry of Interior is told the schedule of steel plate to be supplied. Cootamundra is specified as:

2 – 29'6 <sup>3</sup> / <sub>4</sub> " dia.	29'4 <sup>3</sup> / <sub>4</sub> " high
1- 19'8 <sup>1</sup> / <sub>4</sub> " dia.	24'2 <sup>3</sup> / <sub>4</sub> " high <sup>38</sup>

10th March the contracting oil companies are to use their own drawing offices to design the facilities in the areas they will be responsible for. This inevitably leads to debates about standards in design and welding with Vacuum attempting to adopt its standards. The government directs that they will be to Shell standards.<sup>39</sup> This is reflection of a competition that goes back to the 1920s and the disagreement between Shell and Standard Oil over American Petroleum Industry standards (API & ASME) and UK standards. Exxon (Standard Oil of New Jersey) and Shell were the largest in the industry and would remain so until today but close behind was Standard Oil of New York which was known as Vacuum or Socony in those days. Exxon merged with Mobil in recent years and with Shell have remained the largest industrial concerns in the world for over a century.<sup>40</sup> The tanks involved had, by 1940, become somewhat standardized with the advent of butt welding and the most common design was that of Horton from Chicago Bridge and Iron (CBI). CBI remains the largest tank builder in the

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<sup>37</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] pp.187-196

<sup>38</sup> NAA: A1196: 23/501/57 PART 1: Distribution and Storage of Aircraft. Fuel and Oil Part 1. 1939-1942. [200070]photo DSC02064

<sup>39</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p.179

<sup>40</sup> Sampson, A. (1975). *The Seven Sisters*. Coronet Books, Hodder and Stoughton, London



world today. The IAFD tanks were welded by the placement of each succeeding strake (a horizontal level of plates, just inside the lower strake and downhand welding into place.

A typical example of how the war forced local industry to innovate was the requirement for '*educting units for the Ethyl mixing plant*' which would be required at each centre. These were unavailable from imported sources and had to be manufactured in Australia. The same occurred with the mercury valves.<sup>41</sup>

6<sup>th</sup> June the decision to install concrete curtain walls to prevent bomb splinters puncturing the tanks meant the standard spiral stair could not be used and Shell designed a new method of egress to the roof.<sup>42</sup>

18<sup>th</sup> June draft specification for 3 IAFD include 2x 120,000 gallon and 40,000 gallon tanks, ethyl mixing plants and related storage and pump facilities.<sup>43</sup>

1<sup>st</sup> July a sketch of the Cootamundra property for 3 IAFD is produced.<sup>44</sup> This file contains sketch of many of the facilities showing exact locations.

14<sup>th</sup> July the RAAF begins the legal process of acquiring land for the extension of 3 IAFD to accommodate the drum storage facility.<sup>45</sup>

9<sup>th</sup> August nine of twelve construction contracts had been let and the other three were likely within weeks.<sup>46</sup>

14<sup>th</sup> August the State Government appears to accept the lease of the quarry reserve property to the Commonwealth without charge for the duration of the war. The file indicates that the Commonwealth moved immediately to acquire and use the site with the intention of purchasing the contiguous properties at a later date.<sup>47</sup>

26<sup>th</sup> August the Government advises Shell that the Ford V8 engines they require will be dispatched from the US by September.<sup>48</sup> Presumably these were for pumps.

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<sup>41</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] pp.172-174

<sup>42</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] pp. 145-46

<sup>43</sup> NAA: A705: 171/1/622: DWB[Director of Works and Buildings] - Property - Cootamundra NSW - Inland aircraft fuel depot - Acquisition of site[Property number 382] - Acquisition of drum storage site[Property number 692] - Acquisition of extension of site[Property number 1024][2cm]. 1941-1947 [1761596]

<sup>44</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p. 148

<sup>45</sup> NAA: A705: 171/1/622: DWB[Director of Works and Buildings] - Property - Cootamundra NSW - Inland aircraft fuel depot - Acquisition of site[Property number 382] - Acquisition of drum storage site[Property number 692] - Acquisition of extension of site[Property number 1024][2cm]. 1941-1947 [1761596]

<sup>46</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p. 118

<sup>47</sup> NAA: A705: 171/1/622: DWB[Director of Works and Buildings] - Property - Cootamundra NSW - Inland aircraft fuel depot - Acquisition of site[Property number 382] - Acquisition of drum storage site[Property number 692] - Acquisition of extension of site[Property number 1024][2cm]. 1941-1947 [1761596]

<sup>48</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p.111

27<sup>th</sup> August the estimate completion dates for the Cootamundra's tanks are No.1 (120k) 1/12/41, No. 2 (120k) 15/01/42 and No. 3 (40k) 30/01/42.<sup>49</sup>

10<sup>th</sup> September the minutes of the meeting of the RAAF, Army and two oil companies outline procedures including a brief mention of protective clothing being kept on site.<sup>50</sup>

7<sup>th</sup> November the Government has decided that Cootamundra will be filled from stocks held by Vacuum rather than Shell.

27<sup>th</sup> November Shell writes to the Government that Thompson's Engineering and Pipe Pty Ltd cannot supply the pumps before the 21<sup>st</sup> December which will mean difficulties filling tanks. The problem seems to be the low priority given by the Government to the order.<sup>51</sup>

An undated document but probably prior to filling tanks discusses the procedure for mixing lead with the petrol. It specifies two pairs of rubber gloves and a gas mask for blending. The staff will be trained by an oil company chemist and they will have to use the test 40,000 gallons within twelve months.<sup>52</sup>

## 1942

2<sup>nd</sup> January it is decided that only one of Cootamundra's main tanks will have splinter proof walls.<sup>53</sup>

8<sup>th</sup> January following discussions with the US there is a view that an additional 15m gallons will need to be stored in Australia but mainly in the north. It is proposed as part of this to expand Wagga to 1.250 m gallons – no mention of Cootamundra.<sup>54</sup>

10<sup>th</sup> January the RAAF fuel committee recommends a general expansion of fuel storage for IAFD sites and new sites. This includes the recommendation that Cootamundra:

*Increase from 280,000 gallons to 600,000 gallons. Physically suitable – easily distributed to E.A.T.S. Units in vicinity.*<sup>55</sup>

Note the acronym stands for the Empire Air Training Scheme.

During the period of the US discussions on storage there was much debate about the most efficient method of petrol storage and figures were produced which used a ton of steel as the benchmark due to it shortage in Australia. The best design appeared to be the Snider (a

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<sup>49</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p.110

<sup>50</sup> NAA: A1196: 23/501/57 PART 1: Distribution and Storage of Aircraft. Fuel and Oil Part 1. 1939-1942. [200070] photos DSC02058 to 60

<sup>51</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p. 82

<sup>52</sup> NAA: A1196: 23/501/57 PART 1: Distribution and Storage of Aircraft. Fuel and Oil Part 1. 1939-1942. [200070] Photo DSC02056

<sup>53</sup> NAA: A1196: 23/501/58 PART 1: I.A.F.D's Part 1 Inland Aircraft Fuel Depots. 1939-1942. [200072] p. 58

<sup>54</sup> NAA: A1196: 23/501/8: I.A.F.D's Part II Inland Aircraft Fuel Depots. 1941-1942 [200073]

<sup>55</sup> NAA: A1196: 23/501/8: I.A.F.D's Part II Inland Aircraft Fuel Depots. 1941-1942 [200073] p.194

Melbourne Co.) proposal for a concrete design. This was also popular with the US Army Air Force.<sup>56</sup>

19<sup>th</sup> January for noting in terms of restoration of the site. Red lead paint was specified for all steel.

26<sup>th</sup> January it is decided to securely fence all the drum storage in Cootamundra.<sup>57</sup>

28<sup>th</sup> February the Commonwealth Administrative Planning Committee met to consider expansion of the storage at IAFDs under the joint Australia-US account. Also in February they decided not to use existing oil company depots and would only build facilities on land the Commonwealth owned.<sup>58</sup> Shortly after the Air Board looked to expand Cootamundra, inter alia, to 600,000. They named in the same document the facilities required:

*....., each Depot consisting of three main large underground concrete tanks lined with steel and 40,000 gallon "Ethyl" mixing tank, together with ancillary "Ethyl" mixing plant, pumps, pipe lines, buildings, railway sidings, and receiving and dispatching points.*<sup>59</sup>

4<sup>th</sup> March specifications are released and a contract issued for underground storage of T.E.L. (Ethyl fluid) drums in all IAFDs including a tripod and block and tackle to raise the drums. This is the date of Cootamundra's order. They were to a Shell design that placed them 3'6" underground with steel and reinforced asbestos cover.<sup>60</sup> Was this ever built?

9<sup>th</sup> March Cabinet has agreed with the USAAF and RAAF on the storage expansion including Cootamundra and that concrete construction would be used due to steel plate shortages. The cost is to be shared between Australia and the US. BHP advised that Cootamundra would be 4<sup>th</sup> in line with Wagga, Parkes and Queanbeyan to received reinforcement rods for the concrete tank construction.<sup>61</sup>

23<sup>rd</sup> March a conference with the oil companies and RAAF determined that the water jacket concrete design would not suit all IAFD for the expansion and they decided to urgently plan to change to 'black' sheet steel lined concrete tanks.<sup>62</sup>

6<sup>th</sup> April another conference of Interior ministry, oil companies and RAAF decided that the lined concrete tank had too many risks particularly whether the sheet welding could be done given the amount of skilled labour available for such specialized thin sheets. They decided to dump the design and go with welded tanks and immediately rang BHP. It required removing 600

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<sup>56</sup> NAA: A1196: 23/501/8: I.A.F.D's Part II Inland Aircraft Fuel Depots. 1941-1942 [200073] pp. 173 - 190

<sup>57</sup> NAA: A1196: 23/501/8: I.A.F.D's Part II Inland Aircraft Fuel Depots. 1941-1942 [200073]

<sup>58</sup> NAA: A1196: 23/501/57 PART 1: Distribution and Storage of Aircraft. Fuel and Oil Part 1. 1939-1942. [200070]

<sup>59</sup> NAA: A1196: 23/501/57 PART 1: Distribution and Storage of Aircraft. Fuel and Oil Part 1. 1939-1942. [200070] photo DSC02045

<sup>60</sup> NAA: A1196: 23/501/8: I.A.F.D's Part II Inland Aircraft Fuel Depots. 1941-1942 [200073] pp. 70-72

<sup>61</sup> NAA: A1196: 23/501/8: I.A.F.D's Part II Inland Aircraft Fuel Depots. 1941-1942 [200073] pp.127-138

<sup>62</sup> NAA: A1196: 23/501/8: I.A.F.D's Part II Inland Aircraft Fuel Depots. 1941-1942 [200073] p. 116

tons of plate from naval work to get the first tanks started. Later in April they decided to still build two sheet steel lined tanks as an experiment. One of these was to be Wagga. Meanwhile BHP were ready to deliver 350 tons of 1/4" plate a month.<sup>63</sup>

30<sup>th</sup> April the site is inspected by Department of the Interior and the Air Board and the decision was made to start the site extensions to 3IAFD immediately and begin the land acquisition process from Ward and Flaus (? Spelling).<sup>64</sup>

25<sup>th</sup> May they are finding impossible to locate Ford V8 engines and radiators to drive the pumps for the new installations and are looking for alternatives. They canvassed a number of alternatives including rebuilt Fordson Tractors, Malcolm Moore and an offer by Southern Diesel Engines to build some. They finally had to accept reconditioned engines but by June they had Chevrolet V8s. There seem to be far less trouble getting the centrifugal pumps driven by these engines as Robison Bros. & Co. (1935) said they would supply their brand on time. Curiously on page 49 the table showed Cootamundra not using any of this equipment.<sup>65</sup> Many of the IAFD pumps were driven by Hillman Minx motors.

1<sup>st</sup> June Shell Co. commenced its contract for inspection and maintenance of 3IAFD in Cootamundra. Shell took all the Qld, NSW and Tasmanian IAFDs while Vacuum (EXXON/Mobil) services Victoria, South Australia and WA.<sup>66</sup>

11<sup>th</sup> July suddenly there were Ford V8 available from Geelong which was just as well because the Chevrolet engines suddenly became unavailable. By August this was all countermanded and they were back to Chev. Around this time they were issuing drawings for the pump house layout including engine and pump configurations...<sup>67</sup>

12<sup>th</sup> August 1942 Vacuum writes to government to say that with two Queensland exceptions the proposed tunnels from tanks to pump house for piping and valve ventilation were impractical and expensive in the terrain of the existing facilities. The maximum proposed length of one was 100' and this was dismissed as impractical. Around this time the specification for water and power were described Cootamundra was to have town water through a 4" pipe and town main power with 13 lights and 1 power point.<sup>68</sup>

11<sup>th</sup> September the progress report shows that Cootamundra's extension tanks had the concrete floor of No. 4 tank complete but progress was retarded by a shortage of aggregate (ironic given the

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<sup>63</sup> NAA: A1196: 23/501/8: I.A.F.D's Part II Inland Aircraft Fuel Depots. 1941-1942 [200073] p. 88-102

<sup>64</sup> NAA: A705: 171/1/622: DWB[Director of Works and Buildings] - Property - Cootamundra NSW - Inland aircraft fuel depot - Acquisition of site[Property number 382] - Acquisition of drum storage site[Property number 692] - Acquisition of extension of site[Property number 1024][2cm]. 1941-1947 [1761596]

<sup>65</sup> NAA: A1196: 23/501/8: I.A.F.D's Part II Inland Aircraft Fuel Depots. 1941-1942 [200073] pp.57-88

<sup>66</sup> NAA: A1196: 23/501/102: IAFD [Inland aircraft fuel deposits] Maintenance contract. 1940-1947 [200084]

<sup>67</sup> NAA: A1196: 23/501/58 PART 3: I.A.F.D's Part 3 Inland Aircraft Fuel Depots. 1942-1943 [200074] p.119

<sup>68</sup> NAA: A1196: 23/501/58 PART 3: I.A.F.D's Part 3 Inland Aircraft Fuel Depots. 1942-1943 [200074] pp. 86-98

tank farm was built of a quarry). By the 18<sup>th</sup> the floor of No. 4 was finished and they were awaiting completion of No. 3 floor but no progress on steel shell.<sup>69</sup>

15<sup>th</sup> October is the date they estimated the Cootamundra extension tank would be filled.<sup>70</sup>

2<sup>nd</sup> November the Commonwealth suggests that as it needs to acquire additional land adjacent to the 3IAFD site for both the underground tanks (Mrs. Ward) and the drum storage facility (leased from Mr. F. J. Haisall) that it should purchase the original site (State of NSW). To that point the land was subject to hiring by the NSW Line of Communications Area under National Security (General) Regulation R.55 8<sup>th</sup> July 1942.<sup>71</sup>

30<sup>th</sup> December estimated date to fill first new large tank with the second on 07-01-43.<sup>72</sup>

## 1943

30<sup>th</sup> May a technical instruction (No. 61) on tank construction is issued which explains how the tanks were welded.<sup>73</sup>

23 June advice provided that trained dogs are being used guard operations at Cootamundra.<sup>74</sup>

1<sup>st</sup> December there is substantial debate about why some projects in NSW carried out by State instrumentalities went so far over budget compared to other states and NSW IAFD. Cootamundra was not significantly over budget.<sup>75</sup>

## 1944

21<sup>st</sup> January Cootamundra is reported to be in use or ready for use with minor works to be done.<sup>76</sup>

21<sup>st</sup> March the process of returning the drum storage site to F. J. Haisell commences and includes the latter's claims for compensation from damage done. The dispute with him goes back to 1943 and the use of the site for petrol drums and the effect of the inevitable leakage on his pasture. The Department made much of the improved fencing though this was of little value to Haisell as the Army sought to remove him from his entire property.<sup>77</sup>

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<sup>69</sup> NAA: A1196: 23/501/58 PART 3: I.A.F.D's Part 3 Inland Aircraft Fuel Depots. 1942-1943 [200074] p.85

<sup>70</sup> NAA: A1196: 23/501/58 PART 3: I.A.F.D's Part 3 Inland Aircraft Fuel Depots. 1942-1943 [200074] p.100

<sup>71</sup> NAA: A705: 171/1/622: DWB[Director of Works and Buildings] - Property - Cootamundra NSW - Inland aircraft fuel depot - Acquisition of site[Property number 382] - Acquisition of drum storage site[Property number 692] - Acquisition of extension of site[Property number 1024][2cm]. 1941-1947 [1761596]

<sup>72</sup> NAA: A1196: 23/501/58 PART 3: I.A.F.D's Part 3 Inland Aircraft Fuel Depots. 1942-1943 [200074] p.34

<sup>73</sup> NAA: A1196: 23/501/58 PART 4: I.A.F.D's Part 4 Inland Aircraft Fuel Depots. 1943-1946 [200075] pp. 255-256

<sup>74</sup> NAA: A1196: 23/501/58 PART 4: I.A.F.D's Part 4 Inland Aircraft Fuel Depots. 1943-1946 [200075] pp. 255-256

<sup>75</sup> NAA: A1196: 23/501/58 PART 4: I.A.F.D's Part 4 Inland Aircraft Fuel Depots. 1943-1946 [200075] pp. 176

<sup>76</sup> NAA: A1196: 23/501/58 PART 4: I.A.F.D's Part 4 Inland Aircraft Fuel Depots. 1943-1946 [200075]pp. 255-256

<sup>77</sup> NAA: SP16/4: 2171: Hire of part of portion 534, Parish of Cootamundra - FJ Haisell [Hire of above property by the Australian Military Forces. Property owned by Frederick James Haisell and required as a petrol drum storage area by RAAF No 3 IAFD (Inland Aircraft Fuel Deposit), Cootamundra] [2cm]. 1942-1944 [3225835]

6<sup>th</sup> May a list of minor outstanding works at Cootamundra is outlined.<sup>78</sup>

7<sup>th</sup> June Cootamundra is listed with 16 other IAFDs for closure. The attached table indicates that the two recently completed large (300k) tanks may not have been filled.<sup>79</sup>

6<sup>th</sup> July Full instructions for closure of tanks and equipment at IAFDs.<sup>80</sup>

18<sup>th</sup> August the Government decides it is no longer necessary to dull paint fuel tanks due to the changed strategic circumstances.<sup>81</sup>

1<sup>st</sup> September Cootamundra is still open because it contains stocks.<sup>82</sup>

30<sup>th</sup> October the Department of Interior made estimates of the completed capital value of all IAFDs to determine the maintenance and inspection contracts. Cootamundra was estimated £42,605.

## 1945

18<sup>th</sup> July the Department of Interior reports that the oil companies contracted to carry out inspection and maintenance of all IAFDs (Vacuum Oil and Shell Co.) have completed closure of all facilities and now seek to clarify what further maintenance will be required.<sup>83</sup>

87<sup>th</sup> August the Air Board lists the IAFD it recommends for disposal and those for retention due to possible post-war uses and strategic value.<sup>84</sup>

## 1946

Photo of the Cootamundra Welding Company 92-96 Parker Street. This company was capable of the tank and pipework.<sup>85</sup> They were still there in 1956 according to SMH 8-11-56: *Earl Douglas, carrying on business as COOTAMUNDRA WELDING COMPANY at 92-96 Parker.*

In 1947 the company was making steel furniture and pipe fabrications. The *Herald* said the venture had come about through the meeting of L. O. Hiscock, a welder of Sydney and A.E. Douglas, previously a farmer of Muttama during the war when they were on essential industries.<sup>86</sup> So this company was not involved as it was only formed the previous year but how did Hiscock meet Douglas?

24<sup>th</sup> January to 27<sup>th</sup> February Mr. R. G. Dear of Mt. Coglin, Junee Road Cootamundra is appointed caretaker for the 3 IAFD site. He is given a complete inventory of the site's equipment and

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<sup>78</sup> NAA: A1196: 23/501/58 PART 4: I.A.F.D's Part 4 Inland Aircraft Fuel Depots. 1943-1946 [200075] pp. 149

<sup>79</sup> NAA: A1196: 23/501/58 PART 4: I.A.F.D's Part 4 Inland Aircraft Fuel Depots. 1943-1946 [200075] pp. 136-140

<sup>80</sup> NAA: A1196: 23/501/58 PART 4: I.A.F.D's Part 4 Inland Aircraft Fuel Depots. 1943-1946 [200075] pp. 107-110

<sup>81</sup> NAA: A1196: 23/501/58 PART 4: I.A.F.D's Part 4 Inland Aircraft Fuel Depots. 1943-1946 [200075]

<sup>82</sup> NAA: A1196: 23/501/58 PART 4: I.A.F.D's Part 4 Inland Aircraft Fuel Depots. 1943-1946 [200075] p. 88

<sup>83</sup> NAA: A1196: 23/501/102: IAFD [Inland aircraft fuel deposits] Maintenance contract. 1940-1947 [200084]

<sup>84</sup> NAA: A1196: 23/501/225: Disposal of inland aircraft fuel depots - Policy [9 pages]. 1945-46 [200100] Photo DSC02189-91

<sup>85</sup> UK (19-- ) Cootamundra District - A photographic History. Vol. III

<sup>86</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Wednesday 30 July 1947, page 2



layout drawings. The layout clearly shows the schematic locations of the five tanks, piping and buildings. There was a dispute with the Commanding Officer RAAF Cootamundra who appeared to be still using the site and he refused to hand over keys to the caretaker and that the latter had to time site visits to suit the RAAF. The Department of the Interior considered cancelling the caretaking contract.<sup>87</sup>

Dear had been a stalwart of both the local ALP Branch and the Australian Railways Union but also found time to rear chooks and porkers for the local show and supply screened gravel to the LGA.

15<sup>th</sup> February *After nine years in Cootamundra. Mr. J. C. Lorger, formerly of the Shell Depot, for the last three years superintendent for the Pool Petroleum at Cootamundra, leaves next Monday for the Sydney office of the Shell. Co. The P. and C. has to find a new secretary, and Cootamundra generally will miss this esteemed resident. The family hope to settle at Burwood.*<sup>88</sup> Pool Petroleum Ltd. Was not a government organisation but an initiative of the oil companies after the Japanese occupied the Balikpapan oil fields in NEI (modern day Indonesia) and thereby cut off the closest reliable supply of crude and refined product. The oil majors divided the work of distribution and marketing of the rationed product between themselves in this overarching company.<sup>89</sup> Similar processes went on with wool buying and other imports and exports.

9<sup>th</sup> April 1946 the Department determines that it will keep and maintain 3IAFD, along with others, for post-war strategic use. The remainder were to go to Commonwealth Disposals.<sup>90</sup>

31<sup>st</sup> July the *Herald* reports:

*In acquiring the 14,300-ton British tanker. 'St. Anglen.' last week, the Australian Motorists Petrol Co. Ltd. and its subsidiary. Alba Petroleum Co. of Australia Pty. Ltd. will be the first fuel companies to operate a vessel under Australian control since the termination of hostilities. The managing director (Mr. W. G. Walkley with Sir George Wales, a director of the company, is in England. assisted the acting managing director Mr. W. A. O'Callaghan) last week that negotiations had been finalised for the ship to trade between Australia and the British oil possessions in the Persian Gulf. He also intimated he was conferring with English shipping authorities to acquire a similar vessel to assist the 'St. Anglen.' .....Furthering a policy of decentralisation, the company recently purchased from the Disposals Commission, eight inland 'A' class bulk fuel depots, capable of storing, 500,000 gallons of fuel. These*

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<sup>87</sup> NAA: A705: 171/105/100: DWB [Director of Works and Buildings] - Property - Cootamundra NSW - Inland Aircraft Fuel Depot - Utilisation and guarding of property [2cms]. 1946-1947. [1761608]

<sup>88</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Friday 15 February 1946, page 2

<sup>89</sup> NAA: A1196: 23/501/175: Pool Petroleum Pty. Ltd. Formation of. 1942-1942. [200092]

<sup>90</sup> NAA: A1196: 23/501/102: IAFD [Inland aircraft fuel deposits] Maintenance contract. 1940-1947 [200084]

*depots, at Grafton. Tamworth. Dubbo. Muswellbrook. Parkes, Wallerawang. Cootamundra and Wagin; which were used by the R.A.A.F. to store reserve emergency fuel, will allow the company almost unlimited storage when the tanker begins running, should another emergency arise, the company is honored to return the depots to the Government.*<sup>91</sup>

## 1947

19<sup>th</sup> June the site of 3IAFD is transferred to the Australian Motorists Petroleum Co. Ltd. (AKA AMPOL) in Comm. Gaz. No. 111.<sup>92</sup> There had been some delay on the title transfer even after AMPOL had paid the £1,000 deposit earlier in the year. The price for the sites was not clear in this documentation but may have been as little as £7,000.<sup>93</sup>

## 1948

4<sup>th</sup> May *Mr. Joe Bladwell, Superintendent of the Shell Coy's Depot at South Gundagai has been transferred to Cootamundra.*<sup>94</sup>

## 1949

Council received a report from the Engineer that the mains had been extended to AMPOL's depot.<sup>95</sup>  
This means there was no electricity there prior to this?

25<sup>th</sup> October the *Herald* announces that the extensions to the AMPOL depot have been completed.<sup>96</sup>

The *Sydney Morning Herald* has a feature article of Cootamundra boy W. M. Leonard who is now the head of AMPOL.<sup>97</sup>

## 1950

28<sup>th</sup> March Mr. Keith Alford, zone manager for Ampol Petroleum for the Southern half of the State, and his good wife, are new Cootamundra residents.<sup>98</sup>

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<sup>91</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Wednesday 31 July 1946, page 4

<sup>92</sup> NAA: A705: 171/1/622: DWB[Director of Works and Buildings] - Property - Cootamundra NSW - Inland aircraft fuel depot - Acquisition of site[Property number 382] - Acquisition of drum storage site[Property number 692] - Acquisition of extension of site[Property number 1024][2cm]. 1941-1947 [1761596]

<sup>93</sup> NAA: A705:171/94/49. DWB [Director of Works and Buildings] - Property - Tamworth NSW - Number 20 IAFD [Inland Aircraft Fuel Depot] - Acquisition of site. 1942-1947 [1758209]

<sup>94</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Tuesday 4 May 1948, page 2

<sup>95</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Tuesday 25 October 1949, page 4

<sup>96</sup> *Cootamundra Herald* (NSW : 1877 - 1954) Tuesday 25 October 1949 p 4 Article

<sup>97</sup> *Sydney Morning Herald* (NSW : 1842 - 1954), Thursday 27 October 1949, page 2

<sup>98</sup> *Cootamundra Herald* (NSW : 1877 - 1954), Tuesday 28 March 1950, page 2

**8.3.3 INQUIRY - SUPPORT FOR DROUGHT AFFECTED COMMUNITIES**

DOCUMENT NUMBER	316605
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**That a submission be prepared for the NSW Government Inquiry into support for drought affected communities in NSW, recommending:**

- (a) The NSW Government consider rate relief for rural businesses as a form of support for drought affected communities.**
- (b) That the NSW Government provide financial and administrative support to local Councils to enable them to implement the relief without incurring additional costs for ratepayers.**

Introduction

On 25<sup>th</sup> September, 2019 the New South Wales (NSW) Government commenced an Inquiry into support for drought affected communities in NSW.

The Terms of Reference for the inquiry are below. Council has been requested to make a submission by 29<sup>th</sup> November, 2019. Other community members and groups are also able to make submission.

The Committee on Investment, Industry and Regional Development inquire into and report on the impacts of drought on regional NSW and identify potential government action with particular reference to regional businesses, economies and communities including:

- (a) population loss and loss of key trades, skills and businesses, and community services such as schools and medical services;
- (b) business debt finance and responses of financial companies to the impact of drought;
- (c) direct and indirect impacts of drought on businesses and industries;
- (d) transition and recovery from drought when drought conditions begin to improve;
- (e) preparedness for future drought events;
- (f) assessment of current Government programs;

- (g) temporary relief from state taxes, charges and levies for drought affected businesses;
- (h) capacity and coordination of town water supplies and further recycling opportunities;
- (i) particular impacts on Indigenous communities; and
- (j) any other related matter.

### Discussion

Given that rates form a large expense to residents, rural landholders and business (often it represents the largest single account a business might pay each year), consideration should be given to how Council can influence the State Government to reduce the impact of these costs on drought affected communities.

Effectively, legislation prohibits reducing rates levied & payable. The only concession the Local Government Act, 1993 (the Act) allows Councils to provide currently is pension concession, the amounts and eligibility details of which are prescribed by the Act. Full rates are levied as per legislation, then the concession is applied. This is then 55% funded to Councils by the NSW Government.

There are provisions in the Act for postponement of rates, but this specifically applies only to properties where surrounding development has greatly increased the value of land that has existed for a long time.

Being not legal, there's no provision in Councils' finance and rating systems for calculating or processing any other concession or rebate.

As such any provision for rates relief due to drought would need to be a scheme of direct cash operating grant funding from Government to Councils for rates foregone, plus the cost of administration, writing and implementation of IT system changes and programs. There would need to be details provided by the government on eligible assessments and amounts.

**8.3.4 EVERYONE CAN PLAY APPLICATION - LINDLEY PARK SOUTH GUNDAGAI**

DOCUMENT NUMBER	316607
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	An estimated \$50,000 across Council's budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Lindley Park Concept Plan <a href="#">↓</a>

**RECOMMENDATION**

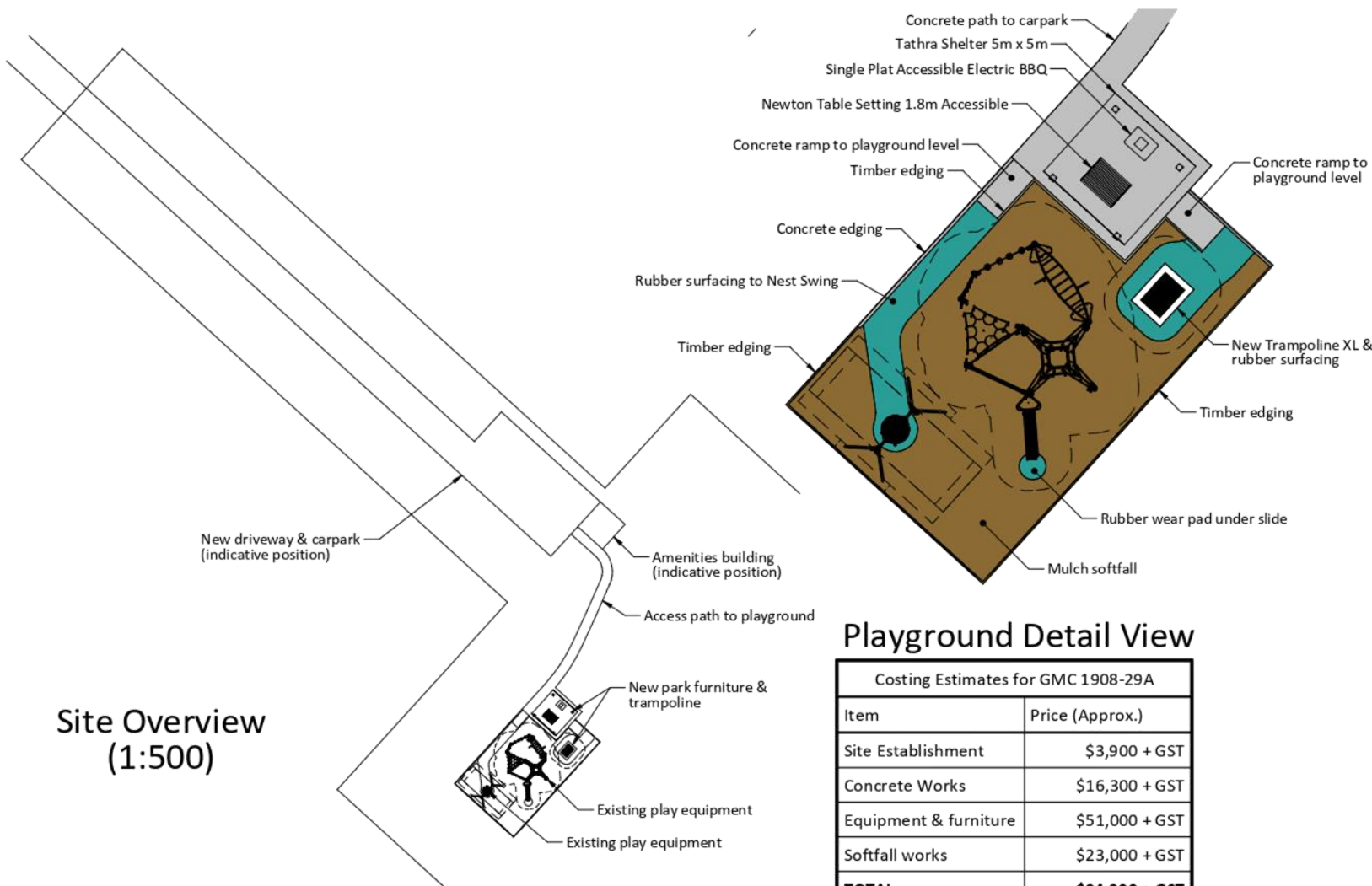
**Council endorse a matched application for funding for Lindley Park South Gundagai to the Everyone Can Play Grants.**

Introduction

Lindley Park, South Gundagai has a playground which was installed with funding from the NSW Government in 2019. Subsequently Council purchased 48 Mount Street to enable drainage issues at that site to be rectified and the construction of a carpark and pedestrian access be undertaken.

Discussion

Council will be required to budget for drainage and parking area works at the site. These have been estimated by our engineer at approximately \$50,000. It is suggested that these works could form Council's matched contribution into a funding application for the Everyone Can Play application therefore allowing funds to be leveraged to also provide additional facilities at the site including areas of rubber softfall, shade, seating and drinking water. These additional requirements for the site (excepting softfall) have been identified by site users including the South Gundagai Public School. It is appropriate to include rubber softfall since access is the major requirement of the funding program. Whilst the October, 2019 meeting of the Access and Inclusion Advisory Committee did not achieve a quorum, members were canvassed and support for the application is offered.



Playground Detail View

Costing Estimates for GMC 1908-29A	
Item	Price (Approx.)
Site Establishment	\$3,900 + GST
Concrete Works	\$16,300 + GST
Equipment & furniture	\$51,000 + GST
Softfall works	\$23,000 + GST
TOTAL	\$94,200 + GST





## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 DEVELOPMENT APPLICATIONS APPROVED OCTOBER 2019

DOCUMENT NUMBER	315750
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b> 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with the provisions of the Environmental Planning and Assessment Act, 1979 and related regulations.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

The information on Development Applications approved in October, 2019 be noted.

#### Introduction

The Development Applications Approved in October, 2019 report is submitted for the information of Council and community in regard to development applications processed.

#### Discussion

The following development applications were approved by Cootamundra-Gundagai Regional Council in October, 2019.

APP. NO.	PROPOSED BUILDING	STREET NAME
DA2019/135	Alteration & additions	Yass Road
DA2019/133	Shed	Boundary Road
DA2019/132	New Awning	Warren Street
DA2019/131	New signage	Landon Street
DA2019/130	Change of Use	Ursula Street
DA2019/129	Shed	Thompson Street
DA2019/127	Dwelling	Bartley Street

DA2019/126	Shed	Willis Street
CDC2019/29	Inground Swimming Pool	Mount Street
CDC2019/28	Conversion	Merle Avenue
CDC2019/27	New verandah	Parker Street
CDC2019/26	Garage	McConaghy Street
CDC2019/25	Inground Swimming Pool	Tarrabandra Road

**VALUE OF WORK REPORTED TO THIS MEETING:** \$530,620.00

**VALUE OF WORK REPORTED YEAR TO DATE :** \$5,669,458.00

*THIS TIME LAST YEAR:*

*VALUE OF WORK –October 2018 - \$ 2,415,012.00*

*VALUE OF WORK – YTD 2019 - \$4,865,917.00*

**8.4.2 ADOPTION OF COOTA 2050 STRATEGY**

DOCUMENT NUMBER	316431
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b>  2.2 Strategic land-use planning is co-ordinated and needs-based
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**

**Council adopt the Coota 2050 Strategy.**

Introduction

The Coota 2050 Strategy was developed following considerable community consultation as part of the suite of Council's strategic landuse documents. At the September, 2019 meeting Council resolved (335/2019) to place the Strategy on public exhibition for a period of 28 days. The document was placed on exhibition accordingly. This report presents Council the outcomes of that exhibition.

Discussion

In accordance with the resolution of Council the Coota 2050 Strategy was placed on public exhibition from Friday, 4<sup>th</sup> October until 1<sup>st</sup> November, 2019. Three submissions were received as a result of the exhibition. The submissions raised a number of points including:

- the need for Council to actively promote the area as this has not occurred well enough in the past. The unique location of Cootamundra makes it attractive to a variety of people with ease of access to major centres, good train connectivity and well laid out streets;
- the availability of vacant NSW Government office space should be promoted along with the locational benefits of Cootamundra;
- the advantage that Cootamundra has in relation to access to Wagga Wagga by offering cheaper land and availability of land for manufacturing and industrial uses;
- rather than precincts Council consider connections between areas to avoid exclusivity and encourage diversity;
- consideration to offering incentives for maintenance of vacant buildings within the CBD area;

It is encouraging to see that the community is actively engaging in development with Council to develop strategies to guide the future development of the local area. The themes and ideas put forward in the submissions to the Coota 2050 Strategy are able to be incorporated into Council's local strategic planning statement which is currently under development.

**8.4.3 ADOPTION OF RURAL LANDS STRATEGY**

DOCUMENT NUMBER	316481
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b>  2.2 Strategic land-use planning is co-ordinated and needs-based
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****Council adopt the Rural Lands Strategy**Introduction

This report is presented to Council for the adoption of the Rural Lands Strategy following public exhibition.

Discussion

The Rural Lands Strategy was developed following considerable community consultation during 2018 and 2019. The Strategy forms part of Council's suite of strategic landuse planning documents.

At the September, 2019 meeting Council resolved (331/2019) to place the strategy on public exhibition for a period of 28 days; accordingly the document was placed on public exhibition from 4<sup>th</sup> October until 1<sup>st</sup> November, 2019. No submissions were received as a result of that exhibition

#### 8.4.4 CONTROL OF PUBLIC RESERVE 88379 - CORNER GUNDAGAI AND JUGIONG ROADS COOTAMUNDRA

DOCUMENT NUMBER	316572
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### RECOMMENDATION

1. Council accept the appointment of Land Managers of Public Recreation Reserve;
2. An additional purpose for Environmental Protection and Sustainable Grazing as a Reserve Purpose (on the condition that the grazing area is fenced out of environmental protection area) be permitted.

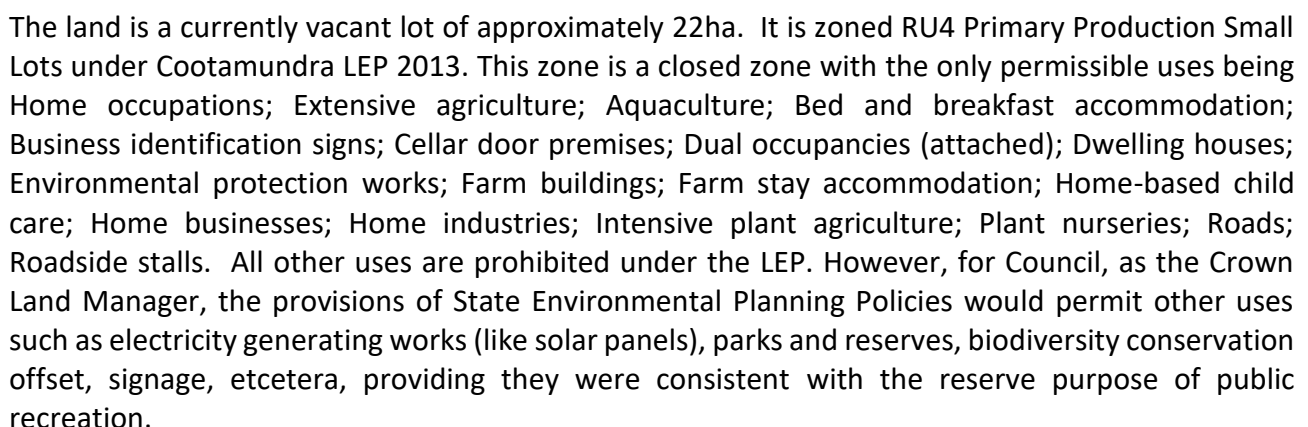
#### Introduction

This matter was reported to the September, 2019 meeting of Council where it was resolved (resolution 332/2019) that further investigation be undertaken with a report containing more comprehensive information on option regarding the use of the land be prepared and submitted for the consideration of Council.

#### Discussion

Council received a request from Department of Planning Industry and Environment, Crown Land to take over the management of Reserve 88379 comprised in Lot 7022 DP94977. The purpose of the land is Public Recreation Reserve and, under the Local Government Act, 1993, will vest in Council. In order for Council to take over the management of this parcel a resolution of Council is required.





Alternatively Council may wish to lease all or part of the site for the purposes of extensive agriculture noting the size of the lot, the presence of a dam and its current unused status. If Council were to pursue this avenue any expression of interest documentation would need to set out the responsibilities of the lessee such as weed control, fencing, protection of biodiversity areas, etc. These responsibilities would then continue into a licence or lease agreement.

The site mapped as being affected by Terrestrial Biodiversity (although the type of vegetation is not noted) in the area generally timbered as shown on the north east corner of the lot. If Council were to resolve to take on the management a plan of management for the site will need to be developed, including measures for managing any potential impact of activities on the mapped area of biodiversity.

If Council does agree to assume the role of land manager, Council will be responsible for drafting the plan of management, calling for expressions of interest and legal costs associated with the drafting of lease agreement. However, Council will also be able to collect lease fees and have an existing, vacant block of land under active management; including weed control, fire reduction and biodiversity management. The leasing of whole or part of the site would provide an additional income stream for Council as well as reducing Council's liability in localised weed management and bush fire risk reduction.

**8.4.5 PLANNING PROPOSAL NO 4 TO GUNDAGAI LOCAL ENVIRONMENTAL PLAN**

DOCUMENT NUMBER	316574
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b>  2.2 Strategic land-use planning is co-ordinated and needs-based
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**

- Council proceed with the amendment to Schedule 1 of Gundagai Local Environmental Plan 2011 to permit health consulting rooms at 236 Punch Street Gundagai, Lot 2 DP 634697 and defer the remainder of Planning Proposal No 4 until the matters raised by NSW Planning Industry & Environment (Biodiversity and Conservation Division) have been resolved.**
- That Gundagai Local Environmental Plan be amended as follows:**  
**Schedule 1 Additional Permitted Uses**  
**1. Use of certain land at 236 Punch Street, Gundagai**  
**This clause applies to land at 236 Punch Street, Gundagai being Lot 2 DP634697.**  
**Development for the purpose of health consulting rooms is permitted with development consent.**

Introduction

At its meeting held on 24<sup>th</sup> April, 2018 Council resolved (77/2018) to support a planning proposal which seeks to achieve a range of outcomes, including rezoning the villages of Coolac and Nangus, rezoning the rural community of Tumblong, amending the RU5 – Village Zone land use table, adding an additional permitted use to Schedule 1 and correcting elements of Schedule 5 and associated mapping. As a result of agency consultation the NSW Planning Industry & Environment (Biodiversity and Conservation Division) raised matters that need to be resolved.

Discussion

Planning Proposal No 4 to Gundagai Local Environmental Plan included rezoning of areas around the villages of Coolac and Nangus, some rezoning around Tumblong, correcting some anomalies of Schedule 5 listing of Items of Environmental Heritage and an additional permitted use in Schedule 1 for health consulting rooms for a site at 236 Punch Street, Gundagai.

In accordance with the gateway determination issued by NSW Planning Industry & Environment Council placed the planning proposal on exhibition and consulted with identified agencies. The Biodiversity and Conservation Division of NSW Planning Industry & Environment raised some matters in regard to the proposed rezonings contained within the Planning Proposal. Accordingly, Council is unable to proceed with the planning proposal until such time as the matter raised by agencies have been resolved, or all reasonable attempts have been made to resolve the issues.

The inclusion of an additional permitted use into Schedule 1 for health consulting rooms at 236 Punch Street, Gundagai is not contained in the matters raised by the Biodiversity and Conservation Division. As this matter has been ongoing for over 18 months and is not subject to resolution of matters of concern, to facilitate the development and use of the aforementioned health consulting rooms and support local small business agreement was sought from NSW Planning Industry & Environment to proceed with the proposal to include this additional use and defer the remainder of Planning Proposal No 4 pending the resolution of the matters raised by the Biodiversity and Conservation Division.



Noting that the advice from the Biodiversity and Conservation Division was received less than four days prior to the drafting of this report and the last of the agency consultations to be received, there has been insufficient time to resolve the matters prior to this Council meeting. It is unclear how long resolution of the matters will take and rather than extend the period in which the consulting rooms cannot operate legally it is preferable that this portion of Planning Proposal No 4 to the Gundagai Local Environmental Plan proceed as expeditiously as possible as it is the only item in the planning proposal that is subject to time pressures at this stage.

## **8.5 REGULATORY SERVICES**

Nil

## 8.6 ASSETS

### 8.6.1 CONCEPT DESIGN REPORT, COOTAMUNDRA WATER SUPPLY SYSTEM RECHLORINATION AND RESERVOIR REVIEW

DOCUMENT NUMBER	316566
REPORTING OFFICER	Ganesh Ganeshamoorthy, Manager Assets
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b>  3.1 The natural environment is valued and protected
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. Cootamundra Chlorination Strategy (under separate cover)  2. Reservoir Rechlorination (under separate cover) 

## RECOMMENDATION

**The Concept Design Report – Cootamundra Supply System Re-chlorination and Reservoir Review be received and noted.**

### Introduction

Cootamundra Gundagai Regional Council (CGRC) engaged Viridis Consultants to review the storage capacity and the re-chlorination requirements for the Cootamundra Water Supply system following on from an earlier Study “*Cootamundra Chlorination Strategy*” undertaken during 2018. This study was completed and the final report, “*Concept Design Report – Cootamundra Supply System Re-chlorination and Reservoir Review*” was submitted by Viridis with recommendations in November, 2019.

### Discussion

Cootamundra-Gundagai Regional Council supply reticulated water to 5,600 customers in the township of Cootamundra through one single water supply system. Council purchases bulk potable water from Goldenfields Water County Council and stores it in two reservoirs with a total capacity of 5.3 Megalitres (ml). These reservoirs are currently operated at a maximum of 60% of capacity to manage pressure within the reticulation network. Residual disinfectant concentration is not constant and decreases as water residence time increases. Further, as water travels through the reticulation pipe network residual concentration of the disinfectant declines. Disinfectant loss lead to potential increase and accumulation of microorganisms in the water or in the pipe wall thus causing bacteriological contamination to occur with the water supply system.





**Pressure Control Valve**

Storage requirements were reviewed for the Cootamundra system, with a total of 4.99ml of storage recommended to account for operation and incident management. This is less than the total reservoir capacity of the system although greater than the current usable volume of the reservoir.

In order to provide appropriate storage volume, installation of pressure control valve at each reservoir is recommended. This will allow the full volume of the reservoir to be utilised. Implementation of this proposal with pressure control valve with bypass at both reservoir sites is recommended at a capital cost of \$68,600.

**Handover Monitoring Point**

*Cootamundra Chlorination Strategy* also recommended the implementation of a handover monitoring station to enable verification that water received from Goldenfields Water County Council is compliant with the Bulk Water Supply Agreement and so enable prompt corrective actions for any out-of-specification water. The report contains the recommended implementation of monitoring system from parameters such as free chlorine, total chlorine and pH at the two handover points. Implementation of this system will require capital investment of \$76,000.

**Implementation of Re-chlorination**

The previous report *Cootamundra Chlorination Strategy (2018)* recommended the implementation of re-chlorination at each reservoir using sodium hypochlorite. This report recommends that a chlorination system recirculates water in the reservoir to maintain a stable chlorine residual within the reservoir. Implementation of this system will require capital investment of \$264,200.

The estimates provided in the above mentioned report are Budget Estimate with a range of accuracy of -10% to +25%. Once Council resolves to implement the provisions detailed in this report further approval will be sought and relevant Council Procurement Policy will be adopted.

## 8.7 CIVIL WORKS

### 8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - NOVEMBER 2019

DOCUMENT NUMBER	316339
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b>  3.2 Our built environments support and enhance liveability
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 Civil Works and Technical Services Report for the month of November, 2019 be received.**

#### Introduction

This report provides a detailed update of the Civil Works and Technical Services Departments works undertaken for the month of November, 2019.

#### Discussion

Shoulder grading and table drain maintenance has been completed on Dudauman Road and a section of Muttama Road between Jugiong Road and the Model Aero Club State Flying Field.

Gravel resheeting and maintenance grading has been completed at Wambidgee Road and Hoares Lane and is now progressing along the Old Hume Highway. The grader and stabiliser crew have completed work on Soldier Settlers and Sommerset Roads of improvements to pavement condition and shape. Works are currently in progress at Bridge Street, Muttama.

Work has recommenced on Adjungbilly Road with rock lining of table drains continuing in preparation of final stabilisation and sealing prior to Christmas.

Work is underway on the extensions to the taxiway at the Cootamundra aerodrome. Work to date has seen the taxiway formed up and culverts installed. Sealing of this work will take place later in November, 2019. This work is being done to assist with the refilling of water tankers by the Rural Fire Service when required for firefighting purposes.

Council's resealing contractor, Boral, has commenced resealing on this year's prioritised roads. Roads already sealed include: Forsyths Lane and Cullinga, Yeo Yeo Hampstead and West Jindalee

Roads, and some town streets. This work will continue intermittently over the next few months until all of the current prioritised roads have been sealed.

Works are continuing at the intersection of Sheridan and West Streets, Gundagai with drainage now complete. Concrete kerb and gutter has been installed and the shoulders have been backfilled with asphalt placed in those areas.

In Gundagai, work is nearing completion at O'Hagan Street where a 600 mm stormwater pipe is being installed to address ongoing issues with localised flooding. Preliminary works are in progress at Tor Street with services located and design modified in preparation for new kerb and gutter and stormwater drainage installation. Work has commenced on the drainage improvements on Boundary Road. Works have seen excavation undertaken in preparation for construction of the concrete dish drain which will replace the existing open drain.

Patching around the bitumen road network is being undertaken as required. Road side spraying and slashing has also been completed where required, and as weather conditions permit, around the Council area.

Preliminary works are proceeding with the Roads and Maritime Services in readiness for upgrading of the Olympic Highway, Cootamundra from Back Bawlin and Dirnaseer Roads. The first part of this work will involve culvert replacement and some tree removal and is expected to commence late November, 2019.

**8.7.2 COUNCIL MINI HIACE BUS COMMUNITY USAGE REVIEW**

DOCUMENT NUMBER	316466
REPORTING OFFICER	Mark Ellis, Manager Civil Works
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	Impacts on Plant Fund.
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**

- 1. Council endorse a further three month trial period be undertaken once suitable insurance cover is finalised.**
- 2. A further report with more accurate hire details be prepared and submitted for the consideration of Council at the conclusion of that trial period.**

Introduction

A report was presented to the May, 2019 Council meeting detailing the use of Council's mini bus with Resolution 166/2019 being that the Council Hiace mini bus be retained for six months and a further report on usage costs against the bus be submitted to the November, 2019 Ordinary Council meeting for the consideration of Council.

Discussion

Community access to the bus has been recently limited as Council was recently advised by its insurer that only Council employees including Councillors, staff and inducted Section 355 Committee volunteers, are covered by the policy. As such, local community groups including the Mens Shed, OOSH, Gundagai Neighbourhood Centre and Seniors Social Group have had to rely on staff being available and willing to volunteer their time to drive for them.

Usage of the bus has increased over the previous six months. Council facilitated programs which received funding to pay for transport (essentially paying for the bus usage) included the Gundagai Youth Council's attendance at the NSW Youth Conference and the Five Mile Mural Art Student Project.

In total the bus has completed 16 trips in a period of three and a half months from 9<sup>th</sup> July to 31<sup>st</sup> October, 2019 and has travelled a total of 2855 kilometres on these occasions. The fees charged totalled \$1247.34 which included \$113.39 GST, \$280 administration fee to the Gundagai Neighbourhood Centre and \$833.95 for kilometres received by Council. Current fees are \$20.00 administration fee (Gundagai Neighbourhood Centre) and 25c per kilometre plus fuel (Council) being paid by the hirer.

Thirty one community group members underwent an induction program to be recognised as Council volunteers and, subsequently, are able to drive the bus for their respective organisations as required. Several further enquiries from other community organisations also wishing to have members inducted as volunteers have been received by the Neighbourhood Centre. Once the induction process has been undertaken it is anticipated current usage will increase considerably when insurance coverage is finalised. Hire charges for the bus will require reviewing, should the bus be retained, once more thorough records are kept and an appropriate usage rate is established to ensure that the bus costs are sufficiently recouped.

Attendance at the following events was made possible for attendance due to access to the bus include:

- Youth to the REROC leadership forum,
- Community transport for NAIDOC celebrations,
- Youth to the NSW Youth Conference,
- U3A group to the first Murrumbidgee region forum to be held in the area
- Gundagai Men's Shed to visit a neighbouring Men's Shed group to share ideas and friendship.

It is acknowledged that having the bus available for transportation is filling a service gap in the community which makes it possible for people to attend and participate in events and activities that otherwise would not have been possible. However, Council must also consider that there are opportunities for local businesses, should they be willing, to provide such a vehicle for a hire service.

It was reported in May, 2019 that the bus had travelled 7500 kilometres and it now has 10833 kilometres, being an extra 3333 kilometres which is above the 2855 kilometres usage for community purposes; the remainder of which is attributed to Council usage. The total expenditure and income for the bus, since its purchase, is noted in the table on the following page.



Based on the expenses listed below being \$8712.28 over the total kilometres already travelled it has cost 80 cents per kilometre.

	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
Fuel & Oils	\$ 442.08	\$ 460.11	\$ 163.89
Insurance	\$ 362.16	\$1,150.61	\$ 518.17
Tyres and Batteries	\$ -	\$ 45.45	\$ -
Registration	\$1,548.35	\$ 986.10	\$1,375.30
Minor Repair & Maintenance - Materials	\$ 351.89	\$ 623.79	\$ 684.38
Total expenses	\$2,704.48	\$3,266.06	\$2,741.74
Income	\$ -	\$ -	\$ 833.95

Should Council wish to continue providing the bus to the community it would appear prudent to increase the kilometre charge rate and/or include a daily hire fee to cover actual costs. For example, to hire a similar sized bus commercially the hire costs have been noted to be \$140.00 per day and 30 cents per kilometre.

The forthcoming data will be improved for a further report on the Hiace mini bus be submitted to Council for consideration.

**8.8 TECHNICAL SERVICES**

Nil

**8.9 FACILITIES**

Nil

## 8.10 WASTE, PARKS AND RECREATION

### 8.10.1 COOTAMUNDRA CBD STREETWISE OUTDOOR SEATING ADVERTISING AGREEMENT RENEWAL

DOCUMENT NUMBER	314130
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
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. Streetwise Outdoor Advertising Agreement <a href="#">↓</a> 2. Streetwise Outdoor Advertising Seating Locations <a href="#">↓</a>

#### RECOMMENDATION

1. The report relating to the renewal of the agreement between the former Cootamundra Shire Council and Streetwise Outdoor Advertising be received and noted.
2. The agreement between the former Cootamundra Shire Council and Streetwise Outdoor Advertising not be renewed.
3. Streetwise Outdoor Advertising be informed accordingly, and requested to remove all relevant advertising in accordance with the Agreement conditions by no later than 24<sup>th</sup> December, 2019.

#### Introduction

The former Cootamundra Shire Council had an agreement with Streetwise Outdoor Advertising allowing for the advertising on the rear of street seating supplied by Streetwise Furniture. The seating locations was, predominantly, determined by Streetwise Outdoor Advertising to optimise the advertisements over the need for seating due to demand.

The current agreement was for a period of ten years and is due to expire in November, 2019.

#### Discussion

The former Cootamundra Shire Council entered into an agreement with Streetwise Outdoor Advertising, attached, in November, 2009, permitting Streetwise to supply street furniture (courtesy seating) for the purpose of selling advertising space.

Some seating was installed in locations which were not best suited for community use, as detailed in attachment 2, however, more strategically placed for the purpose of obtaining the best advertising benefit.

On investigation, the original agreement between Council and Streetwise Outdoor Advertising seeking and obtaining DA approval for advertising, in accordance with Council policy, cannot be located.

The seating is now old and in poor condition, both visually and structurally, with a number of the seats no longer considered safe for use by the community. Council staff, as part of the Central Business District (CBD) refurbishment program, have restored a majority of the related seats to an acceptable standard for use.

Staff are currently refurbishing all existing seating and associated street furniture located in the main CBD area of Cootamundra. In addition to this restorative work, an assessment and assurance that all existing seating locations are best servicing the requirements of residents and visitors alike, is being considered. Further, that the furniture style reflects the historic values of the town.

Under the Streetwise Outdoor Advertising Agreement Condition – Section 9 states that the courtesy seat ownership will always remain with Streetwise once the agreement has concluded. Also, under Section 10 of the Agreement, council is obligated that although the Agreement has expired and may not be renewed, there is an obligation by council to allow Streetwise to fulfil their obligations with existing clients until that obligation has expired or with a 24 month period.

After investigation and review of the Streetwise Outdoor Advertising Agreement, it is recommended that the agreement between Council and Streetwise Outdoor Advertising not be renewed and where permissible, they be requested to remove all relevant advertising, by no later than December, 2019. Council also allow Streetwise to leave the seats if Streetwise consider appropriate.

<b>Streetwise Outdoor Advertising Cootamundra Seat Location</b>			
No:	Location	Sign	Date:
1	Cnr Sutton St & Stratton Ave	Ron Literton Real Estate	Repairs Required
2	Cnr Sutton St & Hurley St	Bradman Motel	
3	Cnr Hovell St & Mackay St	Hertiage Motel	
4	Cnr Hovell St & Wallendoon St Outside old Beaurepairs Building	Cutting designs	
5	Cnr Sutton St & Wallendoon St - Outside old TAFE Building	Kumiai Ryu	
6	Cnr Wallendoon St & Parker St - Outside Globe Hotel	Brendan O'Callaghan Electgrical	
7	Cnr Wallendoon St & Parker St - Outside Ex-Services Club	Southern Comfort Motel	
8	Parker St - Woolworths Carpark Entrance	Sign missing	
9	Cnr Parker St & Adam St - Outside Elders	Sign missing	
10	Cnr Parker St & Adam St - Outside Mitre 10	Wattle Hire	
11	Cnr Parker St & Adam St	Sign missing	
12	Cnr Parker St & Adam St - Front Cootamundra Hotel	Bob's Computer Service	
13	Cnr Parker St & Hovell St	South West Fuel Centre	
14	Yass Road near Barnes St	Ron Loiterton Real Estate	
15	Cnr Cooper St & Wallendoon St	Ron Loiterton Real Estate	
16	Cnr Sutton St & Hurley St	Heritage Motel	

# STREETWISE OUTDOOR ADVERTISING

Cootamundra Shire Council  
Received

File No. ....  
Ref No. *G.M. / Dec.*

26 NOV 2009

Copy .....  
To File .....  
Action ☐

24 November 2009

Cootamundra Shire Council  
Wallendoon Street  
COOTAMUNDRA 2590

ATTENTION: MR KEN TRETHEWEY

**RE: COURTESY SEAT AGREEMENT**

Please find attached new Courtesy Seat Agreement for consideration.

If approved would you please sign where marked and return to us.

If you wish to discuss further please do not hesitate to contact me.

Yours faithfully

**STREETWISE OUTDOOR ADVERTISING**

*[Signature]*  
DARYL W SEDGWICK

ABN 18 330 392 415  
207 PARKER STREET COOTAMUNDRA 2590  
PO BOX 151 COOTAMUNDRA 2590  
PHONE: 02 69422344 FAX: 02 6942 3975  
EMAIL: [streetwise@ronloiteron.com](mailto:streetwise@ronloiteron.com)



**COURTESY SEAT AGREEMENT**  
**BETWEEN**  
**COOTAMUNDRA SHIRE COUNCIL**  
**AND**  
**STREETWISE OUTDOOR ADVERTISING**

This Agreement is made between

**COOTAMUNDRA SHIRE COUNCIL** of Wallendoon Street Cootamundra  
(hereinafter called "Council")

And

**DARYL WAYNE SEDGWICK and LEEARN MAREE SEDGWICK**  
**T/A STREETWISE OUTDOOR ADVERTISING** of 207 Parker Street Cootamundra  
(hereinafter called "Streetwise" )

**PREMISE**

That Council recognises the need to provide courtesy seating for the public and seeks a cost effective means of supplying such a service, whereas Streetwise seeks to provide seating which meets Council requirements while generating income through the use of such seating for predominately local advertising for the benefit of local business.

In pursuance of the stated premise, the Council and Streetwise agree:

1. Exclusivity Council grants Streetwise exclusive permission to install courtesy seating within the boundaries of the Council area and place advertising panels on the rear of such courtesy seats.
2. Locations Courtesy seats are installed at locations mutually agreed between Council and Streetwise.
3. Maintenance Streetwise continues to be responsible for regular maintenance and repairs to the seating so as to ensure it remains in a safe condition for the ordinary use of the public.

4. Removal of Seats Council is not entitled to require Streetwise to remove any Streetwise courtesy seat except where either Council reasonably concludes that the seat is a danger to the public or where the removal of the seat is required to enable Council to carry out a function or requirement under the Local Government Act 1993, as amended.
5. Effectiveness Of Advertising Where Council effects a change in the conditions under which the advertising is displayed thereby reducing its visibility or otherwise reducing its value to Streetwise, Council shall give Streetwise 14 days written notice of its intentions.  
  
Council will use its best endeavours to ensure that the seat and advertising panel are not damaged and are re-installed at an alternative, mutually agreed location.
6. Term The Agreement shall operate for a term of ten (10) years, commencing at the date of its signing.
7. Insurance Streetwise shall maintain a \$10,000,000 public liability insurance policy in the names of Streetwise and Council at all times. This policy shall indemnify Council against any claims, proceedings and compensation arising from the supply, installation and maintenance of seats by Streetwise under the Agreement.
8. Advertising Content Streetwise shall not allow any advertising which relates to products or services which are contrary to Council ordinances or those which would be regarded as obscene or offensive by Council or the general public.
9. Ownership Ownership of the installed courtesy seats shall remain with Streetwise.  
  
Upon expiry of the Agreement, Streetwise shall be entitled to remove all Streetwise owned courtesy seats without payment of compensation to any party.

10. Advertising  
Contracts

Council recognises that Streetwise Contracts with its advertising clients have a term of 24 months.

Upon expiry of the Agreement, Council shall allow Streetwise to fulfil its remaining contractual obligations to its clients.

11. Additional  
Seats

Streetwise may submit further applications to Council for the supply and installation of additional courtesy seats during the term of the Agreement.

Locations for additional seats shall be mutually agreed between Streetwise and Council.

The provisions of the Agreement shall apply to any additional courtesy seats.

12. Sale of  
Streetwise

Council shall not raise any objection to the sale of Streetwise provided the intending purchaser satisfies Council in respect of any ongoing commitments under the Agreement.

Signed on the

day of

2009

\_\_\_\_\_  
For and on behalf of  
**COOTAMUNDRA  
SHIRE COUNCIL**

\_\_\_\_\_  
For and on behalf of  
**DARYL WAYNE SEDGWICK and  
LEEARN MAREE SEDGWICK  
T/A STREETWISE OUTDOOR ADVERTISING**

**8.10.2 COOTAMUNDRA CBD STREET TREE LIGHT ENHANCEMENT REVIEW**

DOCUMENT NUMBER	314135
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b>  3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	The approximate cost of \$19,360
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**

- 1. The report on the Cootamundra CBD Street Tree Light Enhancement Review be received and noted.**
- 2. Council approve for all relevant trees located on Parker Street, between Wallendoon and Adam Streets, to have enhancement lights installed.**
- 3. The enhancements lights be funded from the Street Lighting budget from surplus funds, that it is anticipated will become available, through saving made by Cootamundra-Gundagai Regional Council entering into a new energy contract.**

**Introduction**

In response to Council Resolution 240/2019 Street Tree Enhancement Parker Street, it was proposed that at the conclusion of the three (3) month trial period, the results from community opinion indicating level of success regarding the street tree enhancement lights be submitted for the information of Council.

This report is associated with item 8.10.6 Street Tree Light Enhancement Parker Street submitted at the Ordinary Meeting held on 30<sup>th</sup> July, 2019 relating to the identified Street Tree Enhancement Light Project.

It is requested for Council to reassess the trial with the information provided and determine, pending the availability of funds, to continue with the tree enhancement lighting or discontinue the program and any further trials.

**Discussion**

Council staff installed street tree enhancement lights on a trial basis on two (2) trees located in the main street of Cootamundra's Central Business District (CBD) area. The lights were part of an initiative raised by the community as part of the Future Thirty's Project.

The assessment of the success of the trial program is based on verbal feedback from the community and local media reports. There was no controlled assessment or community satisfaction survey undertaken by Council.

The verbal and media (Facebook) feedback has been very positive, with no negative response received or documented. There has been strong community support (verbal) for the enhancement lights to be installed in all the trees located on Parker Street within the Cootamundra CBD area between Wallendoon and Adam Streets.

It is the recommendation of this report that, due to high community satisfaction and the number of positive comments, the remaining trees within the main CBD area of Cootamundra have enhancement lights installed.

Based on the cost of the purchase of the enhancement lighting used for the trial period a further sixteen sets of enhancement lights will cost approximately \$1210 each making the total approximately \$19,360.

Further, that the lights installation anticipated costs be covered by the savings which will be made from the Street Lighting budget allocation that will come about through savings to be made by Cootamundra-Gundagai Regional Council entering into a new Energy Contract.

Note: At the time of the Cootamundra CBD Street Tree Light Enhancement Review report being prepared there was no data available of the outcome of the recent electricity tender. A report will be prepared and submitted for the information of Council at the Ordinary Meeting scheduled for Tuesday, 10<sup>th</sup> December, 2019



**8.10.3 COOTAMUNDRA AQUATIC CENTRE OPERATING HOURS TRIAL REVIEW**

DOCUMENT NUMBER	314133
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>1. A vibrant and supportive community: all members of our community are valued</b></p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p>
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	<p>1. Additonal Operational Hours Results <a href="#">↓</a></p> <p>2. Additonal Operational Financial Results <a href="#">↓</a></p>

**RECOMMENDATION**

1. The report detailing the information collated from the Cootamundra Aquatic Centre Operating Hours Trial be received and noted.
2. The Cootamundra Aquatic Centre operating hours be set in accordance with the 2019/2020 Cootamundra Aquatic Centre Operations Plan.

**Introduction**

At the Ordinary Meeting held 25<sup>th</sup> June, 2019 Council resolved (203/2019) to extend the Cootamundra operating hours for two extra hours per day on Saturdays and Sundays during the winter months as a trial over a period of sixteen (16) weeks. This was undertaken to determine that there was interest from the community to utilise the pool facilities during this trial period.

This report contains information for the consideration of Council of the results from this week (16) trial period.

**Discussion**

Council adopted to extend the Cootamundra Aquatic Centre winter operating hours over each and every Saturday and Sunday by two hours each day over a trial period of 16 weeks.



The summary of the results from that trial of the additional 2 hours (per Saturday and Sunday) operation over 16 weeks is as follows:

**Table (1)**

Period	Total No. of additional visitation	Average period additional visitation/16 weeks	Total Revenue (Approx)	Average Operational \$Loss/weekend	Additional Operating costs Labour only	Final Financial Result
6/7/19 to 26/10/19	136	8.5/week or 4.25/day	\$150.50	-\$360.67	-\$5,921.28	-\$5,770.78

**Table (1)** indicates a negative budget impact of \$5,770.78 over the 16 week trial period. The negative financial result needs to be assessed against the number of visitations that were either patrons that had seasonal passes, spectators and or patrons that were of an age that no entry fee was applicable.

The results have to be assessed against the value of the asset to the community and against the cost to deliver that facility to the community.

When pool users purchase a pool season ticket from Council, it needs to be appreciated that the value of that season ticket should have been determined against the pool availability value, e.g. the value/cost incurred to Council to provide each pool hour to the community.

This issue will be assessed as part of the Cootamundra Aquatic Pool external assessment and will give Council a clearer understanding of what is considered acceptable and affordable when setting pool entry fees against pool availability hours and operating costs.

This report recommends that both the operating hours of the Cootamundra Aquatic Centre be in accordance with, and as outlined, in the updated 2019/2020 Cootamundra Aquatic Centre Operations Plan.

Once completed, the review of the proposed pool entry fees detailed in the final Cootamundra Aquatic Centre external review report will be submitted for the consideration of Council.

DATE	OBSERVER	PENSIONER	ADULT	CHILD	UNDER 3	DAILY TOTAL
6.07.2019	0	0	2	0	0	2
7.07.2019	0	0	0	0	0	0
13.07.2019	0	0	0	0	0	0
14.07.2019	2	0	2	1	0	5
20.07.2019	5	0	2	2	0	9
21.07.2019	6	2	1	0	0	9
27.07.2019	2	0	0	1	0	3
28.07.2019	3	2	0	3	0	8
3.08.2019	0	1	0	0	0	1
4.08.2019	0	1	0	0	0	1
10.08.2019	0	0	1	0	0	1
11.08.2019	0	0	2	2	0	4
17.08.2019	0	0	2	1	0	3
18.08.2019	1	2	1	1	0	5
24.07.2019	6	1	1	1	0	9
25.08.2019	0	0	0	0	0	0
31.08.2019	3	0	0	2	0	5
1.09.2019	0	0	1	0	0	1
7.09.2019	4	0	0	2	0	6
8.09.2019	1	0	0	1	0	2
14.09.2019	0	0	0	0	0	0
15.09.2019	0	1	1	0	0	2
21.08.2019	3	1	2	1	0	7
22.09.2019	1	2	2	0	0	5
28.09.2019	0	0	3	4	0	7
29.09.2019	4	0	0	2	0	6
5.10.2019	0	0	1	1	0	2
6.10.2019	1	1	4	5	0	11
<b>Sub Total</b>	<b>42</b>	<b>14</b>	<b>28</b>	<b>30</b>	<b>0</b>	
12.10.2019	closed					0
13.10.2019	closed					0
19.10.2019	1	1	0	0	0	2
20.10.2019	5	1	2	5	0	13
26.10.2019	0	0	0	0	0	0
27.10.2019	0	2	3	2	0	7
<b>Sub total</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>0</b>	
<b>Totals</b>	<b>48</b>	<b>18</b>	<b>33</b>	<b>37</b>	<b>0</b>	<b>136</b>

Date	Observer	Pensioner	Adult	Child	Under 3		extra hours	normal hourly rate of pay	after 12 noon sat/sun rate of pay	sat/sun pay rate	excess wages
6.07.2019	1	1	2	0	0		4	\$30.84	1.5	\$46.25	\$185.04
7.07.2019	2	1	5	0	1		4	\$30.84	1.5	\$46.25	\$185.04
13.07.2019	1	0	1	3	0		4	\$30.84	1.5	\$46.25	\$185.04
14.07.2019	3	0	4	2	0		4	\$30.84	1.5	\$46.25	\$185.04
20.07.2019	6	2	3	3	0		4	\$30.84	1.5	\$46.25	\$185.04
21.07.2019	6	5	4	2	1		4	\$30.84	1.5	\$46.25	\$185.04
27.07.2019	3	1	2	4	0		4	\$30.84	1.5	\$46.25	\$185.04
28.07.2019	6	4	0	4	0		4	\$30.84	1.5	\$46.25	\$185.04
3.08.2019	1	2	0	1	0		4	\$30.84	1.5	\$46.25	\$185.04
4.08.2019	1	1	2	1	1		4	\$30.84	1.5	\$46.25	\$185.04
10.08.2019	2	2	1	2	0		4	\$30.84	1.5	\$46.25	\$185.04
11.08.2019	0	0	3	3	0		4	\$30.84	1.5	\$46.25	\$185.04
17.08.2019	2	1	3	1	1		4	\$30.84	1.5	\$46.25	\$185.04
18.08.2019	3	3	1	5	2		4	\$30.84	1.5	\$46.25	\$185.04
24.08.2019	10	2	0	3	0		4	\$30.84	1.5	\$46.25	\$185.04
25.08.2019	4	0	2	2	0		4	\$30.84	1.5	\$46.25	\$185.04
31.08.2019	5	1	0	1	0		4	\$30.84	1.5	\$46.25	\$185.04
1.09.2019	0	0	1	0	0		4	\$30.84	1.5	\$46.25	\$185.04
7.09.2019	4	0	0	5	0		4	\$30.84	1.5	\$46.25	\$185.04
8.09.2019	3	0	0	4	0		4	\$30.84	1.5	\$46.25	\$185.04
14.09.2019	0	0	1	1	0		4	\$30.84	1.5	\$46.25	\$185.04
15.09.2019	1	2	3	2	0		4	\$30.84	1.5	\$46.25	\$185.04
21.09.2019	3	1	4	5	4		4	\$30.84	1.5	\$46.25	\$185.04
22.09.2019	2	2	4	5	0		4	\$30.84	1.5	\$46.25	\$185.04
28.09.2019	0	1	4	12	0		4	\$30.84	1.5	\$46.25	\$185.04
29.09.2019	8	1	4	11	0		4	\$30.84	1.5	\$46.25	\$185.04
5.10.2019	3	1	15	22	0		4	\$30.84	1.5	\$46.25	\$185.04
6.10.2019	2	3	7	26	0		4	\$30.84	1.5	\$46.25	\$185.04
11.10.2019	closed for maintenance										
12.10.2019											
19.10.2019	6	1	0	1	0		4	\$30.84	1.5	\$46.25	\$185.04
20.10.2019	13	0	1	4	0		4	\$30.84	1.5	\$46.25	\$185.04
25.10.2019	0	5	6	0	1		4	\$30.84	1.5	\$46.25	\$185.04
26.10.2019	0	4	4	6	0		4	\$30.84	1.5	\$46.25	\$185.04
TOTAL	101	47	87	141	11		128		48		
	0	\$ 117.50	\$ 304.50	\$ 352.50	0						\$5,921.28

**8.10.4 COOTAMUNDRA AQUATIC CENTRE OPERATIONS PLAN**

DOCUMENT NUMBER	315983
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
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. Cootamundra Aquatic Centre Operations Plan <a href="#">↓</a>

**RECOMMENDATION**

- 1. The report on the revised 2019/2020 Cootamundra Aquatic Centre Operation Plan be received and noted.**
- 2. The 2019/2020 Cootamundra Aquatic Centre Operations Plan as presented be adopted.**

**Introduction**

Council currently has two existing 2018/2019 Cootamundra Aquatic Centre Operation Plans which has been reviewed for relativity and current compliance with public swimming pool operations policy and regulation.

There are two separate Plans in place one being for the indoor pool, and one for the outdoor pool. These two documents have now been reviewed and brought together as one document.

Also added to the policy is an agreement between council and the Cootamundra Swimming Club seasonal usage requirements.

**Discussion**

As detailed above, the existing two (2) Cootamundra Aquatic Centre Operation Plans (indoor & outdoor pool) have been reviewed and brought up to date with current public swimming pool regulation, customer requirements and methods of service delivery.

The documents have also now been combined as one document, to be known as the 2019/2020 Cootamundra Aquatic Centre Operations Plan.

The requirements as submitted by the Cootamundra Swimming and Lifesaving Club and as adopted by the local Sport and Recreation Council have been included into the revised 2019/2020 Cootamundra Aquatic Centre Operations Plan.

The Operation Plan has been sent to the Cootamundra Swimming and Lifesaving Club for comment with no negative feedback received to date.



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

# Cootamundra Indoor/Outdoor Aquatic Centre Operations Plan 2019/2020

**Adopted date**



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**Document Control**

Version number	Date	Date effective	Council resolution	Description
1.0	13/10/14	1/7/14	09/10/14	2014-15 Season Operations Plan adopted by Council
1.1	13/10/14	1/7/14	09/10/15	2015-16 Season Operations Plan adopted by Council
1.2	13/10/14	1/7/14	09/10/15	2016-17 Season Operations Plan adopted by Council
1.3	1/11/19	01/12/19	26/11/19	2019-20 Season Operations Plan adopted by Council

This Plan forms part of Council's Policy Register, and the Policy Register is updated to reflect any changes adopted by Council.

**1. Introduction**

This Operations Plan provides the instructions necessary for Council staff to administer the routine functions of its swimming pool facilities.

The aim of this Operations Plan is to provide facilities which promote a healthy lifestyle and social interaction for the residents and visitors of the Shire.

The Cootamundra-Gundagai Regional Council's Operations Plan takes into consideration all aspects of the operation and use of the Aquatic Centre and facilities and the roles and responsibilities of its patrons and staff.

**1.1 Commencement**

The Operations Plan commenced as of November, 2019 and will receive annual reviews by Council and will remain in force until further notice.

**1.2 Application**

This Operations Plan only applies to the 25 metre indoor heated & 50 metre outdoor swimming pool within the Bourke Street Pool complex operated and maintained by Council.

The Indoor Heated Pool will operate between the months of July 2019 to November 2019 and March 2020 through to June 2020.

The 50 metre outdoor swimming pool within the Bourke Street Pool complex will operate and be maintained by Council between the months of November 2019 to March 2020

The Operations Plan commenced as of November 2019 and will receive annual reviews by Council and will remain in force until further notice.

This Operations Plan does not affect the operation of any Act or Regulation relating to the appropriate management of public swimming pools.

Practice Note 15 (produced by the NSW Department of Local Government) will provide guidance on any standard not specifically discussed in this Operations Plan.

### 1.3 Definitions

In this Operations Plan:

- i. “mass evacuation plan” means a plan designed to ensure the safe egress of large organised groups from the swimming pool grounds
- ii. “Recreation Officer” is a pool attendant who is also responsible for daily maintenance and general operations at a swimming pool and is employed by Cootamundra-Gundagai Regional Council.
- iii. “Recreation Assistant” is a pool attendant employed by to assist the Cootamundra-Gundagai Regional Council to assist the Recreation Officer and who is responsible for lifeguard duties and minor maintenance.
- iv. “WH&S” means work health and safety
- v. “Code of conduct” is a standard of behaviour required on swimming pool grounds and is a condition of entry all patrons must adhere to signage displaying the conditions of entry are provided at a pool which communicates to the public the standard of behaviour required on swimming pool grounds, as detailed in Section 11 of this document.

## 2. POOL FACILITIES

Council aims to provide the following pool related facilities now & into the future:

- i. 50m outdoor pool with diving blocks.
- ii. 25m indoor swimming pool
- iii. Pool deck showers
- iv. Ramped access into pool
- v. Separate male, female and disabled toilets and change areas
- vi. Junior Splash Pool
- vii. Jumping Pillow
- viii. Covered BBQ's & Seating
- ix. Shade areas
- x. Outdoor wading pool
- xi. 1.5m diving platform(there will only be one diving platform in use at any one time)

## 3. ADMINISTRATION OF SWIMMING POOLS

### 3.1 Records

- i. Staff will ensure all records for the operation of this swimming pool is legible and kept for the minimum period of time as per Council's record keeping policy.

### 3.2 Usage Records to be maintained at the Pool

- i. A daily diary in which all incidents and events will be recorded.
- ii. An incident/accident log book.
- iii. A weekly booking calendar.
- iv. A daily inspection checklist. (as per manual sheets)
- v. Suspension and eviction forms.

- vi. Water analysis records.
- vii. Material Safety Data Sheets (MSDS) for all chemicals used to sanitize swimming water.

#### **4. WORK HEALTH & SAFETY**

##### **4.1 General Compliance**

- i. Contractors will be required to submit qualifications and insurance details to Council and either comply with Council WH&S policies and procedures or have their own policies and procedures that are as thorough as Council procedures and policies. This will be clarified at the time of engagement.
- ii. All incidents are to be reported in accordance with Council WH&S procedure.
- iii. All accidents are to be investigated and reported in accordance with Council WH&S procedure.
- iv. All other organisations operating at the pool (see Section 5) that are covered by the NSW WH&S Act will have WH&S policies to a standard that meets the minimum required by the Act.

#### **5. CLUBS, SCHOOLS, ORGANISATIONS**

##### **5.1 General**

A swimming club, school or organisation wishing to utilise a swimming pool must (in addition to other more specific requirements explained in this document):

- i. Have a current workers compensation policy if they employ any staff.
- ii. Possess a public liability insurance policy (minimum value aud\$20,000,000.00)
- iii. Negotiate with the swimming pool Swimming Club seasonal requirements with council for approval by the end of each winter swimming season year.
- iv. Ensure that the number of clients can be safely accommodated in the pool space provided by council to conduct their intended activities
- v. Provide all equipment associated with their activity. This includes kickboards, seats & stands for small children, balls, nets, etc. and these items must be designed and approved for their intended purpose and be in good working order and abides by the code of conduct.
- vi. Comply with all pool rules including strict adherence to the code of conduct and Prohibitions for Swimming Pools.
- vii. Ensure that commercial activities and private swimming lessons are not undertaken at the pool complex without prior approval from Council.
- viii. Spectators and careers are not permitted use of the pool during swimming club events.

##### **5.2 Coaches**

- i. Swimming coaches and instructors will only be provided access if they hold a current AUSTSWIM Teacher of Swimming and Water Safety Certification, a current CPR Certificate and a NSW Working with Children Check.
- ii. Parents or Guardians must escort children under 10 years old to and from Coaches/Instructors.

**5.3 Schools**

- i. It is the responsibility of the school to perform the custodial role of students. It is not the responsibility of Council pool employees.
- ii. A school must ensure it provides adequate supervision to school students attending the venue. Should school children be left without a teacher the children will be immediately required to vacate the water and the school will be contacted to arrange their collection. The Principal of the school or NSW Department of Education will be advised in writing of the event.
- iii. School children under the age of 10 are not permitted to enter the pool facility unless their supervising teachers are present.
- iv. Underwater breath holding competitions (races) may not be held by schools, nor permitted during free time by supervising teachers due to the risk of Hypoxic Blackout (Teachers wishing more information on this matter should refer to the Royal Life Saving Society Australia Fact Sheet – Hypoxic Blackout No.23 available at [www.royallifesaving.com.au](http://www.royallifesaving.com.au))
- v. It is compulsory for Schools to participate in any Mass Evacuation Plan implemented by Council pool employees. This includes teachers taking specific roles in ensuring the pool premise is evacuated quickly and efficiently.
- vi. All schools must complete and submit a Swimming Pool User request/season schedule prior to the first use of the pool each season or entry will be refused.

**5.4 Cootamundra Swimming Club (2019/2020 summer swimming season Agreement)**

- I. Two lanes be reserved in the outdoor pool on Monday, Tuesday and Wednesday from 5:00 pm to 7:00 pm, plus a third lane for overflow when required.
- II. Two lanes be reserved in the indoor pool from 5:30 pm to 6.30 pm Tuesday and Wednesday each week.
- III. Permission to train in the indoor pool due to bad weather pending usage of the pool at a given time and at the discretion of the Pool Supervisor.
- IV. Access to the outdoor pool from 18th November 2019. Due to installation of new maintenance systems the water quality will not be to standard until mid-November. Access to outdoor pool to be granted at the earliest opportunity.
- V. The facility be closed to the public on Thursday nights from 6:00 pm to 8:30 pm, with set up of lane ropes from 5:45 pm.
- VI. Family members and spectators be permitted free entry to the facility, in accordance with council's Fees & Charges Policy.
- VII. All day event for the outdoor pool on Sunday 9, February 2020 be approved free of charge. Staff to be supplied by Council.
- VIII. Parents and CSLSC members be permitted access on Saturday, 8 February 2020 to set up marquees, on the condition no vehicles (except for emergency vehicles) are allowed within the pool grounds during operating hours.
- IX. CSLSC members and volunteers be permitted access from 7:15 am on Sunday, 9 February 2020 for final set up of event.
- X. CSLSC be permitted to charge a gold coin entry fee at front of facility as a Club fundraiser.

- XI. On Sunday, 9 February 2020 public access will be to the indoor pool only. Participants of the swim meet to use outdoor pool only.
- XII. Barbeque to be run at event held on Sunday, 9 February 2020.
- XIII. be incorporated and have a constitution
- XIV. Be run by an elected committee that consists of at least the following office bearers, President, Secretary, Treasurer.
- XV. Ensure that coaches hold a current AUSTSWIM Teacher of Swimming and Water Safety Certification and a current CPR Certificate and ASA Coaches Qualification and/or teacher of competitive swimming.
- XVI. Have public liability insurance to the value of \$20 million.
- XVII. Provide a completed Swimming seasonal request/schedule for approval by Council 4 weeks prior to facility use.
- XVIII. Provide and maintain their own equipment, the use of which must be approved by the Council pool staff.
- XIX. Ensure sufficient supervision is provided to perform the custodial role of members under 10 years of age and not rely on the life guards to perform this role.
- XX. Notify the Council pool staff on each occasion before underwater breath holding competitions (races) or training is conducted.
- XXI. In their request/schedule they must nominate a liaison person (i.e. committee member) to discuss operational matters in relation to the daily use of the pool. The aim of this requirement is to avoid confusion as to the Swimming Club's requirements during each swimming session and avoid the potential for harassment of Council pool staffs to occur.
- XXII. Must have copy of Councils Cootamundra Operations Plan on hand at Pool.

## **6 RESTRICTIONS ON STAFF & OPERATIONS**

- i. Whilst on duty during pool operating hours any Council pool employees will not be permitted to volunteer to facilitate (supervise) the running of a community event at the pool.
- ii. A Council pool employee is allowed to volunteer or participate in a community event at a pool where other staff members of Council have been rostered to provide supervision and operate pool plant and equipment.
- iii. Only trained and qualified Council staff will be permitted to operate swimming pool facilities and provide supervision of those Council facilities at the Council pool.

## **7 OPERATING HOURS**

### **7.1 General**

The following is standard for the Aquatic Centre

- i. The indoor swimming pool season operates all year.
- ii. The summer season pool opening will commence within the first two weeks of November of each year pending appropriate approvals.
- iii. The pool may be used for NSW Department Sport and Recreation learn to swim programs or other Council approved programs or events.
- iv. The Council may approve the pool to be closed or have advertised operating hours varied to the general public for the holding of special events. Such events if approved will have a minimum of 2 weeks' notice and closure or variation of times will be advertised at the pool, Council's website and local paper and councils social media sites.



- v. The pool will be closed on Christmas Day. The pool will also be closed until 1.00pm on ANZAC Day. On the Cootamundra, Gundagai Regional Council staff Picnic Day the pool will be opened for the morning session only and closed for the rest of the day.
- vi. Council organised Swimming programs and Aqua-aerobics classes may operate outside advertised general admission hours.
- vii. The Council pool employee has the discretion to change pool operating hours in cases of extreme heat or when the weather or pool is unsafe and requires closure. Notification to a senior Council staff member of any such change to operating hours will be documented.
- viii. The Council pool employee has the discretion to extend pool operating hours by extending the opening period to a maximum 30 minutes beyond advertised closing times if patronage is deemed sufficient (minimum of 12 in the pool)
- ix. The Council pool employee has the discretion to decrease pool operating hours by closing the facility early by a maximum 30 minutes before advertised closing times if at the time there is no swimming patrons at the facility.
- x. Facility will be opened early to facilitate school swimming carnivals (but not regular school sport or PE classes) when booked in accordance with Section 9.

The following is standard for each outdoor swimming pool season.

- i. The outdoor pool season commences in mid-November and closes in early March
- ii. The pool may open early NSW Department Sport and Recreation learn to swim programs or other Council approved programs or events.
- iii. The pool will be closed on Christmas Day. The pool will also be closed until 1.00pm on ANZAC Day. On the Gundagai Council staff Picnic Day the pool will be opened for the morning session only and closed for the rest of the day.
- iv. Free Entry to the Pool on Australia Day if used for Australia Day civic function & pool hours modified to fit event timetable.
- v. The Swimming club will be accommodated on Thursday evenings from 5.45pm to 8.30pm, after which all participants must vacate the Aquatic Centre Grounds.
- vi. Aqua Aerobics classes may operate at dates and times pre-arranged and approved during the season.
- vii. The Council pool employee has the discretion to change pool operating hours in cases of extreme heat or when the weather or pool is unsafe and requires closure. Notification to a senior Council staff member of any such change to operating hours will be documented.
- viii. The Council pool employee has the discretion to extend pool operating hours by extending the opening period to a maximum 30 minutes beyond advertised closing times if patronage is deemed sufficient (minimum of 15+ in the pool)
- ix. The Council pool employee has the discretion to decrease pool operating hours by closing the pool early by a maximum 30 minutes before advertised closing times if at the time there is no patrons at the facility (no-one in the pool)
- x. Pool will be opened early to facilitate school swimming carnivals (but not regular school sport or PE classes) when booked in accordance with Section 9.

**7.2 Specific Conditions on Hours for Indoor Pool:**

Council staff undertaking swimming lessons during public open hours may restrict public access to the indoor pool during these periods.

The facility may not open or may close early due to:

- i. Safety reasons e.g. Power failure or interruption, lightning is imminent or forecast or a contamination event exists etc.
- ii. A Council Pool employee has the authority to close the facility following notification to a senior Council staff member of any such closure of the facility which will be documented.
- iii. A Council Pool employee has the authority to extend the operating hours of the facility beyond the official closing time of the pool as stated in 7.1 (v) and (VI) as stated above.
- iv. Maintenance operations

**7.3 Specific Conditions on Hours for 50m Outdoor Pool**

A pool may not open or may close early due to:

- v. Safety reasons e.g., lightning is imminent or forecast or a contamination event exists etc.
- vi. A Council Pool employee has the authority to close any pool within the pool grounds.
- vii. A Council Pool employee has the authority to close sections of the pool grounds.
- viii. A Council Pool employee has the authority to extend the operating hours of the pool beyond the official closing time of the pool as stated in 5. v and vi above.
- ix. Maintenance operations.

**7.4 Special Events or Family Evenings**

- i. The application for dates to hold these events within advertised pool operating hours will be submitted in writing to the Council not less than 5 working days prior to the event and assessed for approval by Council staff.
- ii. Special events or family evenings will be available for bookings provided the proposed events are biased towards fulfilling the needs of children generally and are family friendly. Examples include Blue Light Discos, Evenings Hosted by the Local Swimming Club which are open to the community (member drives) or fundraising evenings by Local Community Groups (such as but not limited too - Lions and Rotary). NSW Health or other Government Agencies are welcome to set up stalls or provide free services or information during the evening that may benefit the community.
- iii. An admission charge to the pool cannot be levied by a group which is utilising the facility for a Special Event. An entry fee for an event / race (i.e. business house relay) is permissible provided it is at most a gold coin donation per participant for the event. Any such fee will be in addition to the normal admission charge.

### **Cootamundra Aquatic Centre winter Operating Hours**

Season Commencement Date: 16<sup>th</sup> March 2020

Month	Day	Opening hours
March 16 <sup>th</sup> 2020 to 18 <sup>th</sup> November 2020	Weekdays	6.30am – 8.00am 11.30pm – 2.00pm 5.00pm – 7.00pm
	Saturdays	9.00am – 12.00pm
	Sunday	9.00am – 12.00pm
	Public Holidays	9.00am – 12.00pm

### **7.5 Cootamundra Aquatic Centre Summer Operating Hours**

Season Commencement Date: 18<sup>th</sup> November 2019.

Month	Day	Opening hours
November 18 <sup>th</sup> 2019– December 16 <sup>th</sup> 2019	Weekdays	6.00am - 8.00am 9.30am – 7.00pm
	Weekends	11.00am - 6.00pm
	Public Holidays	11.00am – 6.00pm
December 17 <sup>th</sup> 2019 to 25 <sup>th</sup> January 2020	School Holidays	6.30 to 8.00am 9.30am to 7.00pm
	Fridays & Saturdays	9.30am to 8.00pm
January 26 <sup>th</sup> 2020 to March 1 <sup>st</sup> 2020	Week Days	6.00am to 8.00am 9.30am to 7.00pm
March 2 <sup>nd</sup> 2020 to March 15 <sup>th</sup> 2020	Week Days	6.00am to 8.00am 9.30am to 6.00pm

### **8.0 Kiosk**

- i. The kiosk will be Council operated or leased to suitable applicant(s) and shall ensure;
  - 1..1. That staff be adequately trained in how to safely handle food and are capable of operating emergency equipment to suppress kitchen fires and respond to burn incidents.
  - 1..2. Induct staff to the workplace in accordance with the WH&S act and keep records of inductions of training provided to kiosk staff.
  - 1..3. Participate in any emergency evacuation procedure for the pool.

- ii. The kiosk operator is required to notify the NSW Food Authority of their presence as required by the NSW Foods Act 2003.
- iii. Council may from time to time allow other organisations to provide/sell food items as part of the organisations activities (i.e. Swimming Club BBQ's etc.). This must be done with a formal application to the Council.

Other than instances in 5.3 c) the Council will have exclusive access to the pool for the purpose of selling food.

## **9 FEES**

### **9.1 Evidence of Age**

- i. Evidence of age can be requested as a condition of entry to the pool facility (for the purpose of determining which fee to charge or to confirm they are a responsible adult for the purpose of attending minors).
- ii. Acceptable evidence of age will be a current "Proof of Age Card", Drivers Licence, or Australian Passport.
- iii. A person who cannot provide evidence will be charged the Adult entry fee or advised they cannot enter the facility as a supervisor of persons under the age of 10 (as appropriate).

### **9.2 Fees & Charges**

- i. Fees will be charged for facility entry and facility services in accordance with Council's current Fees and Charges.
- ii. Pensioners and Carers – relates to holders of an Australian Government Centrelink issued age pension card, disability pension cards, Commonwealth Seniors Health card and noted Carers/Seniors card. Those patrons holding a noted Carers Card will only be admitted with a discount if they are accompanying the person they are caring for.
- iii. Pass outs are not available, therefore if any patron leaves the facility and returns they will be charged another entry fee

## **10 BOOKINGS**

### **10.2 General**

- i. The indoor 25 meter swimming pool is available for hire at the fee set by Council for use outside of general admission operating hours listed in 7.3 or when not being used for Council organised programs
- ii. All bookings for the indoor swimming pool outside normal operating hours must be made with a minimum of 24 hours' notice by email or in writing.
- iii. The General Manager, Manager Waste, Parks & Recreation & Sports & Recreation Officer along with Recreation Officers upon receiving a request or application for use in accordance to point (ii) may consider and approve applications for events outside the official operating hours of the pool.
- iv. Council will assess each booking and where a conflict arises, Council may need to cancel a booking in accordance with Section 9.2.
- v. Schools are to book all swimming programs at least one month in advance

### **10.3 Cancellation of Bookings**

- i. Council has the right to cancel or change bookings at any time.
- ii. Where a booking is cancelled, Council staff will endeavour to provide an acceptable alternative, when such an alternative can be accommodated.
- iii. When there is conflict between bookings, Council will attempt to negotiate an outcome that suits all.

### **11 MANAGING TARDINESS**

- i. Where a swimming club, sporting club, school, organisation or individual does not vacate the pool or pool grounds by the required time, Recreation Officers and the General Manager, Director of Engineering or Manager Facilities & Services may issue a tardiness notice in writing. Future bookings may be cancelled.
- ii. Neither refunds nor compensation will be paid where bookings have been cancelled due to tardiness.
- iii. The pool hours related to the facility opening and closing times e.g.: 6.30am – 8.00am means facility locks up at 8am so all patrons should have vacated the facility by 8.00am

### **12 CODE OF CONDUCT**

As a condition of entry all patrons must adhere to the following Code of Conduct at all times whilst in attendance at the Cootamundra Swimming Pool Complex.

#### **11.1 Code of Conduct - Conditions of Entry**

- i. Follow all directions given by Council pool employees and not abuse them in any way
- ii. Pay any fee for pool entry and pool services in accordance with Council's Fees and Charges.
- iii. Comply with Section 12 - Activities Requiring Approval - All Pool areas
- iv. Not swear
- v. Wear appropriate swimming attire
- vi. Not run inside the complex
- vii. Not "bomb" (jump on) other patrons
- viii. Not obstruct the entry/exit points to a pool (including sitting on pool steps or ramp)
- ix. Not interfere with any pool safety equipment
- x. Not enter pump rooms or chemical storage areas
- xi. Not enter the Pool Managers office (except for the receipt of first aid or instruction)
- xii. Not enter the Kiosk
- xiii. Adhere to the general Code of Conduct for swimming pools
- xiv. Ensure children under the age of 10 are accompanied by a responsible adult of 18 years of age or over.
- xv. If requested provide evidence of age
- xvi. Wear appropriate unsoiled bathing costumes at all times
- xvii. Be unsoiled before entering a pool
- xviii. Not urinate or defecate anywhere other than in a public toilet
- xix. Not attempt to enter the swimming pool facility whilst intoxicated or under the influence of illegal drugs, nor bring or consume alcohol or illegal drugs within the pool grounds
- xx. Not smoke within the pool facility ( in accordance with NSW no Smoking rules)
- xxi. Not take photographs or make video (or electronic) recordings in the change rooms or pool facility. This ruling is as a consequence of the Privacy and Personal Information Act. This ruling is in force unless there is written and express permission granted by parents in the context of swimming carnivals.

- xxii. Not sit on, dive over or otherwise interfere with lane ropes.
- xxiii. Not damage, deface, interfere with or alter swimming pool infrastructure
- xxiv. Not obstruct any authorised person/employee of Council or contractor in performing their required duties
- xxv. Not enter the water if they have sores, open cuts or contagious infections/afflictions.

### **13 ACTIVITIES REQUIRING APPROVAL - ALL POOL AREAS**

A person must not do any of the following within swimming pool facility without either a written exemption from Council or verbal approval from the Council pool staff on duty. Permission will not be unreasonably withheld. Offenders will be prosecuted under relevant State or Federal Law

- i. engage in trade or commerce nor distribute any circulars, advertisements, paper drawing or photographic material
- ii. bring or use inflatable devices such as air mattresses, domestic pool toys, or balls onto the grounds but excluding flotation devices or kickboards specifically designed as learn to swim aids
- iii. play or conduct any unapproved sport or contest
- iv. camp or reside on the land
- v. bring or leave any rubbish onto swimming pool grounds,
- vi. Kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced, plant any tree, shrub, herbage or other plant without prior consent.

### **14 YOUNG CHILDREN**

Excluding change rooms, all children must wear either:

- i. a clean (unsoiled) bathing costume or
- ii. a water proof nappy at all times when in the pool grounds
- iii. Children who require accompaniment or assistance need to use the Unisex change rooms

### **15 ABANDONED CHILDREN**

Where a child (under the age of 10) is identified as abandoned at the pool (i.e. without the required supervision), a Council pool employee will firstly ensure the physical safety of the child (remove from the water) and then attempt to contact the parent(s) / legal guardian (via phone if a number is provided). Any child abandonment incident is to be recorded in the pool diary.

Children under 10 years old being dropped off for swimming lessons etc. must be escorted to the instructor and picked up from the instructor. This will be a condition of operation for the instructor.

If a parent is unable to be contacted by phone or refuses to collect the child or does not arrive within 30 minutes to collect the child the Council Pool employee will contact either the NSW Police Service or Department of Family and Community Services (FACS) to arrange the transfer of the child into their custody.

The 24 hour contact number for FACS is 13 21 11.



**16 AUTHORITY****15.1 The Council pool employee on duty may:**

- i. For an instance of non-compliance with the Code of Conduct conditions of entry (11.1) request a person to leave the swimming pool facility at any time
- ii. For an instance of non-compliance with the Code of Conduct conditions of entry (11.1) implement a Suspension Order for temporary or permanent restriction of access into the swimming pool facility.(Sample attached)
- iii. For an instance of non-compliance with the Code of Conduct conditions of entry (11.1) implement a Warning Notice for temporary or permanent restriction of access into the swimming pool facility.(Sample attached)
- iv. Contact the Police Youth Liaison Officer (6942 0099) or local school if a student appears to be a truant from school and unaccompanied by an adult at the pool.

A ban at any one pool applies to all pools operated within the pool complex regardless of swimming season.

If a ban is applied upon a person who is supervising others, those being supervised must also leave the pool.

Any poorly behaved person may be banned from the facility.

**15.2 Refusal to comply**

A patron refusing to comply with the directions of a Council pool employee will be automatically banned from entering the Cootamundra-Gundagai Regional Council swimming pool grounds for the remainder of the current pool season or as dated on the suspension or non-compliance order. Council pool employees are to contact the NSW Police to arrange the forced removal of an offender if deemed necessary.

**15.3 Appeals**

A person who wishes to appeal the imposition of a ban is entitled to write to Council for a review and state their reasons why the imposition of a ban is unfair.

A review will be conducted within 28 days of receipt of correspondence and the appellant notified of the outcome of the review in writing.

**17 ACCESS FOR PEOPLE LIVING WITH A DISABILITY****16.1 Assistance**

Staff will provide all reasonable assistance to enable access to the facility, by those living with a disability, to facilitate the enjoyment of the swimming pool facilities by all patrons.

**18 EMERGENCIES**

- i. The contact number for emergencies is 000.
- ii. The secondary contact number is Council's 24hr line 1300 459 689.

**19 EVACUATION PLANS**

- i. Facility evacuation plans are located at the entrance, Manager's Office and throughout the pool and are updated annually by Council's Risk HSE Officer.

**20 EQUIPMENT and SERVICES**

Chemical monitoring and injection equipment (pumps) for Council pools will be inspected by Council pool employees on a regular basis and faults and any repairs are to be reported to the Manager Waste, Parks & Recreation Services.

Council pool employees will undertake daily inspection of service metres and log all readings accurately in the pool operations log system and report results to the Manager Waste, Parks & Recreation Services.

**21 ASBESTOS**

- i. In the event of a fire the pool grounds are to be closed until clearance is obtained from a suitably qualified person that the area is safe.
- ii. For any other event which results in asbestos building products being disturbed, the Council pool employee is to cordon off the area (minimum of 8m), advise their manager and (if qualified) follow the procedures for the collection and disposal of asbestos (as per the Work Cover publication Your Guide to Working with Asbestos).

**22 ACCESS TO COUNCIL RESOURCES**

The phone and computer internet services located within the swimming pool grounds is for the use of Council staff only to conduct Council business.

**23 DISPLAY OF THE CODE OF CONDUCT**

The Code of Conduct will be displayed in a prominent place at the Pool.

**24 ROUTINE LANE ALLOCATION 50M OUTDOOR POOL****23.1 General**

The Council pool employees on duty may decide to adjust lane allocations to suit pool use on a particular day. This will be based on the employees' judgment of the current and likely numbers of swimmers. The employees' decision is final. Harassment of Council pool employees (either as an individual or a group) with regard to lane allocation will not be tolerated. Those guilty of harassing a Council pool employee (i.e. challenging the employees allocation of lanes after they considered their initial request to review the lane allocations) will be warned in writing that if harassment reoccurs during the swimming season the perpetrator will be banned for the season.

If, after asking the Council pool employee to consider a reallocation of lanes, a pool user believes that lane allocations are not being properly monitored by the employee they should address their detailed concerns (date, time, numbers etc.) in writing to the General Manager with attention to the Director of Engineering Services.

It is expected that Swimming Club members will

- i. Use the lanes allocated to the Swimming Club and
- ii. Direct any questions in relation to the setup of the pool to the Council pool employee through the nominated liaison person (see 5.2 ii).

At least five (5) lanes of the pool will remain available to the general public at all times when the pool is open to the public for general use. Provision of at least one edge lane provides both the elderly and young swimmers with a quick point of respite in the event of fatigue.

Where lap swimming is provided for the general public the Council pool employee may decide to grade each lane as slow, medium or fast.

#### 24.2 Early Morning Sessions

- i. The early morning session is generally defined as the time from first opening until morning close, Monday to Friday (i.e. between 6.00/6:30am and 8am) from November 18<sup>th</sup> 2019 to March 15<sup>th</sup> 2020.
- ii. The available lanes will be allocated to the general public and the Swimming Club depending on the needs of each on the day. The standard arrangement will be determined based on the Swimming Club's written request at the beginning of each season. The Swimming Club will rope off pool lanes and the general public will use non-rope lanes.
- iii. Lap swimmers may be able to use Swimming Club lanes for individual training where the pool is sufficiently busy that no additional lap swimming lanes can be provided, lap swimmers should consult with the Swimming Club if this situation occurs.

### 25.3 Daily Sessions

- i. The daily swimming sessions are as per Section 7.4 Cootamundra Swimming Pool Operating Hours
- ii. An edge lane in a pool may be allocated for non-public use. The lane will be allocated to the local swimming club in preference to other users provided the club has sufficient numbers to warrant the exclusion of the lane or is conducting training which would be incompatible with other users.
- iii. A second lane can be added adjacent to the lane allocated to a local swimming club at the discretion of Council pool employees. A maximum of two lanes will be dedicated for the Swimming Club or lap training at the Cootamundra Pool at any one time. Any additional lanes required by the club will be at the discretion of the Pool Supervisor and or Sports & Recreation Officer.

### 26.4 Weekends and Public Holidays

Weekends and public holidays at the Cootamundra Swimming Pool are not available for training by a Swimming Club or squad coaches. Two lanes are to be set aside for public lap swimming on these days if required. Bookings for the following activities will be considered provided they are conducted in harmony with public lap swimming.

- i. The running of a regular triathlon
- ii. Adult swim training
- iii. Lifesaving courses
- iv. Learn to swim classes for infants and young children (that does not require a dedicated lane), as run by council.

Otherwise lane configuration at weekends will be determined by Council pool employees.

## **27 DIVING PLATFORM**

Where diving platforms are provided these will only be operated one platform at a time and only at the discretion of Council pool employees. Safety is the paramount consideration when deciding to operate a diving platform.

A diving platform will be closed by the placement of a sign and/or barrier between the end of the board and the route which a person using a diving board correctly would normally enter. A person who uses a diving platform that has been closed will be asked to leave the pool and pool grounds immediately.

A person who uses a diving platform in a manner which endangers others will be asked to leave the pool and pool grounds immediately.

**P.O. Box 420  
Cootamundra NSW 2590**



**Ph: 1300 459 689**

## **COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL** **SUSPENSION ORDER**

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

This Order advises you that \_\_\_\_\_ of  
(person)

\_\_\_\_\_ has been suspended from  
(address)

the Cootamundra Swimming Pool until (date) \_\_\_\_\_

Reason \_\_\_\_\_ for \_\_\_\_\_ Suspension:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the above person to be re-admitted after that date, the authority of the parent / or legal guardian is required.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Pool Superintendent)

I hereby authorise \_\_\_\_\_ to be re-admitted to the  
Cootamundra Swimming Pool after (date) \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent/Guardian)

**Note:**

1. Any appeal to this suspension has to be made to the Manager Waste, Parks & Recreation Services for variation.
2. The Pool Superintendent has no authority to revoke this suspension.

**P.O. Box 420  
Cootamundra NSW  
2590**



**Ph: 1300 459 689**

## COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL EVICTON ORDER

To: Manager Facilities and Services

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

Time: \_\_\_\_\_

Person Evicted: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Reason

for

Eviction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Police Called: Yes ☐ No ☐ Time of Arrival: \_\_\_\_\_

Police who attended: Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Employee who evicted person:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

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Noted                      Manager                      of                      Facilities                      and                      Services

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**P.O. Box 420  
Cootamundra NSW  
2590**



**Ph: 1300 459 689**

## COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL WARNING NOTICE

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

This notice is issued to \_\_\_\_\_

Of \_\_\_\_\_

This warning is issued by a Cootamundra-Gundagai Regional Council staff member due to an incident that occurred at the Cootamundra Pool on

(Date) \_\_\_\_\_ (day) \_\_\_\_\_ (time) \_\_\_\_\_

Reason for Warning

Signed: \_\_\_\_\_  
(Pool Supervisor)

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

*This facility has a zero tolerance policy. Please treat the staff and fellow users of this facility with courtesy and respect.*





**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

ABN: 46 211 642 339  
PO Box 420, Cootamundra NSW 2590  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

**Cootamundra Office:**

81 Wallendoon Street, Cootamundra NSW 2590  
Phone: 1300 459 689  
Fax: 02 6940 2127

**Gundagai Office:**

255 Sheridan Street, Gundagai NSW 2722  
Phone: 1300 459 689  
Fax: 02 6940 2127



**8.10.5 ANNUAL COMMUNITY FREE GREEN WASTE COLLECTION SERVICE**

DOCUMENT NUMBER	315984
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There would be substantial financial and productivity savings to both waste and works operations. A detailed breakdown of what costs are involved in delivering this free community waste service has not at this time been undertaken.
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**

- 1. The report on the Annual Community Free Green Waste Collection Service currently delivered to Cootamundra residents be received and noted.**
- 2. The free kerb side green waste collection service be cancelled until the Strategic Waste Strategy is adopted and the actual cost of the service can be established and reported back to Council.**
- 3. The community be informed of the resolution of Council through the usual media channels.**

**Introduction**

In addition to the existing domestic green waste service, Cootamundra-Gundagai Regional Council has provided an additional free green waste kerbside collection service twice a year to the Cootamundra Township only. The collect dates are determined annually and are free of charge. This service is not currently offered to Gundagai residents. A review of this service has been undertaken and is submitted for the consideration of Council.

**Discussion**

Council currently offers a free green waste collection service twice a year to the local Cootamundra residents. As part of the development of the Waste Strategy, this current service has been reviewed and assessed in association with all other components of Council's waste services.

The financial costs to deliver this service has not been fully assessed, however, it is known that the cost for Council to supply plant vehicles, labour and green waste processing costs are significant. Currently the waste budget covers these costs. There is also the intangible costs associated with the

trucks and labour being directed away from normal duties and the negative impacts on productivity in other areas of Councils operations.

It is the recommendation of this report that until such times as the Waste Strategy is adopted and the real impacts of this free kerbside green waste collection service can be determined, that all future free kerbside green waste services be cancelled until further notice.

**8.10.6 REQUEST FROM COOTAMUNDRA SWIMMING & LIFESAVING CLUB INC. THAT ENTRY FEES OF THE COOTAMUNDRA AQUATIC CENTRE FOR FAMILY MEMBERS AND SPECTATORS BE WAIVED DURING THE 2019/2020 SWIMMING SEASON.**

DOCUMENT NUMBER	316531
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b> 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Loss of Aquatic Centre revenue.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	If there is a change to current policy, current Council pool fees and charges policy will need to be adopted by Resolution to reflect Councils decision
ATTACHMENTS	Nil

## RECOMMENDATION

**The report on the Request From Cootamundra Swimming and Lifesaving Club Inc. That Entry Fees of the Cootamundra Aquatic Centre for Family Members and Spectators be Waived During the 2019/20 Swimming Season is submitted for the consideration of Council.**

### Introduction

The Cootamundra Swimming and Lifesaving Club Inc. has, both verbally and through correspondence, requested Council approve that all family members and spectators associated with the swimming club be allowed free access to the Cootamundra Aquatic Centre during the 2019/2020 pool season. The request was amongst other items included in written correspondence and, as such, was not included in this report. The correspondence can be provided to Council on request.

### Discussion

The Cootamundra Swimming and Lifesaving Club have approached Council to allow free access to the pool for family members and spectators who are associated with the swimming club.

Council's existing Aquatic Centre Fees and Charges Policy does not allow for free access to the pool for family members and or spectators who are associated with the Cootamundra swimming or any other organised club or the general public.

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

Nil

**10       QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS****11.2 CONFIDENTIAL REPORT**

DOCUMENT NUMBER	315708
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
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. Items 11.1, 11.3, 11.4 and 11.5 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 11.1, 11.3, 11.4 and 11.5 be withheld from the press and public.

**11.3 LAND CLASSIFICATION OF COUNCIL OWNED LAND - LOT 13 DP 11023375 - 87 FIRST AVENUE, GUNDAGAI**Provisions for Confidentiality

Section 10A (2) (f) – The Confidential Report contains details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community..

**11.4 NOTICE OF MOTION OF RESCISSION - LEASE OF ROAD BETWEEN LOT 5 DP1092838 AND LOTS 60, 61 AND 62 DP753604 COOTAMUNDRA**Provisions for Confidentiality

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

Public Interest

It is considered that discussion of this matter in Open Council would, on balance, be contrary to the public interest as it may prejudice Council's ability to secure the optimum outcome for the community..

**11.5 OFFER TO PURCHASE COUNCIL'S SHAREHOLDING IN SOUTHERN PHONE COMPANY LIMITED**Provisions for Confidentiality

Section 10A (2) (c) – The Confidential Report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community..