

Business Paper

ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,
COOTAMUNDRA**

6:00PM, TUESDAY 25TH FEBRUARY, 2020

Administration Centres: 1300 459 689

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

NOTICE OF MEETING

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

Tuesday, 25th February, 2020 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 28 JANUARY 2020

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 28 January 2020

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 28 January 2020 be confirmed as a true and correct record of the meeting.

Minutes

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 28TH JANUARY, 2020

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON TUESDAY, 28 JANUARY 2020 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 (Acting 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), Andrew Brock (Manager Facilities), Tim Swan (Manager Finance),

1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM

RESOLUTION 001/2020

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

Council adjourn for Open Forum.

CARRIED

2 OPEN FORUM

List of Speakers

1. Mrs Nancy Lawton – Requested Council seek clarification from Snowy Valleys Council in relation to the conditions of consent of the development application for the disposal of waste by Visy.

RESUME OPEN MEETING**RESOLUTION 002/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

Council resume the Open Meeting.

CARRIED

3 APOLOGIES**RESOLUTION 003/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

Note: An apology was received by Cr Doug Phillips.

RECOMMENDATION

The apology from Cr Doug Phillips was received and leave of absence granted.

CARRIED

4 DISCLOSURES OF INTEREST

Cr Dennis Palmer (Deputy Mayor) disclosed a significant non-pecuniary interest in item 11.2 Proposed Purchase of Lot 1 Turners Lane, Cootamundra as the owners of the property are clients of his business.

5 CONFIRMATION OF MINUTES**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 10 DECEMBER 2019****RESOLUTION 004/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

The Minutes of the Ordinary Meeting of Council held on Tuesday 10 December 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 amendment to the Mayoral Minute was made at the meeting:

13th January, 2020

Cr Palmer (Deputy Mayor), Cr's Bowden, Sheahan, and Nicholson attended a Climate Change presentation by Mr. Jim Main.

RESOLUTION 005/2020

Moved: Cr Charlie Sheahan

Seconded: Cr Penny Nicholson

The information, and amendments, in the Mayoral Minute be received and noted.

CARRIED

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT**8.1 BUSINESS****8.1.1 PROPOSAL TO CREATE A NEW LOCAL GOVERNMENT AREA AFFECTING THE AREA OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL****RESOLUTION 006/2020**

Moved: Cr Leigh Bowden

Seconded: Cr Craig Stewart

- 1. A submission be lodged to the Minister of Local Government, the Hon. Shelley Hancock by Friday, 31st January, 2020 in support of the proposal proceeding to the Boundaries Commission as detailed in the report.**
- 2. The submission to the Minister of Local Government, the Hon. Shelley Hancock include supporting correspondence from Joseph Drew, Associate Professor of Public Policy and Local Government at University of Technology Sydney.**

CARRIED

8.1.2 RIVERINA EASTERN REGION ORGANISATION OF COUNCILS ELECTRICITY TENDER**RESOLUTION 007/2020**

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

The report on the Riverina Eastern Region Organisation of Councils Electricity Tender, and attachments under confident be received and noted.

CARRIED

8.1.3 CITY OF SYDNEY PARTNERSHIP**RESOLUTION 008/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

Council accept the invitation from the City of Sydney Council to discuss this valuable partnership opportunity as one of the initiatives to address this critical issue for Cootamundra-Gundagai Regional Council.

CARRIED

8.1.4 STATEWIDE MUTUAL REPORT - CLIMATE CHANGE**RESOLUTION 009/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

The information on Statewide Mutual Report on Climate Change, circulated under separate cover, be received and noted.

CARRIED

8.1.5 ANNUAL REPORT**RESOLUTION 010/2020**

Moved: Cr David Graham

Seconded: Cr Craig Stewart

- 1. The draft Annual Report for the year ended 30 June, 2019, be reviewed by Councillor's with any feedback provided to staff.**
- 2. The Annual Report for the year ended 30 June, 2019, including any amendments resulting from 1 above, be endorsed, prior to publication on Council's website and submission to the Office of Local Government in conjunction with the release of the financial statements.**

CARRIED

8.1.6 UPDATED PROCUREMENT POLICY**RESOLUTION 011/2020**

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

- 1. The amended Procurement Policy be endorsed.**
- 2. Council note that an updated Procurement Guidelines document will be provided for information purposes at a future meeting.**
- 3. Council note that a Local Purchasing Policy will be investigated with findings presented to a future meeting.**
- 4. Council note that the Procurement Officer will provide updates to Council on the development of an online platform to seek quotations from local suppliers.**

CARRIED

8.1.7 TENDER - TOWN ENTRY SIGNS, COOTAMUNDRA AND GUNDAGAI**RESOLUTION 012/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

1. Pursuant to Clause 178 of the Local Government (General) Regulation, 2005 it be noted that no conforming tenders for Town Entry Signs at Cootamundra and Gundagai were received, and accordingly, no tenders be accepted.
2. It be noted that the tendering threshold recently increased to \$250,000 and the estimate for the proposed work is less than that amount.
3. In view of (1) and (2) above, and in accordance with Clause 178(3)(a) of the Local Government (General) Regulation, 2005, Council postpone the proposal for the contract and invite competitive quotations for the work in accordance with the Procurement Policy, with a view to entering into the contract referred to in (1) above in the future.
4. That the Tenderer, Gundagai Construction Services be advised of the above.

CARRIED

8.1.8 THE RESPONSE TO THE NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK FOR LOCAL COUNCILS IN NEW SOUTH WALES**RESOLUTION 013/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

1. The Response to the New Risk Management and Internal Audit Framework for Local Councils in New South Wales, and attached reports, be received and noted.
2. Council make representations to Member for Cootamundra, Steph Cooke MP and the Office of Local Government in relation to the associated costs and commitment required by Council for the Audit, Risk and Improvement Committee.

CARRIED

8.1.9 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL'S RESPONSE TO THE CURRENT CATASTROPHIC BUSHFIRE EVENT

RESOLUTION 014/2020

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

The report on Cootamundra-Gundagai Regional Council's response to the current Catastrophic Bushfire Event be received and noted.

CARRIED

8.1.10 CODE OF CONDUCT COMPLAINT STATISTICS

RESOLUTION 015/2020

Moved: Cr Craig Stewart

Seconded: Cr Charlie Sheahan

The report on Code of Conduct complaint statistics for the period 1st September, 2018 to 31st August 2019, be received and noted.

CARRIED

8.1.11 DRAFT COMPANION ANIMALS MANAGEMENT PLAN

RESOLUTION 016/2020

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

The Report For The Draft Companion Animals Management Plan Be Deferred To The Ordinary Meeting To Be Held 25th February, 2020 to allow Council to review the document.

CARRIED

8.1.12 DRAFT PESTICIDE NOTIFICATION PLAN

RESOLUTION 017/2020

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

The Report For the draft Pesticide Use Notification Plan be deferred to the Ordinary Meeting to be held 25th February, 2020 to allow Council to review the document.

CARRIED

8.1.13 S.355 COMMITTEE UPDATE

Note: The following amendments were made at the Meeting:

Tourism Action Committee (Gundagai) – Other Members: the Late Peter Batey is to be removed and Mike Kingwill is to be added.

Cootamundra Tourism Action Group – Chairperson: Annie Jacobs is the presiding Chairperson.

RESOLUTION 018/2020

Moved: Cr Charlie Sheahan

Seconded: Cr Craig Stewart

- 1. Councillor representation was confirmed for s.355 Committees, as detailed in the report.**
- 2. Council staff representation was confirmed for s.355 Committees, as detailed in the report.**
- 3. The Cootamundra Concert Band s.355 Committee be dissolved, for reasons detailed in the report, and correspondence be sent advising of Council's resolution.**

CARRIED

8.1.14 MINUTES OF THE ARTS CENTRE COOTAMUNDRA SECTION 355 COMMITTEE OF COUNCIL EXTRAORDINARY MEETING HELD ON 20TH NOVEMBER, 2019

Note: I was noted that Councillor Bowden resigned from the Arts Centre Cootamundra Board and not the Arts Centre Cootamundra s.355 Committee as reported in the Minutes of the Extraordinary Meeting held 20th November, 2019.

RESOLUTION 019/2020

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

The Minutes of the Extraordinary Meeting of The Arts Centre Cootamundra s.355 Committee, held 20th November, 2019, be received and noted.

CARRIED

8.1.15 COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE MINUTES OF MEETING HELD 15 JANUARY 2020**RESOLUTION 020/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

1. The Minutes of the Cootamundra Tourism Action Group s.355 Committee meetings held on 15th January 2020, attached to the report, be received and noted.
2. That appropriate grant funding be acquired to develop a specific agri-tourism and regional tourism tours strategy for the Gundagai and Cootamundra region which develops rural, agriculture, food tourism and experiential tourism opportunities through the collaboration between Council, Local businesses and producers.
3. That Council investigate an appropriate funding arrangement to ensure the position of Economic Development and Tourism Officer in Cootamundra, continues beyond the current one year term which ends in November, 2020.

CARRIED

8.1.16 GUNDAGAI TOURISM ACTION SECTION 355 COMMITTEE**RESOLUTION 021/2020**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

1. The Minutes of the Gundagai Tourism Action s.355 Committee meetings held on 11 December 2019 attached to the report, be received and noted.
2. Council approach Transport for New South Wales to consider locating a variable message sign on the northern side of Gundagai, with the intention of encouraging south bound motorists to Stop, Revive and Survive in Gundagai.

CARRIED

8.1.17 COOTAMUNDRA VETERAN GOLFERS REQUEST FOR SPONSORSHIP**RESOLUTION 022/2020**

Moved: Cr Craig Stewart

Seconded: Cr Dennis Palmer

The amount of \$400 be donated to the Cootamundra Veterans Golfers for their April, 2020 tournament.

CARRIED

8.1.18 COOTAMUNDRA CANASSIST REQUEST FOR SPONSORSHIP**RESOLUTION 023/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

1. Council apply the 50 per cent discount of the Town Hall hire cost of \$1164 as per the fees and charges policy regarding town hall hire by local community groups.
2. Council donate the amount of \$1164 being for the remaining amount for the hire of the Town Hall hire for the CanAssist Bling It On Ball being held on Saturday, 21st March, 2020.

CARRIED

8.1.19 THE ARTS CENTRE COOTAMUNDRA REQUEST FOR DONATION**RESOLUTION 024/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Dennis Palmer

Council donate the amount of \$165 to the Arts Centre Cootamundra.

CARRIED

8.2 FINANCE**8.2.1 DECEMBER 2019 QUARTERLY BUDGET REVIEW STATEMENT****RESOLUTION 025/2020**

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

1. The December, 2019 Quarterly Budget Review Statement be accepted.
2. The budget variations listed in the attached report be adopted.
3. A report on the funding of Cootamundra Water Mains Replacement Program be prepared and submitted to the Ordinary Meeting to be held 25th February, 2020.

CARRIED

8.2.2 INVESTMENT REPORT - DECEMBER 2019**RESOLUTION 026/2020**

Moved: Cr Leigh Bowden

Seconded: Cr Craig Stewart

The Investment Report as at 31st December 2019 be received and noted.

CARRIED

8.2.3 MONTHLY FINANCE REPORT FOR DECEMBER, 2019**RESOLUTION 027/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Craig Stewart

The Monthly Finance Report for December, 2019 be received and noted.

CARRIED

8.2.4 PROJECTED PLANT RESERVE BALANCES FOR 2019/20 FINANCIAL YEAR

Note: the Ordinary Meeting of Council referred to in the report was held on 10th December, 2019 and not 12th December, 2019.

RESOLUTION 028/2020

Moved: Cr David Graham

Seconded: Cr Charlie Sheahan

- 1. The four (4) purchases of plant reports submitted for consideration at the Ordinary Meeting held 10th December, 2019 proceed as recommended.**
- 2. Future Plant Replacement be deferred and a Plant Reserve report be prepared and submitted for the consideration of Council prior to further purchases.**

CARRIED

8.2.5 MONTHLY MAJOR PROJECTS STATUS REPORT - OCTOBER, 2019**RESOLUTION 029/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

- 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

8.3 COMMUNITY AND CULTURE

Nil

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE**8.4.1 DEVELOPMENT APPLICATION 2019/156 - 25 HOVELL ST, COOTAMUNDRA - FENCE****RESOLUTION 030/2020**

Moved: Cr Gil Kelly

Seconded: Cr Dennis Palmer

Development Application 2019/156 for a 1800mm high front and side boundary picket fence at 25 Hovell Street, Cootamundra be approved subject to the following conditions:

GENERAL CONDITIONS**(1) GEN Condition - Compliance with Council**

The Development being completed in accordance with plans and specifications stamped by Council listed in the table below and the Statement of Environmental Effects, except where varied by conditions of this consent.

Document Reference	Description	Author	Date
NA	Site Plan- Aerial View	Applicant	27.11.2019
NA	Front Elevation Plan	Applicant	27.11.2019
NA	Side Elevation Plan	Applicant	27.11.2019

Reason: To confirm the details of the application as submitted by the applicant and as approved by Council.

(2) GEN Condition - Utilities

Approval is given subject to the location of, protection of, and/or any necessary modifications to any existing public utilities situated within or adjacent to the subject property.

Reason: To ensure that any public utilities are maintained and protected from damage.

(3) Gen Condition – Not certify compliance with BCA or NCC

The issue of this Development Consent does not certify compliance with the relevant provisions of the Building Code of Australia or National Construction Code Series.

Reason: This consent does not certify compliance with the BCA or NCC.

PRIOR TO COMMENCEMENT OF WORKS**(1) PCW Condition – Prior to Building Work Commencing.**

The erection of a building in accordance with the development consent must not commence until:

1. a construction Certificate for the building work has been issued by the consent authority, the council (if the council is not the consent authority) or an accredited certifier, and
2. the person having the benefit of the development consent has:
 - a. appointed a principal certifying authority for the building work, and

- b. notified the principal certifying authority that the person will carry out the building work as an owner-builder, if that is the case, and
- 3. the principal certifying authority has, no later than 2 days before building works commences:
 - a. notified the consent authority and the council (if the council is not the consent authority) of his or her appointment, and
 - b. notified the person having the benefit of the development consent of any critical stage inspections and other inspections that are to be carried out in respect to the building work, and
- 4. the person having the benefit of the development consent, if not carrying out the work as an owner-builder, has,
 - a. appointed a principal contractor for the building work who must be the holder of a contractor licence if any residential work is involved, and
 - b. notified the principal certifying authority of any such appointment, and
 - c. unless that person is the principal contractor, notified the principal contractor of any critical stage inspection or other inspections that are to be carried out in respect of the building work.

Reason: *To ensure compliance with the requirements of the Environmental Planning and Assessment Regulations.*

(2) PCW Condition – Signage.

Site signage shall apply and must be erected on the site in a prominent, visible position for the duration of the construction. The signage must include: -

- 1. Statement that unauthorised entry to the site is not permitted
- 2. Show the name of the builder or another person responsible for the site and a telephone number at which the builder or other person can be contacted outside working hours
- 3. The name, address and telephone contact of the Principal Certifying Authority for the work

Any structures erected to meet the requirements of this condition must be removed when it is no longer required for the purpose for which it was erected.

Reason: *To meet the minimum requirements of the Environmental Planning & Assessment Regulation.*

(3) PCW Condition – Notice of Commencement.

Prior to work commencing a 'Notice of Commencement of Building Work and Appointment of Principal Certifying Authority' shall be submitted to Council at least 2 days prior to work commencing.

Reason: *To meet the minimum requirements of the Environmental Planning & Assessment Regulation.*

(4) PCW Condition – Underground Services.

The applicant shall locate and identify all existing underground services prior to commencement of works and ensure there shall be no conflict between the proposed development and existing infrastructure including areas external to the development site where works are proposed.

Reason: *To ensure the utility services are protected and satisfactory for the proposed development.*

DURING CONSTRUCTION

(1) DUR Condition – Works to be undertaken in Accordance with the Approval.

All proposed works to be undertaken are to be carried out in accordance with the conditions of development consent, approved construction certificate drawings and specifications.

Reason: *ensure all works are carried out in accordance with the development consent.*

(2) DUR Condition – Hours of Construction Site Works.

Construction site works including the entering and leaving of vehicles is limited to the following hours, unless otherwise permitted by Council:-

Monday to Saturday from 7.00am to 7.00pm

Sundays and public holidays from 9.00am to 12.00pm

The applicant is responsible to instruct and control subcontractors regarding hours of work.

Reason: *So that the development does not reduce the amenity of the area.*

(3) DUR Condition – Footpath Storage.

Building materials not to be stored on Council footway or nature strip at any time.

Reason: *To ensure an adequate level of public safety is maintained.*

(4) DUR Condition – Waste Removal.

All debris and any waste fill are to be removed from the site and disposed of at Cootamundra Garbage Depot, in the building refuse section of the garbage depot. Please note that a separate fee applies for disposal of waste at Council's waste depot. You should contact Council's Works Operations Manager for an estimate of costs in this regard.

Reason: *To ensure that the amenity and unsightly condition is minimised.*

(5) DUR Condition - BCA Compliance.

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

Reason: *To ensure the building complies with the BCA.*

(6) DUR Condition – Inspections.

The Principal Certifying Authority is to be given a minimum of 48 hours' notice prior to any critical stage inspection or any other inspection nominated by the Principal Certifying Authority via the notice issued under Section 91A of the Environmental Planning and Assessment Act 1979.

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

Reason: *To ensure that adequate time is given of required inspections.*

(7) DUR Condition – Restricted Public Access.

It is the responsibility of the applicant to restrict public access to the building site, building works or materials or equipment on the site when building work is not in progress or the site is otherwise unoccupied in accordance with WorkCover Regulations.

Reason: *To ensure public safety is maintained.*

(8) DUR Non Standard Condition – Encroachment of Fence

The Applicant is to ensure that no part of the proposed fence encroaches over the front or side boundary of the property onto the Road Reserve.

Reason: To ensure that the proposed fence is wholly contained on the allotment.

POST CONSTRUCTION

(1) POC Condition – Completion of Building Works.

At the completion of the building works, an Occupation Certificate must be applied for and issued by the appointed Principal Certifying Authority.

Reason: *So that the development is substantially completed to a safe standard.*

ONGOING USE

(1) USE Condition – Clean and Tidy.

The premises are to be maintained in a clean and tidy condition at all times.

Reason: *So that the development does not reduce the amenity of the area.*

CARRIED

VOTING RECORD	
FOR RESOLUTION	AGAINST RESOLUTION
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
ABSENT	DECLARED INTEREST
Cr Doug Phillips	Nil

8.4.2 DEVELOPMENT APPLICATIONS APPROVED DECEMBER, 2019**RESOLUTION 031/2020**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

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

CARRIED

VOTING RECORD	
FOR RESOLUTION	AGAINST RESOLUTION
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
ABSENT	DECLARED INTEREST
Cr Doug Phillips	Nil

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS**8.6.1 GUNDAGAI SEWER TREATMENT PLANT REPLACEMENT PROJECT - CONSTRUCTION OF EARTHWORKS AND RETAINING WALL****RESOLUTION 032/2020**

Moved: Cr Leigh Bowden

Seconded: Cr Craig Stewart

That Council:

- 1. The progress on the upgrading of the treatment plant be noted.**
- 2. Avail themselves of the opportunity to attend the open day.**
- 3. Resolve that the requirements for tendering do not apply for contracts related to the Earthworks and Retaining wall components for the Gundagai Sewer Treatment Plant Replacement Project, because of extenuating circumstances related to overall project timing and funding as documented in the report.**

4. **Accept the tenders of the companies in the report, provided under confidential cover as the most cost effective and beneficial course of action in this unique circumstance.**

CARRIED

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - JANUARY 2020

RESOLUTION 033/2020

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

The Civil Works and Technical Services Report for the month of January, 2020 be received.

CARRIED

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

Nil

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

- 9.1 **NOTICE OF MOTION - TO REVIEW 2019/20 BUDGET WITH RELATION TO STAFF AND COUNCILLOR DEVELOPMENT WITH THE VIEW TO ALLOCATE FUNDS IN THE 2020/21 BUDGET.**

RESOLUTION 034/2020

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

The Motion to review the 2019/20 budget with relation to staff and councillor development with the view to allocate funds in the 2020/21 Budget was deferred until the Ordinary Meeting to be held 25th February, 2020 to source benchmark funding information to then be provided for the information of Council at the request of Cr Graham and with the approval of Cr Nicholson.

CARRIED

9.2 NOTICE OF MOTION – THAT COUNCIL PROPERTY, 39 HAROLD CONKEY AVENUE COOTAMUNDRA, BE AVAILABLE TO RENT TO DOCTORS COMING TO COOTAMUNDRA THAT ARE HAVING DIFFICULTY IN ACQUIRING SUITABLE ACCOMMODATION.

MOTION

That Council property, 39 Harold Conkey Avenue, Cootamundra be available to rent to doctors coming to Cootamundra that are having difficulty in acquiring suitable accommodation.

The Motion was withdrawn.

- 9.3 NOTICE OF MOTION - THAT COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL (CGRC) PROVIDES BUSHFIRE RECOVERY SUPPORT FOR ALL RESIDENTS WITHIN THE COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL LOCAL GOVERNMENT AREA WHO ARE IMPACTED BY BUSHFIRE, IN ACCORDANCE WITH COUNCIL'S RATES AND CHARGES FINANCIAL HARDSHIP POLICY, THE OFFICE OF LOCAL GOVERNMENT'S LOCAL GOVERNMENT BUSHFIRE RECOVERY SUPPORT GROUP AND AT THE DISCRETION OF THE GENERAL MANAGER.**

RESOLUTION 035/2020

Moved: Cr Charlie Sheahan

Seconded: Cr Leigh Bowden

That Cootamundra-Gundagai Regional Council (CGRC) provides bushfire recovery support for all residents within the Cootamundra-Gundagai Regional Council Local Government Area who are impacted by bushfire, in accordance with Council's Rates and Charges Financial Hardship Policy, the Office of Local Government's Local Government Bushfire Recovery Support Group and at the discretion of the General Manager.

CARRIED

- 9.4 NOTICE OF MOTION - COUNCIL INVESTIGATE THE FEASIBILITY OF REDIRECTING WATER FROM THE MURRUMBIDGEE RIVER TO DEVELOP A PERMANENT WATER FLOW INTO MORLEY'S CREEK SO AS TO HAVE CONSISTENT AND FRESH WATER IN THE CREEK. FURTHER, THAT COUNCIL ENGAGES WITH THE APPROPRIATE STATE ORGANISATIONS AND UNDERTAKE DISCUSSIONS TO ACHIEVE THE CONCEPT.**

RESOLUTION 036/2020

Moved: Cr Penny Nicholson

Seconded: Cr Dennis Palmer

Council investigate the feasibility of redirecting water from the Murrumbidgee River to develop a permanent water flow into Morley's Creek so as to have consistent and fresh water in the creek. Further, that Council engages with the appropriate state organisations and undertakes discussions to achieve the concept.

CARRIED

9.5 NOTICE OF MOTION - THAT ANY NOTICES OF MOTION PRESENTED BY COUNCILLORS, REGARDLESS OF SUBJECT, NOT BE DEBATED BY EMAILS SENT BY COUNCILLORS OR DECIDED AT WORKSHOPS PRIOR TO THE COUNCIL MEETING. DECISIONS ARE TO BE MADE AT COUNCIL MEETINGS

MOTION

Moved: Cr Gil Kelly

Seconded: Cr Dennis Palmer

That any notices of motion submitted by Councillors, regardless of subject, not be debated by emails sent by councillors or decided at workshops prior to the Council meeting. Decisions are to be made at Council meetings.

Report from the General Manager:

Clause 3.11 of Council's Code of Meeting Practice states that:

If the General Manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the General Manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.

In relation to the Notice of Motion it is therefore appropriate that I provide information to Councillors as I believe that the Notice of Motion has policy implications.

Council's adopted Code of Meeting Practice, which includes mandatory provisions from the Office of Local Government's Model Code, states that:

Prior to each ordinary meeting of the Council, the General Manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the Council and meetings of committees of the Council. (Clause 3.31)

It also states that:

Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or committee meeting at which the item of business is to be considered. (Clause 3.34)

Therefore, a component of the Notice of Motion is already addressed by an existing Council Policy and adoption of the Notice of Motion would be superfluous and potentially conflicting with that Policy.

In relation to limitations on Notices of Motion being "debated by email", Council's Code of Conduct, which also includes mandatory provisions of the Office of Local Government's Model Code, includes the following relevant provisions:

- *You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting. (Clause 3.15)*
- *For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position*

on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee. (Clause 3.16)

- *Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter. (Clause 3.17)*

One again, I consider that adoption of the Notice of Motion would be superfluous and, in this case, directly conflicting with provisions of Council's adopted Code of Conduct.

10 QUESTIONS WITH NOTICE

Note: It was noted that the following Question with Notice submitted by Cr Bowden was not included in the business paper and tabled as a Memo on the 28th January, 2020:

At the Ordinary Council Meeting on 10 December the following resolution was carried.

RESOLUTION 481/2019

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

That Cootamundra-Gundagai Regional Council formally acknowledges the invaluable work done by all our s355 committees and forwards a letter to each committee thanking them for their contribution to the work of Council.

None of the S355 Committees with which I have contact (CTAG, Ellwood's Hall, Muttama Hall, TACC) has received a thank you letter/email from Council.

Were any letters/emails sent to the S355 Committees? If not, could they please be sent now.

Officer's Response: The attachments provided include a copy of the letter sent to the s355 committees and an email from the relief governance officer providing a list of the s355 committees the was sent and the dates.

11 CONFIDENTIAL ITEMS**11.1 CONFIDENTIAL ITEMS****RESOLUTION 037/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

- 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 PROPOSED PURCHASE OF LOT 1 TURNERS LANE COOTAMUNDRAProvisions 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.

CARRIED

11.2 PROPOSED PURCHASE OF LOT 1 TURNERS LANE COOTAMUNDRA

Note: Having disclosed a significant non-pecuniary interest in this item Cr Palmer (Deputy Mayor) left the meeting.

RESOLUTION 038/2020

Moved: Cr Leigh Bowden

Seconded: Cr Charlie Sheahan

1. Council approve the purchase of Lot 4 DP 1223224, Tuners Lane Cootamundra from Mr Scott Boxsell for the amount of \$165,000 as detailed in the report and attachment.
2. The General Manager be authorised to sign any relevant documentation in relation to the proposed purchase referred to in 1 above.
3. Authority be granted to affix the common seal of Council to any related documents.
4. Upon purchase the Land referred to in 1 above be classified as operational land.

CARRIED

11.3 RESUMPTION OF OPEN COUNCIL MEETING**RESOLUTION 039/2020**

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

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 7:56 PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 February 2020.

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CHAIRPERSON

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GENERAL MANAGER

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	322548
AUTHORISING OFFICER	Phil McMurray, General Manager
REPORTING OFFICER	Abb McAlister, Mayor
ATTACHMENTS	Nil

So as to keep Councillors and the community aware of my engagements on behalf of Council I intend to provide regular updates through my Mayoral Minutes.

RECOMMENDATION

The information in the Mayoral Minute be received and noted.

23rd January, 2020

Cr's Nicholson, Sheahan and I attended a meeting with Member of the Legislative Assembly, Member for Campbelltown, Mr. Greg Warren MP, and the Hon. Mick Veitch, MLC.

Cr Sheahan Chaired the Access and Inclusion Advisory Committee in Gundagai.

24th January, 2020

Cr Dennis Palmer (Deputy Mayor), Cr's Bowden, Graham, Nicholson and Sheahan, Phillip McMurray (General Manager) and I attended waste meeting with Allen Young of Elouera.

25th January, 2020

Cr Nicholson and I attended dinner with Australia Day 2020 Ambassador for Gundagai, Artist and curator, Mr. Yanni Johns.

Cr Dennis Palmer (Deputy Mayor) and Cr's Bowden and Sheahan attended dinner with Australia Day 2020, Ambassador for Cootamundra, Dr Ben Veness

26th January, 2020

Cr Nicholson and I attended the Australia Day 2020 breakfast and celebrations in Carberry Park, Gundagai.

Cr Dennis Palmer (Deputy Mayor) and Cr's Bowden and Sheahan attended the Australia Day 2020 breakfast and celebrations at Jubilee Park, Cootamundra.

28th January, 2020

Cr David Graham, Phillip McMurray (General Manager) and I attended a meeting with Member for Riverina, Steph Cooke MP.

Cr Dennis Palmer Deputy Mayor), Cr's Bowden, Graham, Nicholson, and Sheahan attended a Councillor Workshop with Phillip McMurray (General Manager) and senior Council staff prior to the Council Meeting.

29th January, 2020

Cr Sheahan attended a Cootamundra Floodplain Management Committee meeting.

Cr Sheahan met with Member for Summer Hill, Ms Joanna Haylen, MP, and and the Hon. Mick Veitch, MLC and representatives of the Cootamundra Bike Users Group.

30th January, 2020

Cr Nicholson and I attended a meeting with the Temora Tea Bag group with Gundagai Tourism Action s355 Committee.

Cr Nicholson attended a Rail Trail meeting at the Gundagai Railway Station.

Cr Bowden attended a Gundagai Sewage Treatment Plant Information Session.

31st January, 2020

Phillip McMurray (General Manager) and I attended a review of Riverina Eastern Region Organisation of Councils (REROC) and Riverina Joint Organisation in Wagga Wagga.

1st February, 2020

I attended the Cootamundra Antique Car Club 40th Anniversary Dinner in Cootamundra.

3rd February, 2020

Cr Bowden attended Politics in the Pub.

5th February, 2020

I met with Selina Win Pe, survivor of the December, 2014 Lindt Café Siege and founder of the Will of Courage Organisation. Ms Win Pe visited local farmers and Gundagai schools.

7th February, 2020

I attended a REROC Executive Meeting Wagga Wagga.

10th February, 2020

Cr Dennis Palmer Deputy Mayor), Cr's Bowden, Graham, Nicholson and Sheahan, Phillip McMurray (General Manager) and I inspected Cootamundra and Young recycling facilities with Allan Young and representatives from Elouera.

Cr Bowden attended a Cootamundra Aboriginal Working Party Meeting.

Cr Sheahan attended a Muttama Creek Regeneration Group s355 Committee meeting.

11th February, 2020.

Cr Dennis Palmer (Deputy Mayor), Cr's Graham, Nicholson, Sheahan and I received a presentation by Transgrid representatives Kath Logan and Owen Williams.

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

13th February, 2020.

Phillip McMurray (General Manager) and I attended a meeting with Chief Inspector Kirsten McFadden (Bushfire Recovery Coordinator) and Mr. Dick Adams in Gundagai.

Cr Sheahan attended a Cootamundrea-Gundagai Local Traffic s355 Committee in Gundagai

14th February, 2020.

I attended a National Rugby League (NRL) Roads to Regions - Inspire Respect Presentation to students at Gundagai South Primary School with NRL representatives.

15th February, 2020.

I attended the 129th Annual Gundagai Pastoral & Agricultural Society Show which ran from 14th – 16th February.

18th February, 2020

Cr Dennis Palmer (Deputy Mayor) and I attended the sod turning for Cootamundra's new Ambulance Station with Member for Riverina, Ms Steph Cooke, MP.

6.2 MAYORAL MINUTE - NATIONAL RUGBY LEAGUE ROADS TO REGION

DOCUMENT NUMBER	322583
AUTHORISING OFFICER	Phil McMurray, General Manager
REPORTING OFFICER	Abb McAlister, Mayor
ATTACHMENTS	Nil

RECOMMENDATION

The Mayoral Minute on National Rugby League Roads to Region be received.

On Friday, 14th February, I attended National Rugby League (NRL) Roads to Region 2020 program at Gundagai South Public School. This initiative is being undertaken by the NRL targeting regional and remote areas of Australia currently affected by drought.

The 'Inspire Program' (the program) was delivered by Game Development Officers James Smart and Chris Hanneman, and Reed Mahoney (Parramatta Eels hooker and Steve Ella NYC Player of the Year 2017). This is the first of a three (3) year program and the 3 young men, true young Australians, delivered an outstanding presentation to the students. Predictably, the students responded with great enthusiasm.

This initiative being undertaken by the NRL involves current and former NRL and NRLW players taking part in a broad range of community visits. These visits include targeted educational programs at schools, visits to junior rugby league clubs and participation in fundraising events. As part of the NRL's commitment to the heartlands of our game, these activities are geared toward improving the wellbeing of regional rugby league communities.

As I stated in a letter of thanks to Mr. Adam Perry:

Such initiatives as the 'Roads to Regions' should not only be encouraged, but applauded. By bringing positive role models into rural communities, that our young community members look up to and aspire to, they may strive to be the best they can and find opportunities that they may have otherwise never known.

This Mayoral Minute has been prepared to promote the National Rugby League Roads to Region 2020 program, to inform the community of its value and support it in its entirety.

6.3 MAYORAL MINUTE - MARGARET COSSEY, OAM

DOCUMENT NUMBER	322687
AUTHORISING OFFICER	Phil McMurray, General Manager
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
ATTACHMENTS	Nil

RECOMMENDATION

A letter of congratulations be sent to 2020 Medal of the Order of Australia Mrs. Margaret Cossey, OAM for her tireless service to Indigenous literacy and special needs education.

Introduction

The Australia Day Honours are the first appointments of the year to various orders and honours made by the Australian Government to recognise and reward good works by Australian citizens. The Australia Day Honours and Order of Australia are administered by the Council for the Order of Australia honours each year and are announced by the Governor General.

The Medal of the Order of Australia (OAM) was awarded to Mrs. Cossey, OAM for service to Indigenous literacy and special-needs education. She was the Coordinator of Indigenous programs from 2012-2018, the Founder and Director of Indij Readers Limited from 1997-2007 and a special needs literacy teacher from 1986-1997. I have no doubt that the students that Mrs. Cossey taught during these periods would be in agreeance of the deservedness of the award.

It is with great pride, on behalf of Cootamundra-Gundagai Regional Council, Council staff and the communities within, that I congratulate Mrs. Cossey on receiving the Medal of the Order of Australia as part of the Australia Day 2020 celebrations. The dedication and passion displayed by Mrs Cossey in the fields of literacy and special needs education should be celebrated.

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 13 FEBRUARY 2020

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. Cootamundra-Gundagai Local Traffic Committee -13 February 2020 - Minutes ↓

RECOMMENDATION

1. The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 13 February 2020 (attached) are submitted for the consideration of Council.
2. The recommendations included in the report, if any, be considered.

HEADING

The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held Thursday, 13th February, 2020 are submitted for the information of Council and the community.

Minutes

COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING

COUNCIL CHAMBERS, GUNDAGAI

10AM, THURSDAY 13th February, 2020

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON THURSDAY, 13 FEBRUARY 2020 AT 10AM**

PRESENT: Cr Charlie Sheahan, Road Safety Officer Anthony Carrol, Sgt James Prentice
NSW Police, TfNSW Representative Fazlul Hoque, Matt Stubbs (Manager
Technical Services)

IN ATTENDANCE: Mark Ellis (Manager Civil Works)

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES

Ros White, General Manager Phil McMurray

3 DISCLOSURES OF INTEREST

4 CONFIRMATION OF MINUTES

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

RECOMMENDATION

The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 14 November 2019 be confirmed as a true and correct record of the meeting.

Buisness arising from previous minutes

Slip lanes off Olympic Highway into Lismore Road

- NSW transport does not support the installation of turning lanes at this location at this point of time. The intersection has ample sight distance in both directions, minimal traffic turning movements and no reported crash history. NSW Police may consider providing additional resources to combat the known speeding issues in this area.

Recommendation – Council advises land owner of this decision.

Cross Street Overpass on Hume Highway in South Gundagai

- NSW transport will undertake a review of the intersection with regards to the existing signage and any need for improved delineation.

Recommendation – Site inspection to be undertaken with Council and TFNSW representatives.

Service centre at Yass Road Cootamundra, breaks in the double lines

- Road Rules 2014, 134 Exceptions to keeping to the left of a dividing line clarify this question.
- The chanelised right turn lane should be marked with three right arrows as per Section 10 of the NSW Transport Delineation Guidelines.
- Possible media campaign to highlight correct road procedures.

Recommendation – On site inspection to be arranged.

School bus stops on the Olympic Way (Wallendoon Lane) south of Wallendbeen

- Any informal bus stops and the safety risks involved are to be determined and agreed upon by the bus operator and the parents. These bus stops are not signposted or developed. NSW Transport is unable to support or fund any formal bus stop locations on the Olympic Highway.

Recommendation – On site inspeciton to be arranged.

5 REPORTS**3.1 PUNCH STREET SPEED ZONE REQUEST****RECOMMENDATION**

1. That Council requests an adjustment in the speed zone
 - (a) Between -35.050826, 148.086817 (255 Punch Street, Gundagai) and -35.054263, 148.089552 (224 Punch Street, Gundagai) from the currently posted 50km/hr to 80km/hr and
 - (b) That the 50 km/hr zone is moved west, approx. 200 m to -35.054263, 148.089552 (224 Punch Street, Gundagai) where a 50 km/hr regulatory speed sign already is posted on the north side, left hand side of the road.

3.2 OVERSIZE VEHICLE BYPASS SIGNS**RECOMMENDATION**

1. That Council requests that TfNSW consider
 - (a) height information be included on the Oversize Detour Route signs for vehicles approaching the detour,
 - (b) additional signs on two intersections at Boundary Road and Suttons Lane.

3.3 2020 WATTLE TIME PARADE

RECOMMENDATION

1. That discussions with the CDC be undertaken to determine whether suitable alternative closures be undertaken.

3.4 HAYCARTERS RACE

RECOMMENDATION

1. That approval be given for the Cootamundra Cycle Club to hold the Haycarters Cycle race on Saturday 2nd May 2020 and the Haycarters Recovery race on Sunday 3rd May 2020 subject to the following conditions:
 - (a) The event organiser complies with any conditions set by Council and the NSW Police
 - (b) That all Traffic Control Plans for the Haycarters and Haycarters Recovery events are applied in accordance with the 'Traffic Control at Worksites Manual',
 - (c) All traffic controllers must have appropriate traffic control tickets,
 - (d) All riders must comply with the Road Licence requirements,
 - (e) Signage being placed at all driveways to warn motorists when exiting private property onto the Council road,
 - (f) That consent be received from both Junee and Temora councils for the event to be held in their municipalities,
 - (g) That updated Certificate of Currency be received ASAP.

3.5 TEMPORARY CLOSURE - HOSKINS STREET, WALLEND BEEN

RECOMMENDATION

1. That a Risk Assessment be completed,
2. Council approves the closure of Hoskins and King Street Wallendbeen on the 11th and 12th April 2020,
3. All traffic control measures are in place as per the approved Traffic Control Plan,
4. A current insurance policy be provided,
5. A Road Occupancy licence be granted subject to the above conditions.

3.6 2020 COOTAMUNDRA ANZAC DAY PARADE**RECOMMENDATION**

- 1. That approval be given for the Cootamundra Returned and Services League to hold the 2020 ANZAC Day March subject to the following conditions:**
 - (a) The event organiser complies with any conditions set by Council and the NSW Police,**
 - (b) That all Traffic Control Plans are applied in accordance with the 'Traffic Control at Worksites Manual',**
 - (c) All Traffic controllers must have appropriate traffic control tickets,**
 - (d) Council will arrange for the placement and removal of all road barriers.**

3.7 2020 WALLENDREEN ANZAC DAY PARADE**RECOMMENDATION**

- 1. That approval be given to hold the 2020 ANZAC Day March subject to the following conditions:**
 - (a) The event organiser complies with any conditions set by Council and the NSW Police,**
 - (b) That all Traffic Control Plans are applied in accordance with the 'Traffic Control at Worksites Manual',**
 - (c) All Traffic controllers must have appropriate traffic control tickets,**
 - (d) Council will arrange for the placement and removal of all road barriers.**

3.8 2020 GUNDAGAI ANZAC DAY PARADE**RECOMMENDATION**

- 1. That the March is to be treated at the same level of security as the March in Cootamundra. The standards used in Gundagai are to be the same as Cootamundra.**
- 2. (a) The event organiser complies with any conditions set by Council and the NSW Police,**
 - (b) That all Traffic Control Plans are applied in accordance with the 'Traffic Control at Worksites Manual',**
 - (c) All Traffic controllers must have appropriate traffic control tickets,**
 - (d) Council will arrange for the placement and removal of all road barriers.**

General Business

Jugiong Road Feedlot:

Council is currently considering an application of a feedlot along Jugiong Road. This feedlot will require access of extra trucks along Jugiong Road.

The traffic committee discussed the potential impact of these vehicles on the road with a further report to be presented to the next Traffic Committee meeting.

Cootamundra BnS Ball:

The next Cootamundra BnS ball is planned for Saturday 28th March and will once again be held at the Showgrounds. It will be single one night event with no camping on Friday night.

While the committee were satisfied with the proposed Saturday event. Some questions were raised about possible Friday night campers, noise and monitoring of that. It was suggested that the BnS Committee be asked these questions.

Sgt James Prentice:

Turning traffic from Muttama Road into Old Gundagai Road. Currently there are no turn lanes and when a vehicle is turning right from Muttama Road into Old Gundagai Road any vehicle coming from behind a propped turning vehicle is at risk of rear end collision.

With number of heavy vehicles travelling this road, the question of safety was raised.

Recommendation: That a further report be present to the next Traffic Committee meeting.

Request from NSW Police for Traffic Counter Speed Data from the Nangus area, as well as for Gocup near the Edwardstown Road junction.

Parker Street Laneway Cootamundra.

Question was raised about the traffic movements along the laneway between Bourke and Wallendoon Streets and into/out of the Woolworths carpark. Also the positioning of the current pedestrian crossings. One way traffic movement was suggested to be investigated.

Recommendation: A report be presented back to the traffic Committee meeting regarding possibility of the full length of the Parker Street laneway from Adams to Bourke to Wallendoon Streets be changed to one way.

B-Double Access on Mount Street Gundagai

Larger signs are required to indicate that no b-doubles are permitted along Mount Street and a reminder sign to be erected just before the Murrumbidgee bridge on Middleton Street.

The Meeting closed at 11:10am.

The minutes of this meeting were confirmed at the Cootamundra-Gundagai Local Traffic Committee Meeting held on 14 May 2020.

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CHAIRPERSON

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GENERAL MANAGER

7.2 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 23 JANUARY 2020

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 Access and Inclusion Committee Meeting held on Thursday 23 January 2020

RECOMMENDATION

The Minutes of the Access and Inclusion Committee Meeting held on Thursday 23 January 2020 (attached) are submitted for adoption.

INTRODUCTION

The Minutes of the Access and Inclusion Committee Meeting held on Thursday, 23rd January, 2020 are submitted for the information of Council and the community.



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

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

Minutes

ACCESS AND INCLUSION COMMITTEE MEETING

COUNCIL CHAMBERS, GUNDAGAI

4PM, THURSDAY 23RD JANUARY, 2020

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ACCESS AND INCLUSION COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON THURSDAY, 23 JANUARY 2020 AT 4PM**

PRESENT: Cr Charlie Sheahan, Ms Irene Booby, Ms Lin Chaplin, Mrs Gaye Duncan and Mr Allan Young.

IN ATTENDANCE: Miriam Crane (Manager of Community and Culture), Sharon Langman (Manager Development, Building and Compliance)

1 APOLOGIES

Narelle Gilholme, Marjorie Taprell, Anthony Carroll, Wayne Bennett, Andrew Brock, Peggy Elliott

2 CONFIRMATION OF MINUTES

2.1 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 29 NOVEMBER 2019

COMMITTEE RESOLUTION

Moved: Ms Lin Chaplin

Seconded: Cr Charlie Sheahan

The Minutes of the Access and Inclusion Committee Meeting held on Thursday 29 November 2019 be confirmed as a true and correct record of the meeting.

CARRIED

3 REPORTS

3.1 UPDATE ON LIFT & CHANGE FACILITIES

Miriam provided an update from Andrew. The equipment will be ordered in February.

3.2 TRAFFIC MANAGEMENT SUGGESTIONS

Cr Sheahan provided an update, and that the issues were raised at Traffic Committee but relevant representatives were not present, due to an emergency, so they will be dealt with at the next meeting. Ms Langman advised that her staff will address compliance issues with Sheridan Street dining and a review of access at the Cootamundra Pool.

3.3 BUSINESS ACCESS AUDIT

Mr Ben Lewis (Intereach Wagga office) provided sticker templates for Council to adapt. Due to current short staffing in Ms Langman's team a date will be set in late February/early March for Intereach to attend Gundagai and Cootamundra businesses to conduct a self-audit. The Manager of Community and Culture to promote this opportunity and encourage businesses to self-select to participate. If an appropriate response is not forthcoming a cross section of businesses will be contacted to participate.

3.4 COMMITTEE TERMS OF REFERENCE – REVIEW

The Committee reviewed their Terms of Reference and felt that they are acting in accordance with them. It was noted that there is not a lot of involvement in Development Applications. Ms Langman commented that this is as a result of the nature of applications received in our small council. Applications for buildings with public use are uncommon.

3.5 DISABILITY INCLUSION ACTION PLAN – REVIEW

The committee conducted a quick review of the plan and noted that some actions have not been addressed in a timely matter. This may be due to a lack of staff awareness of their responsibilities under the Plan. Council officers to send the Plan out and discuss at the next Management Meeting.

3.6 SBS COURSES

RECOMMENDATION

Moved: Mr Alan Young

Seconded: Ms Irene Booby

That management and customer service staff at CGRC be provided with training in Disability Inclusion.

CARRIED

3.7 INCLUSIVE PLAYSPACE

RECOMMENDATION

Moved: Ms Gaye Duncan

Seconded: Ms Lin Chaplin

That the proposed inclusive playspace be relocated to Albert Park.

CARRIED

GENERAL BUSINESS

Proposed meeting dates 2020:

- March 26th 4pm Cootamundra
- May 21st 4pm Gundagai
- July 30th 4pm Cootamundra
- September 17th 4pm Gundagai
- November 26th 4pm Cootamundra

Miriam to send out outlook invitations for the meeting dates.

The minutes of this meeting were confirmed at the Access and Inclusion Committee Meeting held on 26th March, 2020.

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CHAIRPERSON

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GENERAL MANAGER

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 DELIVERY PROGRAM/OPERATIONAL PLAN QUARTERLY PROGRESS REPORT

DOCUMENT NUMBER	322334
REPORTING OFFICER	Susan Gheller, Manager Business
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
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 - Q2 (under separate cover) ➡

RECOMMENDATION

1. **The Delivery Program 2018-2021 Incorporating the Operational Plan 2019/20 quarterly progress report, (Q2, 1 October - 31 December, 2019) be received and noted.**

Background

At its meeting of 26th November, 2019, Council received and noted the first quarter progress report on the 19/20 Operational Plan actions for July to September 2019.

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

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 second quarter of the reporting year, that is between 1st October and 31st of December, 2019.

The next progress report will be presented to Council at the May, 2020 Council Meeting, and will consist of status updates for actions within the 19/20 Operational Plan (Q3 reporting period January-March, 2020).

8.1.2 ENERGY EFFICIENCIES

DOCUMENT NUMBER	322787
REPORTING OFFICER	Phil McMurray, General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 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	Nil

RECOMMENDATION

That the report on Energy Efficiencies be received and noted

Introduction

At the Ordinary Meeting held 30th July, 2019, it was resolved (Min no.249/2019) that a report be prepared addressing Energy Efficiency for the Cootamundra-Gundagai Regional Council (CGRC) local government area and prepared for the consideration of Council. Inclusive of:

- 1. The installation of rooftop solar panels and supporting batteries, to Council administration centres and all other Council facilities where appropriate.**
- 2. A programme for the replacement of current street lighting with solar Smart Street lights where appropriate.**
- 3. Council consider the replacement of current Council fleet vehicles with electric vehicles, as they become available, in the future.**

CGRC, being a relatively small regional area with limited resources, does not have dedicated professional resources in fields of energy efficiencies, climate change and environmental sustainability like larger regional and urban Councils. However, Council has developed some good practice and taken on practical initiatives, where possible, to ensure that energy efficiencies are occurring. The discussion detailed below outlines some of the processes, and thoughts from across our business.

At the Ordinary Meeting held 28th January, 2020 Council resolved (Min no.008/2020) to accept the invitation extended by City of Sydney Council to discuss a valuable partnership opportunity to address the critical issue of skill shortages in regional New South Wales and providing professional support, mentoring and short term staff resourcing for Council. A targeted area to learn and glean further areas of improvement could occur in this space, under the program.

Council accept the invitation from the City of Sydney Council to discuss this valuable partnership opportunity as one of the initiatives to address this critical issue for Cootamundra-Gundagai Regional Council.

Should Council consider to become more proactive, a small working party of Councillors and staff could be established to look at research, develop business cases, and prepare a list of priorities to for consideration for inclusion in 2020/21 Operational Plan activities. The working party would in essence become an advisory committee to Council. There would be a small, but manageable, impost on existing resources

Discussion

ELECTRICITY CONTRACTS

Council recently participated in a new procurement process for the supply of electricity for contracts which commenced on 1st January, 2020. This included retail energy contracts for small tariff sites (< 100MWh p.a.), large contract sites (> 100MWh p.a.) and street lighting. *Sourced Energy* were engaged to conduct this process on behalf of the REROc participating councils.

Councils provided the opportunity to include a renewable energy Power Purchase Agreement (PPA) in the procurement process for the supply of electricity, with a minimum of 20% of the load would go to a renewable energy PPA, where financially advantageous to Council. That opportunity unfortunately was lost due to price.

The outcome was recently reported to Council recently with savings achieved.

Council has embarked on a program with essential energy to change the street lighting and awning lights all to LED's, this will give bulbs a longer life span, use less energy and cost less to run. This is due for rollout in the 21/22 financial year. Further reports from REROc will outline the specifics.

Council has previously received two (PPA) proposals from organisations on the installation of solar panels to various Council facilities. These are currently being reviewed to reflect the potential savings against the new electricity contract rates.

FACILITIES

As Council is currently constructing new buildings with grant funding, the facilities team are investigating better building materials and ways of reducing Council's carbon footprint. Council is endeavouring to incorporate solar technology, LED lighting and the installation of more efficient air-conditioning. As part of the solar works, Council is investigating the option of storing unused power in battery format, as opposed to feeding solar back into the grid. Further, by using smart technology, turning light switches on and off is no longer a problem. Council have been adding timers and sensors to new buildings so lights automatically turn off and, as such, reducing costs and energy.

Designing buildings to utilise the natural environment and where possible to re-use storm water and grey water for irrigation and flushing toilets. This cannot always be achieved but council staff with designers are working towards better technology to achieve these outcomes.

OPERATIONS AND TECHNICAL

These areas are considering a number of energy efficiencies including the installation of a solar array onto the significant roof areas of Council's works depot, exploring electric vehicle options and embracing the circular economy through the use of recycled materials. Some of those items were

featured in report to Council, prepared by Cr Sheahan, from the National Roads Congress held in November, 2019.

An array of electric vehicles are available now and present a compelling argument for specific applications that could include passenger vehicles, small tippers and garbage trucks within the Council fleet. The SEA Electric drivetrain can be used in trucks up to 26 tonne. These vehicles generate no noise or heat, have the ability to be charged through a normal 3 phase power outlet due to their inbuilt charger and have an operating range up to 350km on a single charge (depending on the model). These vehicles typically cost twice the amount of their diesel counterparts but due to cheap charging costs and savings on routine mechanical maintenance, typically present a favourable return on investment within four (4) years. The batteries have a warranty of five (5) years and an expected life of greater than ten (10) years.

LEASEBACK AND FLEET VEHICLES.

Currently Tesla seem to be the only electric vehicles with a big enough range for country people, and I don't suggest Council or its employees would choose one as their leaseback vehicle, nor is it included in the current leaseback policy. Should a competitor release a range in the future high upfront costs would be anticipated. An additional problem is that Fringe Benefit Tax (FBT) is based heavily on the purchase price, impeding the option to have them as leaseback vehicles to staff. For example, the Tesla Model X at \$150,000 would cost about \$29,000 per year as a car pool vehicle, but the added FBT of \$33,000 per year make the total \$62,000. When the purchase price reduces to \$70,000 the cost would be \$13,000 per year plus FBT \$15,000 per year.

If the government were to remove FBT from electric vehicles as an incentive it would make them viable. This could be an opportunity for Council to lobby its local members.

The table below was prepared to show that hybrid and electric vehicles could be considered for fleet vehicles when electric charge station infrastructure becomes available.

CURRENT FLEET	Cost to Council per annum	
Toyota Corolla	\$ 9,138	
Holden Equinox	\$ 12,397	
POTENTIAL		
Toyota Camry Hybrid	\$ 8,465	
Toyota Camry	\$ 9,651	
Hyundai Ioniq Electric	\$ 10,677	
Toyota Corolla	\$ 9,138	
Hyundai Kona Highlander	\$ 11,195	
Holden Trax	\$ 9,982	

The use of recycled materials for applications such as modified bitumen and asphalt have numerous benefits from an engineering and environmental perspective including: Increased pavement life, improved durability, rut resistance, lower maintenance costs, reduced spray back, improved aging and oxidation resistance, increased use of waste materials (tyres, soft plastics etc.), reduced noise, savings in energy and natural resources and a reduction in the use of non-renewable resources.

The recent grader recommended for purchase while being a larger engine, it is said to reduce fuel consumption because the engine will be running at less RPM and thus have less fuel burn. This type of investigation into potential new machines should be considered.

ASSETS

Water and wastewater systems are significant energy consumers with electricity consumption used for movement and treatment of water and wastewater.

Water energy issues are of growing importance in the context of water shortages, higher energy, and material costs and a changing climate. In this economic environment, it is in the best interest for utilities to find efficiencies, both in water and energy use. Performing energy audits at water and wastewater treatment facilities is under way to identify opportunities to save money, energy and water.

System Performance

The reasons for poor energy efficiency performance are many and varied. This could include, but not limited to:

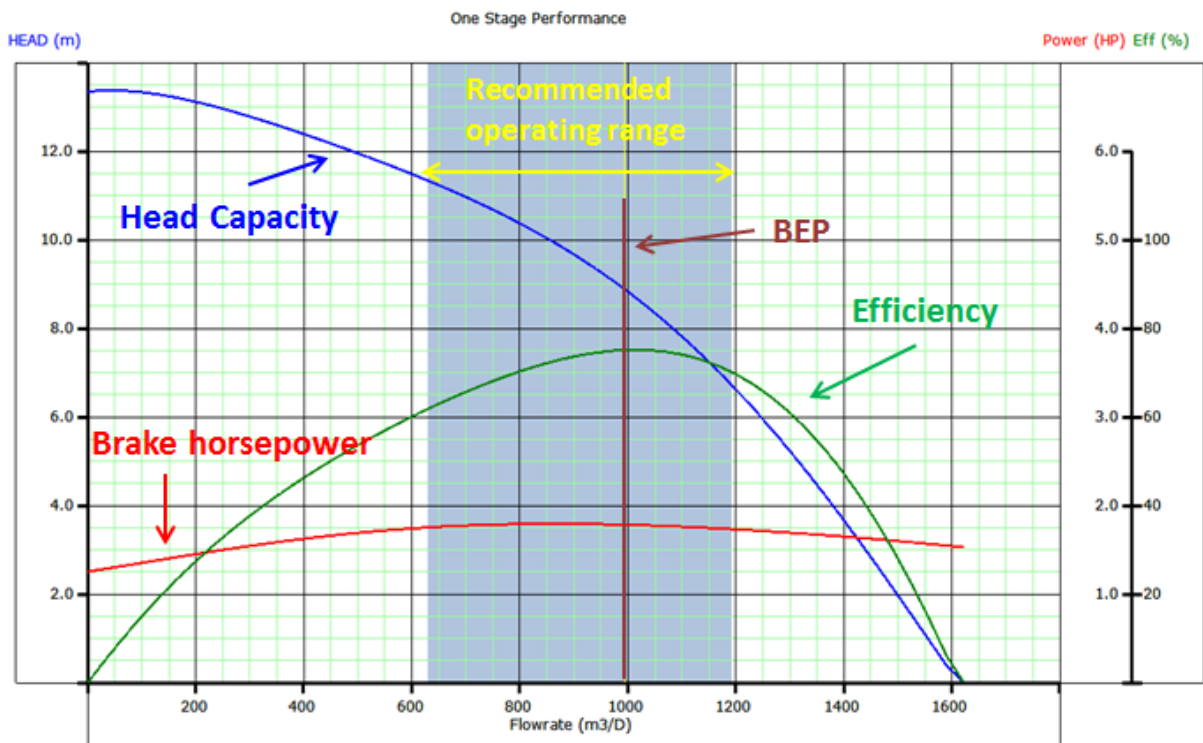
- High Pumping requirements associated with terrain
- Types of pump(s) and motor(s) being used
- Mixing requirements including number and type of mixers
- Aeration systems design, type age and conditions
- Poor Operating efficiency, particularly for pumping, mixing and aeration systems.

To fully understand the reasons for a plant's poor performance, and to assess the level and viability of opportunities for energy efficiency, requires case by case investigation. Generally energy improvement opportunities may lie with;

- Appropriate pump selection – i.e. number, size and type;
- Rationalising pump flow rates and operating pressure(duty points) as far as possible;
- Use of variable speed drives and operation of pumps relative to best efficiency point on the pump curve to meet system requirements;
- Upgrading aeration systems – e.g. review use of surface aerators, diffuser type, blowers, tank depth etc.;
- Systematic data collection and practical reporting of energy use;
- Improved training of operators to respond to changes in energy efficiency and
- Establishing and reporting relative to benchmarks and regular benchmarking

Pumping Equipment in water industry

The following figure shows a typical pump curve and the recommended operating range for a pump. If a pump is selected and operated outside the recommended operating range, the efficiency will be lower which is associated with high energy consumption.



Energy Audits

There are three levels of energy audit outlined by the American Society for Heating, Refrigerating and Air Conditioning Engineers. Audits range from Level 1 (walk through) to Level 3 (Computer modelling)

Audit Levels

- | | |
|---------|---------------------------------|
| Level 1 | Walk through assessment |
| Level 2 | Energy Survey and Analysis |
| Level 3 | Detailed Analysis and modelling |

Energy Management will require capital investment for various activities, investigations, concept development and detailed design and implementation.

IT EQUIPMENT – COMPUTERS, SCREENS AND PRINTERS

Turning off computers, laptops and screens at night is energy efficient and will save money because the cumulative effect of having a large number of devices in sleep mode ends up being costly to Council. Staff will be reminded to turn off all IT devices at the end of the day. Unlike computer equipment, the energy efficient sleep mode in modern printers and the small number of printers makes turning them off at the end of the day unnecessary. Cartridge World estimates that leaving a printer in standby mode overnight costs less than a dollar a year while cost of powering up a

printer every day or after the weekend would actually be higher. Additional energy and resource saving measures with printers include setting the default for all printers to print on both side of paper. This can be overridden if required but will serve to save energy and paper in the long run. High use printers have been set up with this default but it will be rolled out to all printers.

Even more cost and energy efficient is the reduction of paper in the workplace. Council processes are reviewed regularly to encourage digital copies of documents rather than paper. Recently, the implementation of new financial software modules has automated the purchasing process and eliminated the need to have paper copies of invoices and purchase orders.

VIDEO CONFERENCING

Council has introduced video conferencing in the two main administrative buildings thus eliminating the need for staff to drive between locations for meetings. Fortnightly Managers Meetings are being conducted utilising the video conferencing facilities resulting in a savings of over 1,000 kilometres a month. (5 staff at 110 kilometres per meeting)

PURCHASING STRATEGY

The Purchasing Policy states that: *“Goods or services being procured should represent the best return and performance for the money spent from a “total costs of ownership” or “whole-of-life costs” perspective”*. When purchasing goods that contain an energy rating, the annual running costs are incorporated into the cost assessment. At the other end of the procurement process, e-waste disposal is sent for recycling when possible. This does not provide a cost savings to Council but is environmentally sustainable as e-waste often contains precious metals that can be reused.

The work Council is doing with Vendor Panel allows us to flag suppliers that have sustainable manufacturing/ suppliers of their products. We can also take up membership with LGP’s sustainable choice - <https://lgp.org.au/sustainable-choice>.

SPORTS AND RECREATION

The main focus would be to install solar panels on the Aquatic Centre Complex and utilise power pack storage as to reduce the operational running costs of the pool during summer and winter. The main challenge is that the majority of high energy costs are associated with the enclosed pool during winter when sunlight power generation is at its weakest.

WASTE

The proposed new waste facility will also include solar power generation as to reduce energy consumption in the office and related amenities.

8.1.3 DRAFT CIVIC EVENTS AND CEREMONIAL FUNCTIONS POLICY

DOCUMENT NUMBER	322728
REPORTING OFFICER	Linda Wiles, Public Relations Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 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. Draft Civil Events and Ceremonial Functions Policy ↓

RECOMMENDATION

The Draft Civic Events and Ceremonial Functions Policy attached to the report be adopted.

Introduction

The Draft Civic Events and Ceremonial Functions Policy, attached to the report, has been developed at the request of the Council.

The purpose of this policy is to provide guidance on delivering Council and civic events and ceremonial functions.

Discussion

The Draft Civic Events and Ceremonial Functions Policy sets out the role of the Mayor and Councillors at events held within Cootamundra-Gundagai Local Government Area (LGA) where representation from Council is required.

The policy objectives are to ensure Council's staging and delivery of events meet statutory requirements, is responsive and responsible for civic expectations, to community expectations and undertaken in a fiscally responsible way.

Civic Events and Ceremonial Functions Policy (DRAFT)

Policy Approval and Distribution

1. Approved by	2. Council resolution
3. Responsible Officer	4. Linda Wiles, Communications Officer
5. Section/Service Unit	6. Business
7. Next Review Date	8. 01-01-2024

Version Control

9. ef	10. Date	11. Description	12. Resolution Number
13. 0.1	14. February 2020	15. Presented to Council for Adoption.	16. TBA

Policy Statement

Council delivers several civic and ceremonial events and functions, as well as other functions and receptions as the need arises. These events and functions foster positive relationships between the community and Council, connect the community in celebration, recognise and celebrate individual and community achievements, and promote community pride or spirit.

This policy identifies considerations in the management of Council events and ceremonial functions or when requesting the presence of the Mayor or a Councillor representative at an external event or function.

Purpose

The purpose of this policy is to provide guidance on delivering Council-events, civic events and ceremonial functions.

The policy sets out the roles of the Mayor and Councillors at events held within Cootamundra-Gundagai Local Government Area (LGA) where representation from Council is required.

Scope

This policy applies to the Mayor, Councillors and staff of Cootamundra-Gundagai Regional Council. Reference to staff in this policy also includes Council delegates, volunteers, and contractors and service providers engaged by Council.

Objectives

To ensure Council's staging and delivery of events is responsive and responsible to community expectations, meets statutory and civic expectations and is undertaken in a fiscally responsible way.

Event Classifications and organizational arrangements

Welcome to Country / Acknowledgement of Country

Where appropriate, and after consultation with members of the local indigenous community, Council events will incorporate at the beginning of proceedings either a 'Welcome to Country,' where Indigenous community members are present and able, or, in other circumstances, an 'Acknowledgement of Country'.

Acknowledge of Country will be read as follows:

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.

Class 1 events

For Class 1 events, the Mayor, in conjunction with the General Manager, shall be delegated with making organisational preparations for a civic event in respect to where it is to be held, the date, time and invitation list for attendance.

1A - Civic event: The highest level of Council function, which refers to official duties held for a special purpose (such as an official opening or ribbon cutting, recognising community achievements, significant milestones and other special events) which has been approved by Council resolution.

It specifically involves the Mayor, Councillors, Members of Parliament (MPs), other dignitaries and/or elected representatives. Such events are normally held for celebratory, ritual, recognition or commemorative purposes, and typically follow formal event and State ceremonial protocols, especially where Vice Regal or attendance by Ministers of the Crown is involved.

Class 2 events

For Class 2 events the General Manager will be delegated with making organisational preparations in collaboration, as appropriate, with Councillors, Council staff, and/or third party organisers / sponsors and within the parameters of relevant budget allocations.

2A - Major event: A planned large-scale activity that is conducted for the purpose of community participation or public celebration of a national day or special occasion and is held in a public space such as a park or reserve. These include festivals, expos and some sporting activities, which generate a range of direct and indirect benefits, including economic and reputational outcomes.

2B - Community event: A social activity or gathering with the primary purpose of community engagement, both in the product and process. Key features of community events are as follows:

- a) They are community driven as they involve residents and/or community organisations in decision making throughout the planning and organising process;
- b) They raise awareness of broad social needs in alignment with local, national or international causes such as Harmony Day, Refugee Week, Youth Week or Anti-Poverty Week;
- c) They are delivered in partnership with community organisations and groups;
- d) They provide a capacity building component for residents and/or community organisations and groups; and
- e) They provide an opportunity for community service organisations to distribute information to residents.

2C – Australian Citizenship ceremony: The ceremonial occasion where approved candidates have their Australian Citizenship conferred.

Cootamundra-Gundagai Regional Council (CGRC) conducts Australian Citizenship Ceremonies on behalf of the Australian Government, Department of Home Affairs, Immigration and Citizenship at various times throughout the year. Ceremonies are held in accordance with The Australian Citizenship Code. The Code outlines all of the legal requirements and best practice guidelines for hosting a citizenship ceremony.

Protocol Notes:

Ceremonies follow a similar order of proceedings.

- *a formal introduction*
- *speeches, including a welcome message from the Minister*
- *an address to participants*
- *the pledge*
- *National Anthem*

Dress Code:

Making the Australian Citizenship Pledge is the final step in becoming an Australian Citizen, and Cootamundra-Gundagai Regional Council is proud to welcome those who have made this journey.

Council's dress code for Australian Citizenship Ceremonies is Smart Casual: Women: there are no rules however it requires a degree of polish, such as a blazer or jewellery. Flats or heels are acceptable. Men: denims, chinos or suit pants with a shirt or dressed-up T-shirt; no ties.

Following each Ceremony a reception is held for participants and their partners with further guests at the approval of the Mayor and General Manager. Other invitees shall include all current Elected Members, Local Members of Parliament and other staff of the Council at the discretion of the Mayor and General Manager.

Recipients are presented with an Australian Native Plant from Council.

2D -Anzac Day Ceremony

The Mayor delegates to representatives responsibilities for Anzac Day ceremonies across the region on Anzac Day, 25 April. Wreaths are laid by Council representatives at Ceremonies as a symbol of remembrance and respect. CGRC supports organisers of Anzac Day Ceremonies throughout the region with park bookings and preparation, road closures, promotion of services and events.

The suggested procedure for the laying of a wreath is as follows:

1. the person moves-up to the memorial with the wreath in the left hand or both hands,
2. the person halts, pauses, lowers and then lays the wreath,
3. the person adopts the attention position, takes one pace rearwards, pauses and either bows, or salutes if the person is wearing military uniform and headdress; and
4. the person pauses again and then moves away from the memorial.

There is no requirement to place the right hand on the left breast pocket, i.e. over the heart region when a person bows their head and pauses to remember.

2E - Remembrance Day Ceremony

The Mayor delegates to representatives responsibilities for Remembrance Day ceremonies across the region on Remembrance Day 11 November. Wreaths are laid by Council representatives at Ceremonies as a symbol of remembrance and respect. CGRC support organisers of Remembrance Day Ceremonies throughout the region with park bookings and preparation, road closures, promotion of services and events.

2F - Australia Day

Australia Day Celebrations held in both Cootamundra and Gundagai, are hosted by the Council for the enjoyment and attendance of the entire community. Event details are coordinated by Council Staff in partnership with the Australia Day Community Programs - Australia Day Council of NSW.

CGRC register both events through the Australia Day Ambassador program.

The Australian National Anthem is played during Australia Day Events and the following will be adhered to:-

1. Usually, only the first verse of the Australian National Anthem is used but both verses can be used.
2. When the Australian National Anthem is played at a ceremony or public event it is customary to stand.
3. The event organiser can choose when the Anthem is played during an event.

2G - NAIDOC Week

NAIDOC Week celebrates the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. The week is celebrated not just in the Indigenous communities but also in an increasing number of government agencies, schools, local councils and workplaces.

CGRC, partners with community NAIDOC Committees to host NAIDOC Week Activities throughout the Council area. NAIDOC Week grants are sought prior to NAIDOC Week to ensure funding is available for events to be held.

2H - Official Openings of Council Facilities

CGRC regularly hosts official openings of new and existing Council facilities (roads, trails, buildings, playgrounds, ovals etc) to celebrate the occasion and recognize, where relevant, the stakeholders, community volunteers and funding bodies. These events are coordinated by the relevant Council Project Manager.

Class 3 events

Class 3 events shall be designed within the parameters of budget allocations, at the discretion of the Mayor and General Manager. The Mayor may also host functions and receptions for visiting dignitaries, local residents who are recipients of awards or prizes and visitors from other local authorities from Australia and overseas. The invitation list shall be at the Mayors discretion.

3A - Ceremonial function: A small official event coordinated by Council in honour of a special day or an achievement. This can include functions such as a flag raising ceremony, or ribbon cutting for an official opening, turning of the sod to mark any official opening, or a commemoration plaque.

3B - Commemoration: To remember officially and give respect to a great person or event.

3C - Volunteer/Community Events

CGRC hosts periodic events to recognise the valuable contribution that various groups make in delivering service and support within our community. These events are coordinated and supported by a number of Council Departments including Community Services, Library and Business Teams.

Class 4 events

For Class 4 events the General Manager is authorised to hold functions for current and retiring Elected Members, local State and Federal Members of Parliament, Councillors of adjoining Local Governments and special guests at a time and date determined by the General Manager.

4A – Service Recognition: A function to acknowledge and thank community members

4B - Christmas Functions for Employees and Elected Members

The General Manager shall determine an appropriate format for a function for employees and elected members to celebrate Christmas and recognise the efforts of employees throughout the preceding twelve (12) months with the cost of such function being borne by the Council.

4C - Days of National Significance

Council actively solicits the community to advise Council of significant days throughout the calendar year that should be acknowledged on it's website with messaging:

'Are you aware of a day or week of national or international significance that you would like to see acknowledged or celebrated within our community? Let us know so we can compile dates to be commemorated throughout 2020. Send dates to the General Manager, PO Box 420, Cootamundra NSW 2590, drop your ideas into either Council office or, email to mail@cgrc.nsw.gov.au.'

Requests for Other Functions

In addition to the functions stated above, other functions may be approved by the Mayor or General Manager. The discretion to approve such functions should take into consideration the following;

- the relevant budget;
- venue availability;
- staffing requirements and availability.

Definitions

CGRC: Cootamundra-Gundagai Regional Council (CGRC)

LGA: Local Government Area

Protocols: A set of procedures to be followed in formal situations.

Legislative Framework (Relevant Legislative, Australian Standards, Code of Practice etc)

<https://www.pmc.gov.au/government/australian-national-anthem/australian-national-anthem-protocols>

<https://www.defence.gov.au/Ceremonial/AnzacDayHandyHints.asp>

<https://immi.homeaffairs.gov.au/citizenship/ceremony>

<https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf>

Review Period

This document is to be reviewed every four (4) years to ensure that it remains relevant and meets legislative requirements.

8.1.4 DRAFT COMPANION ANIMALS MANAGEMENT PLAN

DOCUMENT NUMBER	318810
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 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	To comply with the provisions of the Companion Animals Act, 1998.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft CGRC Companion Animal Management Plan 2019 ↓

RECOMMENDATION

The draft Companion Animals Management Plan, attached to the report, be adopted.

Introduction

At its meeting held on 4th July, 2019, the Internal Audit Committee discussed Cootamundra-Gundagai Regional Council Policy Maintenance. As a result the Committee recommended that Council develop and adopt a Companion Animals Management Plan.

Discussion

The Companion Animal Management Plan provides the framework for the provision of an effective animal management service and procedural functions under the Companion Animals Act, 1998.



COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL

COMPANION ANIMAL MANAGEMENT PLAN



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
2019

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INTRODUCTION

The Companion Animal Management Plan provides the framework for the provision of an effective animal management service and procedural Functions under the Companion Animals Act 1998 (the Act).

The Act and the Companion Animals Regulation is the legislation that gives effect to the way local authorities manage dogs and cats. The principle object of the Act is to provide for the effective and responsible care and management of companion animals.

The term Companion Animal refers to all dogs and cats and any other animal that is prescribed by the regulations as a companion animal.

The main items relevant to the Companion Animal Management Plan are to:

1. acknowledge general duties and responsibilities for the management of domestic dogs and cat animal issues in the CGRC area
2. ensure that Council meets its responsibilities under the Companion Animals Act 1998 and Companion Animal Regulation 2008
3. achieve a balance between the needs of pet owners and non-pet owners
4. provide pet owners with support, education, regulation and facilities to accommodate their pets within the broader community and environment

1 - STATEMENT AND OBJECTIVES

1.1 STATEMENT

To balance community amenity, animal welfare and environmental preservation while promoting the benefits of responsible pet ownership alongside effective companion animal management.

1.2 OBJECTIVES

Our main objectives include:

1. Encouraging residents and visitors to properly care for all dogs and cats
2. Encouraging dog and cat animal owners to provide appropriate physical and mental challenges for their animals, to improve animal welfare without affecting the comfort of others
3. Encouraging the permanent microchip identification and lifetime registration of all dogs and cats
4. Identify and prioritise dog and cat management issues particularly in managing dangerous dogs, restricted breeds and nuisance dog and cat behaviour
5. Educating the community about the rights and responsibilities of dog and cat ownership
6. Maintaining best practice animal care and facilities and minimise the number of unwanted animals that are euthanased
7. Providing adequate off leash areas for dog exercise throughout the CGRC region that are as safe as possible for dogs and humans (refer to Annexure 1 'Off Leash Areas')

The statement and objectives of the Plan are detailed under four key performance areas:

1. Animal matters
2. Community matters
3. Environmental matters
4. Monitoring and review

2 - ANIMAL MATTERS

2.1 MICROCHIPPING AND REGISTRATION

Microchipping and registration is required by law and enables the return of stray animals to their owner.

The NSW Companion Animals Act 1998 (Sections 8-9) require owners to:

- Have their cats and dogs microchipped from 12 weeks of age or at the time in which they are sold or given away prior to 12 weeks of age;
- Register their cats and dogs on the NSW Companion Animals Register by 6 months of age, or upon sale of the cat or dog (if sold prior to 12 weeks of age); and
- Advise the Council or the Pet Registry when there is a change in either the registration or identification information for the animal, if the animal has been missing for more than 72 hours and also if found after the missing notification or the animal has died.

The NSW Pet Registry is an online database of microchipped and registered cats and dogs in NSW. All existing cats and dogs that have previously been contained within the Companion Animals Register are available via the Pet Registry.

The Pet Registry enables owners to:

- Update their contact details such as a change of address
- Transfer ownership
- Report pets as missing or deceased; and
- Pay most lifetime registration fees online

Benefits

- Lost pets can be identified and reunited with their owner reducing stress on lost pets.
- Faster reunion with pet owners and reduces the likelihood of extended confinement in the pound facility and associated costs of collection, kennelling, impounding and possible destruction of pets
- Ownership of pets can be legally established in the event where liability has been incurred as a result of animal behaviour
- Allows an opportunity for Council to educate and/or take enforcement action where necessary.

Goals

- Encourage microchipping and lifetime registration of dogs and cats in the CGRC area
- To improve rehoming rates for lost and stray dogs and cats.

2.2 IMPOUNDING

The CGRC Animal Care Facility is managed by Council and is located on the corner of Turners Lane and Muttama Road, Cootamundra and an Animal Holding Facility is located at Council's Works Depot in Short Street, Gundagai.

Where an animal has identification such as microchipped and registered, every effort is made to return the animal to the owner. This requires that the place of residence is current and has suitable containment for the animal.

In circumstances where the owner of an animal cannot be located or is unknown the dog or cat will be transported to the Animal Care Facility for collection by the owner within the prescribed time limits.

The Act provides that identified animals can be held for a minimum of 14 days and unidentified animals for 7 days.

CGRC Fees and Charges may apply for accommodation, sustenance, registration, microchipping and veterinary costs if required, upon collection of the animal. At the expiration of the prescribed periods the unclaimed animal may be rehomed.

Goals

- Facilitate the prompt return of seized animals to their owners and reduce the number of animals that need to be impounded
- Maintain and broaden links with professional bodies, animal welfare agencies, approved 16D organisations, AWL/RSPCA/Police/Vets, to promptly manage incidents, health issues and increase rehoming opportunities
- Minimise the number of animal's euthanased

2.3 ANIMAL WELFARE AND RESPONSIBLE PET OWNERSHIP

The health and social benefits of owning pets are well understood. With pet ownership comes a responsibility to manage the welfare of animals. Every owner has an obligation to take reasonable care of their animals and to prevent any adverse impacts on the community from improper or negligent control.

Problems can be addressed by:

- Attending to pet health and welfare including exercise, training and socialising as appropriate to the breed of animal
- Confining dogs within the perimeter of the home to prevent straying
- Minimising any adverse effects toward neighbours, such as excessive barking
- Complying with relevant legislation (leash laws, removal of faeces from public places, maintaining dogs under effective control).

3 - COMMUNITY MATTERS

Conflict between people and dogs and cats does occur, particularly when there is close proximity to neighbouring dwellings. Issues include barking dogs, roaming cats/dogs, cat/dog faeces exposure, number of animals per household and serious issues such as dog attacks.

3.1 PUBLIC SAFETY

People should be able to move freely throughout the public areas without loss of amenity due to dogs and cats not being under effective control and furthermore that dog owners have access to safe off leash and on leash exercise areas for their pets. Cats and dogs are important companions to their owners and the rights of owners to enter public places with their pets needs to be protected. It is equally important that general rights to enjoy community and open spaces, free of dog and cat nuisances, are enforced.

It is essential that owners keep their pets under effective control when they exercise their rights to enter the public domain and immediately pick up and appropriately dispose of faeces.

Dog attacks

Offences relating to dog attacks are broadly defined under the Act. An offence occurs if a dog rushes at, bites, harasses or chases any person or animal (other than vermin), whether or not any injury is caused.

It is not an offence if the dog is provoked by teasing, is being mistreated or attacked, or as a result of the person or animal trespassing on the property on which the dog was being kept, or as a result of the dog acting in reasonable defence of a person or property.

Victim and witness statements received by Council on alleged dog attacks will be assessed on their individual merits to determine the nature of any enforcement action.

All confirmed dog attacks will be reported to the Office of Local Government. Significant penalties apply to the owners of a dog that is involved in serious attacks.

Dangerous and menacing dogs

The Act (Part 5) includes provisions that impose stringent controls on dogs that pose a threat to the safety of humans and other animals through attacks or menacing behaviours. Restricted dog breeds are defined in the Act and are required to comply with special conditions.

Education programs can also assist such as:

- Appropriate pet selection. Problems can be avoided by selecting the type of animal, breed and sex to suit the owner's lifestyle and circumstances
- Basic health and welfare principles. Regular exercise, proper nutrition, water and shelter are crucial to the maintenance of animal health. Health care practices, such as worming and vet check-ups, must be maintained
- Permanent identification (microchipping) and registration
- Desexing, which has the capacity to reduce several unwanted animal behaviours, such as: unwanted litters; roaming by male animals; territorial aggression and noise complaints.
- Obedience training, which can allow for better control over your animal, a better understanding of your pet, develop a stronger bond, provide a rewarding and challenging environment.

Secure confinement and environmental enrichment

Confining an animal reduces its risk of serious harm or death by misadventure. In addition, while this practice must be followed, there is the consideration of combating the boredom and frustrations that animals may feel while their owner is absent.

Environmental enrichment is the inclusion of cognitive, dietary, physical, sensory and social stimuli to relieve boredom and frustration. If an animal is kept busy, it is less frustrated, less reactive and less of a potential nuisance (barking and roaming).

Socialisation and training

Early socialisation of animals is important to allow exposure to different stimuli in the local environment (children/elderly people, other animals, noises, and movement). Dog training is encouraged to ensure that owners have control of their pet in public and private places.

Goals

- To improve community awareness of the importance of safety around animals
- To encourage further education regarding responsible pet ownership.
- Improve community awareness of the value of microchipping and registration
- To promote the desexing of animals
- To encourage animal owners to provide mental and physical challenges for their animals improving the welfare of their animals and reducing negative impacts on the community.

Dog Exercise Areas

There are a number of locations where the Act (sections 14, 30) prohibits cats and dogs including:

- In or within 10 metres of a children's play areas
- Food preparation or consumption areas (unless it is in a public thoroughfare such as a road, footpath or pathway)
- Recreation and public bathing areas where dogs are declared to be prohibited
- School grounds and child care centres (unless with the permission of the person controlling the school/centre)
- Shopping areas (unless secured in a vehicle, with the permission of the person controlling the place or going to or from a vet or pet shop)
- Wildlife protection areas

Dogs and cats are prohibited in all National Parks, and from some recreational areas such as sporting fields or other public places.

Council is required to provide at least one leash free area, however, people using these facilities must have control of their animals. Currently there is a range of off leash dog areas within the CGRC Local Government Area. (see Annexure 1)

Goals

- To promote and provide opportunities for dogs to socialise with other dogs and humans
- Increase exercise opportunities for the benefit and health of dogs and dog owners.
- Increase the awareness of dog training and keeping dogs under effective control
- To monitor dangerous dogs and restricted dogs throughout the CGRC area.

3.2 ENFORCEMENT AND EDUCATION

Council has an active role to ensure animal owners comply with the Act. Resources are prioritised by severity, especially in cases of public safety e.g. aggressive dog behaviour and dog attacks.

Council relies heavily on voluntary compliance and responsible animal ownership. In addition, community education is also important and covers aspects such as:

- Public safety, dog attacks, dangerous dogs and restricted breeds
- Barking dogs
- Choosing a pet
- Responsible pet ownership
- Desexing your pet
- Microchipping and registration
- Early socialisation and regular obedience training
- Environmental enrichment and protection.

Goals

- To promote the responsibilities of being a dog or cat owner
- To promote and enforce appropriate usage of dog off leash areas and responsible pet ownership
- To maintain links with professional animal industries and to organise activities
- To simplify and improve signage

4 – ENVIRONMENTAL MATTERS

Animals can create adverse impacts on the environment in a number of ways such as noise, pollution, water and faecal pollution and impacts on native fauna.

Education of dog and cat owners to understand the potential negative impacts of their animals will help the owner manage their animal's activities to minimise their impact on the surrounding environment.

4.1 NOISE POLLUTION

The predominant form of noise pollution is from barking dogs. While all dogs bark, it is those that bark excessively that require management. Barking dogs account for a large percentage of complaints received by the Council.

Barking dogs are a significant community problem and as a dog owner you are responsible to ensure your dog does not create a nuisance by barking. However, an animal barking may be due to: territorial behaviour, boredom, separation anxiety, illness, visual stimuli or teasing.

The noise of cats fighting during the night is reported less frequently but it is still a cause of noise pollution. Confining cats inside their residence at night to prevent cat fights, noise, roaming and hunting is recommended.

Goals

- To educate the community in an endeavour to reduce incidents of nuisance barking
- To raise awareness of the strategies to reduce dog and cat noise pollution
- To address community dog and cat noise complaints

4.2 WATER AND FAECES POLLUTION

Companion animal faeces are a significant environmental and public health issue. The pollution of backyards, footpaths, parks, reserves and beaches by animal faeces and the resulting pollution of waterways are of concern.

The failure of animal owners to properly dispose of their animal faeces is an offence and on the spot fines may be issued.

Goals

- Educating and enforce pet owners to clean up after their pets and to dispose of the waste appropriately
- Raise animal owners' awareness of the health and amenity issues of uncollected animal faeces
- Encourage the use of dog poo bags and use of bag dispensers and waste bins

4.3 IMPACTS ON BIODIVERSITY

CGRC is renowned for its natural environment and an array of wildlife. Various species of threatened and endangered flora and fauna have been identified. It is vital that animal management strategies be implemented to assist with protection of endangered species.

Cats in particular are very efficient hunters. The impacts of dogs and cats on our natural areas also go beyond direct predation on native animals.

Goals

- Encourage cat confinement
- Educate owners about the advantage of their animals wearing collars with bells

5 – MONITORING AND REVIEW

Ongoing monitoring and review of animal management is required. This will ensure strategies and focus will remain relevant, sustainable and in-line with statutory obligations and community expectations.

Goals

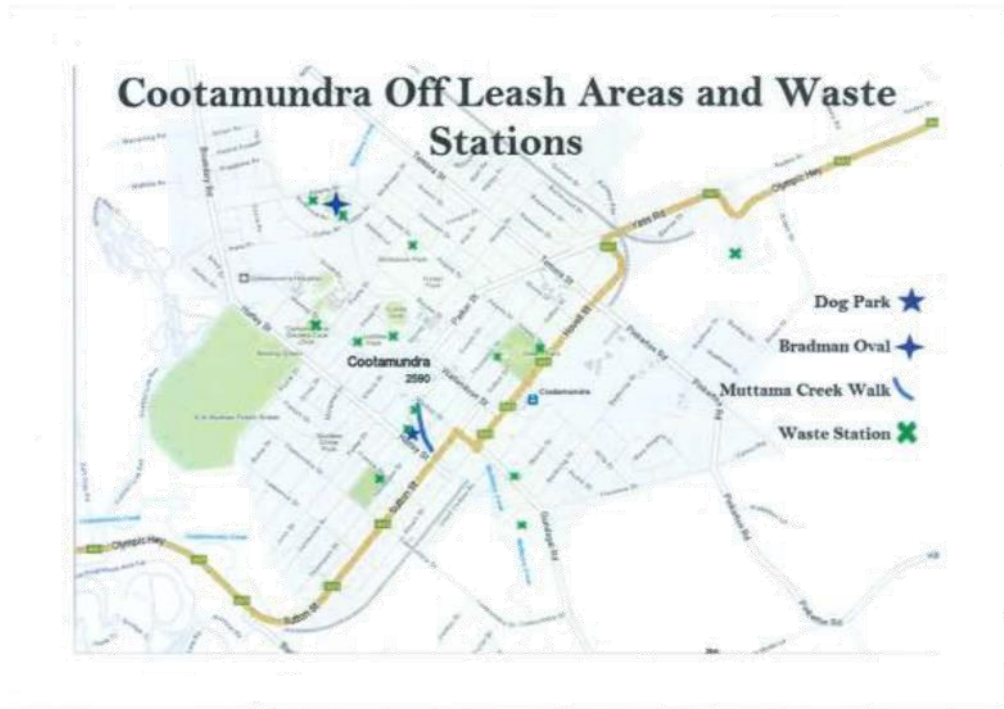
- To analyse statistics to indicate performance and consider alternative or future strategies
- To seek feedback, via customer service surveys, from customers and animal owners
- To network with other local government areas and animal welfare organisations.

ANNEXURE – 1 - OFF LEASH AREAS

General arrangements

- In the absence of any regulatory advisory sign to the contrary, animals must be under effective control in all designated exercise areas.
- Animals must be under effective control and leashed while in a public place





8.1.5 DRAFT PESTICIDE NOTIFICATION PLAN

DOCUMENT NUMBER	318812
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 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	To comply with the provisions of the Pesticides Regulation 2009.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft CGRC Pesticide Notification Plan 2019 ↓

RECOMMENDATION

The draft Pesticide Use Notification Plan, attached to the report, be adopted.

Introduction

At its meeting held on 4th July, 2019, the Internal Audit Committee discussed Cootamundra-Gundagai Regional Council Policy Maintenance. As a result the Committee recommended that Council develop and adopt a Pesticide Use Notification Plan.

This Pesticide Use Notification Plan has been prepared in accordance with the requirements of *the Pesticides Regulation, 2009*.

Discussion

The aim of the Cootamundra-Gundagai Regional Council Pesticide Use Notification Plan is to meet the communities general right to know about pesticide applications made to outdoor public areas that are owned and controlled by the Cootamundra-Gundagai Regional Council.

COOTAMUNDRA – GUNDAGAI REGIONAL COUNCIL



PESTICIDE USE NOTIFICATION PLAN

Cootamundra-Gundagai Regional Pesticide Notification Plan

This pesticide use notification plan has been prepared in accordance with the requirements of the Pesticides Regulation 2009.

The aim of the Cootamundra-Gundagai Regional Pesticide Notification Plan is to meet the communities general right to know about pesticide applications made to outdoor public areas that are owned and controlled by the Cootamundra-Gundagai Regional Council. The plan allows members of the community to take action to avoid exposure to pesticides. The applications of pesticides are applied in a safe responsible manner that minimizes the harm to the community or the environment.

The plan outlines how the council will notify members of the community of pesticide applications made.

The plan describes;

- the public places that are covered by the plan
- the user groups that use the public spaces and an estimate of the level of use
- how the council will notify the community about pesticide applications
- how the community can access the plan and obtain information about councils notification arrangements
- how future reviews of the plan will be conducted
- contact details for anyone wishing to discuss this plan with council

This pesticide notification plan of the Cootamundra-Gundagai Regional Council's is a commitment to the continual improving of and maintaining infrastructure in away that the community is not put at risk. The Cootamundra-Gundagai Regional Council only uses pesticides in public places when necessary.

The majority of pesticide use consists of herbicides for noxious weed management and parks and garden maintenance, a small proportion of pesticide is used to control and manage insect infestations. Council only uses small quantities of some pesticides that are available from retail outlets and ordinarily used for domestic purposes. Council does not intend to provide notice for such pesticide applications other than what has been described in this plan. This will apply to minor control of indoor and outdoor insect pests using baits or aerosol cans and spot weed control using a hand-held spray bottle.

Further information on pesticide use can be obtained by contacting the Cootamundra-Gundagai Regional Council on 69402100 or by visiting the website www.cootamundra.local-e.nsw.gov.au.

PUBLIC PLACES COVERED BY THIS PLAN

Cootamundra-Gundagai Regional Council proposes to use or allow the use of pesticides in the following categories of outdoor public places that it owns or controls in the Shire Council's boundaries;

- Public Gardens
- Parks and Playgrounds

- Picnic areas
- Sporting Fields and Ovals
- Public land owned or controlled by the Cootamundra-Gundagai Regional Council;
 - Road verges and reserves
 - Laneways and pathways
 - Skate Park
 - Swimming Pool
 - Garbage tips
 - Sports Stadium
 - Aerodrome
 - Bradman Museum
 - Cemeteries
 - Crown reserves
 - Council Depot
 - Public Car Parks

This notification plan will provide information on how notice will be provided to the community of pesticide use in at the Cootamundra-Gundagai Regional Council chambers.

Cootamundra-Gundagai Regional Council's estimate of the level of community use, regular user groups and types of pesticide use in each of these categories of public places is summarised in the following table.

Public places	Regular user groups	Level of use of public place	Type of pesticide use
Public gardens Managed by Council	General Public Garden Club Native Plant Group	High	Spot Herbicide Spot Insecticide
Parks and Playgrounds managed by Council	General Public Community Groups Kindergartens Social Groups Children	High	Spot Herbicide Spot Insecticide Broad scale selective Herbicide Spray Termiticides
Picnic areas managed by Council	General Public Social Groups	High On weekends and holiday periods	Spot Herbicide Spot Insecticide

Public places	Regular user groups	Level of use of public place	Type of pesticide use
Sporting fields and ovals managed by Council	Sporting Associations General Public Community Groups Social Groups Schools	High	Spot Herbicide Spot Insecticide Broad scale selective Herbicides
Road verges and reserves on all Council managed roads	General Public Graziers Cyclists	Low for rural roads High for urban roads	Spot Herbicide Spot Insecticide Broad scale selective and non-selective Herbicides
Laneways and pathways on all Council managed roads	General Public Cyclists	Medium	Spot Herbicide Spot Insecticide Broad scale selective and non-selective Herbicides
Skate Park and BMX track	General Public Children	High	Spot Herbicide Spot Insecticide
Swimming Pool	General Public Children Swimming Clubs Schools	High In the months of operation	Spot Herbicide Spot Insecticide
Sports Stadium	Sporting Clubs Children Health programs	High	Spot Herbicide Spot Insecticide
Aerodrome	Contractors Pilots General Public	Medium	Spot Herbicide Spot Insecticide Broad scale selective and non-selective Herbicides
Garbage Tips	Contractors Workers General Public	High	Spot Herbicide Spot Insecticide Broad scale selective and non-selective Herbicides
Bradman Museum	General Public Visitors/Tourists Workers	High	Spot Herbicide Spot Insecticide
Cemeteries	General Public Contractors	High	Spot Herbicide Spot Insecticide Broadscale selective and non-selective Herbicides Rabbit control

Public places	Regular user groups	Level of use of public place	Type of pesticide use
Crown Reserves managed or controlled by Council Eg. Showground	User groups General Public	High when Activities are present	Spot Herbicide Spot Insecticide Broadscale selective and non-selective Herbicides
Shire Chambers	Community Groups General Public Employees Contractors User groups	High	Spot Herbicide Spot Insecticide
Public Car Parks	General Public	High	Spot Herbicide Spot Insecticide
Council Depots	Employees Contractors	High	Spot Herbicide Spot Insecticide

NOTIFICATION ARRANGEMENTS

Cootamundra-Gundagai Regional Council will provide notice of pesticide use in public places. These notification arrangements are based on Council's assessment of;

- The level of use of the public place to be treated with pesticides
- Activities that could lead to direct contact with pesticides
- Type of pesticide used

Notice of pesticide use will be provided by the use of one or more of the following;

- Signage
- Information on the Council's website
- Council's regular newspaper advertisement in local newspaper
- Information at Council Chambers during business hours
- Door-knock in emergency situations

The notification arrangements described below will apply to the following areas owned or controlled by Council;

- Public Gardens
- Parks and Playgrounds
- Picnic areas
- Sporting Fields and Ovals
- Skate Park
- Swimming Pool
- Sports Stadium
- Garbage Tips
- Cemeteries

- Shire Chambers

In these public areas information provided to the general public will be through signage and the regular article in the local newspaper. Signage will be in place during the application and persist for 24 hours after application following pesticide uses;

- Broadscale selective herbicides
- Broadscale non-selective herbicides
- Broadscale insecticides
- Broadscale Fungicides

Where the application of pesticides occurs in an area adjacent to sensitive areas, notification to these areas will be 48 hours prior to application. (Described in 'sensitive areas')

Sporting associations or other user groups that express an interest in the sporting fields and ovals, notice will be given 48 hours before application by email,

The notification arrangements described below will apply to the following areas owned or controlled by Council;

- Road verges and reserves
- Laneways and pathways
- Aerodrome
- Crown reserves controlled by Council

In these public places, information on the forward program for Broadscale herbicide application will be posted on Councils website quarterly and as required in the local newspaper article on Councils work program, as Broadscale application of herbicide only occurs at appropriate times of the year.

Emergency pesticide application

Emergency application of pesticides in public areas for problems of dangerous insect's that pose an immediate danger, Council will where possible post signs in the vicinity of the application.

Pesticide application contractors and lessees of public places

Where contractors are used by Council to apply pesticides, Council will ensure notification is made in accordance with the notification requirements of this plan.

Where persons or organizations hold an existing lease on Council land that remains a public place and if they use pesticides in this area, Council will require notification in accordance with the requirements of this plan.

Sensitive areas

Clause 18 of the pesticide Regulation defines a sensitive place to be any;

- School or pre-school

- Kindergarten
- Childcare centre
- Hospital
- Community health centre
- Nursing home
- Place declared to be a sensitive place by the Environment Protection Authority (EPA) – now a part of the Department of Environment and Conservation (DEC).

In the event of pesticide application in an emergency situation in a sensitive area to control a dangerous pest infestation, the Council will organize a door-knock (in a reasonable amount of time) prior to the application of pesticide.

INFORMATION PROVIDED

In accordance with clause 14 of the Pesticides Regulation, notices of pesticide use must include all the following information;

- Product name of pesticide
- Purpose of application in relation to what is being treated
- Proposed date/s or date range
- The area in which the application will take place
- Contact details of responsible officer for application
- Warnings on re-entry to treated area specified on product label or the Australian Pesticides and Veterinary Medicines Authority (APVMA) permit.

Council's website will have a dedicated area that describes its programmed and emergency pesticide use in public areas with a link to the Notification Plan.

HOW THE COMMUNITY WILL BE INFORMED OF THIS PLAN

Council will advise residents of the contents of the plan by;

- Making a copy of the plan available for public viewing in the Council Library and Council Chambers in Wallendoon Street during office hours.
- Placing a copy of the plan on Council's website
- <https://www.cgrc.nsw.gov.au/>
- Placing a notice in The Cootamundra Herald and Gundagai Independent
- Placing a notice in the NSW Government Gazette

FUTURE REVIEWS OF THE PLAN

The notification plan will be reviewed every 5 years. The review will include;

- A report on progress of implementing the plan
- Placing the plan on public exhibition, with any proposed changes and calling for public submissions.
- make recommendations for alterations to the plan (if any needed)

CONTACT DETAILS

Cootamundra-Gundagai Regional Council
PO BOX 420
Cootamundra NSW 2590
Ph: 02 6940 2100
Fax: 02 6940 2127
Email: mail@cgrc.nsw.gov.au

8.1.6 INFORMATION BULLETIN

DOCUMENT NUMBER	322740
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</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	<ol style="list-style-type: none"> 1. Correspondence - the Hon. John Barilaro - Deputy Premier - Bushfire Response ↓ 2. Bushfire Response - Bushfire Guidelines - Phase 1 ↓ 3. Snowy Valleys Council - Recovery Bulletin No 5 ↓ 4. LG Circular-Amendments to the Local Government (General) Regulation 2005 to increase the tendering exemption threshold for contracts for bushfire recovery and operations. ↓ 5. Office Local Government regarding then Emergency Services Levy ↓ 6. LG Circular 20 - Exemption for activities under Part 3 of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 ↓ 7. Correspondence in - Greg Warren MP - Member for Campbelltown ↓ 8. Correspondence RSL Cootamundra Sub Branch ↓

RECOMMENDATION

The Information Bulletin, and attached correspondence, be received and noted.

Introduction

Council receives circulars and correspondence which are attached to the Information Bulletin for the information of Council and the community.



The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade

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

Dear Clr McAlister

The bushfire crisis our State is facing is unprecedented; and requires an unprecedented response. My number one priority is assisting communities on the long road to recovery.

Over the last few months I have heard firsthand from hundreds of families, business owners, and volunteers all impacted in different ways by the devastating bushfires. I have observed the resilience, dedication and positive spirit that makes NSW an extraordinary place to live, visit and run a business.

As the Minister responsible for Disaster Recovery I am working closely with the Commonwealth Government to take action and secure funding that is necessary for the recovery effort. This includes:

- Setting up a one-stop-shop for bushfire assistance via service.nsw.gov.au or 13 77 88
- Agreeing with the Commonwealth to split clean-up and waste management costs 50:50
- Significantly increasing the number of school counsellors in bushfire affected communities
- Committing \$1 billion to repair and rebuild vital infrastructure, such as roads, rail-lines, bridges, schools, health facilities and communications facilities
- Establishing \$75,000 special disaster grants for primary producers and a \$50,000 recovery grant for small businesses to help with clean-up and reinstatement measures
- Loss of income payments for RFS and SES volunteers

I know that more needs to be done and that you need assistance urgently.

A key priority is to ensure resources are flowing to communities and I am pleased to advise that an immediate payment of up to \$100,000 is now available to Cootamundra-Gundagai Regional Council under the joint NSW and Commonwealth Government funded **Bushfire Community Resilience and Economic Recovery Funds: Phase 1**. Phase 1 funding is meant to be quick and flexible in order to meet the immediate recovery needs of local communities. Details of how your council can quickly access this funding is included in the Guidelines sent with this letter.

Under the joint Commonwealth-State Disaster Recovery Funding Arrangements, this small-scale funding is only one step in supporting your community as you recover from these bushfires. Further information on the next phase of support will be available in the coming weeks.

If council need support in the development or roll-out of any local project or initiative, please contact Jane Barnes at jane.barnes@dpc.nsw.gov.au or 0428 424 568.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'J Barilaro'.

The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade

Cc: Phillip McMurray, General Manager, Cootamundra-Gundagai Regional Council

GPO Box 5341 Sydney NSW 2001 • P: (02) 8574 5150 • F: (02) 9339 5530 • W: nsw.gov.au

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

GUIDELINES



Australian Government

Overview

The funding for the *Bushfire Community Resilience and Economic Recovery Fund* (BCRERF) is provided through the joint Commonwealth-State Disaster Recovery Funding Arrangements. Funding will be made available to bushfire affected Local Government Areas (LGAs) in New South Wales following unprecedented bushfires from August 2019 onwards.

Phase One of the *BCRERF* is focused on delivering immediate, small-scale funding to local councils that will start the community and economic recovery following the bushfires. The funds will deliver locally-led recovery activities led by councils in partnership with other organisations.

Phase Two of the *BCRERF* will be for larger-scale, regionally focused and more targeted projects that support the same objectives of Phase One. The design and delivery of the next Phase will be developed in consultation with councils and other key local stakeholders involved in the bushfire recovery process.

Funding will be administered by the NSW Department of Planning, Industry and Environment *Regional NSW Group* under an arrangement with NSW Office of Emergency Management, and in consultation with Emergency Management Australia.

Objective

The objective of Phase One of the *BCRERF* is to deliver quick, flexible, small-scale grants to local councils for immediate, locally led community and economic recovery activities. The purpose is to support local business recovery and assist communities overcome the economic and social impacts of the bushfires.

Funding

Phase One has immediate payments of a minimum \$100,000, up to a maximum \$250,000 available to eligible bushfire affected LGAs in NSW. Official Building Impact Assessment numbers (held by NSW Public Works Advisory) have been used to guide the funding amount offered to each council. This includes both damaged and destroyed residential and other properties.

Classification	Funding
> 100 damaged or destroyed buildings from official Building Impact Assessment	\$250,000
< 100 damaged or destroyed buildings from official Building Impact Assessment	\$100,000

Funding amounts for each council are subject to change pending further fire events; changes to Building Impact Assessment numbers; or in response to other clear and urgent community needs as they arise.

Funding will be available from late January 2020. Funding Deeds will be executed within 5 days and payments made shortly after. All required documentation needs to be complete and submitted before payment will be released.

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

GUIDELINES



Australian Government

Eligibility

Applicants

Local Government Areas in New South Wales that are natural disaster-declared relating to bushfires from 31 August 2019 onwards, and eligible for Category C funding assistance under the Commonwealth Disaster Recovery Funding Arrangements, will be offered funding. Local councils are the only organisation eligible for Phase One funding.

Projects and activities

Phase 1 funding is meant to be quick and flexible in order to meet the immediate recovery needs of local communities. Councils are asked to undertake activities in the two categories below:

- Economic Recovery – events or initiatives to support local business and industry recovery
- Community Resilience – events or initiatives to support community recovery and wellbeing

Projects will need to contribute to one or more of the following Disaster Recovery Outcomes:

- The needs of vulnerable groups are addressed in disaster recovery
- The community is aware of the disaster recovery processes
- The community can express its changing disaster recovery needs
- Community members are aware of the risks of future disasters
- The community has improved capacity and capability to respond to future disasters
- Business and not-for-profits have in place adequate mitigation practices for risks and threats
- Government, private sector and civil society and organisations are engaged in plans for mitigation and management of the recovery

Councils are encouraged to partner with Business Chambers and other local organisations to design and deliver local initiatives.

Where possible, the extension or leveraging of existing initiatives and events will be supported.

Example Projects

Ideas for funding could include, but are not limited to:

- Locally focused recovery support services for impacted small businesses such as business advice workshops
- Training and skills development for small business continuity/contingency planning to help individual businesses to survive in the short to medium term.
- Localised industry recovery events, planning and workshops
- Small projects that help with the recovery of the communities through capacity and resilience building to understand how to be better prepared for hazards into the future
- Neighbourhood and community strengthening activities that focus specifically on capacity building and planning for the future

Not eligible for funding

- Application that seek support for supplementing, increasing or continuing ongoing service delivery that is the core business of the council.
- Applications that request ongoing program funding

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

GUIDELINES



- Applications for projects and/or activities that are not related to the community or economic recovery attributed to the bushfire event.
- Covering existing debts or budget deficits.

How to Apply

Councils will be provided a link to fill in a simple [online application form](#) in SmartyGrants.

Information required includes:

- Basic Council details including Public Liability Insurance certificate
- Proposed activities and projects costs
- An invoice

Only one application is allowed per council. Multiple projects or activities may be included as part of an application.

Councils will need to enter into a simple legally binding grant agreement with the Department of Planning, Industry and Environment (NSW Government) to receive funding.

At the completion of the project(s), Councils will be asked to provide a brief summary of the activities that were funded and evidence of expenditure via the SmartyGrants portal.

Review Process and Timeframes

Applications will be reviewed to ensure:

- All required documentation is complete and submitted
- Proposed projects align with Fund objectives.

Funding Agreements will be executed within 5 days and payments released soon after.

Councils can begin spending the funding allocation and be reimbursed for suitable activities.

Councils are asked to submit the online form as soon as possible. Phase One funding will be open for council applications until 31 March 2020. Extensions may be granted upon request to the Department of Planning, Industry and Environment.

Councils are asked to complete funded projects by 30 June 2020. Extensions may be granted upon request to the Department of Planning, Industry and Environment.

A short completion report and evidence of expenditure will be required to be submitted within 2-months of project completion.

Contact

General enquires: For more information, please contact Regional NSW on 1300 679 673 or email Regionalnsw.Business@dpc.nsw.gov.au

Public Acknowledgment

Under the Disaster Recovery Funding Arrangements, all initiatives under the BCRERF must appropriately acknowledge and recognise that it is jointly funded under the Commonwealth/State Disaster Recovery Funding Arrangements.

Councils must acknowledge the funding contributions of the Commonwealth and New South Wales Governments at any public events, in announcements, or any other promotional material or publicity relating to the projects or activities funded the BCRERF.

These publications must also include both the State and Commonwealth Government logos and the following disclaimer: 'Although funding for this product has been provided by both the Australian and

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

GUIDELINES



Australian Government

New South Wales Governments, the material contained herein does not necessarily represent the views of either Government'.

Governance

Record keeping

For expenditure under the BCRERF, eligible councils must keep an accurate audit trail for seven (7) years from the end of the financial year in which the expenditure is claimed, or until such time as the claim is acquitted by the Australian Government. This will require transaction listing of eligible expenditure that reconcile to the claimed amount, and support each transaction.

For assurance purposes, the Australian may at any time, through the NSW Office of Emergency Management request documentation from eligible councils to evidence the state's compliance under the Disaster Recovery Funding Agreements.

Assurance activities

The Australian Government may at any time undertake assurance activities to reconcile audited state claims either directly or via an independent advisor. Eligible councils may be required to provide documentation to support assurance activities.

© State of New South Wales through Department of Planning, Industry and Environment 2020. The information contained in this publication is based on knowledge and understanding at the time of writing (January 2020). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.



SNOWY VALLEYS BUSHFIRE RECOVERY BULLETIN #7, 12 FEBRUARY

BUSHFIRE RECOVERY ASSISTANCE POINTS

Bushfire-impacted residents can seek help and advice about a range of vital services with the opening of new Recovery Assistance Points in Batlow, Adelong, Talbingo and Tumbarumba. The opening of these Recovery Assistance Points is the next important phase as SVC continues to support our community through recovery.

Recovery Assistance Points are designed as a one-stop point, providing practical assistance and support for people impacted by the bushfires. Support services and agencies invited to attend the Assistance Points include Disaster Welfare, small business advisors, NSW Health, Legal Aid, Fair Trading, Red Cross, the Salvation Army, chaplains and insurers.

From Tuesday to Saturday each location will be open 10am – 4pm. The Batlow site will be the first to open on Saturday 15 February, at the Batlow Literary Institute. Anyone affected by the recent bushfires is invited and encouraged to visit any of these locations on a time or day that suits.

Details of the Recovery Assistance Point are:

Tuesday: Tumbarumba, RSL Memorial Hall

Wednesday: Batlow, Literary Institute

Thursday: Talbingo, Talbingo Mountain Retreat

Friday: Adelong, Services and Citizens Club

Saturday: Batlow, Literary Institute

MOBILE COMMUNITY MEETINGS

Communities around our region are leading the way as we respond to the bushfires of this summer. Tonight we will be at the Lacmalac Hall from 6:00pm-7:30pm and tomorrow we make the final two stops on the first series of mobile recovery meetings. Join us at the Rosewood RFS shed from 10.30am-12midday or at the Khancoban Shopping Precinct from 3:00pm-4:30pm.

NSW BUSHFIRE CUSTOMER CARE

For people impacted by bushfire, the **NSW Bushfire Customer Care Service** will help you navigate the support and financial assistance that's available across all levels of government. Offering one-on-one support for people and businesses, available over the phone or in-person. **Call 13 77 88 (7am – 7pm every day) Or visit www.service.nsw.gov.au**

BATLOW – LEVEL 2 WATER RESTRICTIONS

Even with the recent rainfall, Level 2 water restrictions have been enacted in Batlow. Residents and businesses are asked to reduce their water consumption through simple measures, such as hand held garden watering and limited hours for sprinkler operation. For more information visit www.svc.nsw.gov.au/water-restrictions

NSW POLICE FORCE BUSHFIRE DAMAGE ONLINE SELF-REPORTING PORTAL

The NSW Police Force has created a new online form for people impacted by bushfires across the state to report property damage.

To access the form, go to the New South Wales Police Force website at www.police.nsw.gov.au/bushfire_report or call PoliceLink on 131 444



The online form allows people to report damage to structures, vehicles, vessels, and household property. After members of the community complete the form, they will be issued with a Bushfire Report Reference Number that can be used when speaking with police and insurance providers.

SEEKING PLANNERS AND BUILDING PROFESSIONALS

Regional Development Australia (RDA) Riverina are currently seeking expressions of interest from professionals that can assist residents with the processes and the preparation of plans and documents required for obtaining necessary development and construction approvals for rebuilding and who may be able to offer their services at a discounted rate.

To add your name/business to the list or to seek further information please contact Rachel Whiting ceo@rdariverina.org.au or Melanie Renkin research@rdariverina.org.au
<https://mailchi.mp/rdariverina.org.au/planners-bushfireassistance>

DISASTER RELIEF FOR INDIVIDUALS

A range of assistance measures are available to support people affected by bushfires.

Commonwealth Government Disaster Recovery Payment

Call the Bushfire Customer Care Service on 13 77 88 or Human Services: 180 22 66

Commonwealth Government Disaster Recovery Allowance

Contact Human Services: 180 22 66

NSW Government Disaster Relief Grants

Disaster Welfare Assistance Line: 1800 018 444

Replacing personal documents

Visit your nearest Service NSW centre, or call 13 77 88

Motor vehicle stamp duty relief

Office of State Revenue: 1300 139 814

Legal assistance

Disaster Response Legal Service: 1800 801 529

Telstra disaster relief

Telstra: 132 203

NSW Government council rates relief

The NSW Government announced six months of council rates relief to ease the burden for anyone who has lost their home or small business in the recent bush fires. To have the payment covered; residents and small business owners will need to take their council rates notice to their local Service NSW centre. Anyone who has already paid their rates will receive a refund. Contact **Service NSW 13 77 88**

CHARITY SUPPORT

Red Cross

A number of payments and grants are available - Call Red Cross on 1800 733 276

Salvation Army

A number of grants available – Call Salvos on 1300 662 217

**St Vincent De Paul**

Vinnies can help with financial assistance, food and grocery vouchers, clothing, bedding, toiletries, fuel vouchers and emotional support. If you need support visit Tumut Vinnies at 32 Merivale St, between 1:30pm-3:30pm on Monday, Wednesday or Friday or call Pat on 0401 472 161 to make other arrangements.

Alternatively call 13 18 12 or visit www.vinnies.org.au/bushfireassistance

Anglicare

Food, financial, clothing, counselling – Contact Anglicare on (02) 8624 8600

DISASTER RELIEF FOR LANDHOLDERS**Disaster Recovery Grant – landholders**

Call the Bushfire Customer Care Service on 13 77 88 or call the Rural Assistance Authority on 1800 678 593

Disaster relief low interest loans

Visit www.raa.nsw.gov.au or call NSW Rural Assistance Authority: 1800 678 593

Rural financial counsellors and support workers

The Rural Financial Counselling Service (RFCS) can assist with reviewing your financial situation, identifying the right assistance, helping with applications, re-evaluating business goals and developing a fire recovery plan. Call 1800 319 458

Bushfire impacted tree information

SVC encourages you to report any issues relating to trees, please call 1300 ASK SVC (1300 275 782). We understand everyone's situation is different and by logging your individual needs we can work out how best we can help you.

Blazeaid fencing support

Adelong: Christine Male - 0418 745 994 or blazeaid.adelong@gmail.com

Jingellic: Eugene - 0487 171 298 or blazeaid.jingellic@gmail.com

Tumbarumba: - Rob Golgani – 0400 589 780 or blazeaid.tumbarumba@gmail.com

DISASTER RELIEF FOR BUSINESS**Disaster recovery grants – small business**

Call the Bushfire Customer Care Service on 13 77 88

Federal Government – Small Business Support grants and loans

Businesses can visit www.business.gov.au or call 13 28 46

Small business bushfire information sessions

The NSW Government Bushfire Regional Roadshow are holding information sessions for small businesses affected by the bushfires in regional NSW. Small businesses will hear from a number of government agencies on support available and have the opportunity to discuss individual circumstances one-on-one.

Tumut – Tuesday, 25 February 2020 – 6-8pm at Club Tumut

Batlow – Wednesday, 26 February 2020 – 6-8pm at the Batlow RSL Club

MENTAL HEALTH SUPPORT

The following are free services available 24 hours a day, seven days a week

Mental Health Line: 1800 011 511

Beyondblue: 1300 22 4636

Lifeline: 13 11 14



Mensline: 1300 789 978
Kids Helpline: 1800 55 1800

Australian Government mental health support

The Australian Government is providing mental health support for individuals, families and emergency service workers affected by the bushfires. Up to 10 free counselling sessions are available for those affected by the bushfires. Visit www.health.gov.au

Murrumbidgee Youth Community Grants

Schools, sporting clubs, youth groups, and other organisations involved in supporting young people up to the age of 25 years, can now apply for a Murrumbidgee Youth Community Grant to receive funding for activities aimed at building resilience and positive mental health and wellbeing.

Grant applications close on Friday, 27 March 2020 or when funding is exhausted. All grant activities must be complete by 30 June 2020. For more information about the Murrumbidgee Youth Community Grants visit www.mphn.org.au or follow Murrumbidgee Primary Health Network on Facebook or Twitter.

Supportive Counselling

Murrumbidgee Local Health District has free Supportive Counselling available for anyone and invites you to pop in for a coffee and a chat. They are in Batlow at the CWA Rooms, Pioneer Street weekdays from 10:00am – 3:00pm.

Supportive Counselling is also available in Adelong, Talbingo, Tumbarumba and Tumut. For more details contact Kathleen Manning on 0428 115 627 or the accessline on 1800 800 944.

BUSHFIRE CLEAN-UP AND WASTE MANAGEMENT

The NSW and Federal Government have agreed to clean up properties damaged by bushfires at no cost to the owner.

Register as soon as possible as Public Works Advisory and Laing O'Rourke staff will begin contracting registered property owners to begin planning. They will pre-arrange any household visits and will not turn up unannounced or demand payment.

Register with Service NSW online: www.service.nsw.gov.au/transaction/nsw-bushfire-clean-register-now or call on 13 77 88

SNOWY VALLEYS COMMUNITY ADVISORY GROUP CONTACTS

Council has established a Local Government Recovery Action Committee supported by a range of sub-committees with key focus areas.

A Community Advisory Group has also been set up to support these sub-committees and provide feedback directly related to community concerns and issues from across the region.

Please contact your community representative to highlight any issues you would like them to raise at their next meeting:

- **Tumut:** Donna Martin 0438 922 019, Andrew James 0407 474 591 or Col Locke 0400 671 973
- **Batlow:** Ray Billing 0412 539 535
- **Tumbarumba:** Jenny Wilkinson 0447 485 535, Jane Lane or Ed Launder 0419 471 743
- **Talbingo:** Regina Roach 6453 3214
- **Adelong:** Fiona Matthews 0429 999 369



- **Wondalga:** Shane Walsh 0427 212 607
- **Ellerslie:** Matt Pearce 0488 909 482
- **Jingellic:** Mary Hoodless 0428 104 482
- **Khancoban:** Lesley Barlee 0427 769 358
- **Tooma:** Jeff Sheather 0414 522 688

COMMUNITY RELIEF EVENTS

We have already seen some fantastic community bushfire relief events being held across the region. If you are planning on holding an event please let us know so we can help to promote via our Bulletins.

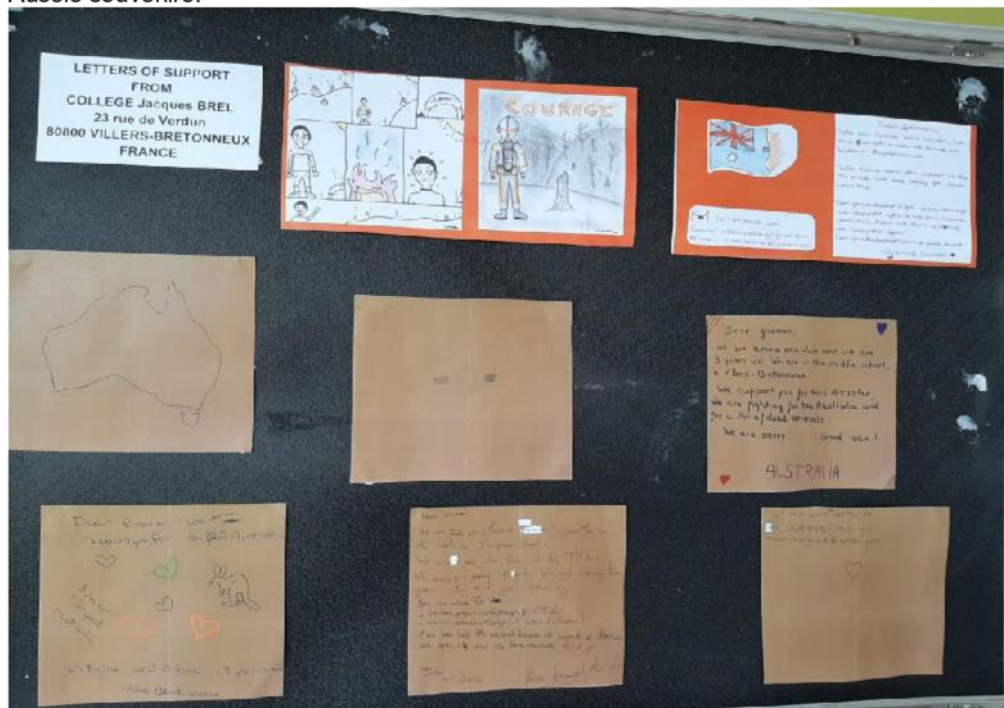
WANT MORE INFO?

Snowy Valleys Council is adding to our online recovery resources daily. Start exploring your needs at www.svc.nsw.gov.au/recovery

Please continue to keep yourself informed by checking reliable sources, continue to be kind to each other and reach out for support when you need it. We will get through this together.

Our next Snowy Valleys Bushfire Recovery Bulletin will be posted on Wednesday, 19 February.

Photo: Letters of Support from France – The Khancoban fire-fighters were chuffed to receive support letters from College Jacques Brel in France. The Khancoban United Volunteers Association decided they would reply to the students and send them a parcel of Aussie souvenirs.





Office of
Local Government

Circular to Councils

Circular Details	Circular No 20-03 / 24 January 2020 / A688241
Previous Circular	N/A
Who should read this	Councillors / General Managers / Staff involved in bushfire recovery and procurement
Contact	Melissa Gibbs, Director Policy and Sector Development, olg@olg.nsw.gov.au
Action required	Council to Implement

Amendments to the *Local Government (General) Regulation 2005* to increase the tendering exemption threshold for contracts for bushfire recovery and operations

What's new or changing

- Section 55 of the *Local Government Act 1993* (the Act) requires councils to invite tenders before entering into a wide range of contracts. This section also specifies a number of exemptions to this requirement.
- Section 55(3)(n)(i) of the Act currently exempts from the tendering requirements a contract involving an estimated expenditure of an amount of less than \$250,000.
- The *Local Government (General) Amendment (Tendering) Regulation 2020* augments this by extending the exception where the contract is primarily for the purposes of bushfire response and recovery.
- The exception will be limited to contracts entered into during the period 17 January 2020 to 1 July 2020 where the contract involves an expenditure of an amount less than \$500,000.

What this will mean for your council

- The tendering requirements are designed to ensure probity in the letting of contracts. However, this involves the application of time and resources.
- Many councils are having to undertake urgent bushfire protection, recovery, and remediation operations to assist their communities.
- While the Act provides several exceptions to the tendering requirements, the Government has provided a specific exception targeted at the current bushfire crisis.
- This provision will provide affected councils with greater certainty as to the availability of an exception, while allowing them to undertake urgent bushfire protection, recovery and remediation operations to help their communities recover and rebuild.
- Notwithstanding these temporary arrangements, councils should still strive to achieve best value for money in the expenditure of public funds.

Key points

- The NSW Government is committed to helping local councils and their communities recover and rebuild in the wake of the recent bushfire emergencies including cutting red tape.
- Many councils are having to undertake urgent bushfire protection, recovery, and remediation operations to assist their communities.
- The specific exemption to tendering requirements for councils will save time and resources when undertaking bushfire-related works.

Where to go for further information

- Contact OLG's Council Engagement Team by phone on (02) 4428 4100 or by email at olg@olg.nsw.gov.au.



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 W www.olg.nsw.gov.au ABN 44 913 630 046

**Office of
Local Government**

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A663844
Your Reference:
Contact: Darren Sear
Phone: 02 4428 4134

Mr Phil McMurray
General Manager
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590
Email: mail@cgrc.nsw.gov.au

4 February 2020

Dear Mr McMurray

I refer to the email from the Minister for Local Government, the Hon. Shelley Hancock MP, regarding the NSW Government's announcement to fund the first year's increase of the Emergency Services Levy (ESL) for all local councils.

As foreshadowed by the Minister, I am writing to advise Council of the payment arrangements.

The increase in the levy, attributable to the new worker's compensation arrangements for firefighters, which is payable by Council for the 2019-20 financial year amounts to \$78,415.00. This amount was paid to Council by means of electronic funds transfer today. Council will receive a remittance advice with the reference *OLG Emergency Services Levy payment 2019-20*. This coincides with the 3rd quarterly instalment being due to Revenue NSW.

The Government has also announced that it is exploring options to better manage the impacts of the ESL on councils' budgeting cycles. Councils will be kept informed of progress.

Should you have any questions regarding the OLG Emergency Services Levy payment 2019-20, please contact Darren Sear, Manager Program Delivery on 02 4428 4134.

Yours sincerely

Chris Allen
Director
Sector Performance and Intervention

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046





Office of
Local Government

Circular to Councils

Circular Details	Circular No 20-02 / 16 January 2019 / A687470
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff
Contact	Council Engagement Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Exemption for activities under Part 3 of the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act)

What's new or changing

- On 10 January 2020, the Commonwealth Minister for the Environment, the Hon Sussan Ley MP, granted an exemption for NSW State agencies and local councils from the application of all of the provisions of Part 3 of the EPBC Act (other than sections 21, 22A, 24D, 24E, 27B and 27C), in relation to the following actions:
"the taking of firefighting activities, fire prevention activities and fire recovery activities in New South Wales in response to any bushfires that occur or have occurred during the 2019/2020 bushfire season".
- These activities are defined in the decision as follows:
 - firefighting activities** means emergency actions taken to prevent bushfires damaging life, property or matters of national environmental significance.
 - fire prevention activities** means urgent preventative actions taken to prevent the spread or reduce the severity of fires. This includes back burning, clearance of vegetation and building of fire breaks.
 - fire recovery activities** means urgent actions taken in the recovery from damage from bushfires. This includes clearance of vegetation that has been damaged as a result of bushfires, and urgent repair or replacement of essential infrastructure damaged by bushfire.

What this will mean for your council

- This exemption means that councils can continue to undertake these necessary firefighting, prevention and recovery activities which would usually require approval from the Commonwealth without seeking and obtaining that approval.
- Councils are reminded that, in undertaking these activities they must continue to comply with all applicable State legislation and requirements of relevant NSW agencies (eg: obtaining a *Bush Fire Hazard Reduction certificate* from the NSW Rural Fire Service).

Key points

- The NSW Government recognises the critical role that local councils play in ensuring local communities are protected from the threat of bushfires and in recovering from bushfire.
- On 9 January 2020, the NSW Government made an application to Minister Ley seeking an exemption for local councils and State agencies under section 158 of the Commonwealth EPBC Act to undertake emergency works and recovery actions associated with the bushfires.
- In granting the exemption, Minister Ley determined that it was in the national interest and that the exemption will enable bushfire preparation, response and recovery activities to be undertaken by State agencies and local councils in a timely manner without needing approvals under the Commonwealth EPBC Act.

Where to go for further information

- Minister Ley's exemption decision and a statement of reasons can be accessed here:
<http://epbcnotices.environment.gov.au/exemptionnotices/exemptionnotice/?id=336751c4-4533-ea11-a115-005056842ad1>



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

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Cootamundra-Gundagai
Regional Council
Documents Received

10 FEB 2020

File No.

Initials

Greg Warren MP

MEMBER FOR CAMPBELLTOWN

12 February 2020

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

Dear Cr McAlister

Thank you for recently welcoming me to Cootamundra-Gundagai Regional Council and your local community.

Your valuable time and hospitality was sincerely appreciated, but most importantly, having the opportunity to discuss the issues associated with your local community was something I truly welcome.

Like all my NSW Labor colleagues, I assure you that I am personally and professionally committed to ensuring that councils and the communities they represent are well represented in the New South Wales Parliament in relation to the challenges confronting them.

If there are any other issues that I can assist with or you need support with, please don't hesitate to contact Melanie Dagg or my office on 4625 3344.

I thank you again for your time and warm welcome, and I look forward returning in the future.

Warmest regards,

Greg Warren MP

**Shadow Minister for Local Government
Shadow Minister for Western Sydney
Shadow Minister for Veterans
Member for Campbelltown**

OFFICE: Shop 3, 72 Queen St, Campbelltown 2560

PHONE: (02) 4625 3344 **EMAIL:** Campbelltown@parliament.nsw.gov.au



The Returned and Services League of Australia

(New South Wales Branch)
Cootamundra RSL Sub-Branch



President: Garry P James
Secretary: Jacqui Vincent OAM JP
Treasurer: Jacqui Vincent OAM JP

All Communications to be addressed to:
The Secretary
Post Office Box 113,
COOTAMUNDRA NSW 2590

26 December 2019

0 2 JAN 2020

Mr Wayne Bennett
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Dear Wayne

RE: ALBERT PARK MEMORIAL PRECINCT CONCEPT

The Returned and Service's League of Australia (New South Wales Branch) Cootamundra Sub-Branch reviewed the concept plans for refurbishment of the War Memorial Precinct at Albert Park.

The members present reviewed the concept drawings at our December meeting and a motion was moved and seconded at the meeting with a 100% majority that the council go ahead and develop the plans. The members absolutely loved the idea and are all for the refurbishment.

Please keep the sub-branch fully informed of the progress and I am prepared to meet with the Shire at any time regarding this. Wayne, there is a Community Service Grant that the RSL Sub-Branch can apply for due by 31 March 2020 and worth up to \$150K. Would you please help me put this together, please let me know when you can meet and I will start working on it.

Our suggestion for a name is: **Albert Park Memorial Gardens**

Please advise.

Yours Faithfully

JACQUI VINCENT OAM JP (NSW116683)
Secretary/Treasurer/Trustee

P: 0429 693095

E: cootamundrasb@rsl.nsw.org.au

Lis -

8.1.7 INVITATION TO PARTICIPATE IN NATIONAL ROAD SAFETY WEEK 2020

DOCUMENT NUMBER	322313
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant and supportive community: all members of our community are valued 1.3 Our community members are healthy and safe
FINANCIAL IMPLICATIONS	\$2000 to purchase Yellow Ribbon Fundraising material
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"> 1. National Road Safety Week 2019 (under separate cover) ⇒ 2. Australian Local Government Association Invitation to Join National Road Safety Week 4-10 May, 2020 ↓

RECOMMENDATION

- 1. Council participate in National Road Safety Week 2020.**
- 2. Council allocate \$1000 from both Civil Works and Technical Services.**

Introduction

Council supported National Road Safety Week in 2019 and hosted Peter Frazer, President SARAH Group who works tirelessly with policy makers to bring in regulations that are effected to improve the safety of drivers on Australian roads.

Discussion

Every year more than 1200 people are killed and 35,000 seriously injured on Australian Roads. National Road Safety Week honours those that are lost and pledges to make the roads safer for everyone. Council supports road safety initiatives that will help the local government area strive for zero fatalities and injuries on Cootamundra-Gundagai regional roads.





Now in existence for seven years, Yellow Ribbon National Road Safety Week (NRSW) held annually in May keeps growing in impact and support, with NRSW 2019 undoubtedly the biggest week yet.

An initiative of the Safer Australian Roads and Highways (SARAH) Group, and brought to life by its Principal Partners (Governments, Corporates, Unions and NGOs), NRSW highlights the impact of road trauma and looks at ways we can reduce it.

Around the country events are held, yellow ribbons are displayed, and icons are lit up in yellow to remember those we have lost on the roads and to ask drivers to check their own behaviour and 'Drive So Others Survive'.

This year in partnership with United Nations Global Road Safety Week, NRSW had a potential reach of almost 810 million through 5660 media articles and social media mentions between 22 April and 26 May 2019.

Key events included the lighting of some of our most iconic buildings and bridges in cities and regional areas across the country along with community events, the introduction of road safety policies, safety campaigns, grants and other awareness raising events.

We acknowledge the fantastic work of our Principal Partners, the support of Governor-General Hon Sir Peter Cosgrove, AK, CVO, MC, our Federal, State and Territory Ministers and authorities, local governments, our police and emergency services, as well as those countless corporates, unions, NGOs and road safety leaders across the nation.

This year we were delighted to welcome over 60 councils from the ALGA who were very dedicated and creative in spreading the word among their communities. As local government is closest to their own people, SARAH and its Partners and Supporters recognise the importance of local efforts by our Mayors, Councillors and Road Safety Officers.

We would like to thank all our partners for their support in planning, developing and implementing NRSW across the country. They are all mentioned on the back page of this brochure and each one has our deep respect and thanks.

I hope you enjoy reading about our 2019 accomplishments in this report and we are already in the planning stages to make 2020 an even bigger year!

If you aren't yet part of NRSW we would invite you to contact us to see how you can help reduce the tragic and avoidable deaths and serious injuries still occurring on our roads.

Here's to an even better 2020!



Peter Frazer,
President SARAH Group,
*2019 Volunteer of the Year Australia,
2020 NSW Local Hero Australian of the
Year Finalist*



2019 HIGHLIGHTS

Each day of National Road Safety Week we focus on a different member of the community who can be affected by road trauma.

Monday, May 6:

Today we pause at 12pm to remember the 1,200 people who died on Australia's roads last year.

Tuesday, May 7:

Take the pledge, lead the way. Make your personal commitment - Pledge to Drive So Others Survive at roadsafetyweek.com.au

Wednesday, May 8:

'Move over, slow down'. When you see flashing red/blue or amber lights, move over and slow down to keep workers safe.

Thursday, May 9:

Actively protect all those who are vulnerable on the road ahead, especially pedestrians, seniors and those with disabilities.

Friday, May 10:

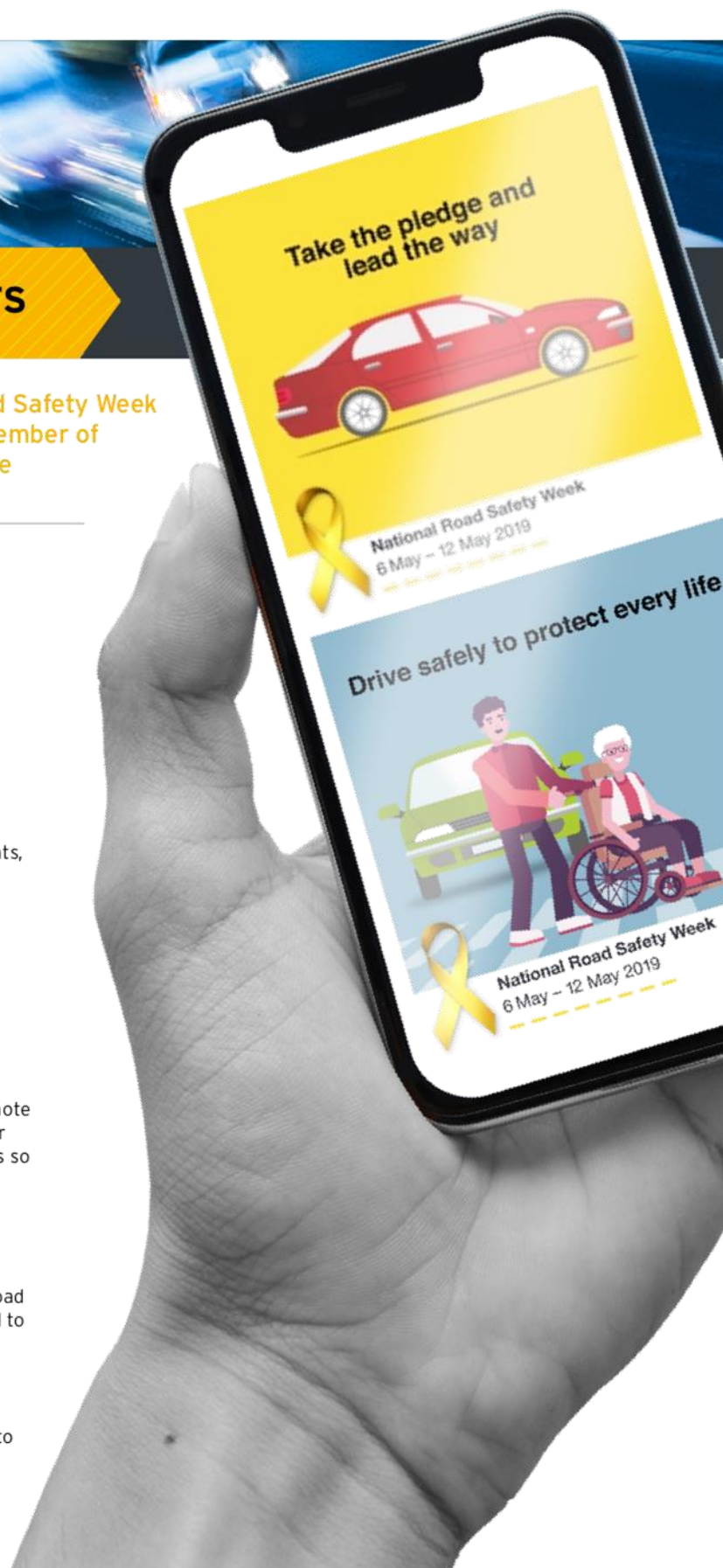
Shining a light on regional and remote drivers. Turn your headlights on for road safety and protect your mates so everyone gets home safe.

Saturday, May 11:

Yellow Ride Day for cyclists and motorcyclist, some of our most vulnerable road users. Share the road and give them the space they need to be safe.

Sunday, May 12:

For Mother's Day. The greatest gift you can give mum is for everyone to arrive home safe, drive so you and others survive.





LIGHTING UP THE COUNTRY!

The flagship awareness-raising activity of the week saw a huge number of great Australian icons turned yellow. These included:

ACT:

- Canberra International Airport (new)
- Museum of Australian Democracy at Old Parliament House
- National Carillion
- Kings Avenue overpass
- Questacon (National Science & Technology Centre)
- Ian Potter Foundation Technology Learning Centre
- Royal Australian Mint

NSW:

- Sydney Harbour Bridge is lit yellow with projections on the pylons of Towards Zero, NSW State logo and a giant Yellow Ribbon
- Big Merino at Goulbourn
- The Water Tower Albury
- Town Hall Clock Newcastle

QLD:

- Brisbane: Parliament House, Story Bridge, Victoria Bridge, Reddacliff Place sculptures
- the Sir Leo Hielscher (Gateway) bridges
- Toowoomba: City Hall, Victoria Street Bridge
- Gayndah: The Big Orange
- Maryborough: Mary Poppins statue
- Goondiwindi: The Big Fish

SA:

- Adelaide Oval
- Riverbank Footbridge

TAS:

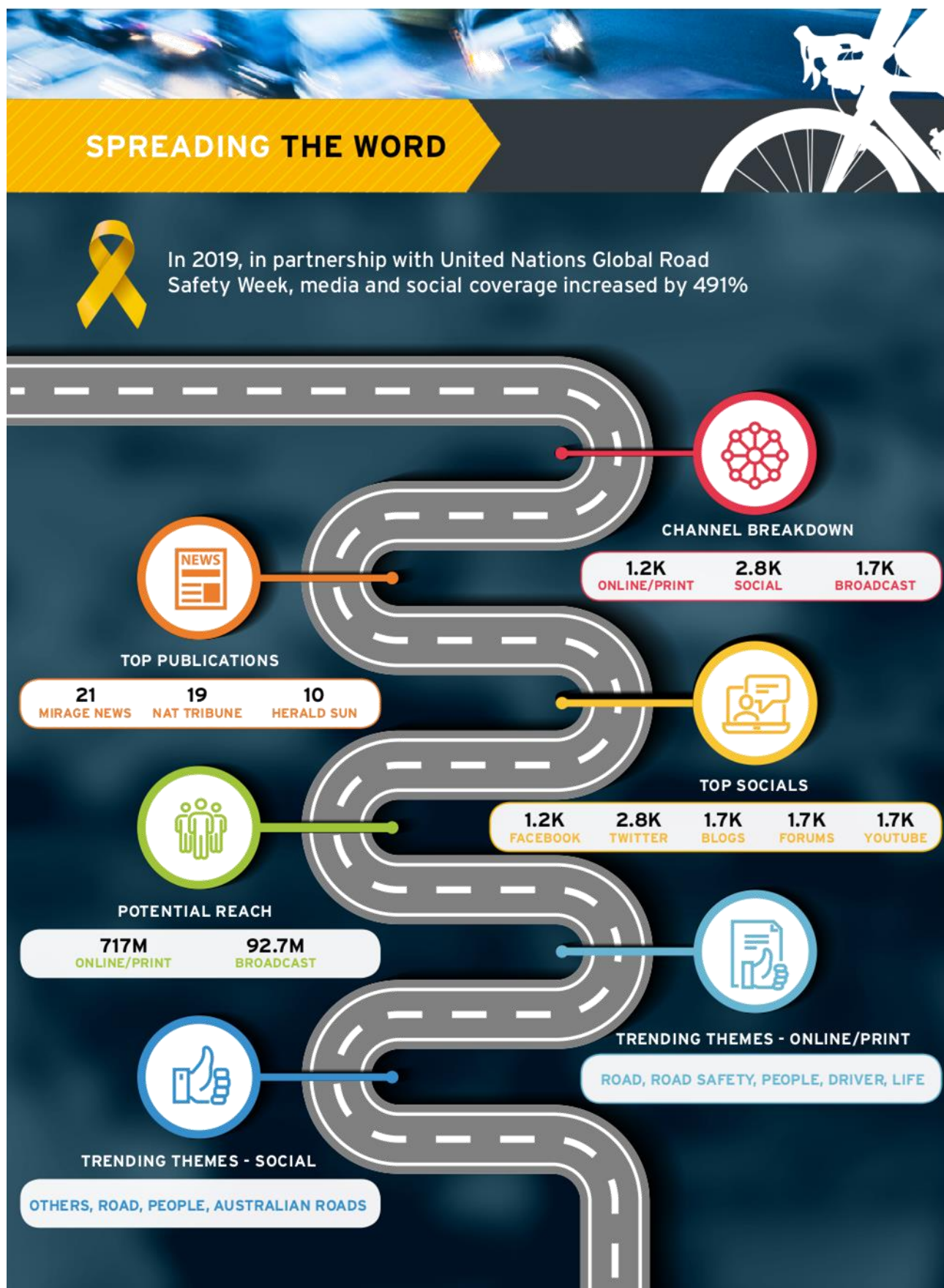
- Hobart Town Hall
- Launceston Town Hall
- Launceston, Richie Mills (Stillwater) Silos
- Hobart Roundabout Fountain
- Kingborough Council chambers
- Leven Bridge, Ulverstone
- Burnie Makers Centre

VIC:

- Archie Graham Community Centre, Warrnambool
- Ballarat Town Hall, City of Ballarat
- Bolte Bridge and sound tube, Transurban
- Box Hill Town Hall, City of Whitehorse
- Catenary lights at the intersection of Moorabool and Malop Streets, City of Geelong
- Fletcher Jones Silver Ball, Warrnambool
- Flytower, Frankston Arts Centre
- M80 Ring Road & M2 Tullamarine Freeway Interchange Wall
- Malvern Town Hall, City of Stonnington
- Melbourne Star
- Royal Exhibition Buildings
- The Clocktower in Moonee Ponds, Moonee Valley City Council
- Town Hall, City of Melbourne
- Transport Accident Commission building, Geelong
- CBD Water Tower in Wodonga

WA:

- WA Police Force Headquarters
- Council House
- Northbridge Piazza
- Yagan Square reeds and canopies
- New Mandurah Traffic bridge
- Koombana Bay Footbridge
- Tonkin Highway Sky Ribbon
- Elizabeth Quay
- Perth Cultural centre
- Matagarup Bridge
- Optus Stadium
- The Bell Tower
- State Library
- Albany Town Hall and Square
- Conor's Mill Toodyay
- Kellerberrin Community Men's Shed
- Toodyay Public Library
- Trafalgar Bridge
- RAC Arena





A huge thank you to all our Partners and Supporters who help our vision come alive!

Principal Partners:



Gold Partners:



Supporters:





A huge thank you to all our our Government Supporters who help our vision come alive!

Lead Government Supporters:



Council Supporters:

In 2019, we welcomed almost 60 Councils as partners of National Road Safety Week, thanks to the enthusiastic support of the Australian Local Government Association. They lit icons, raised awareness, held events and got their communities involved through their local offices and facilities. We look forward to extending this support even further in 2020.





"National Road Safety week is an important initiative raising awareness about the impact of road trauma and how we as a community can help reduce it.

Too many lives are lost on our roads and we are all responsible for doing our bit to help make a difference in bringing the toll down.

The Federal Government is pleased to provide ongoing support to National Road Safety Week, committing \$100,000 over four years to the SARAH Group for this important national event.

We all know someone touched by road trauma. It's an issue affecting every Australian, whether you are a driver, passenger, pedestrian or cyclist and I hope the attention given to road safety this week encourages everyone to think about safety and the role we each play as road users.

I also commend Peter Frazer on his continued advocacy in this space which helps bring attention to the realities of road crashes."



- HON MICHAEL McCORMACK MP

Deputy Prime Minister and Minister for Infrastructure and Transport and Regional Development



"National Road Safety Week is an annual initiative from the Safer Australian Roads and Highways (SARAH) Group, highlighting the impact of road trauma across Australia and ways to reduce it.

Traffic incidents remain one of the biggest killers in Australia. Every month, about 100 Australians die on our roads. Every day, about 100 people are hospitalised for road crash related injuries. Road Safety is everyone's responsibility and National Road Safety Week is crucial in reminding people of that.

I would like to congratulate the President of the SARAH Group, Peter Frazer, for the work that he and his organisation do in promoting this week and pay tribute to Peter's tireless work in advocating awareness for this extremely important issue."

- SENATOR GLENN STERLE Shadow Assistant Minister for Road Safety



"Altus joined forces with the SARAH Group in 2015, having seen Peter deliver a moving presentation to a Roads Industry Forum on the merits of Driving So Others Survive. With our goal being to Get Everyone Home Safely, we immediately recognised the alignment between his organisations message and our own. Peter works with us throughout the year to help engage our large, at risk workforce on staying safe, with special emphasis in the lead up to, and during National Road Safety Week. This week has phenomenal impact across the country and we can't recommend enough the benefits of working alongside the SARAH Group and its other great partners."

- JEFF DOYLE CEO, Altus Traffic Australia



"The Department of Planning, Transport and Infrastructure (DPTI) supports this important annual safety initiative and places a strong emphasis on South Australian's to drive carefully to highlight the importance of protecting people on the roads. To mark the week, national and state icons, including South Australia's own Adelaide Oval and Riverbank bridge, turn yellow to honour those lost and demonstrate the nation's pledge to drive safely."

- The Department Of Planning, Transport And Infrastructure SA



"It was both a duty and a pleasure for the RIAA to participate in National Road Safety Week 2019. It's the RIAA's duty because all of us, and people we love, are road users in some way, shape, or form. That risk touches us all. It is beholden upon all of us to do whatever we can to reduce that risk, and supporting National Road Safety Week is one small part of that for the RIAA. It is also a pleasure to participate in such a professionally run event, and meet those brave souls touched by the Road Toll, as we come together to make a difference."

- PAUL ROBINSON General Manager, Roadmarking Industry Association of Australia



"Roads Australia first came into contact with the Sarah Group when we hosted Peter Frazer as a speaker at our Regional Road Summit in 2015. Since then he has become not just a valued member of the RA family, but an incredibly powerful and passionate advocate for road safety.

Our annual conference takes place each year in the same month as National Road Safety Week, and provides us with an additional opportunity to cast the spotlight on the work of the SARAH Group, and its underlying message.

We're proud to be a supporter of Peter and his organisation, and look forward to playing a continuing role in the success of National Road Safety Week."

- MICHAEL KILGARRIFF CEO, Roads Australia



"The TMAA has been committed to voicing the vision of National Road Safety Week for many years. TMAA has been working with Peter Frazer from SARAH to raise the profile of the Yellow Ribbon, representing road victims, but even more, the promise of safety on roads for all. To quote Peter: everyone deserves to get home safe. No exceptions."

- STEPHEN O'DWYER TMAA President and LOUISE VAN RISTELL TMAA Executive Officer



"Our involvement as a Principal partner of the SARAH organization and National Road Safety Week provides the opportunity in a small way to express the essence of what drives us at Ennis Flint, saving lives through safer roads. We recognize that each day our customers jobs place them in harm's way as they go about applying roadmarking materials to make our roads and highways safer for all who use them. Supporting Peter and others in their tireless pursuit of road safety is truly humbling and we celebrate the progress that is being made such as the new traffic law in NSW aptly called Sarah's Rule."

- ROD TWEED MD Asia Pacific, Ennis-Flint



NEXT STEPS

NRSW 2019 was undoubtedly a huge success however, despite this there is still much more work to be done. The number of deaths and serious injuries from road incidents in Australia continue to remain at the same level, around 1,200 while at over 36,000, the number of seriously injured continues to increase.

We know that we are being heard by the road safety leaders and policy makers of Australia. Indeed in September of this year, the NSW Government brought in Sarah's Rule, named after our own Sarah Frazer, a 'slow down move over' regulation which will see vehicles legally bound to slow down when they see flashing lights are on the side of the road thereby increasing the safety of our emergency services and roadside assist workers and tow truck drivers.

As part of next year's National Road Safety Week, we will continue to pursue an expanded nationally consistent #SarahsRule to protect all who are vulnerable on the road ahead.

Our hope is for NRSW to continue to grow until our national symbol for road safety, the yellow ribbon, is as recognised and understood by Australians as its pink counterpart, and that each May every single driver on the roads will pledge to drive so others survive and carry this behaviour throughout the year with them.

NRSW 2020: Our Vision

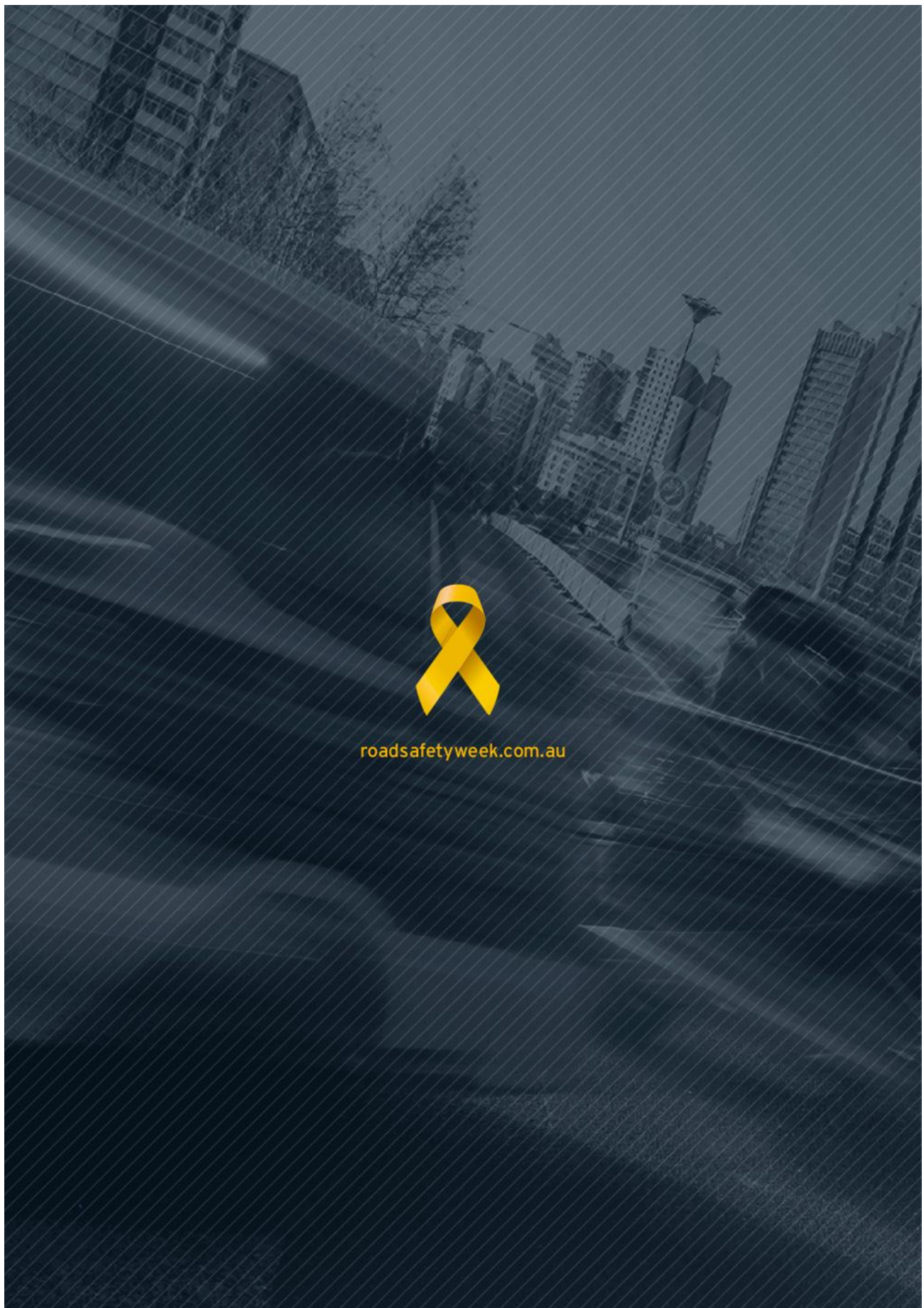
Our Vision is for NRSW to continue its growth as a key national annual event and for every road user in the country to not only understand what the yellow ribbon stands for, but to check and modify their behaviour when they see it.

We want to extend our reach to drive the road safety message across the whole year and help reduce the number of deaths on our roads to zero.

In 2020 we are creating space for more Partners to join us on this journey, alongside our current Partners and Supporters. As you can see from our testimonials, our Partners receive many and varied benefits from their constituents, clients, staff and members for being an active part of NRSW. It is a cause that resonates far and wide.

If you want to be part of this compelling and effective road safety campaign, please contact SARAH Group President Peter Frazer on 0466 968 700 or president@sarahgroup.org.





8.1.8 COUNCIL MEETING ACTION REPORT

DOCUMENT NUMBER	322680
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 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. Updated Council Meeting Action Report ↓

RECOMMENDATION

The Council Meeting Action Report 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	Manager Development, Building and Compliance	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. Partly complete – schedule 1 amendment gazetted
30 October 2018			
Council, with further consultation, consider the representations made by Mr Peter Beath on behalf of the members of the Cootamundra Aboriginal Working Party, in his letter dated 24 October 2018. 8.1.4 Resolution 215/2018	“It is recommended the CGRC take a proactive approach engaging with the existing community groups and organisations to look at the formation of a formal Aboriginal Advisory/Consultative Committee under section 355 of the local Government Act 1993”		
8.1.5 Resolution 216/2018	2. In time, and subject to available funding, CGRC, in conjunction with the local Aboriginal communities, the Brungle-Tumut LALC and the Young LALC, undertake the mapping of the	Manager Development	

MEETING / ITEM	ACTION	OFFICER	STATUS
	<p>sites of cultural significance to Aboriginal people in this LGA.</p> <p>3. CGRC, in consultation and negotiation with Aboriginal communities in the region, form an Aboriginal Advisory Committee to liaise with Council about matters of importance and concern to local Aboriginal people.</p> <p>4. The Consultative Committee consider the implementation of an Indigenous Employment Strategy</p>	<p>Manager Culture and Community</p> <p>HR</p>	
	CGRC put in place Cultural (Aboriginal) Competency/Cross Cultural training to Council Staff and Councillors.	Manager Culture and Community	
<p>28.11.2017 – 7.3.2.1</p> <p>22.08.2018</p> <p>17.09.2018</p> <p>26.09.2018</p> <p>17/01/2019</p> <p>4.02.2019</p>	<p>Waste Collection Services</p> <p>Waste Collection Services cont.</p>	Manager Waste, Parks and Recreation	<p>Council adopted for Stage 3 to commence with a schedule of works and timelines currently being prepared for staff's consideration.</p> <p>Once the schedule and estimates have been approved works will commence with council to be informed accordingly of the adopted schedule of works and timelines.</p> <p>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.</p>

MEETING / ITEM	ACTION	OFFICER	STATUS
11.02.2020			<p>23/10/19 update - Draft financial plan delivered to council in September with the final plan scheduled to go to the November Council meeting.</p> <p><u>November 2019</u> - Report to November 2019 for Councils consideration</p> <p>February 2020 – report adopted in principal, report to Feb meeting seeking council approval to place the report out to the community for 3 months seeking comment.</p>
<p>31.01.2018 – 7.1.1.3</p> <p>19.06.2019</p> <p>07.2019</p> <p>12.02.2020</p>	Continue with land transfer of Inland Aircraft Fuel Depot	GM/ Manager Facilities	<p>Remediation works to be completed by Caltex prior to finalising transfer of title.</p> <p>Transfer progressing. Following up remediation work.</p> <p>Site meetings undertaken with consultants. Funding options being investigated.</p> <p>Additional funding required for site development</p>
<p>31.01.2018 – 7.1.1.4</p> <p>18.06.2019</p>	Prepare detailed design and cost estimates for Turners Lane industrial subdivision. Include budget allocation in 2018/2019 budget.	<p>GM</p> <p>Bill</p>	<p>22/03/2018 To be outsourced. An amount of \$500K has been included in budget estimates.</p> <p>Proposals being sought. Awarded to MJM – Designs expected Dec 18.</p> <p>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.</p> <p>Works to commence in 2019/20.</p>

MEETING / ITEM	ACTION	OFFICER	STATUS
			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.	Manager Civil Works/ Road Safety Officer	Long term project. Include in new PAMP CYCLEWAYS Plan Safety audit of rail overpass completed.
31.07.18 – 9.2	<p>Council, in collaboration with the Muttama Creek Regeneration Group, investigate the feasibility of creating a walking track alongside sections of Muttama Creek.</p> <p><i>Council, in collaboration with the Muttama Creek Regeneration Group, investigate the feasibility of creating a walking track alongside sections of Muttama Creek. continued</i></p>	Manager Waste, Parks and Recreation	<p>Application prepared and submitted for grant funding for footpath/walking track.</p> <p>17/01/2019 update - Still awaiting response on submission. Actively seeking alternative funding options or grants as they become available.</p> <p>21/03/2019 update - Arrangements are current being arranged to meet onsite with the group to discuss future plans. Once this has 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 & Receptions Manager is yet to be arranged. It is the intention to arrange a meeting for September 2019.</p> <p>November 2019 - 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 is working with the Group with the existing works as and when required</p>

MEETING / ITEM	ACTION	OFFICER	STATUS
11.02.2020			no change to date.
Ordinary Meeting - 26 March 2019			
Item 8.1.7	Showground users group	Manager Facilities	<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> <p>12.02.2020 Feb 2020-No further progress. User groups still working on requests.</p>
Item 8.1.10	Identify the correct location of the fence between Ellwood's Hall and neighbouring property and move fence if required.	Manager Facilities	<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> <p>Feb 2020-Quotes being sourced for installation. Installation proposed March/April</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 offset power costs and with the provision for future chlorine treatment should Council wish to supply treated effluent for irrigation purposes within the village.	GM/ Manager Assets	<p>23/05/2019 update - Discussions with Public Works are continuing.</p>

ORDINARY MEETING - 28 MAY, 2019			
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	Manager Civil Works/ Manager Technical Services	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.	GM	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.	GM/ Manager Waste, Parks and Recreation	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. <u>November 2019</u> – Report to the November council meeting.
ORDINARY MEETING - 25 June, 2019			
	Aside request from Cr Sheahan	GM	Provide Road Safety Audits to EA to GM & Mayor to upload to Councillor Drive.

	Access and Inclusion Committee	Manager Waste, Parks and Recreation	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 Manager Facilities to come back to work to give financial details on this project.
		Manager Development, Building and Compliance	Disability access audit of business' with awareness programme delivered by Council staff to business owners/managers Starting with Council premises first.
ORDINARY MEETING - 30 July, 2019			
8.1.2 Cootamundra Tourism Action Groups.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.	Manager Waste, Parks and Recreation	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.	GM/ Manager Waste, Parks and Recreation/ Manager Facilities	November 2019 – pending Manager Facilities return to work. 12.02.2020 Investigation underway for Feb council meeting
ORDINARY MEETING - 28 AUGUST, 2019			
Item 8.1.9 Gundagai TAC Minute Recommendations	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.	Manager Community & Culture	Seeking funding opportunities. Update to be provided at a later date. November 2019 – It is intended to use the proceeds of the donations received. Still awaiting quotation to be able to apply for funding 11.02.2020

	<p>2. Council seeks further funding for the Old Mill Project.</p> <p>3. Existing funding to be used for the redevelopment of the new VIC centre. Additional funding to be sought for the new toilet block.</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>	Manager Regulatory Services	12.02.2020 Manager Regulatory Services has written to the Cootamundra Development Corporation and, in turn, they have written to the local businesses regarding contributing towards a pigeon control program. A meeting to be held with interested local businesses will be arranged at the end of February.
8.10.1 Cootamundra Aquatic Centre Access	3. The cost for the installation of permanent barricades be investigated with the consideration to disabled access.	Manager Waste, Parks and Recreation	<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.	Manager Waste, Parks and Recreation	<p>Report going to Council in October 2019.</p> <p><u>November 2019</u> – completed, consultants are to be engaged and works undertaken as per Council resolution, Manager Financeeline 22 weeks.</p>
ORDINARY MEETING - 24 September, 2019			
8.4.3 Control Of Public Reserve 88379 - Lot 7022 Dp94977 - Corner	Further investigation be undertaken with a report containing more comprehensive information, on options regarding the use of	Manager Development, Building	Investigations underway.

Gundagai And Jugiong Roads Cootamundra	the land, be prepared and submitted for the consideration of Council.	and Compliance	Completed – Crown advised that Council does not wish to be the land manager11.3
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>	GM	
9.1 Notice of Motion - The Lighting Scheduled for Replacement at Fisher Park be donated to the Cootamundra Rodeo Association	The lighting scheduled for replacement at Fisher Park be donated to the Cootamundra Rodeo Association.	Manager Waste, Parks and Recreation	<p>November 2019 - 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>

			Project is on time, budget and quality.
9.2 Notice of Motion - Cootamundra-Gundagai Local Area Traffic Committee Develop Draft Guidelines for Roadside Trailer Advertising	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: a) Present a degree of fairness, reflecting Council's ongoing support for the promotion of local businesses, b) Regulate appropriate sites to protect public access and safety, c) The proposal of a fee to cover the cost of administration of the regulation of the policy guidelines, and d) Ensure the proposed fee reflect fair commercial advertising costs.	Manager Civil Works	Report to go to the Traffic Committee. Initial report went to November, 2019 Traffic committee to consider suitable sites
11.3 Lease of Road Reserve Between Lot 5 DP1092838 and Lots 60, 61 and 62 DP753604 Cootamundra.	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. 2. Notification of the proposed lease be sent to neighbouring landholders to comply with Section 153-Section 157 of the Roads Act, 1993.	GM Manager Development, Building and Compliance	Currently being advertised. Submissions must be received by 30 October 2019. Neighbours notified in accordance with resolution

	3. Following the statutory exhibition period, a further report be presented to Council outlining submissions received (if any) for Council's consideration.		Report to be provided to council at the November meeting. Report going to February 2020 meeting8.4.4 Report deferred to March 2020 Ordinary Meeting
ORDINARY MEETING - 29th October, 2019			
ITEM	ACTION	STAFF	S
8.1.1 Local Government Elections 2020	<ol style="list-style-type: none"> 1. Council make representations to the State Member for Cootamundra expressing our disappointment and concerns over the increase cost of conducting elections. 2. The General Manager write to the Australian Electoral Commission 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. 	GM/ EA to GM & Mayor	Waiting on response from AEC to indicate their availability to attend a Councillor Workshop
8.1.8 Gundagai Tourism Action s.355 Committee Meeting Minutes	From Minutes – council wait for outcome of SCCF 3 funding before spending \$300K	Manager Community & Culture	

8.3.1 Friends of Old Gundagai Gaol Committee Meeting AGM Minutes	Restricted funds audit report to Council	Manager Community & Culture	Manager Community & Culture and Manager Finance to discuss to determine what is required.
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.	Procurement Officer	
ORDINARY MEETING 26TH NOVEMBER, 2019			
8.3.4 EVERYONE CAN PLAY APPLICATION - LINDLEY PARK SOUTH GUNDAGAI RESOLUTION 429/2019 Moved: Cr David Graham Seconded: Cr Charlie Sheahan	Council endorse a matched application for funding for Lindley Park South Gundagai to the Everyone Can Play Grants.	Manager Finance/ Manager Community & Culture	If grant application successful set aside funding in budget. Determine how to fund. Works in kind from what department. Discuss with relevant Managers.

8.7.2 COUNCIL MINI HIACE BUS COMMUNITY USAGE REVIEW RESOLUTION 437/2019 Moved: Cr Penny Nicholson Seconded: Cr Leigh Bowden	1. Council endorse a further five month trial period be undertaken to 30th April, 2020. 2. Council undertake consultation with representatives of Mirabooka to develop a fee proposal, to be included in the report, to be prepared and submitted to the Ordinary Meeting to be held Tuesday, 26th May, 2020 for the consideration of Council for inclusion in the 20/21 Fees and Charges. 3. A further report with more accurate hire details be prepared and submitted to the Ordinary Meeting to be held Tuesday, 26th May, 2020 for the consideration of Council.	Manager Civil Works/ GM	12.02.2020 Trial continuing.
ORDINARY MEETING 10TH DECEMBER, 2019			
ITEM	ACTION	STAFF	STATUS
8.1.11 Internal Finance Committee Interim Update Report – Late report RES 464/2019	Arrange distribution of report and arrange workshop	Manager Finance	Update required
8.7.2 Fixing Local Roads Funding Program. RES 471/2019	Council commit to a 25% contribution to all projects submitted under the program.	Manager Finance/Man ager Civil Works/ Manager Technical Services	Reported at December 2019 meeting with nominated projects and 25% council contribution.
9.1 Notice of Motion - Council Undertake Another Volunteer Induction For Drivers of the Council Community Hiace Mini Bus in February, 2020 RES 479/2019	That a group volunteer induction day be advertised in January, 2020 so members of local community groups be eligible to drive the Community Hiace Mini bus so as to optimise its use.	Manager Civil Works/ Madlin	Madlin to arrange induction process

9.4 Notice of Motion - The Cost of an Irrigation System for the Off Leash Dog Park in Hurley Street be Included in the 2020/21 Budget. RES 482/2019	That an amount of up to \$30,000 be considered within the 2020/21 Budget for an irrigation system to be installed at the Off Leash Dog Park in Hurley Street, Cootamundra.	Manager Regulatory Services/Manager Waste, Parks and Recreation/ Manager Finance	Update required
11.2 Proposed Compulsory Acquisition Land Affecting Lots 35, 71 and 88 DP751415 and Lot 2 DP1100263 Reno Road, Gundagai RES 485/2019	<ol style="list-style-type: none"> 1. Council make application to acquire land affecting lots 35, 71 & 88 DP 751451 and lot 2 DP1100263 under the Land Acquisition (Just Terms Compensation) Act, 1991. 2. The General Manager be authorised to sign any relevant documentation in relation to the proposed acquisition referred to in 1 above. 3. Authority be granted to affix the common seal of Council to the necessary documents. 	GM	Confidential Report. Confidential update required.
11.3 Mayoral Minute - General Managers Review RES 486/2019	<ol style="list-style-type: none"> 1. Confirmation be obtained that the contract for Local Government NSW Management Solutions to recruit the position of General Manager included the requirement to provide a performance appraisal for the three (3) month performance review of the General Manager. 2. That Blackadder be requested to provide a proposal to facilitate the three (3) month performance review of the General Manager and report back to the Ordinary Meeting to be held 28th January, 2020. 3. That a report be prepared on the outcomes of 1 and 2 above and be submitted to the January, 2020 Ordinary Meeting. 	Mayor	Confidential Report. Confidential update required.
11.4 Proposed Acquisition by		GM	

<p>Cootamundra-Gundagai Regional Council for Bangus Quarry Remediation Project - Late Report</p> <p>RES 487/2019</p>	<ol style="list-style-type: none"> 1. Council approve the acquisition of Crown land Lot 7300 DP1149008 and Lot 7004 DP1028797 for the Bangus Quarry Remediation Project. 2. The General Manager be authorised to sign any relevant documentation in relation to the proposed acquisition referred to in 1 above. 3. Authority be granted to affix the common seal of Council to the necessary documents. 4. Upon acquisition by Council the land be classified as operational. 		<p>Confidential Report. Confidential update required.</p>
<p>ORDINARY MEETING 28TH JANUARY, 2020</p>			
ITEM	ACTION	STAFF	STATUS
<p>8.1.7 Tender - Town Entry Signs, Cootamundra and Gundagai</p> <p>RES 012/2020</p>	<p>That the Tenderer, Gundagai Constructions be advised of the resolution of Council.</p>	<p>Manager Business</p>	<p>Update required by Procurement Officer</p>
<p>8.1.8 The Response to the New Risk Management and Internal Audit Framework for Local Councils in New South Wales</p> <p>RES 013/2020</p>	<p>Council make representations to Member for Cootamundra, Steph Cooke MP and the Office of Local Government in relation to the unfairness of the fees required to be paid by Council for the Audit, Risk and Improvement Committee.</p>	<p>Manager Business</p>	
<p>8.1.13s.355 Committee Update</p> <p>RES 018/2020</p>	<p>Council dissolve the Cootamundra Concert Band s.355 Committee, for reasons detailed in the report.</p>	<p>Manager Business</p>	<p>Correspondence be sent to the Cootamundra concert Band informing them of the resolution of council</p>
<p>8.1.15 Cootamundra Tourism Action Group Section 355 Committee</p>	<ol style="list-style-type: none"> 1. That appropriate grant funding be acquired to develop a specific agri-tourism and regional tourism tours strategy for the Gundagai and Cootamundra region which develops 	<p>Manager Culture and Community</p>	<p>No update available to date</p>

Minutes of meeting held 15 January 2020 RES 020/2020	rural, agriculture, food tourism and experiential tourism opportunities through the collaboration between Council, Local businesses and producers. 2. That Council seek an appropriate funding arrangement to ensure the position of Economic Development and Tourism Officer in Cootamundra, continues beyond the current one year term which ends in November, 2020.		
8.1.16 Gundagai Tourism Action Section 355 Committee RES 021/2020	Council seek permission from Transport for New South Wales to locate a variable message sign on the northern side of Gundagai, with the intention of encouraging south bound motorists to Stop, Revive, Survive in Gundagai.	Manager Culture and Community	Anthony Carroll taking to February, 2020 traffic committee
0.1 Finance			
8.2.1 December 2019 Quarterly Budget Review Statement RES 025/2020	A report on the funding of Cootamundra Water Mains Replacement Program be prepared and submitted to the Ordinary Meeting to be held 25 th February, 2020.	Manager Finance	A report on the funding of Cootamundra Water Mains Replacement Program be prepared and submitted to the Ordinary Meeting to be held 25 th February, 2020.

8.1.9 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	321371
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 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. Muttama Hall Management S.355 Committee Meeting Minutes 12 December 2019 ↓

RECOMMENDATION

The Minutes of the Muttama Hall Management s.355 Committee meeting held on 12th December, 2019, attached to the report, be received and noted.

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee meeting held on 12th December, 2019 is submitted for the information of Council and the community.

Minutes
Muttama Hall Management Committee
Meeting 12 December 2019, Muttama Hall

MUTTAMA HALL MANAGEMENT COMMITTEE
MEETING : Thursday 12 December 2019 6.00pm

VENUE: Muttama Hall

PRESENT: Hilary Connors, Sarah Last, Leigh Scott, Robert Flint, Anne Last

APOLOGIES: Bart Groen , Bill Buckley

ACCEPTANCE OF PREVIOUS MINUTES - Thursday 16 October 2019
Accepted via email on 26 October 2019

TREASURER'S REPORT

Leigh reported that there is \$6391 in the MHMC NAB account.

GENERAL BUSINESS

1. SCC18 Grant

- approved variation to use unspent funds on re-roofing and replace guttering on the main hall by 30 March 2020.
- Hilary reported that Andrew Brook confirmed this afternoon that Council has accepted ZGS Building Co's quote to complete this work,
- the Purchase Order has been raised and the grant funds have been set aside,
- as agreed, Hilary relayed Andrew's advice to Zac that he could go ahead and place orders for the required materials and that no contract will be executed between Council and ZGS Building Co,
- as the group were unsure about there being no contract between Council and ZGS Building Co, it was decided that Hilary should write to Andrew requesting clarification.

2. SCC19 Application

- Announcements of successful applications from January 2020.

Minutes
Muttama Hall Management Committee
Meeting 12 December 2019, Muttama Hall

3. Grant opportunities

- Saluting Their Service Commemorative Grants - Federal grant of \$10K – due 31 March 2020,
<https://www.communitygrants.gov.au/grants/saluting-their-service-commemorations-program>
 - it was decided to submit an application and include quotes for ordinance fencing, entrance pathway and planting and flagpoles.
- RAS Foundation – Kitchen Grant – up to \$20K 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.rasnsw.com.au/foundation/scholarships-and-grants/ras-foundation-community-kitchen/>
 - Also the RAS Community Futures grant (up to \$25K).
<http://www.rasnsw.com.au/foundation/scholarships-and-grants/community-futures-grant/>
 - Hilary and Sarah will meet in January to determine which grant would be the most suitable to apply for and submit an application.
- Volunteer Grants
 - Sarah reported that these Federal grants have not been advertised for 2020.
- Tegra Australia
 - Hilary raised concerns that requesting a contribution of concrete did not meet Tegra's criteria as MHMC have already included concrete in their SCC19 Grant Application. Support of their choosing or a cash donation would be more appropriate.
- Romani Pastoral Company and Cootamundra Concrete
 - letters requesting support to be written in the New Year.

Minutes
Muttama Hall Management Committee
Meeting 12 December 2019, Muttama Hall

4. Leigh gave an update on the making of the hall tables. They will follow the same height and width as the existing tables. Leigh estimates that the folding legs for the new tables will cost around \$1K to \$1.5K.

5. Code of Conduct Training for 355 Committees.

- Hilary and Leigh attended this training on Thursday 28 November 2019,

- pertinent points from the training included;

- when 355 Committees write letters asking for support, the CGRC letterhead must be used and
- as the minutes of meetings are not confidential, quotes must be light in detail.

Next meeting: Wednesday 15 January at 6.00pm

Meeting closed: 7.00pm

8.1.10 STOCKINBINGAL MEMORIAL HALL S355 COMMITTEE - MINUTES - 16TH JANUARY, 2020

DOCUMENT NUMBER	322660
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 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. Stockinbingal Memorial Hall s355 Committee - Minutes - 16 January 2020 ↓

RECOMMENDATION

The Minutes of the Stockinbingal Memorial Hall s355 Committee meeting held 16th January, 2020 (attached) be received and noted.

Introduction

The Minutes of the Stockinbingal Memorial Hall s355 Committee meeting held 16th January, 2020 are submitted for the information of Council and the community.

17. Minutes

18. STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE

19. ELLWOODS HALL, MARTIN ST, STOCKINBINGAL

20.

21. DATE: 5.15 PM THURSDAY 16 JANUARY 2020

22.

1 AGENDA ITEMS

Sign On in the Volunteer Attendance Register (completed)

1.1 Attendance and Confirmation of Quorum

Greg Briscoe-Hough, relieving Governance Officer at CGRC, kindly explained our options for the vacant Chairperson, following the resignation of Rosalie Dale in December. Vice President Carmel Payne accepted the position for this meeting. This may change at future meetings until the AGM in May.

Attendance: **Chairperson:** Carmel Payne

Secretary: Lorna Nixon

Treasurer: Alan Pether

Councillor: Leigh Bowden

General Members: Kim Lee

Guest: Greg Briscoe-Hough

Confirmation of a Quorum: There are **7** Members appointed to this Committee. Quorum numbers are met - **yes**

1.2 Apologies: Steve Neave, Russell Vincent.

1.3 Disclosure of Interests: Nil

1.3 Confirmation of previous meeting Minutes

The minutes of the last Ellwood's Hall Section 355 Committee meeting dated 28 November 2019 were confirmed as true and correct.

Moved: Lorna Nixon Seconded: Kim Lee

1.4 Business Arising from previous Minutes:

- Paper towel dispensers and paper towels were provided in both the Men's & Women's Toilets by Council prior to the School Presentation night in December 2019.
Thank you Andrew Brock for organising same!
- Signage has also been provided to the Pump Track at the Recreation Ground.
Thank you again to Council. Much appreciated.
- Room dividers were supplied by Council prior to the School Presentation Night also.
Thank you Andrew Brock and council staff for delivering same.
- Brendan O'Callaghan supplied an external light at the front of the Hall in time for the School Presentation Night.

- Repairs and maintenance were completed at the Post Office by Council staff also (part of the Hall Building).
- The Christmas meal for the Committee members and partners on 30th November 2019 at 44 Hibernia St was enjoyed by all with lots of fun and laughter over the giving & receiving of some interesting gifts!!
- Mandatory Code of Conduct Training in Cootamundra for 355s committee members was attended by several of our committee members.
- **Request to Council for their Lawn Mowing Schedule at Stockinbingal so we can plan around it – not forthcoming so far.**
- Ladies Toilet Blockage on Market Day in November – Council was contacted and a subsequent inspection revealed that there were no roots in the pipes. The problem is more likely to occur when the pipes dry out during low usage times and any accumulated paper/debris may create a blockage. Regular flushing required!!
- School Presentation night held on 16th December 2019 went well! This was the first time in many years since the Hall has been used for school functions. Committee members worked well at cleaning 130 chairs for the night as requested, as well as the usual floors and toilets etc. The Hall was looking good and functioned well for the purpose.

1.5 Correspondence in/out:

- 28.11.19: From Teresa Breslin – advising that she was going on Maternity Leave from 6 Dec 2019 and offering alternative people to contact until someone was appointed to take her place.
- 29.11.19: from Rosalie Dale to Brendan O’Callaghan, Electrician, accepting his quote of \$180 to install an external light at the front of the Hall.
- 02.12.19: from ARTC advising that we were unsuccessful in the second round of grants.
- 02.12.19: from Rosalie to ARTC thanking them and advising that we would be applying for a grant in the next round closing 31 Jan 2020.
- 03.12.19: From Rosalie to Andrew Brock at CGRC confirming his verbal advice that mowing would be provided at the Hall four times per year and that our committee would fill in between times if needed. She also requested a copy of their mowing schedule so that we could plan around it and Hall functions. **NO RESPONSE TO THIS REQUEST SO FAR.**
- 03.12.19: FROM Teresa Breslin – advising that Greg Briscoe-Hough would be her replacement.
- 04.12.19: From Rosalie to committee advising of chairs, toilets and Hall needing cleaning for School Presentation Night on 16th Dec. Working Bee date organised for 11th Dec.
- **09.12.19: From Rosalie to Andrew Brock at CGRC – re boundary fence at Ellwood’s Hall with the neighbouring Pub and enquiring if there has been any further progress in providing this boundary? (We are unable to open the window in the Meeting Room for fear an animal might leap in!!)**
- 10.12.19: From Rosalie to Stephen Neave re purchased desk item requiring storage.
- 12.12.19: From Steven Lowe of CGRC advising that the Pump Track signage had been completed. Thanks given by Rosalie.
- 12.12.19: From Rosalie Dale submitting her resignation and thanking the team for their support and hard work.
- 16.12.19: From Grace Foulds to Rosalie advising of her move to Darwin etc and providing a link to CGRC ID Profile which would assist us in completing Grant Applications.

- 13.01.2020: From Keith Turner requesting to book the Hall for 15 Feb for a fundraising gig for fire victims.
- 13.01.2020: From Rod Smith of Wagga Rail Heritage Museum advising of the six different organisations who will be submitting quotes for the Train weekend in July
- 13.01.2020: From Rod Smith of Wagga Railway Heritage Museum with a quote for the weekend in July.
- From Lorna Nixon to Committee: re next meeting date (moved forward one week to 16 Jan 2020) and with some agenda items.
- 13.01.2020: From Epping Model Railway group submitting a quote for Model Railway Show.
- 14.01.2020: From Albert Melchert of NSWGR Trikes submitting a quote.
- 14.01.2020: Sec replied to Albert Melchert requesting an idea of the amount of space that he might require.
- 14.01.2020: Sec to Rod Smith re amount of space needed for all of the displays. (Phone call followed.)
- 14.01.2020: From Signals NSW in ACT with a quote.
- 16.01.2020: From Model Building Services, Wagga with a quote.
- 16.01.2020: From Canberra Monaro N Scale Group with a quote.
- 16.01.2020: From Sec to Helena Johansson of ARTC Grants advising that we were unable to spend all of the previous grant money and asking if we might substitute the room dividers to other items requested in the unsuccessful application for vacuum cleaner, urn and trolley.

1.6 Report from the Treasurer:

See separate Report. Opening Balance: 7,941.28

Income:	436.00
Expenses:	238.00
Closing Balance:	\$8139.60

1.7 General Business:

- 1) **Recruitment of another committee member:** This may not be necessary as Councillor Leigh Bowden may be counted as a committee member.

Action: Greg Briscoe-Hough to make enquiries.

2) ARTC Grant Submission to fund the Rail Weekend:	\$
Quotes are: Wagga Rail Heritage Museum – 4 people -	370
Epping Model Railway Club Sydney (Bethungra Spiral) - 4 men	650
Canberra Monaro N Scale Group -4 men	500
Signals NSW (Canberra) – 1 man	220
Model Building Services (Wagga) - 1 man	60
NSW Trikes (Cowra-Crookwell) – 2 men	110
Total:	\$1910
4 meals for 16 people @ \$10/head/meal	640
Grand Total	\$ 2550

An alternative if the grant is not forthcoming could be to contact All Aboard Model Trains in Mittagong.

Action: Lorna to complete the submission and email to some of the committee to check or have input. Needs to be submitted by 31 Jan 2020.

3) Hall Bookings:

- a. **Calendar of events** – It has been suggested that we have a calendar or white board with upcoming events listed.

Action: A calendar will be delivered tomorrow to Steve Neave, Booking Officer, to complete.

- b. **A car boot sale** in March has been suggested.

Saturday 28 March has been decided – Cars need to be in the Hall yard by 8.00am and the public may attend between 9.00 -12.00. Charge: \$10 per car.

Action: Carmel to make an event advert to go on Facebook pages etc.

- c. Wedding in April – the couple have been to inspect the venue again recently.

Action: Lorna to make contact to see what requirements may be needed. Also to check Hall Hire Fee.

NB: Contact made with the bride to be today (17.01.2020) – they will be hiring their own round tables and chairs. They have requested use of the Hall from Wed 15th, 16th, 17th, 18th. This may clash with Stop & Mingle on Thurs 16th. It will be during school holidays so Tai Chi will be in recess. They have requested use of some of the stools (in the back room) for outside where the bar will be. They may use our urn and Tea/Coffee facilities.

- d. **Fundraiser for Fires** – Keith Turner booked Hall for 15th Feb. 2020 7.00 – 11.30.

Committee will set up some tables and chairs and provide dance area at the front; Use of outside area also. No tea/coffee to be provided.

Action: Secretary to contact Keith Turner re: arrangements.

Secretary to contact Brendan O’Callaghan re some external lighting to be installed.

- 4) **Regular cleaning of Toilets and Hall:** to be discussed at the next meeting.

- 5) **Media Person:** Carmel Payne has offered to do media coverage on Social Media etc.

- 6) **Alaska String Band:** made contact with Rosalie wanting to hire the Hall in February. Committee felt it was too close to the Fundraiser night being organised by Lock Stock & Bingal.

Action: Kim to investigate the Alaska String Band.

1.8 Date and Time of Next Meeting: 5.45 pm Thurs 27th Feb 2020

1.9 Time Meeting Closed: 6.30 pm

Signed

Chairperson

Secretary

Date:

.....

8.1.11 COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE

DOCUMENT NUMBER	322748
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 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 Section 355 Committee Management Manual.
ATTACHMENTS	1. Cootamundra Tourism Action Group s355 Committee Minutes - 6th February, 2020 ↓

RECOMMENDATION

- 1. The Minutes of the Gundagai Tourism Action Group s.355 Committee meetings held on 6th February, 2020 attached to the report, be received and noted.**
- 2. Recommendations contained in the Minutes, attached to the report, if any, be considered by Council.**

Introduction

The attached Minutes of the Gundagai Tourism Action s.355 Committee meeting held on 6th February, 2020 are submitted for the information of Council and the community.



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

COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE

STEPHEN WARD ROOMS, WALLENDON STREET
4.30PM, THURSDAY 6TH FEBRUARY 2020

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: President/Chairperson: Annie Jacobs
Secretary: Nina Piotrowicz
Treasurer: N/A
Councillor:
General Members: Leah Sutherland, Brian Nolan, Julianne Collingridge
Other: Jeana Bell (Staff), Miriam Crane (Staff), Chris Hendrie, Betty Brown, Lyn Neal, Shaun Pepper, Hans Bruitzman, Dotti Le Sage, Sharon Byrne

Confirmation of a Quorum: There are 9 Members appointed to this Committee.
Quorum numbers are met [yes]

1.2 Check-In

Not undertaken. Due to the number of new faces, introductions were made instead.

1.3 Apologies & Disclosure of Interests

Apologies were noted from Cr Leigh Bowden, Cr Penny Nicholson, Gwen Norman, Sarah Last & Rosie Fowler-Sullivan.

1.4 Confirmation of previous meeting Minutes

The minutes of the last Cootamundra Tourism Action Group Section 355 Committee meeting dated 7th November 2019 & Teleconference held 15th January 2020 were confirmed as true and correct.
(M: Brian Nolan. Carried)

Results of the two motions put to the January Council meeting were as follows:

- Motion 1 re Agritourism strategy. A grant will need to be sourced to fund development of a strategy. Miriam has begun looking at possibilities.
- Motion 2 re continuation of the Cootamundra Tourism & Economic Development Officer role. This was supported by Councillors but a decision on funding source is not yet known.

1.5 Council Staff Activities related to Tourism

- Marketing & Branding Strategy draft is expected in late Feb. Feedback and discussion likely at the March CTAC Meeting.

- Jeana is working on a QR Code project. Assistance with the information to be shown for each location may be needed. Initial locations will be the Railway Station, Post Office, Pioneer Park, Captain's Walk and the Bird Walk.
- Jeana is finalising details for the Driver Reviver program to be based out of the Heritage Centre/VIC during school & public holidays. This should be in place by the Easter holidays.
- Council is waiting on sign-off paperwork to be returned as required by Essential Energy so it can remove and replace the streetlight banners. We currently still have Merry Christmas banners up. It is hoped that the paperwork can be sorted, and different banners be up in time for the Beach Volleyball event (15-16th Feb) when large numbers of out of town visitors will be around.
- Miriam Crane and Wayne Bennett are still working on the installation of new changeable event signage for the town entrances. Sourcing of appropriate companies to install the signs is underway.
- Pioneer Park improvements (including tourist signage) – result of grant application should be known by end of Feb/early March.
- Brian Nolan raised concerns on the maintenance of Bradman's Birthplace. Jeana has been in contact with the responsible Council Staff.
- CGRC was to participate in the Riverina Alley at the upcoming Handmade Market in Canberra. This opportunity was passed to the Snowy Valley's Council to assist some of their businesses with fire recovery.

1.6 For Discussion

- *Cootamundra Visitor Information Centre*

Discussion held till next meeting.

- *Captain's Walk Event – March 2020*

As the Captains are unable to attend, Jeana is working on alternative event ideas, to be confirmed.

- *Beach Volleyball*

Council may take over organisation of the event from 2021. Jeana is still waiting to see re the World Record Attempt – the timeframe was very tight for the application. Shaun Pepper offered to take video at the event that could then aid in future promotion.

- *Wattle Fair & Wattle Time Barn Dance.*

Location is likely to be the main street (Parker St) at the request of local businesses. This does bring some logistical challenges to be worked through. The CDC is developing the event proposal for review and sign-off by Council.

Effort should be put into survey of attendees, at least gathering postcodes, so that data can support future grant proposals and event development.

- *2020 Ideas*

Discussion held till next meeting. A couple of ideas were mentioned throughout the meeting including:

- A Ukele Festival
- An event at the BMX track and/or Skatepark

1.7 Other Business

Betty Brown mentioned the commemorative flotilla of light aircraft landing in Cootamundra on the 17th March, celebrating the first flight from England to Australia and hopes that appropriate event publicity will take place. *(Action: Jeana Bell)*

1.8 Date and Time of Next Meeting

The AGM & Next Meeting will be from 4.30pm on Thursday 5th March.

The new faces attending, were encouraged to complete Committee membership forms.

1.9 Time Meeting Closed

Meeting closed 5.40pm.

8.1.12 REQUEST FOR SPONSORSHIP FOR THE NEW SOUTH WALES RURAL DOCTOR'S BUSH BURSARY AND COUNTRY WOMEN'S ASSOCIATION SCHOLARSHIP PROGRAM.

DOCUMENT NUMBER	321850
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant and supportive community: all members of our community are valued 1.3 Our community members are healthy and safe
FINANCIAL IMPLICATIONS	The sponsorship amount of \$3000.
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"> 1. Invitation for Cootamundra-Gundagai Regional Council to Participate in the 2020 Bush Bursary and Scholarship Program (under separate cover) ➡ 2. Introductory email P Kensit dated 17.12.2019 (under separate cover) ➡

RECOMMENDATION

Council consider supporting the 2020 New South Wales Rural Doctor's Network Bush Bursary and Country Women's Association Scholarship Program

Introduction

Council receives requests for sponsorship for programs that are from outside the local government area, however, may provide benefit to the community. Council considers each request on its individual merit. At the time of this report being prepared and submitted for the consideration of Council there is \$4662.21 available funding for the purpose of donation and sponsorship.

Discussion

The webpage of The New South Wales Rural Doctor's Network (RDN) describes it as a not for profit, non-government charitable organisation and is the Australian Government's designated Rural Workforce Agency (RWA) for health in New South Wales (NSW).

Their vision is for improved health service access for all Australians regardless of where they live. The RDN has been supporting the recruitment and retention of rural general practitioners and has worked closely with paramedics, pharmacists, oral health professionals and other professionals working in other human service area such as schools, aged care, disability and community services for over thirty (30) years in NSW and Australia's Capital Territory (ACT).

The bush bursaries are funded by NSW local councils and the scholarships are funded by the Country Women's Association (CWA). Recipients of the bursaries and scholarships spend two weeks on a rural placement and locations vary each year due to the involvement of local councils.

Due to the current concern of procuring health professionals into rural areas, particularly the Cootamundra-Gundagai area, this could be seen as an opportunity to introduce potential health professionals to the benefits and charm of a rural lifestyle.

8.1.13 COOTAMUNDRA COUNTRY CLUB WOMEN'S BOWLS REQUEST FOR SPONSORSHIP

DOCUMENT NUMBER	322756
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.3 Tourism opportunities are actively promoted
FINANCIAL IMPLICATIONS	\$100 from the Community Donations 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. Request for sponsorship - Cootamundra Bowling Club ↓

RECOMMENDATION

The amount of \$100 be donated to the Cootamundra Country Club Women's Bowls for their April, 2020 Annual Mixed Triples Tournament.

Introduction

Local community groups and clubs regularly write to Council and request donations and/or sponsorship for a variety of reasons. Council considers each request on its individual merit. At the time of this report being prepared and submitted for the consideration of Council there is \$4,662.21 available funding for the purpose of community donations and sponsorship.

Discussion

Council has previously donated \$100 to the Cootamundra Bowling Clubs Annual Mixed Triples Tournament held in April each year. The tournament brings competitors from neighbouring areas, and as far as Wollongong and Sydney, to Cootamundra for the weekend. It is an exceptional and popular tourism event.



Cootamundra Bowling Club

Cootamundra Gundagai
Regional Council
Document Received

18 FEB 2020

File No.

Initials

C/- Cootamundra Country Club

Hurley Street

Cootamundra NSW 2590

Telephone: 69421330

To whom it may concern

The LADIES bowling match committee of the above club are working towards another annual mixed triples tournament which has been very successful in the past ..The date this year is to be Sunday 19th April and we hope to fill at least 2 greens with bowlers from around our district.

As we need to provide certain sponsorship monies we are asking for your help in achieving this goal. A representative from our club will call on you shortly .

thanking you in anticipation

Mrs Ellenor Armstrong

Club Secretary

Cootamundra Country Club Womens Bowling Club

8.1.14 20TH HELI HEATWAVE REQUEST FOR SPONSORSHIP

DOCUMENT NUMBER	322768
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 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. 19th Heli Heatwave Request for Sponsorship ↓

RECOMMENDATION

Council consider a donation amount to donate to the 20th Heli Heatwave to be held from Friday, 6th March to Monday, 9th March, 2020 at the State Flying Field Cootamundra

Introduction

Local community groups and clubs regularly write to Council and request donations and/or sponsorship for a variety of reasons. Council considers each request on its individual merit. At the time of this report being prepared and submitted for the consideration of Council there is \$4,662.21 available funding for the purpose of community donations and sponsorship.

Discussion

Council paid for the hire of the generator last year's 19th Heli Heatwave held at the State Flying Field in Cootamundra. The request for sponsorship, attached to the report, details the success of the event and the positive impact and economic benefit to the Cootamundra Community.

Cootamundra Gundagai
Regional Council
Document Received

10 FEB 2020

File No.....

Initials.....

Mr Phil MacMurray

Coota Gundagai Regional Council

Dear Sir,

Following the outstanding success of the 19th Annual Heli Heatwave we are again organizing the 20th Annual Heli Heatwave to be held from Friday 6th March to Monday 9th March 2020 at the State Flying Field situated 10kms out of Cootamundra on the Gundagai Rd. Our entries are up 15% at this stage and we are expecting visitors from Thailand, Perth, Mackay, Melbourne, Sydney, Tasmania and all points in between. This is the biggest model helicopter event in Australia. Last year our receipts totalled better than \$25,000 which all went into the local economy. Our biggest outlay is for the 50kva generator which we have to get in Wagga and costs us \$1050. If council would like to make a contribution toward this it would be greatly appreciated.

Cheers

Grahame James

233 Jugiong Rd

Cootamundra

0429422849

8.1.15 GUNDAGAI ST PATRICKS SCHOOL REQUEST FOR DONATION

DOCUMENT NUMBER	322829
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant and supportive community: all members of our community are valued 1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	Purchase of a Gundagai Swimming Pool Pass from the 20/21 financial year Community Donations 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. St Patricks School Gundagai Request for Sponsorship - Gundagai Swimming Pool Family Pass ↓

RECOMMENDATION

Council commit to the purchase of a Gundagai Swimming Pool 20/21 Family Pass for the St Patricks School for their fundraising event.

Introduction

Local community groups and clubs regularly write to Council and request donations and/or sponsorship for a variety of reasons. Council considers each request on its individual merit. At the time of this report being prepared and submitted for the consideration of Council there is \$4,662.21 available funding for the purpose of community donations and sponsorship.

Discussion

St Patricks School Gundagai are hosting a Fundraising Variety Night on Saturday, 14th March, 2020. As part of the fundraising event they are seeking items to be auctioned on the night. In the attached correspondence they have specifically requested a family swimming pool pass for the 20/21 season.

As the Gundagai Swimming Pool is operated under a private commercial contract and the fees and charges for the 20/21 swimming season are not know, it is proposed that a voucher be prepared, by Council, and the winner produce the voucher to Council at the commencement of the 20/21 swimming season. At that time Council can purchase the family swimming pass for the voucher holder.

Marianne McInerney

From: Andrew Brock
Sent: Thursday, 20 February 2020 12:57 PM
To: Marianne McInerney; Phil McMurray
Subject: RE: Sponsorship Request - Phil McMurray

Hi Marianne,

Family pass is \$235.00 this is for 2 adults & 2 children's.

Regards,

Andrew Brock
Manager Facilities
Cootamundra-Gundagai Regional Council



P: 1300 459 689
M: -
E: andrew.brock@cgrc.nsw.gov.au
W: www.cgrc.nsw.gov.au

From: Marianne McInerney
Sent: Thursday, 20 February 2020 12:53 PM
To: Andrew Brock <andrew.brock@cgrc.nsw.gov.au>; Phil McMurray <phil.mcmurray@cgrc.nsw.gov.au>
Subject: RE: Sponsorship Request - Phil McMurray

Hello Andrew

Council would have to purchase the pass and donate it. How much is a family pass?

Regards,

Marianne McInerney
Executive Assistant to the Mayor and General Manager
Cootamundra-Gundagai Regional Council



P: 1300 459 689

M: 0429 137 888
E: marianne.mcinerney@cgrc.nsw.gov.au
W: www.cgrc.nsw.gov.au

From: Andrew Brock
Sent: Thursday, 20 February 2020 12:40 PM
To: Phil McMurray <phil.mcmurray@cgrc.nsw.gov.au>
Cc: Marianne McInerney <marianne.mcinerney@cgrc.nsw.gov.au>
Subject: FW: Sponsorship Request - Phil McMurray

Hi There,

I would assume we will need to CC our contractor in on this request considering they take all the sales?

Regards,

Andrew Brock
Manager Facilities
Cootamundra-Gundagai Regional Council



P: 1300 459 689
M: -
E: andrew.brock@cgrc.nsw.gov.au
W: www.cgrc.nsw.gov.au

From: Emma Field [<mailto:Emma.Field@health.nsw.gov.au>]
Sent: Thursday, 20 February 2020 11:31 AM
To: Mail <mail@cgrc.nsw.gov.au>
Cc: Emma Peterson <emmaandmark1@bigpond.com>
Subject: Sponsorship Request - Phil McMurray

Good Morning Phil,

We at St Patricks Primary School are having a Fundraising Variety Night on Saturday 14th March at 7pm. The night will consist of a number of acts both local and from close regional towns. We will also be having an auction on the night which is why I am contacting you as the GM at Gundagai to ask if you would consider offering a Family Pass to the Gundagai Town Swimming Pool for the 20/21 summer season to be auctioned?

Regards

Emma Peterson
0407426241

Regards

Emma Field
MLHD Service Improvement Manager

Psychologist – MLHD

Please call me on 69406 375 or Mob. 0477 308 403 | Email. Emma.Field@health.nsw.gov.au
<http://www.mlhd.health.nsw.gov.au/>



Health
Murrumbidgee
Local Health District



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8.2 FINANCE

8.2.1 MONTHLY FINANCE REPORT FOR JANUARY 2020

DOCUMENT NUMBER	322623
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
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	1. January 2020 Finance Report ↓

RECOMMENDATION

The Monthly Finance Report for January, 2020 be received and noted.

Introduction

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

Discussion

Overall expenditure remains under budget. Income is also under budget, largely due to delays in the construction of the Gundagai Sewerage Treatment Plant and the associated capital grants.

With budgeting for the 2020/21 financial year underway, all business units will be reviewed over the next two (2) months with some slight changes in allocations of budgets planned. It is likely that this review will also highlight adjustments required for the March, 2020 Quarterly Budget Review.

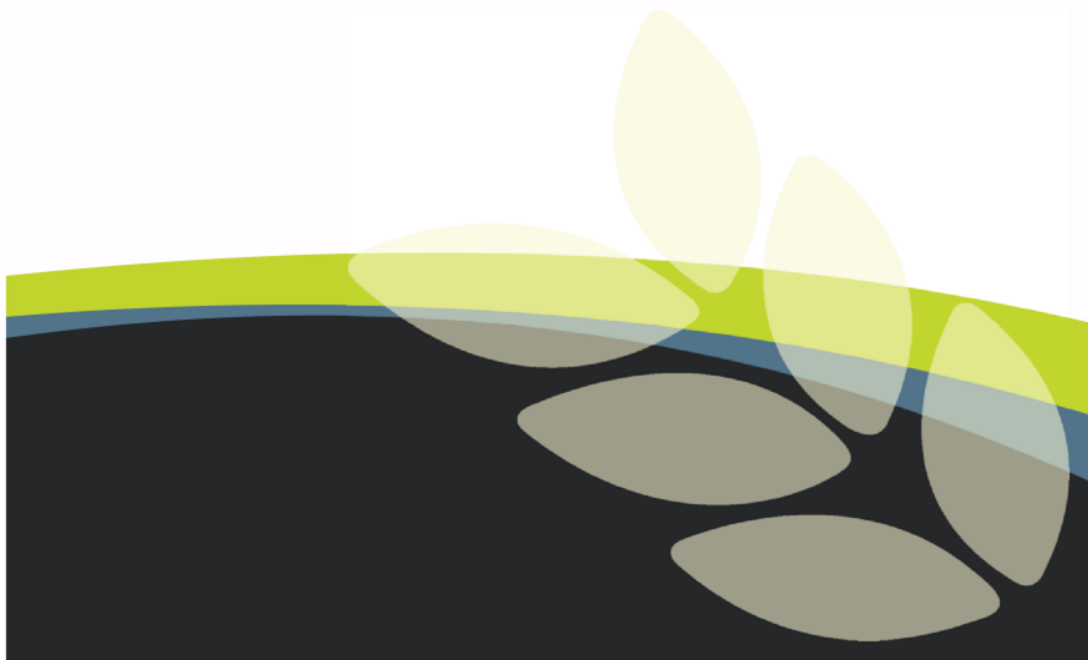


**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

January 2020

Financial reporting pack

Monthly operational analysis



Monthly budget variance report
Consolidated
Period ended 31 January



	Year to date actual				Consolidated total	Consolidated budget	Balance remaining	% of annual budget	Comments
	General	Waste	Water	Sewer					
Revenue									
Rates and annual charges	7,364,190	2,092,053	798,085	1,023,345	11,277,673	13,020,211	1,742,538	86.62%	
User charges and fees	1,116,011	181,817	1,065,513	248,203	2,611,544	8,280,772	5,669,228	31.54%	
Interest and investment revenues	192,907	4,956	15,731	6,664	220,258	497,517	277,259	44.27%	
Other revenues	430,334	-	4,339	-	434,673	519,740	85,067	83.63%	
Operating grants and contributions	3,324,090	69,406	53,677	51,539	3,498,711	10,531,434	7,032,723	33.22%	
Capital grants and contributions	395,810	-	-	-	395,810	13,406,936	13,011,126	2.95%	
Internal Plant hire	1,593,189	-	-	-	1,593,189	3,420,000	1,826,811	46.58%	
Internal Overheads	-	-	-	-	-	2,278,576	2,278,576	0.00%	
Internal Easements	-	-	-	-	-	1,464,950	1,464,950	0.00%	
Total revenue	14,416,530	2,348,233	1,937,345	1,329,750	20,031,858	53,420,136	33,388,278	37.50%	
Expenditure									
Employee costs	6,196,592	399,016	384,703	297,145	7,277,456	12,279,857	5,002,401	59.26%	
Borrowing costs	46,304	-	-	-	46,304	183,823	137,519	25.19%	
Materials and contracts	5,951,011	728,573	1,407,839	209,121	8,296,543	12,782,221	4,485,678	64.91%	
Plant hire	1,003,256	106,697	45,122	29,711	1,184,786	2,686,202	1,501,416	44.11%	
Other expenses	2,546,994	6,011	93,656	104,061	2,750,722	3,588,112	837,390	76.66%	Includes annual expenses such as insurance, rates, subscriptions.
Internal Overheads	-	-	-	-	-	2,278,576	2,278,576	0.00%	
Internal Easements	-	-	-	-	-	1,464,950	1,464,950	0.00%	
Total expenses	15,744,158	1,240,296	1,931,320	640,037	19,555,812	35,263,741	15,707,929	55.46%	
Net result	(1,327,628)	1,107,936	6,025	689,713	476,046	18,156,395	17,680,349		

Business Unit Summary - Operating

Period ended 31 January



	Income				Expenditure				Comments
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	
Development, Building and Compliance	160,744	384,120	223,376	41.85%	628,551	1,315,066	686,515	47.80%	OK
Regulatory Services	316,086	644,190	328,104	49.07%	628,927	1,099,122	470,195	57.22%	OK
Community and Culture	107,915	267,041	159,126	40.41%	943,227	1,392,227	449,000	67.75%	PO's raised for full year.
Business Services	14,875	12,280	(2,595)	121.13%	1,302,344	2,125,847	823,503	61.26%	PO's raised for full year.
Finance and Customer Services	8,741,395	16,556,739	7,815,344	52.80%	781,749	2,086,194	1,304,445	37.47%	OK
Executive Office	(171,623)	10,000	181,623	-1716.23%	2,065,877	3,372,456	1,306,579	61.26%	Allocations between GM and Deputy changed since budget. Combined exp is OK.
Operations Management	2,298,404	5,568,349	3,269,945	41.28%	1,580,349	1,175,322	(405,027)	134.46%	Workers comp & Public Liability Insurances for full year.
Facilities	265,975	252,940	(13,035)	105.15%	749,989	1,383,492	633,503	54.21%	OK
Recreation	271,611	187,392	(84,219)	144.94%	1,198,507	1,720,677	522,170	69.65%	Expenditure needs reviewing.
Technical Services	330,902	515,991	185,089	64.13%	1,125,902	2,316,033	1,190,131	48.61%	OK
Civil Works	186,332	3,366,180	3,179,848	5.54%	2,377,412	5,310,993	2,933,581	44.76%	Gap Bridge RMS project will need to be scaled back by around \$800k at next QBR. Other income needs reviewing.
Asset Management	1,893,914	3,795,080	1,901,166	49.90%	2,361,323	3,300,691	939,368	71.54%	Includes termination payment. QBR adjustment adopted.
Waste Services	2,348,233	2,458,338	110,105	95.52%	1,240,296	2,092,687	852,391	59.27%	Expenditure needs reviewing.
Water	1,937,345	4,224,467	2,287,122	45.86%	1,931,320	4,073,219	2,141,899	47.42%	OK
Sewer	1,329,750	15,177,029	13,847,279	8.76%	640,037	2,499,715	1,859,678	25.60%	OK
Total	20,031,858	53,420,136	33,388,278	37.50%	19,555,812	35,263,741	15,707,929	55.46%	

Capital expenditure



	YTD	Budget	Variance	%	Comments
Capital income					
Proceeds from sale of plant	326,843	696,500	(369,657)	46.93%	
Proceeds from sale of property	215,582	-	215,582	0.00%	
Sports facilities capital income			-	0.00%	
Stormwater capital income			-	0.00%	
Roads capital income			-	0.00%	
Water capital income			-	0.00%	
Sewer capital income			-	0.00%	
Waste capital income			-	0.00%	
Other capital income			-	0.00%	
Total Income	542,425	696,500	(154,075)	77.88%	
Capital expenditure					
Plant and equipment	1,091,178	2,484,000	(1,392,822)	43.93%	
Office equipment	33,047	40,000	(6,953)	82.62%	Upgrade of expenditure control system.
Buildings	216,500	210,000	6,500	103.10%	
Land improvements	45,427	25,000	20,427	181.71%	
Major projects	4,614,868	5,920,226	(1,305,358)	77.95%	
Roads, bridges and footpaths	2,273,434	4,290,000	(2,016,566)	52.99%	
Stormwater drainage	328,194	-	328,194	0.00%	
Recreation assets	19,616	-	19,616	0.00%	
Parks and Gardens	74,296	-	74,296	0.00%	
Waste Services	3,800	-	3,800	0.00%	
Water supply network	3,255,611	4,000,000	(744,389)	81.39%	
Sewerage network	1,116,315	12,856,000	(11,739,685)	8.68%	QBR adjustment likely for March.
Other assets	-	-	-	0.00%	
Total Expenses	13,072,286	29,825,226	(16,752,940)	43.83%	
Net capital expenditure	12,529,861	29,128,726	(16,598,865)		

8.2.2 INVESTMENT REPORT - JANUARY 2020

DOCUMENT NUMBER	322646
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Council's investment income for January, 2020 was \$26,011.47, 14% under the budgeted figure of \$30,266.00.
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 st July, 2018 and is due for review on 31 st July, 2021.
ATTACHMENTS	1. February, 2020 Investment Report ↓

RECOMMENDATION

The Investment Report as at 31 January, 2020 be received and noted.

Introduction

The monthly investment report provides an overview of Council's investments, and their performance for the month.

Discussion

Investments for January, 2020 have produced interest of \$26,011.47, 14% below the adjusted budget.

In addition to interest rates being at unprecedented lows, interest revenue has been reduced along with cash reserves. Attached is a simplified calculation used in the preparation of the interest budget. It shows cash reserves diminishing faster than anticipated, with current balances close to the balance originally projected for the end of the year. The two biggest factors in this are Council's inability to secure finance for the Cootamundra Water Mains Project and faster than anticipated progress on other major projects.

With the outlook for interest rates uncertain, projections of investment income are being monitored, and a further downgrade in the March, 2020 Quarterly Budget Review is anticipated.

INVESTMENT REPORT

As at: 31-01-20



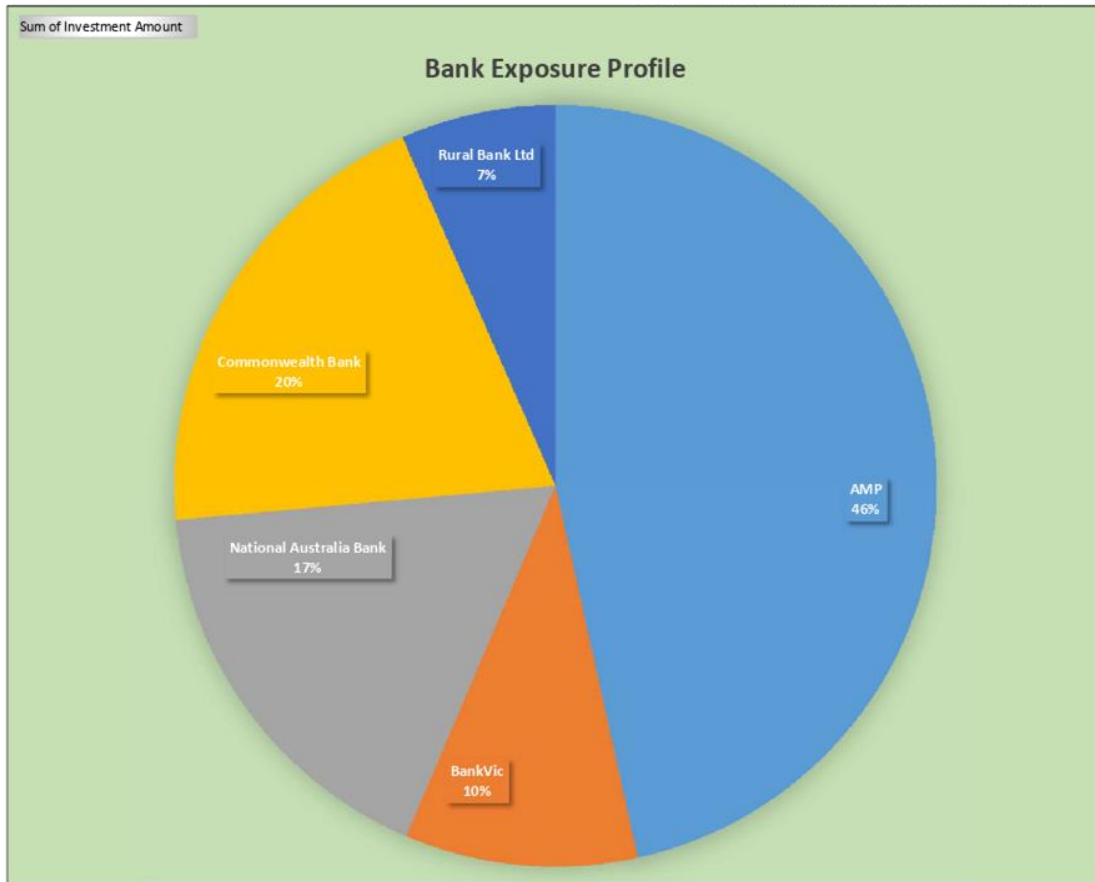
Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
18 Aug 2019	2.05%	182	\$3,041,654.79	AMP	\$ 5,295.81	16 Feb 2020
20 Aug 2019	2.00%	182	\$2,027,616.44	AMP	\$ 3,444.17	18 Feb 2020
2 Oct 2019	1.75%	181	\$2,027,575.34	AMP	\$ 3,013.59	31 Mar 2020
28 Jan 2020	1.60%	97	\$1,505,983.56	BankVic	\$ 2,046.49	4 May 2020
28 Jan 2020	1.60%	91	\$1,003,989.04	Rural Bank Ltd	\$ 1,364.32	28 Apr 2020
21 Jan 2020	1.60%	91	\$2,583,572.10	National Australia Bank	\$ 3,510.83	21 Apr 2020
		AC	\$1,524,765.71	Commonwealth Bank	\$ 273.43	At Call
		BOS	\$1,502,936.06	Commonwealth Bank	\$ 1,583.96	At Call
		AC	\$33,591.50	National Australia Bank	\$ 41.52	At Call
Total			\$15,251,684.54			
Matured in Report Month						
22 Oct 2019	1.60%	91	\$2,573,307.06	National Australia Bank	\$ 2,368.85	21 Jan 2020
29 Oct 2019	1.60%	91	\$1,500,000.00	BankVic	\$ 1,841.10	28 Jan 2020
29 Oct 2019	1.60%	91	\$1,000,000.00	Rural Bank Ltd	\$ 1,227.40	28 Jan 2020
Totals					\$ 26,011.47	

Budgeted Interest for Month	\$ 30,266.00
Combined Interest Rate	2.05%
BBSW Benchmark Rate	0.8864%

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
January 2020



Amended Interest Budget													
	July	August	September	October	November	December	January	February	March	April	May	June	
Cash opening balance	31,393,000	30,672,667	21,996,814	21,276,480	20,556,147	19,835,814	19,115,480	18,395,147	17,674,814	16,954,480	16,234,147	15,513,814	
Expected Interest Rate	1.9%												
Budgeted Annual Cashflow	-\$8,644,000.00												
Budgeted Annual Interest	\$402,218.00												
Budgeted Interest	\$ 46,899	\$ 51,262	\$ 41,925	\$ 33,688	\$ 32,547	\$ 31,407	\$ 30,266	\$ 29,126	\$ 27,985	\$ 26,845	\$ 25,704	\$ 24,564	

8.2.3 MONTHLY MAJOR PROJECTS STATUS REPORT - OCTOBER, 2019

DOCUMENT NUMBER	322655
REPORTING OFFICER	Paul Woods, Executive Director - PMO
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Budget variances as detailed in the 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 Major Projects - January 2020 ↓

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.

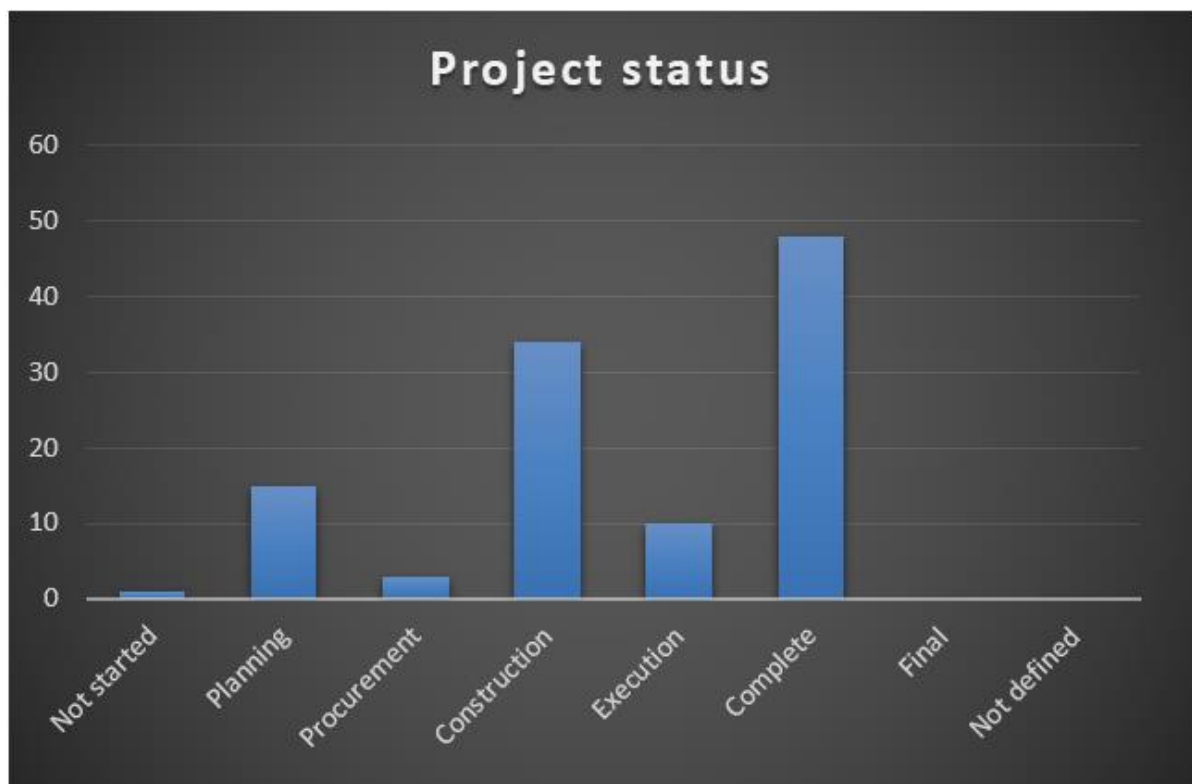
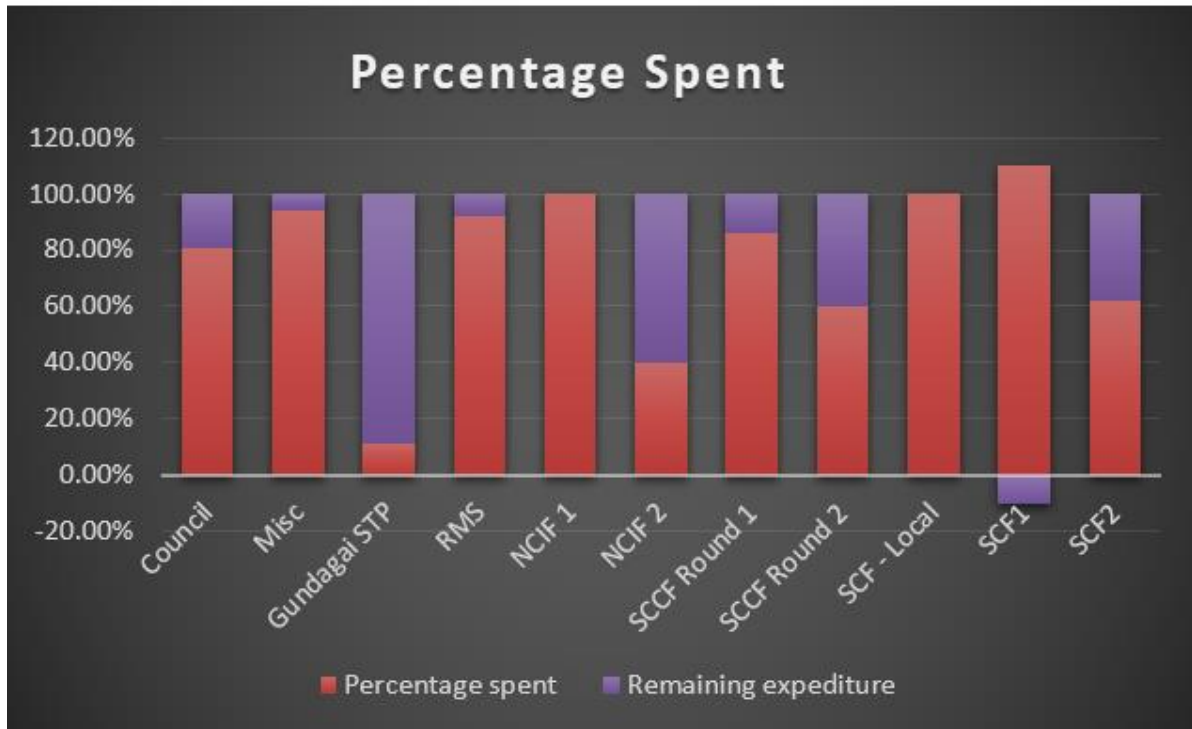
Discussion**Budget variances**

Project	Amount	Commentary / Recommendation
SCF 1 - Cootamundra Water Mains Replacement	\$4,335,873	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.
SCF 1 - Investment into Department of Education, Gundagai High School.	\$594,724	The project was a proposed joint venture between Council and the school to provide a multi-purpose sports court to be used by the community and the school. Due to funding and access issues the project has not eventuated. Gundagai High School has since developed a sports court on their site. Recommendation for the project budget of

		<p>\$594,724 to be reallocated to required upgrades to Gundagai Pool including pipework, kiosk and change rooms, plant room, BBQ area, diving board and slide. Council's resolution will also require endorsement by the Office of Local Government prior to the reallocation of the project funds.</p>
SCF 2 – Cootamundra Netball Courts	\$450,000	<p>Commentary/Recommendation – Due to project scope changes, only \$350,000 will be expended to complete the Cootamundra Netball Courts project. Recommendation for the surplus project budget of \$100,000 to be reallocated to required replacement of the adjacent Nicholson Park Stadium deteriorated roof, enabling indoor sports activity in that facility to continue.</p> <p>Council's resolution will also require endorsement by the Office of Local Government prior to the reallocation of the project funds.</p>

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.



Monthly major projects program report

RECOMMENDATION

That the progress report on project status be received and noted.

That 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 as at 31st January 2020 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
SCF 1 - Cootamundra Water Mains Replacement	\$4,335,873	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.
SCF 1 - Investment into Department of Education, Gundagai High School.	\$594,724	The project was a proposed joint venture between Council and the school to provide a multi-purpose sports court to be used by the community and the school. Due to funding and access issues the project has not eventuated. Gundagai High School has since developed a sports court on their site. Recommendation for the project budget of \$594,724 to be reallocated to required upgrades to Gundagai Pool including pipework, kiosk and change rooms, plant room, BBQ area, diving board and slide. Council's resolution will also require endorsement by the Office of Local Government prior to the reallocation of the project funds.
SCF 2 – Cootamundra Netball Courts	\$450,000	Due to project scope changes, only \$350,000 will be expended to complete the Cootamundra Netball Courts project. Recommendation for the surplus project budget of \$100,000 to be reallocated to required replacement of the adjacent Nicholson Park Stadium deteriorated roof, enabling indoor sports activity in that facility to continue. Council's resolution will also require endorsement by the Office of Local Government prior to the reallocation of the project funds.

8.3 COMMUNITY AND CULTURE

8.3.1 RECREATIONAL NEEDS STUDY PUBLIC CONSULTATION

DOCUMENT NUMBER	322637
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Miriam Crane, Manager Community and Culture
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p> <p>2. A prosperous and resilient economy: we are innovative and 'open for business'</p> <p>2.2 Strategic land-use planning is co-ordinated and needs-based</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. Draft Cootamundra-Gundagai Recreational Needs Study (under separate cover) ⇒

Recommendation

1. The Draft Cootamundra-Gundagai Recreational Needs Study (attached) be placed on public exhibition for a period of twenty eight days inviting submissions from the community.
2. A further report on the Cootamundra-Gundagai Recreational Needs Study including submissions, if any, be prepared and submitted for the consideration of Council.

Introduction

Council received funding from the Office of Local Government NSW to prepare a Recreational Needs Study for the Cootamundra-Gundagai Local Government Area.

Discussion

Council engaged Treadwell Management in 2019 to prepare that Recreational Needs Study. After extensive consultation in the second half of 2019 a copy of the CGRC Recreation Needs Study Final Draft is now ready for public exhibition, considering the following:

- Review of the relevant strategies, plans, documents, policies and information.
- Appraisal of participation trends and rates, along with a demographic analysis.
- Consultation with community on current/perceived future usage of sport & recreation facilities.

- Design of strategies that will guide sport and recreation provision over the next 10 years.
- Detail of action plans for providing quality sport and recreation opportunities for the communities of Cootamundra-Gundagai as well as visitors.

Community members will now be invited to provide comment on the draft during a 28 day period of public exhibition.

8.3.2 DROUGHT COMMUNITIES PROGRAM

DOCUMENT NUMBER	322648
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Miriam Crane, Manager Community and Culture
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.1 The local economy is strong and diverse
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. Drought Communities Program Guidelines 2018 ↓

RECOMMENDATION

Council consider the projects detailed in the report to be included in an application to be prepared and submitted to the Drought Communities Program.

Introduction

In December, 2019 Council received advice that they were eligible to apply for up to \$1Million in funding under the Federal Government Drought Communities Program (DCP) for projects to be complete by the 30th June, 2021. The objective of the DCP is to deliver benefits in Declared Council areas, by supporting investment in local infrastructure initiatives.

Funding will be targeted at infrastructure projects that provide employment for people whose work opportunities have been impacted by drought; stimulate local community spending; use local resources, businesses and suppliers; and/or provide a long-lasting benefit to communities and the agricultural industries on which they depend.

The desired outcomes of the DCP are:

- increased employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought;
- improved levels of economic activity in regions;
- increased productivity in regions; and
- better retention of businesses, services and facilities

Discussion

Funding application forms will be made available to us shortly through the Smartygrants online portal. In preparation for this Council should make a determination on projects that they wish applications to be made for to allow sufficient time for officers to cost projects and prepare applications. Council has currently suggested projects to consider that would potentially fit the criteria and are as follows:

<u>Project Title</u>	<u>Description</u>	<u>Budget Estimate</u>
Light Up Middleton Drive	Install solar light along river walk along Middleton Drive	\$160,000
Gundagai Main Street Redevelopment Stage 2	Paving, gardens, light poles, banner system, road surfacing, drainage and kerb & gutter, art -Gundagai Main Street Art and Stories committee.	\$500,000
Cootamundra Effluent Pond Stage 2		\$750,000
Cootamundra Reuse Water Irrigation Upgrade	Including moisture sensors for more efficiency	\$300,000
Gundagai Youth Recycling Program	Recycling plastic lids into various useful items locally	\$60,000
Development of Ampol Site	Walkways, signage and access	\$300,000
Install smart powered solar lights in Cootamundra	eg. Captains Walk, Exercise Equipment near pool, Skate Park etc.	\$160,000
Improve footpath and shared cycleways in Cootamundra		\$500,000
Promote and develop RV Friendly site	Cootamundra	\$50,000
Develop Pioneer Park walking track	Including toilets, water and signage	\$300,000
Parker Street Upgrade	Paving, gardens, signage, shade structures, tree lighting and art –Cootamundra Tourism Action committee to provide input through a subcommittee.	\$500,000
Gundagai Pool Upgrade	Replace large diving board with waterslide, shade, pumping system upgrade, fencing and water play area.	\$500,000
Develop additional access road to cemetery	via Bradman Street	\$100,000?



Australian Government

Department of Infrastructure, Regional Development and Cities

Grant Programme Guidelines

DROUGHT COMMUNITIES PROGRAMME

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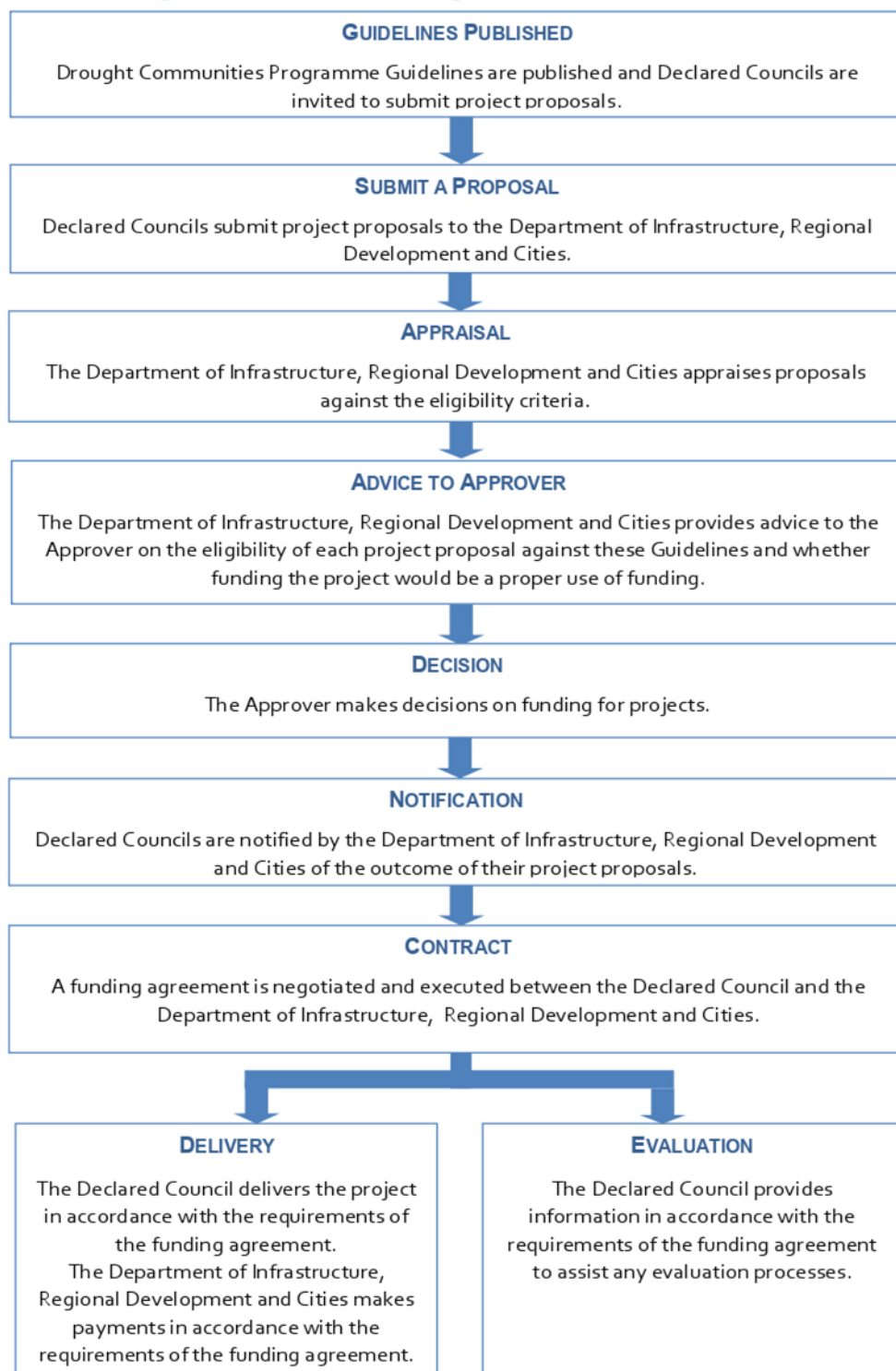
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Drought Communities Programme Process Flowchart



1. Introduction

1.1. Overview

The Drought Communities Programme (DCP) is designed to deliver benefits in targeted drought-affected regions of Australia. The Government is providing \$35 million over four years, commencing in 2015-16, to fund local infrastructure initiatives that provide employment for people whose work opportunities have been impacted by drought.

Funding of \$1.5 million will be available to support projects in each Declared Council area. Declared Councils may submit as many projects as they wish up to their total funding amount of \$1.5 million. The component of a project funded under the DCP must be completed by 30 June 2019.

Project proposals seeking DCP funding will be appraised against the programme's eligibility criteria and whether funding the project would be a proper¹ use of funding. Decisions on projects to be funded will be taken by an Approver, who is an authorised officer of the Department of Infrastructure, Regional Development and Cities (the Department) delegated to do so.

These Grant Guidelines (the Guidelines) apply to all projects seeking funding under the DCP. The Guidelines outline the objectives and desired outcomes of the DCP, eligibility requirements, the selection process, roles and responsibilities, and funding arrangements.

Declared Councils are strongly encouraged to read these Guidelines before submitting their proposal(s).

1.2. Programme objective and outcomes

The objective of the DCP is to deliver benefits in Declared Council areas, by supporting investment in local infrastructure initiatives.

Funding will be targeted at infrastructure projects that provide employment for people whose work opportunities have been impacted by drought; stimulate local community spending; use local resources, businesses and suppliers; and/or provide a long-lasting benefit to communities and the agricultural industries on which they depend.

The desired outcomes of the DCP are:

- increased employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought;
- improved levels of economic activity in regions;
- increased productivity in regions; and
- better retention of businesses, services and facilities.

1.3. Roles and responsibilities

The *Process Flowchart* (page 4) outlines the roles and responsibilities of each party.

The DCP is administered by the Department of Infrastructure, Regional Development and Cities (the Department).

¹ Proper' is defined in the *Public Governance, Performance and Accountability Act 2013* as meaning 'efficient, effective, economical and ethical'.
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The Approver, who is an authorised officer of the Department with appropriate delegations, considers information provided by the Declared Council and the Department's advice in making decisions on projects to be funded. Relevant independent advice may be considered where needed.

The Approver for the DCP is the authorised delegate of the Department.

2. Key Dates

Key Dates	
DCP Announced	9 May 2015
Guidelines Published and Proposals are Invited	30 June 2015
Decision Process on Lodged Proposals Commences	1 July 2015
Funding Commences	1 July 2015
Funding Ceases	30 June 2019

3. How to Submit Proposals

3.1. Proposal process

Proposals can be submitted at any time from publishing of the Guidelines.

Proposals must be submitted using the relevant form available from the Department via email to dcp@infrastructure.gov.au.

Only completed proposals submitted by the Chief Executive Officer of the Declared Council, or other council officer authorised to sign funding agreements, will be accepted and assessed for their eligibility. Incomplete proposals may not be assessed, however they can be re-submitted.

Declared Councils may withdraw a proposal at any time prior to being notified of a decision on funding, with written advice of the withdrawal to be provided to the Department via email to dcp@infrastructure.gov.au.

There is no end date for proposals to be lodged.

3.2. Proposal requirements

Proposals must comply with all of the following requirements to be lodged:

- the Declared Council must only seek DCP funding up to a maximum of \$1.5 million; and
- the Declared Council must seek DCP funding of at least \$25 000 per project; and
- the project for which the Declared Council is seeking funding must be investment ready, that is, it will be able to commence within 6 months of signing a funding agreement²; and
- the DCP funded component of the project(s) must be scheduled to be completed on or before 30 June 2019.

² All appropriate planning, construction, zoning, environmental and/or native title approvals should be in place or will be in place within six months of execution of the funding agreement.
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3.3. Documents to be provided to support eligibility

Proposals must provide sufficient information to enable them to be appraised against the eligibility criteria and the Australian Government's value for relevant money requirements.

Declared Councils must provide the following with their proposals:

- Cost estimates for the work to be undertaken: it is reasonable for cost estimates to be supplied for work to be undertaken; this could include quotes for work or supplies or a cost breakdown based on the Declared Council's experience with similar works.
- Advice on cash and in-kind contributions: if a proposal is dependent on other sources of funding, then the Declared Council must identify these sources and indicate their level of certainty. If some funding is yet to be confirmed, Declared Councils will need to consider whether the project will still be viable and how any shortfall will be covered.
- A risk management plan or other similar document: this should outline any significant risks associated with the project and the appropriate mitigation strategies (if any). Existing policy, programme delivery arrangements and protocols for the administration and delivery of programme funds can be summarised as appropriate.
- Relevant information on how projects are expected to: lead to the employment of locals, with a focus on employing farmers and/or farm labourers/staff/contractors; contribute to the economic activity of communities/regions; and deliver social and community benefits.

3.4. How to submit a proposal

Proposals must be submitted to the Department either:

- by email to dcp@infrastructure.gov.au (preferred), or
- in hard copy to the Department of Infrastructure, Regional Development and Cities, GPO Box 594, CANBERRA ACT 2601.

3.5. Appraisal process

The Department will undertake an appraisal of proposals against the eligibility criteria for the DCP. The appraisal will be based on information provided in the proposal, supporting documentation and any relevant advice from other parties. Following advice from the Department on the eligibility of proposals, the Approver will complete the approval process for successful projects.

4. Eligibility

4.1. Declared Councils

Declared Councils that can receive funding under the DCP are those specified by the Minister for Regional Development in consultation with the Minister for Agriculture and Water Resources.

In 2015-16, DCP funding will be prioritised to focus on the following Declared Councils: Balonne, Barcardine, Barcoo, Blackall-Tambo, Boulia, Bulloo, Burke, Carpentaria, Diamantina, Flinders, Longreach, McKinlay, Murweh, Paroo, Quilpie, Richmond and Winton in Queensland; Brewarrina, Coonamble and Walgett in New South Wales; and Buloke, West Wimmera and Yarriambiack in Victoria.

4.2. Additional Councils

The Minister for Regional Development, in consultation with the Minister for Agriculture and Water Resources, can consider approving further Declared Councils under the DCP at their discretion.

The DCP does not create an entitlement for all drought-affected Councils to receive funding under the programme. DCP funding is capped at \$35 million, and once that ceiling is reached through additional councils being added to the list of Declared Councils, then no other approvals are possible, without a further consideration of the DCP's parameters by the Australian Government.

4.3. What projects are eligible for funding?

Eligible projects must relate to economic, social and cultural infrastructure, safety and accessibility upgrades, and/or town facility developments and upgrades.

These infrastructure projects must be expected to:

- lead to the employment of locals and/or focus on employing farmers and farm labourers/staff/contractors; and/or
- contribute to the economic activity of communities/regions; and/or
- lead to the retention of businesses, services and facilities.

4.4. What activities are not eligible for funding?

DCP funding cannot be used for:

- payment of salaries for existing staff or contractors, although projects may be carried out by existing workforces;
- computer software or hardware that is not an integral part of the funded capital project;
- a council's core or business-as-usual operations, which council rates and other government funding usually funds;
- purchases of land, buildings, vehicles or mobile capital equipment (eg trucks and earthmoving equipment);
- expenditure incurred prior to the announcement that the project has been successful in its proposal for funding;
- staging events, exhibiting a display or for filming;
- undertaking studies or investigations; or
- the development of private or commercial ventures, including licensed areas of registered clubs.

If an Declared Council is uncertain whether a particular type of expense is eligible for DCP funding they should contact the Department for further information in the first instance.

5. Demonstrating Project Eligibility

Declared Councils need to supply adequate information to enable the Department to assess the eligibility of proposed projects seeking DCP funding. Declared Councils must meet at least one of these criteria.

5.1. How the project is expected to lead to the employment of locals and the extent to which farmers and/or farm labourers/staff/contractors are expected to be employed

Declared Councils need to provide evidence of:

- how the project is expected to lead to the employment of locals and over what period of time they are expected to be employed;
- the extent to which farmers and/or farm labourers/staff/contractors are expected to be employed by the project;
- the employment expected to be created beyond the immediate construction phase of the project and into the longer-term;
- the indirect employment expected to be created through the potential flow-on effects to local businesses, suppliers, and services.

5.2. How the project is expected to contribute to the economic activity of communities/regions

Declared Councils need to provide evidence that:

- local businesses, suppliers and services are expected to be used to complete the projects;
- equipment and services are expected to be purchased from local regions/communities;
- the project will encourage investment, business activities and other economic benefits to communities/regions.

5.3. How the project is expected to lead to the retention of businesses, services and facilities

Declared Councils need to provide evidence of:

- the benefits that should be delivered as a result of the project, such as increased tourism, increased trade for local businesses, improved services resulting from enhanced facilities;
- the expected longer-term employment benefits to the agricultural sector from the project;
- the number of people that are expected to use the approved project.

6. Decisions

6.1. Value with relevant money

The Department seeks to promote value with relevant money by funding projects that result in public resources being used in an efficient, effective, economical and ethical manner. It does this by funding projects that:

- have met all of the published eligibility requirements;
- involve a reasonable (rather than excessive) cost having regard to the quality and quantity of deliverables that are proposed; and
- have a risk profile that is acceptable to the Australian Government.

Value with relevant money will also be considered on an ongoing basis during and after the delivery of the project, including by ensuring that Australian Government funding is expended and acquitted in accordance with contracted requirements and all other conditions of funding are met.

6.2. Assessment of Risks

The department will undertake a risk assessment to ensure a project's identified risks can be efficiently and effectively managed.

Key considerations in this risk assessment may include, but are not limited to:

- Is it a complex project/activity for which planning is required, and does the plan have acceptable delivery claims (scope, time, cost, quality);
- In what manner has the project/activity been costed;
- Is there any adverse information known about the funding recipient or their personnel that might suggest funding could be at risk, misused or mismanaged; and
- Is the project/activity dependent on other projects/programmes/funding, and how the dependency effects implementation.

6.3. Decisions on projects to be funded

Proposals from Declared Councils will be appraised against the eligibility criteria by the Department (see Sections 4 and 5).

Following advice from the Department the Approver will consider whether the proposal will make an efficient, effective, economical and ethical use of Commonwealth resources, as required by Commonwealth legislation, and whether any specific requirements will be imposed as a condition of funding, should funding be approved. Funding approval is at the discretion of the Approver.

Consideration of a proposal may be deferred if the proposal needs further development and/or more information is required to enable an assessment against the eligibility criteria to be made.

Should a project not be approved, the Declared Council will be provided with the opportunity to submit an alternative project or amend the current proposal and re-submit it.

6.4. Advice to the Declared Council

Declared Councils will be advised in writing of the funding decision. Letters to successful Declared Councils will detail any specific conditions attached to the funding. Funding approvals will also be listed on the GrantConnect website.³

7. Conditions of Funding

7.1. Contractual arrangements

Declared Councils that have been selected to receive DCP funding will be required to enter into a funding agreement with the Commonwealth of Australia, as represented by the Department.

The funding agreement for each project, or group of projects, will set out (amongst other things):

³ Projects with funding agreements executed prior to 1 January 2018 are listed on the Department's website. Drought Communities Programme April 2018

- any specific conditions attached to the funding approval as a result of the assessment process or further considerations by the Approver. These will be identified in the offer of funding or during agreement negotiations;
- work health and safety requirements
- arrangements to report on the progress of the project and acquit the expenditure of funding;
- media engagement processes, and branding and recognition requirements; and
- arrangements to manage the delivery of the project, including reporting requirements and site visits conducted by the Department and/or representatives of the Department.

Declared Councils should not make financial commitments for funded activities based on the approval of funding or public announcements. Financial commitments entered into before a funding agreement has been accepted with the Department are done so at the risk of the Declared Council.

7.2. Use of Other Funding Sources

While co-funding from Declared Councils is not mandatory, they may have access to other funding for the project. Cash funding or in-kind support can be provided by any organisation including, but not limited to, the Declared Council, state government, not-for-profit organisations and private sector companies.

DCP funding can also form one component of a larger package of Australian Government funding, noting that other funding needs to meet the eligibility criteria of the programme from under which it is funded. For example, eligible fencing projects may be part funded under the Pest Animal and Weed Management Programme⁴, and eligible road projects may be part funded under the Roads to Recovery Programme⁵.

Funding under the DCP cannot be considered to be part of, or all of, a Council's contribution to projects under the Bridges Renewal Programme, the National Stronger Regions Programme or the Heavy Vehicle Safety and Productivity Programme.

Declared Councils that are using funding from other Australian Government programmes should contact the relevant administering agency to discuss whether amalgamating DCP monies with those funds contravenes any relevant funding agreements.

7.3. Compliance with the Building Code and WHS Scheme

Project funding specifically relating to building and construction activity, as defined in the Building Code⁶, as amended from time to time, must comply with the Building Code subject to any threshold requirements. Construction activity must be undertaken by an accredited builder as specified under the Work Health and Safety Accreditation (WHS) Scheme⁷.

Declared Councils who intend to combine DCP monies with other Australian Government funding should check the threshold requirements to ensure their compliance.

⁴ Delivered by the Department of Agriculture: www.agriculture.gov.au.

⁵ Delivered by the Department of Infrastructure, Regional Development and Cities: www.infrastructure.gov.au.

⁶ The Building Code can be found at www.abcc.gov.au/building-code.

⁷ The WHS Scheme can be found at www.fsc.gov.au

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7.4. Evaluation

A Monitoring and Evaluation Strategy forms part of the Department's programme delivery arrangements. This strategy may be used to assess the extent to which the DCP is achieving its policy objectives and provide valuable input to the development of future programmes.

Declared Councils are required to provide information, as requested, to support the collection of baseline data and inform any evaluation undertaken of the DCP.

8. Payment of Funding

8.1. Payment arrangements

The first payment of 50 per cent of the total funding amount will be paid up-front on execution of a funding agreement, with the remaining funding to be paid upon evidence of contractual commitment and/or expenditure of the total funding amount.

8.2. GST and tax implications

In accordance with the terms of Australian Taxation Office ruling GSTR 2012/2, payments made under the DCP, which are payments made by a government related entity to another government related entity, do not attract GST. Consequently, funding sought by Declared Councils in their proposal(s) must exclude the GST component on goods and services and the payments made to Declared Councils will not include GST.

9. Probity

The Australian Government is committed to ensuring that the process for providing funding is transparent and in accordance with published Guidelines. The Guidelines may be varied from time-to-time by the Australian Government, as needed or to reflect its priorities. Amended Guidelines will be published on the Department's website and communicated to Declared Councils.

9.1. Conflict of interest

A conflict of interest may exist if, for example, the Declared Council or any of their personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the proposal appraisal process, such as a Department staff member;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the Declared Council in carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the granting of funding.

Each Declared Council will be required to declare existing conflicts of interest.

Where an Declared Council subsequently identifies an actual, apparent, or potential conflict of interest in relation to the proposal for funding, the Declared Council must inform the Department in writing immediately.

Department employees will manage any conflict of interest in accordance with the Department's Accountable Authority Instruction for probity.

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9.2. Confidential information

Information submitted by the Declared Council may be provided to other organisations for the purposes of the project proposal assessment. Declared Councils should identify any information submitted which they wish to be considered as confidential, supported by reasons for the request. The Australian Government reserves the right to accept or refuse a request to treat information as confidential.

The *Privacy Act 1988* applies to the handling of personal information about individuals obtained in the course of the delivery of the DCP.

Declared Councils must not act or engage in any practice which, if done or engaged in by the Commonwealth, would be a breach of an Information Privacy Principle contained at Section 14 of the *Privacy Act 1988*.

10. Contact Details

Questions about the DCP, including eligibility and the proposal process can be emailed to dcp@infrastructure.gov.au. Questions should be clear and concise.

Any enquires relating to funding decisions or complaints should be directed to:

General Manager
Regional Programs
Department of Infrastructure, Regional Development and Cities
GPO Box 594
CANBERRA ACT 2601
E: dcp@infrastructure.gov.au

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED FOR THE MONTH OF JANUARY, 2020

DOCUMENT NUMBER	321939
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 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 January, 2020 be noted.

Introduction

The Development Applications Approved in January, 2020 report is submitted for the information of Council and the community with regard to development applications processed.

Discussion

The following development applications were approved by Cootamundra-Gundagai Regional Council in January, 2020.

APP. NO.	PROPOSED BUILDING	STREET NAME
DA2019/166	New Shed	Ross Friend Place
DA2019/158	New Shed	Olympic Way
DA2019/156	New Fence	Hovell Street
DA2019/155	Home Business	Darbalara Road
CDC2020/2	Swimming Pool	Harold Conkey Ave
DA2020/4	New Garage	Bundarbo Road
CDC2020/1	New Pergola	Parker Street

VALUE OF WORK REPORTED TO THIS MEETING: \$186,505.00

VALUE OF WORK REPORTED FINANCIAL YEAR TO DATE: \$6,898,915.00

THIS TIME LAST YEAR:

VALUE OF WORK –January 2019 - \$4,006,560.00

VALUE OF WORK – FYTD 2019 - \$10,668,988.00

8.4.2 DEVELOPMENT APPLICATION DA2019/149 - CATTLE FEEDLOT, 358 JUGIONG ROAD, COOTAMUNDRA

DOCUMENT NUMBER	322545
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>2. A prosperous and resilient economy: we are innovative and 'open for business'</p> <p>2.1 The local economy is strong and diverse</p> <p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.1 The natural environment is valued and protected</p> <p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p> <p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p> <p>4. Good governance: an actively engaged community and strong leadership team</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. Several of the submissions foreshadowed possible legal action should Council approve the development, however local development does not have any Class 1 “merits based” appeal rights. The only possible legal action can come on the form of a Class 4 “procedural appeal”, that is, if Council failed to follow the law in processing the application, which it has not.
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"> 1. Assessment Report - DA2019/149 - Cattle Feedlot - 358 Jugiong Road, Cootamundra ↓ 2. Appendix 1 - Standard Operating Procedures for Waste Management and Utilisation (Beef Cattle Feedlots: Waste Management and Utilisation) ↓

RECOMMENDATION

That Council approve the following development, subject to the consent conditions below:

Application No: DA2019/149

Property: Lot 1 DP1049802

358 Jugiong Road
COOTAMUNDRA NSW 2590

Development: Intensive livestock agriculture – to establish and operate a 600 SCU (standard cattle unit) cattle feedlot, containing a maximum of 852 head of cattle.

Conditions:

A. ADMINISTRATIVE CONDITIONS

Feedlot design, construction and operation – Industry guidelines

- A1. The design, construction and operation of the feedlot shall be in accordance with the following industry publications:
- (a) *Beef cattle feedlots: design and construction* (August 2016), Meat & Livestock Australia,
 - (b) *National Guidelines for Beef Cattle Feedlots in Australia* (3rd Edition), Meat & Livestock Australia,
 - (c) *National Beef Cattle Feedlot Environmental Code of Practice* (2nd Edition), Meat & Livestock Australia, and
 - (d) *Beef cattle feedlots: waste management and utilisation* (September 2015), Meat & Livestock Australia.

Parameters of consent

- A2. The maximum number of cattle accommodated on the property at any time must not exceed either of the following limits:
- (a) 600 standard cattle units, and
 - (b) 852 head of cattle
- Any increase above these numbers will require further consent to be obtained.

Approved plans, specifications and documents

- A3. The Development being completed in accordance following documents and written information (including all plans and specifications contained within), except where varied by conditions of this consent.

The Statement of Environmental Effects titled “ <i>Proposed 600 SCU Cattle Feedlot</i> ”, dated 6 th November 2019, prepared by Livestock Environmental and Planning, submitted 10 th January 2020
--

Additional information, relating to water use, on-site dam storage, water balance, pen surface and manure management, emailed to Council, 13 th February 2020 (10:37 am)

Additional information, relating to vehicle movements from the offsite disposal of manure, emailed to Council, 13 th February 2020 (12:42 pm)
--

Inconsistencies between approved plans and documents, condition of consent and Industry guidelines

- A4. In the event of an inconsistency between the documents and/or plans referred to above, the latter documents and/or plans, shall prevail to the extent of the inconsistency.

- A5. In the event of an inconsistency between the conditions of this consent and the documents and/or plans referred to above, then the conditions of this consent shall prevail to the extent of the inconsistency.
- A6. In the event of an inconsistency between the conditions of this consent and the industry guidelines, referred to above, the Industry guidelines, shall prevail to the extent of the inconsistency.

B. PRIOR TO WORK/CONSTRUCTION COMMENCING**Clean water diversion bank**

- B1. Prior to work commencing on-site, detailed design plans for the clean water diversion bank, shall be prepared by a suitably qualified professional, and shall be submitted to Council for approval.

Construction of pens

B2. Prior to work commencing on-site, detailed design plans for the pen pads shall be prepared by a suitably qualified professional, and shall be submitted to Council for approval. The plans shall clearly demonstrate that the pens have been designed in accordance with the SEE and the *Beef cattle feedlots: design and construction*, and in particular to meet the following standards as a minimum:

- (a) slope of between 3% and 4% (away from the feed bunk towards the drain),
- (b) underlain by at least 300 mm of clay or other suitable soil compacted to achieve a design permeability of $<1 \times 10^{-9}$ m/s.

Drain design

- B3. Prior to work commencing on-site, detailed design plans for the drain along the bottom of the pens, shall be prepared by a suitably qualified professional, and shall be submitted to Council for approval. The plans shall clearly demonstrate that the drain has been designed as per the SEE and the *Beef cattle feedlots: design and construction*, to meet the following standards as a minimum:
- (a) the drain can safely carry the peak flow rates resulting from a design storm event with an average recurrence interval (ARI) of 20 years,
 - (b) the flow velocity in the drain during the 20-year ARI design storm event should be greater than 0.5 m/s but at the same time be non-scouring,
 - (c) underlain by at least 300 mm of clay or other suitable soil compacted to achieve a design permeability of $<1 \times 10^{-9}$ m/s.

Design and construction plans – sedimentation basin and effluent holding pond

- B4. Prior to work commencing on-site, detailed design plans for the construction of the sedimentation basin and the effluent holding pond shall be prepared by a suitably qualified professional, and shall be submitted to Council for approval. The plans shall clearly demonstrate that the sedimentation basin and the effluent holding pond have been designed as per the SEE and the *Beef cattle feedlots: design and construction*, to meet the following standards as a minimum:
- (a) sedimentation basin:
 - minimum capacity of 300 m²,

- maximum depth of 1 metre,
 - minimum of 0.9 metres freeboard;
- (b) effluent holding pond:
- minimum capacity of 3650 m²;
 - minimum of 0.9 metres freeboard;
- (c) both structures being underlain by at least 300 mm of clay or other suitable soil compacted to achieve a design permeability of $<1 \times 10^{-9}$ m/s.

Design and construction plans – manure stockpile area

- B5. Prior to work commencing on-site, detailed design plans for the construction of the manure stockpile area shall be prepared by a suitably qualified professional, and shall be submitted to Council for approval. The plans shall clearly demonstrate that the manure stockpile area has been designed as per the SEE and the *Beef cattle feedlots: design and construction*, to meet the following standards as a minimum:
- (a) sufficient capacity to stockpile a minimum of twelve (12) months of solids,
 - (b) draining at an acceptable grade, into the sedimentation basin,
 - (c) being underlain by at least 300 mm of clay or other suitable soil compacted to achieve a design permeability of $<1 \times 10^{-9}$ m/s.

Payment of section 7.12 contribution

- B6. Prior work commencing, a contribution is required towards the provision of public amenities and services, in accordance with the Cootamundra–Gundagai Regional Council *Section 7.12 Fixed Developer consent Levy Contributions Plan 2018*.

C. DURING CONSTRUCTION**Hours of work**

- C1. Hours of work, shall be limited to the following:
- (a) Mondays to Fridays – 7:00 am to 6:00 pm
 - (b) Saturdays – 8:00 am to 5:00 pm
 - (c) Sundays and public holidays – Nil
 - (d) Any other times – only with the prior written consent of Council.

Construction noise

- C2. Noise emissions from plant and equipment, shall be minimised by installing and maintaining, wherever practicable, efficient silencers and low-noise mufflers.

Dust

- C3. All activities on the site shall be undertaken with the objective of preventing visible emissions of dust from leaving the site, including wind-blown and traffic-generated dust. Should such visible dust emissions occur at any time, the Developer shall identify and implement all practicable dust mitigation measures, including cessation of relevant works or dampening of site roads and work areas, as appropriate, such that emissions of visible dust cease.

Unexpected finds

- C4. Should any relics or artefacts (Aboriginal or European) be discovered during earthworks, excavation or disturbance, work in the immediate area must stop immediately, and Council and the Office of Environment and Heritage shall be consulted.

Sedimentation and erosion controls

- C5. Soil and water management measures consistent with Managing Urban Stormwater - Soils and Construction Volumes 1 and 2, 4th Edition (Landcom 2004), shall be employed during the construction of the development to minimise soil erosion and the discharge of sediment and other pollutants to land and/or waters. The measures shall not be removed until such time as the ground cover has been re-established.

Removal of topsoil

- C6. Any topsoil from disturbed areas shall be conserved and used in the rehabilitation of the site.

Stabilisation of exposed surfaces

- C7. As soon as practical after all structures have been finished, exposed surfaces shall be stabilised (seeding, spraying or other suitable method), to ensure that the integrity of the structures and surfaces are maintained and no erosion occurs.

Tree removal

- C8. Trees shall not be removed from the site without the prior consent of Council.

Design of feed bunks

- C9. The feed bunks shall be designed and constructed as per the *Beef cattle feedlots: design and construction*. The feed bunks shall have drain holes or slots at intervals along the length of the trough to drain rain water.

D. PRIOR TO OCCUPATION OR COMMENCEMENT OF USE

Approval to operate

- D1 The feedlot shall not commence operating, until such time as ALL the requirements of the conditions of this consent have been carried out to the reasonable satisfaction of Council, as signified in writing.

Certification of pens and effluent holding structures

- D2. Following the construction of the pens, manure stockpile area, sedimentation basin, holding pond, cattle lanes, and drains, a report must be prepared by a suitably qualified professional or engineer, confirming that each of the structures have been constructed according to the approved specifications and capacity, and that the design permeability of $<1 \times 10^{-9}$ m/s has been achieved. This report must be approved by Council prior to the use of the facility.

Tree planting

- D3. The tree plantings proposed along the northern, eastern and western side of the feedlot, shall be established, prior to the feedlot commencing operations.

Weed control program

- D4. A weed control program shall be prepared, prior to the feedlot commencing operations.

Access

- D5. The existing access off Jugiong Road (at the eastern end of the site), shall be upgraded and sealed, which may involve its possible relocation to achieve better site distance. The access shall be located to ensure that it achieves the maximum available sight distance in each direction.
- D6. Full engineering design plans shall be prepared by a suitably qualified engineer, and submitted to Council for approval.
- D7. Warning / advisory signs shall be installed on the approaches to the access, due to the limited sight distance. The design plans for the construction of the access shall nominate the location and type of advisory sign proposed.
- D8. If the existing access is relocated, the culvert shall be removed and the table drain reinstated, to prevent the use of the access.

E. DURING OPERATIONS OF THE FACILITY**Maintenance of the pens**

- E1. The pens shall be cleaned and maintained in accordance with Clause 1 (Pen cleaning / manure removal), Clause 2 (Under-fence cleaning) and Clause 3 (Elimination of wet patches and potholes in the pens) of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1), and in particular:
- cleaning the pens at intervals of 13 weeks or less,
 - cleaning when manure is moist but not wet,
 - removing manure from under fence lines and around water troughs and feed bunks, more regularly,
 - pen surfaces are inspected for wet patches and potholes, and are repaired
 - the impermeable base of the pens are maintained to achieve design permeability of $<1 \times 10^{-9}$ m/s.
- E2. Stockpiling of manure in the pens is not permitted.

Maintenance and cleaning of feed bunks and water troughs

- E3. Feed bunks and water troughs shall be cleaned and maintained, in accordance with Clause 4 (Removal of feed residues from feed bunks) and Clause 5 (Water trough cleaning) of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1).

Maintenance of the drain

- E4. The drain shall be maintained on a regular basis in accordance with Clause 6 (Drain and sedimentation device cleaning and maintenance) and Clause 23 (Diversion banks and drains) of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1), to avoid the build-up of manure, and so as not to reduce the operational capacity or function of the drain.
- E5. All work on the drain shall be carried out so as not to damage the impermeable nature of the drains.

Maintenance of the sedimentation basin

- E6. The sedimentation basin shall be appropriately maintained in accordance with Clause 6 (Drain and sedimentation device cleaning and maintenance), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1) to ensure that:
- (a) it maintains the required operational capacity,
 - (b) the risk of major structural component failure is minimised,
 - (c) the impermeable base and sides of the structure is maintained to achieve design permeability of $<1 \times 10^{-9}$ m/s,
 - (d) the outlet is not blocked with debris,
 - (e) it is cleaned as soon as practicable after significant material builds up (generally when sediment accumulates to half the basin depth).

Maintenance of the effluent holding pond

- E7 The effluent holding pond shall be appropriately maintained in accordance with Clause 8 (Effluent holding pond maintenance), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1), to ensure that:
- (a) it maintains the required operational capacity,
 - (b) the risk of major structural component failure is minimised,
 - (c) the impermeable base and sides of the structure is maintained to achieve design permeability of $<1 \times 10^{-9}$ m/s.

Storage of solid waste

- E8 All solid waste shall be stored and stockpiled in accordance with Clause 9 (Manure stockpiling and stockpile management), Clause 10 (Managing fires in manure stockpiles) and Clause 11 (Manure stockpile area maintenance), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1), in particular:
- (a) all solid waste shall be stored in the manure stockpile area located adjacent the sedimentation basin an effluent holding pond,

- (b) the height and width of the windrows, to minimise odour and facilitate water-shedding,
- (d) wet manure shall not be stockpiled - it shall be allowed to dry in the pens and sedimentation basin, before removal and stockpiling,
- (e) the impermeable base of the pad is maintained to achieve design permeability of $<1 \times 10^{-9}$ m/s.

E9. The manure stockpiling / composting area shall be maintained in accordance with Clause 24 (Manure stockpiling /composting area), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1),

Composting of (single) mortalities

E10. Composting of (single) mortalities shall be carried in accordance with Clause 14 (Mortalities Composting), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1).

Management of waste utilisation area

E11. The quantity of effluent and solid waste applied to the waste utilisation area must not exceed the capacity of the area to effectively utilise the effluent/solids.

For the purposes of this condition, 'Effectively utilise', means the use of the effluent/solids for pasture or crop production, as well as the ability of the soil to absorb the nutrient, salt, hydraulic load and organic material.

Soil testing

E12. Prior to the application of effluent or solid waste to the waste utilisation area (as a minimum annually and no more than 2 months prior the main application period), soil testing shall be carried out to determine the existing nutrient levels, and in turn the appropriate application rates of the effluent or solid waste.

Effluent and solid waste testing

E13. The effluent in the holding pond shall be tested annually (as a minimum), and no more than 2 months prior the main application period, and this data shall be used to determine sustainable rates for application to the waste utilisation area. The parameters to be tested shall include the following as a minimum:

- total nitrogen
- total phosphorus
- sodium
- conductivity
- pH.

E14. The solid waste (manure) shall be tested annually (as a minimum), and no more than 2 months prior the main application period, and this data shall be used to determine sustainable rates for application to the waste utilisation area. The parameters to be tested shall include the following as a minimum:

- total nitrogen
- total phosphorus
- potassium
- sodium
- sulfur
- zinc.

Effluent irrigation procedures

- E15. The operator/owner shall ensure that effluent is applied to land in accordance with Clause 16 (Selection of effluent irrigation areas) and Clause 17 (Effluent irrigation), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1), and in particular:
- effluent application must not occur in a manner that causes surface runoff,
 - effluent shall not be irrigated to waterlogged soils,
 - effluent shall not be irrigated when rain is imminent or under gusty conditions
 - spray from effluent application must not drift beyond the boundary of the premises or into a watercourse,
 - livestock access to any effluent application area must be denied during irrigation and until the applied effluent has dried,
 - wherever appropriate and practical, effluent shall be spread early in the day to utilise the wind to disperse odours and avoid the drift of odour that can occur in the evening,
 - wherever appropriate and practical, effluent shall not be spread on paddocks that are up wind of sensitive receptors at the edge of the prescribed buffer distances on days where climatic conditions would significantly increase odour impacts from waste disposal.
- E16. Effluent shall only be irrigated within the nominated effluent utilisation area shown in Figure 18 of the SEE, and shall not be irrigated within the buffer areas nominated below, for the particular receptor:
- watercourses– 50 metres,
 - farm dams – 40 metres,
 - bores used for household water supply – 250 metres,
 - dwelling – 50 metres,
 - property boundary – 10 metres.

Solid waste application procedures

- E17. The operator/owner shall ensure that solid waste is applied to land in accordance with Clause 18 (Selection of manure spreading areas) Clause 19 (Manure spreader calibration) and Clause 20 (Manure spreading), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1), in particular:
- wherever appropriate and practical, solid waste shall be spread early in the day to utilise the wind to disperse odours and avoid the drift of odour that can occur in the evening,
 - wherever appropriate and practical, solid waste shall not be spread on paddocks that are up wind of sensitive receptors at the edge of the prescribed buffer distances on

days where climatic conditions would significantly increase odour impacts from waste disposal,

- solid waste should not be spread when it is too dry and can blow towards neighbours,
- solid waste shall not be spread when rain is imminent or under gusty conditions.

E18. Solid waste shall not be spread within the buffer areas nominated below:

- watercourses– 50 metres,
- farm dams – 40 metres,
- bores used for household water supply – 100 metres,
- dwelling – 50 metres,
- public road – 25 metres,
- property boundary – 10 metres.

Odour

E19. The operator/owner must not cause or permit the emission of offensive odours from the feedlot and its associated activities, beyond the property boundaries.

Health and welfare of cattle

E20 The operator/owner shall operate the feedlot in accordance with the following guidelines:

- (a) *Australian Animal Welfare Standards and Guidelines for Cattle* (2016), Animal Health Australia,
- (b) *Australian Animal Welfare Standards and Guidelines – Land Transport of Livestock* (2012), Animal Health Australia.

Biosecurity

E21. The feedlot shall be operated in accordance with the *National Biosecurity manual for Beef Cattle Feedlots* (2013), published by Animal Health Australia.

Vermin and flies

E22. The operator/owner shall ensure that flies and vermin are controlled in accordance with Clause 25 (Fly and vermin Management), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1), and the following best-practice:

- good manure management: clean under fence lines, sedimentation basins, drains, and manure stockpiles,
- clean up feed spilled near the bunks,
- good feedstuff storage - clean up spills and keep silage well covered,
- appropriate mortalities management – compost and cover completely,
- maintaining the feedlot troughs, drains, sedimentation basins and vegetation management by mowing or slashing around the feedlot.

Dust

E23. All operations and activities occurring at the premises must be carried out in a manner that will minimise dust at the boundary of the premises, and in particular in accordance with Clause 26 (Dust management), of Appendix 1 (Standard operating procedures for

waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Attachment 1).

Noise

- E24. The use of the property for the approved development, shall not give rise to “offensive noise” as defined in the Protection of the Environment Operations Act 1997, at the closest residence, at any time.

Removal of solids from site

- E.25 Prior to the removal of solids from the site, the operator/owner of the feedlot shall ensure the receiver is aware of their requirements under *The manure exemption 2014*.
- E26. Trucks transporting solids from the property must be covered when leaving the premises.

Water supply

- E27. The use of Goldenfields Water in the feedlot (except in an emergency situation), is not permitted unless the written consent of Goldenfields Water has been obtained, and a copy of the consent is supplied to Council.

Storage of hazardous materials

- E28. All chemicals, cleaning and disinfectant agents, pesticides, herbicides and veterinary drugs shall be kept in a safe and secure location.

Complaints procedure and records

- E29. The operator/owner shall ensure that a phone number and email address is available for community complaints to be lodged direct to the operator/owner. All complaints shall be investigated within twenty-four (24) hours.
- E30. The operator/owner shall maintain records of all complaints received, action taken, etc., in accordance with Clause 32 (Complaint recording), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Appendix 1).

Monitoring and recording

- E31. The operator of the feedlot must maintain accurate records in accordance with Clause 27 (Operational recording) and Clause 29 (Environmental monitoring), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Appendix 1). The records shall contain as a minimum, the following information:
- (a) dates and details of the number of cattle-in and cattle-out of the property (both in numbers and standard cattle units),
 - (b) maximum number of cattle on-site (both in numbers and standard cattle units) – recorded on a continual basis (minimum of weekly),
 - (c) details of all stock losses (dates, number, disposal method and location),
 - (d) soil test results (prior to the application of effluent),
 - (e) effluent and solid waste test results (prior to use),

- (f) details of, and plans showing, the location, quantity and dates of the application of effluent and solid waste to the property, including the weather conditions at the time,
- (g) details of any effluent removed from site, including the dates, quantity and destination,
- (h) summary of complaints (date and time, name, nature) and all action taken in response to each complaint,
- (i) details of any emergency situations (date and time, nature) and all actions taken in response to each emergency situation,
- (j) details of any known non-compliance with conditions of consent or the statement of environmental effects.

E32. The operator of the feedlot shall, upon the written request of Council, produce the any or all of the above information, within fourteen (14) days of the request.

Annual environmental report

- E33. The operator of the feedlot shall prepare an Annual Environment Management Report within six (6) weeks after the end of the financial year, in accordance with Clause 30 (Annual environmental report), of Appendix 1 (Standard operating procedures for waste management and utilisation), of the publication *Beef cattle feedlots: waste management and utilisation* (see Appendix 1)
- E34. The operator of the feedlot shall submit a copy of the Annual Environment Management Report to Council, no later than the 1st September each year (for the preceding financial year).

Truck size

- E35. The maximum size truck permitted to service the feedlot is a 19 metre semi-trailer or 19 metre rigid truck and trailer combination.

Truck haulage routes

- E36. All trucks servicing the feedlot shall approach the feedlot from Gundagai/Muttama Road (western end of Jugiong Road). Trucks shall not approach the feedlot from Old Gundagai Road (eastern end of Jugiong Road).

F. DECOMMISSIONING OF THE EXISTING UNAPPROVED FEEDLOT

Decommissioning / rehabilitation

- F1. The operator of the feedlot and/or the owner of the land, shall remediate/rehabilitate the existing unapproved feedlot on the site, to its original state immediately preceding the unauthorised use of the site as a feedlot, within the following time frames (**whichever occurs first**):
- (a) within twelve (12) months of the date of consent of this application, or
 - (b) within three (3) months of the approved feedlot becoming fully operational.

G. DECOMMISSIONING OF THE APPROVED FEEDLOT

Decommissioning / rehabilitation

- G1. Within three (3) months of the cessation of the feedlot operation approved under this consent, the operator of the feedlot and/or the owner of the land, shall remediate/rehabilitate the land to its original state immediately preceding the use of the site as a feedlot.

REASONS FOR THE CONDITIONS:

- To ensure the feedlot is constructed and managed in accordance with the relevant industry standards.
- To regulate the extent of the permitted development, and require the assessment of, and consent for, any further intensification.
- To confirm the details of the application as submitted by the applicant and as approved by Council.
- To manage any inconsistencies between the approved plan and documents, conditions of consent and the industry guidelines.
- To ensure that the development has little or no impact on the environment and neighbouring properties.

EXECUTIVE SUMMARY

This report assesses a development application (DA2019-149), for the establishment and operation of a 600 SCU (standard cattle unit) cattle feedlot, at 358 Jugiong Road, Cootamundra. The application was duly notified, and five (5) submissions were received, and the key issues raised in those submissions included:

- the current unapproved feedlot on site,
- impact on property values,
- odour,
- impact on health,
- impact on water (supply and quality),
- noise, and
- access.

The assessment of the application has considered all relevant matters under Section 4.15 of the *Environmental Planning and Assessment Act 1979* (the Act), the objects of the Act and the principles of ecologically sustainable development. The assessment concludes that the design of the development and the proposed management measures would appropriately mitigate the environmental impacts of the development. See development assessment report (Attachment 1). A number of conditions have been recommended including measures to manage air quality and odour, noise, animal welfare, impacts on water and soils, waste management, and on-going management.

With the implementation of the recommended conditions, it is considered that the impacts of the development can be appropriately managed and/or mitigated. Consequently, it is considered that the development meets all relevant environmental and amenity criteria and that the development is in the public interest and is recommended for approval, subject to conditions detailed in the report.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)



DEVELOPMENT REFERENCE:

DA2019/149

DEVELOPMENT ADDRESS:

358 Jugiong Road, COOTAMUNDRA, NSW, 2590

DEVELOPMENT LOT / SEC / PLAN:

Lot 1 DP 1049802

OWNER(S):

Mr G W & Mrs K A Clark

APPLICANT:

Mr G Clark

APPLICANT ADDRESS:

PO Box 46
COOTAMUNDRA NSW 2590

PROPOSED DEVELOPMENT:

Intensive livestock agriculture – to establish and operate a 600 SCU cattle feedlot, containing a maximum of 852 head of cattle.

DETAILS OF THE DEVELOPMENT:

It is proposed that the feedlot would be built as four (4), 150 SCU pens within a controlled drainage area with a sedimentation basin and effluent holding pond. Runoff captured in the effluent holding ponds would be irrigated onto on-farm effluent reuse areas.

Note: A standard cattle unit (SCU) is equivalent to an animal with a liveweight of 600 kg. The *National Beef Cattle Feedlot Environmental Code of Practice* provides SCU scaling factors for converting cattle of different weights into SCU. The scaling factor is determined on the basis of the average liveweight of all the stock on hand at that point in time. The applicable value for the scaling factor is derived from the following table.

Average liveweight (kg)	SCU scaling factor
350 and below	0.68
400	0.74
450	0.81
500	0.87
550	0.93
600 and above	1.00

The statement of environmental effects (SEE) indicates that the cattle enter the feedlot at a weight of 350 kg per head, and exit at a weight of 450 kg per head, meaning the average weight is 400 kg. Based on the above scaling factor (0.74), the maximum number of cattle on-site at any one time would be 811 ($600 \text{ SCU} \div 0.74$). An allowance of 5% has been added to this figure bring the total to 852, to allow for inevitable variations in the number and weight of cattle and flexibility in the operation of the facility. However, at no time shall the total number of cattle

(852) or the SCU (600) be exceeded, and records shall be kept to demonstrate this (with proposed conditions to be imposed to govern this). This will address one (1) of the issues in the submissions, relating to regulating cattle numbers.

HISTORY OF THE PROPOSAL:

The Applicant is presently operating a feedlot on the property, which according to the SEE started as an "opportunity" feedlot in 2017. An opportunity feedlot is a feedlot that does not operate all year. It is generally used to fatten stock during periods when store prices are low and fat prices are high. Regardless of its operating frequency, consent is required for the activity, unless the confinement and feeding is during a drought or similar emergency relief, which is not the case in this instance.

Approval in its present location is not permitted due to the zoning. Council briefly considered rezoning the land to change the permissibility of the feedlot in the current location, but this was determined to be inappropriate from a planning perspective, and on the basis that the location of the feedlot was not suitable.

SITE:

The 71 ha property comprises a single irregular-shaped lot (created in 2003 - DA02/1573 – being a 2 lot subdivision, which was a boundary adjustment between two (2) existing lots). The site is located on the southern side of Jugiong Road, 5 km south-east of Cootamundra, midway between Gundagai/Muttama Road and Old Gundagai Road. It is approximately 3.8 km from the start of the Jugiong Road (being its intersection with Gundagai/Muttama Road). Jugiong Road forms the northern boundary of the site, with farming land adjoining the other boundaries.

The surrounding land is a mixture of undulating broad acre farming land, with smaller rural-residential lots located on the town side of the property (to the west and north-west). These holdings support a variety of farming and grazing activities, and more intensive land uses (olive grove), many with dwelling houses, ancillary buildings and trees. The major features of the landscape are Muttama Creek (2 km to the west), Cullinga Creek (2.5 km to the south-east), Old Cowcumbala Dam (3.3 km to the south-west) and the disused Cootamundra-Tumut Railway line (3.2 km to the west).

The site is an irregular-shaped lot, and is largely cleared agricultural land used for cropping and grazing. The site is gently undulating, rising away from the road, generally to the south and east. There are several large dams on the property and a large number of isolated paddock trees (60+). There is a dwelling located in the north-east corner of the property, setback approximately 130 metres from the front boundary (Jugiong Road). A feedlot is presently located adjacent the eastern boundary of the site, midway between the northern (road) boundary and the southern boundary (visible in Figure 3).

The proposed cattle feedlot is to be located adjacent the southern boundary of the property about one (1) km from Jugiong Road, and is a very gently sloping area of the site (3% slope). It is cleared farming land, with a single paddock tree (pine) located immediately south-east of the pens. It is proposed to be located approximately 300 metres to the south-west of the existing feedlot.

Figure 1 – Location plan (source SIX Maps)



Figure 2 – Aerial view – locality (source Google Earth 17.11.2019)



Figure 3 – Aerial view – site (source Google Earth – 17.11.2016)

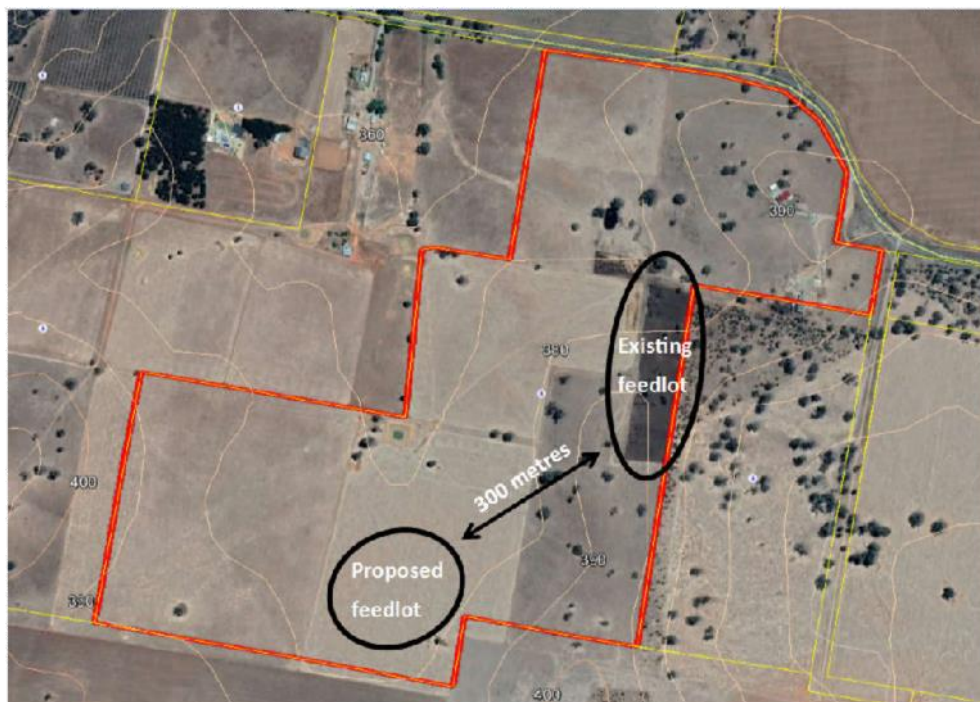


Figure 4 – Aerial view - Proposed feedlot location (source SEE)

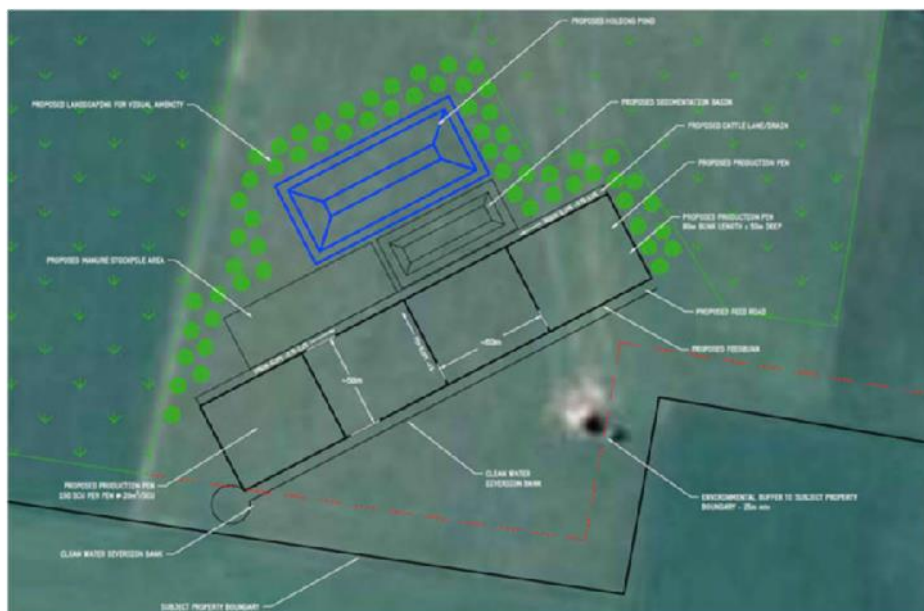


Photo 1 – Location of the proposed feedlot (looking west and north-west and north)**GENERAL REQUIREMENTS OF THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:****1.3 Objects of Act**

In determining a development application, the consent authority must consider whether the proposed development is consistent with the relevant objects of the Act, which are numerous and varied. It is considered that the following objects are most relevant to the merit assessment of this application:

- (a) *to promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources* - The feedlot has been designed to meet current best practice environmental standards, contained in the relevant cattle industry guidelines. The potential impacts of the proposed feedlot have been minimised through appropriate site selection, site layout, design and proposed environmental control measures, which should also ensure that the social and economic impacts of the feedlot on adjacent properties are minimised.
- (b) *to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment* – this proposal has been designed, taking into account the local environmental conditions, the capacity of the land to support the development, and the proximity to nearby dwellings. This has resulted in the feedlot being established on the southern part of the property which is topographically and environmentally a better outcome, than the present location.
- (c) *to promote the orderly and economic use and development of land* – The proposed feedlot is located on suitably zoned primary production land, and the SEE provides an analysis of alternatives, which demonstrates that this proposal provides a suitable balance between environmental and economic outcomes, “allowing for efficient use of the land while also being able to protect amenity and the environment”.
- (e) *to protect the environment, including the conservation of threatened and other species of native animals and plants, ecological communities and their habitats* – this assessment demonstrates that the feedlot will not have an adverse impact on the environment, subject to compliance with the relevant industry standards and conditions of consent, and specifically will not have any impact on threatened species.

- (j) *to provide increased opportunity for community participation in environmental planning and assessment* - The application was exhibited in accordance with the relevant requirements (see Section 2.22 below), to provide public involvement and participation in the environmental planning and assessment of this application.

1.7 Application of Part 7 of Biodiversity Conservation Act 2016 and Part 7A of Fisheries Management Act 1994

These sections of the Acts, requires Council to consider whether the development or activity is likely to significantly affect threatened species, populations or ecological communities (as per the relevant test in each Act). As per these sections and tests, it is not considered that the development is likely to significantly affect threatened species, populations or ecological communities, because:

Biodiversity Conservation Act 2016

- the site has not been declared as an area of outstanding biodiversity value,
- the development does not exceed the biodiversity offsets scheme thresholds (is not mapped as high biodiversity value on the Biodiversity Values Map and does not exceed the clearing threshold),
- it does not involve the removal of trees (native or otherwise), and there is no native groundcover disturbance,
- there is clear evidence from historical aerial imagery that the area is highly disturbed (has previously been cropped and grazed),
- the site is devoid of the tree, shrub and grass species that are typical of the four (4) EECs known to occur across the whole of the CGRC LGA, and
- the development is not a key threatening process.

Fisheries Management Act 1994

- all threatened species, endangered populations and endangered ecological communities known to occur in the area, or thought to be extinct in the area, are confined to the Murrumbidgee River or river system, and the development is remote from the River,
- there is no declared critical habitat in the region,
- the development is not a key threatening process.

2.22 Mandatory community participation requirements

Part 1 (Mandatory community participation requirements) of Schedule 1 (Community participation requirements) sets out the mandatory requirements for community participation by planning authorities with respect to the exercise of relevant planning functions, which includes among other things, notification of development applications.

The relevant section that applies to this development is:

7 Application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)

- (1) *Minimum public exhibition period for an application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)—*
- (a) *if the relevant community participation plan specifies a period of public exhibition for the application—the period so specified, or*

- (b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition, or
(c) otherwise—14 days.

The CGRC Community Participation Plan (CPP) identifies certain development applications that will be notified (generally buildings of certain size and setback), and also includes the category “applications which may detrimentally impact adjoining neighbours including matters of overshadowing, views, privacy, noise, smoke, dust, odour, reflection of light, storm water and so on”.

Accordingly, on the basis that the development may detrimentally impact neighbours, the application was notified for 14 calendar days as per the CPP. Ten (10) adjoining and adjacent property owners within one (1) kilometre of the feedlot were notified of the development, and from this, five (5) submissions were received (4 objecting to the development and 1 raising issues of concern). The issues raised / grounds of objection, include:

Table 1 – Issues raised in the submissions

Issue	Submission No.				
	1	2	3	4	5
▪ the feedlot started operating without consent	✓	✓	✓		✓
- Council pretended it didn't know the illegal feedlot existed			✓		
- Council has allowed it to continue to operate			✓		✓
- Council should enforce the rules and shut it down	✓		✓		
- how can it be a “proposed” feedlot if it is currently operating		✓			
▪ owner has not contacted neighbours regarding their concerns	✓				
▪ negative economic impact (on existing properties / future development)	✓		✓	✓	✓
- property values have / will decrease	✓		✓	✓	✓
- adjacent land has rural-residential subdivision potential			✓		
- plans have been prepared to subdivide adjacent land			✓		
- will have negative financial impact on the subdivision proposal			✓		
- will seek compensation for loss/damages if approved			✓		
▪ increase in fly numbers	✓				
▪ odour	✓	✓	✓	✓	✓
- it causes vomiting	✓				
- cannot go outside	✓				✓
- smell comes in through windows and air conditioner	✓	✓		✓	✓
- have had to rewash clothes that were hanging outside					✓
▪ impact on health (in recent years occupants and visitors have started suffering from illness, lung infections, stomach virus, eye infections)	✓				
▪ impact on groundwater and surface waters	✓		✓		✓
- pollution of Muttama Creek catchment			✓		✓
▪ Jugiong Rd is zoned rural-residential & no intensive farming is permitted	✓				
▪ who will regulate cattle numbers for compliance					✓
▪ noise	✓		✓		✓
- from the hammer mill and machinery			✓		✓
- from cows bellowing					✓
- from trucks					✓
- operates late at night	✓				✓

Issue	Submission No.				
	1	2	3	4	5
▪ water supply (impact on supply to other users)			✓		✓
▪ animal welfare			✓		✓
▪ disposal of dead animals					✓
▪ access location – unsafe		✓	✓		
▪ speed limit could be changed to 80 kph in the interest of road safety		✓			
▪ visual impact - unsightly			✓	✓	
▪ inconsistency with objectives of local and regional plans or strategies				✓	
▪ biosecurity				✓	
▪ impact on native trees				✓	
▪ increase in traffic			✓		✓

These issues will be addressed throughout this report.

4.5 Designation of consent authority

The development is not State or regionally significant development or infrastructure [as defined by SEPP (State and Regional Development) 2011], and therefore Council is the determining authority.

4.10 Designated development

Schedule 3 of the EP&A Regulation defines the various types of designated development, and whilst the proposal is a designated development category (intensive livestock agriculture), it does not meet the following criteria that would make it designated:

- (1) *Feedlots that accommodate in a confinement area and rear or fatten (wholly or substantially) on prepared or manufactured feed, more than **1,000 head of cattle** or 4,000 sheep (excluding facilities for drought or similar emergency relief).*

The proposal is only for 600 SCU and a maximum of 852 head of cattle.

4.13 Consultation and concurrence

If required by an environmental planning instrument, this section requires Council to consult with or obtain the concurrence of the person. No consultation was required in this instance - see comments below relating to NSW Rural Fire Service (NSW RFS), Essential Energy, Roads and Maritime Services (RMS), and integrated development.

4.14 Consultation and development consent—certain bush fire prone land

The land is not bushfire prone and the development is not for residential or rural residential purposes, and is not for a special fire protection purposes, and therefore no referral to the NSW RFS was required.

4.22 Concept development applications

The development is not a concept development (a development application that sets out concept proposals for the development of a site, and for which detailed proposals for the site or for separate parts of the site are to be the subject of a subsequent development application or applications).

4.33 Determination of Crown development applications

The development is not a Crown development (a development application made by or on behalf of the Crown).

4.36 Development that is State significant development

The development is not State significant development (of a size, type, value or with impacts deemed to be significant), as it is not identified in *State Environmental Planning Policy (State and Regional Development) 2011*.

4.46 Integrated development

The development is not integrated development (requires consent or an approval from another government agency), as it does not trigger any of these possible approvals:

- carrying out of a scheduled activity at the premises, under Section 48 of the *Protection of the Environment Operations Act 1997* (Livestock intensive activities – cattle accommodation - capacity to accommodate more than **1,000 head of cattle at any time**) – proposal is for a maximum of 852 head of cattle at any one time;
- water use approval under Section 89 the *Water Management Act 2000* (e.g to use water for a particular purpose) – water use is from a harvestable rights dam and does not require an approval;
- water supply work approval under Section 90 the *Water Management Act 2000* (e.g to install a bore) – there is no proposal to install a bore, or a dam above the property's harvestable rights;
- controlled activity approval under Section 91 the *Water Management Act 2000* (e.g to carry out works within 40 metres of a watercourse) – there are no works proposed within 40 metres of a watercourse.

4.55 Modification of consents - generally

Not applicable

SECTION 4.15 CONSIDERATIONS UNDER THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

4.15(1)(a)(i) The provisions of any environmental planning instrument:

State Environmental Planning Policies (SEPPs) and deemed SEPP's

The following SEPPs are relevant to the development.

SEPP No. 33 – Hazardous and Offensive Development

This SEPP applies to hazardous and potentially hazardous industries, and offensive and potentially offensive industries. In determining whether a cattle feedlot is a potentially offensive industry, the Department of Planning, Industry and Environment guideline *Hazardous and Offensive Development Application Guidelines - Applying SEPP 33*, was consulted.

This Guidelines poses the following question and answer:

“Question 6.5 Does SEPP 33 apply to rural industry, such as cattle feedlots and similar development?”

Whether SEPP 33 applies to a particular proposal depends upon whether the proposal falls within the definition of ‘industry’ as defined in the planning instrument which applies.

Developments such as cattle feedlots may not fit within this definition (for example, where they are separately defined as ‘animal establishments’, ‘rural industry’ or something similar). It is, however, a matter for the consent authority to interpret its own planning instruments in deciding whether any proposal is affected by SEPP 33.

Should the consent authority decide that SEPP 33 does not apply to a development because it is not an ‘industry’ or ‘storage establishment’, the degree of hazard or offence should still be considered as a matter under section 79C of the EP&A Act. In such cases, the SEPP 33 methodology may still be applicable, even if the policy itself does not strictly apply.”

Under the CLEP, the proposed development is a subcategory of “agriculture” and not “industry”. Accordingly, the SEPP does not apply, however, all relevant issues will be addressed under s4.15 (formerly s79C) of the *Environmental Planning and Assessment Act 1979*).

SEPP No. 55 – Remediation of Land

Clause 7(1) prescribes that a consent authority must not consent to the carrying out of any development on land, unless it has considered whether the land is contaminated. Council has no evidence to indicate that the land is a site of possible contamination, and no further investigation is warranted.

SEPP (Infrastructure) 2007

The sections of this policy that may be relevant to an assessment of this application are detailed as follows:

- *Clause 45 (Determination of development applications—other development)* applies to a development application for development in proximity to electricity infrastructure (e.g within 5 metres of an exposed overhead power line). The development does not meet any of the criteria, and no formal referral to Essential Energy was required;
- *Clause 55 (Development adjacent to corridor)* applies to developments adjacent to a gas pipeline corridor. This development is not adjacent the gas pipeline, which is located 10 km to the west;
- *Subdivision 2 (Development in or adjacent rail corridors)*, including *Clauses 84, 85, 86 and 87* – these clauses do not apply to this development, and the closest rail corridor is the disused Cootamundra-Tumut Railway line, 3.2 km to the west;
- *Clause 101 (Development with frontage to classified road)*. The site does not have frontage to a classified road;
- *Clause 102 (Impact of road noise or vibration on non-road development)*, does not apply in this instance, as the activity is not identified in the SEPP;

- *Clause 103 (Excavation in or immediately adjacent to corridors)*, does not apply as the development will not result in an excavation adjacent a listed road;
- *Clause 104 and Schedule 3 (Traffic generating development)*, does not apply, as the type and scale of development is not identified in the Schedule.

SEPP (Primary Production and Rural Development) 2019

The sections of this policy that may be relevant to an assessment of this application are detailed as follows:

- *Clause 13A (Consent required for certain artificial waterbodies)*, is not applicable to this development, as the cleaning out or possible enlargement of the dams (if required) are not within an area of operations of an irrigation corporation, and are less than 15 megalitres in size;
- *Clause 18 (Certain development to temporarily contain livestock permissible without consent)*, permits the following developments without consent:
 - (i) a stock containment area, or other feeding or housing arrangements, during or immediately following a drought, flood, fire or similar emergency, provided there is currently an agriculture land use lawfully occurring on the land;
 - (ii) for temporary agistment or housing, weaning, dipping, tagging or similar husbandry purposes (under certain circumstances only).

This clause is not relevant to this development, as the proposal is for a permanent feedlot.

Local Environmental Plan (LEP)

The applicable LEP is the Cootamundra LEP 2013 (CLEP), and the relevant provisions of the LEP are discussed as follows.

1.2 Aims of Plan

The development is not inconsistent with the relevant aims of the LEP, which include:

- (a) *to ensure that local amenity is maintained and enhanced,*
- (b) *to protect viable agricultural areas from conflicting land uses,*
- (d) *to encourage the ecologically sustainable use and management of natural resources.*

The development if approved, will be conditioned to ensure that the amenity of the area is not impacted negatively in terms of a range of issues such as noise, traffic and odour. The development will not conflict with any agricultural uses on the remainder of the site or on the adjacent land. Furthermore, given the small scale of the development, in terms of numbers and area, and the relative ease of decommissioning the facility, it will not impact negatively on the community's resources, ecological processes, or the quality of life, now and in the future.

1.4 Definitions

The proposed development is defined as a:

feedlot means a confined or restricted area that is operated on a commercial basis to rear and fatten cattle, sheep or other animals, but does not include a poultry farm, dairy or pig farm.

intensive livestock agriculture means the keeping or breeding, for commercial purposes, of cattle, poultry, pigs, goats, horses, sheep or other livestock, and includes any of the following—

- (a) dairies (restricted),
- (b) feedlots,
- (c) pig farms,
- (d) poultry farms,

but does not include extensive agriculture, aquaculture or the operation of facilities for drought or similar emergency relief.

The consent authority for the purposes of this Plan is the Council.

There are no covenants, agreements, easements or restrictions on the property that affect this development.

The site is zoned part RU1 Primary Production (south-west half of the site) and part RU4 Primary Production Small Lots (north-east half of the site), as shown on the following extract from the zoning map. The feedlot is proposed to be located in that section of the site that is zoned RU1 Primary production, and is permitted in the zone with consent.

2.3 Zone objectives

Under this clause Council must have regard to the objectives of the zone when determining the development. The proposed development, whilst not actively working towards every objective, is considered to be consistent with the following objectives of the RU1 Primary Production zone:

- *to encourage sustainable primary industry production by maintaining and enhancing the natural resource base* – the SEE and this report will demonstrate that the development is capable of being sustainable, with the outputs from the development being adequately managed and used elsewhere on the property as an input to other farming activities, without having an adverse impact on the environment;
- *to encourage diversity in primary industry enterprises and systems appropriate for the area* – the development demonstrates diversity in a traditional farming system, that is a size that is considered appropriate for the site and area, taking into account adjacent land uses and zones. It is also compliant with the following Meat and Livestock Australia (MLA) industry publications:
 - the *National Guidelines for Beef Cattle Feedlots in Australia* (the National Guidelines),
 - the *National Beef Cattle Feedlot Environmental Code of Practice* (the Environmental Code of Practice),
 - the *Beef cattle feedlots: design and construction* (the Design Guidelines), and
 - the *Beef Cattle Feedlots: Waste Management and Utilisation* (the Waste Guidelines);
- *to minimise the fragmentation and alienation of resource lands* – this development does not fragment or alienate resource lands. Surrounding rural land can continue to be used for complementary agricultural purposes, including the adjacent RU4 Primary Production Small Lots zone, which permits a variety of agricultural land uses including extensive agriculture, aquaculture and intensive plant agriculture;
- *to minimise conflict between land uses within this zone and land uses within adjoining zones* – the development has been strategically located on the site, to ensure that it is as far away as possible from the adjacent RU4 Primary Production Small Lots zone, in order to minimise any potential conflicts, an issue that is discussed throughout this report;
- *to protect and conserve deposits of extractive materials and allow their extraction by limited development where appropriate* – not relevant to the proposal,
- *to protect and conserve native and other vegetation in order to preserve scenic amenity and to minimise land degradation* – satisfied as the development proposes no removal of native vegetation.

The development is not inconsistent the remaining objectives of the zone, which are just not relevant to the proposal.

2.7 Demolition requires development consent

This development does not involve demolition work, *per se*, but will involve the relocation of some of the existing fencing presently being used for the containment of cattle, to the new feedlot site. Minimal impact is expected as a result of this activity.

5.10 Heritage conservation

There are no items of European heritage identified on either the State Heritage Register or in the LEP as being present on-site, and the site is not located in a Heritage Conservation Area (HCA). A search of the Aboriginal Heritage Information Management System (AHIMS) database shows that no Aboriginal sites have been recorded, and no Aboriginal places have been declared, within 200 metres of the site. Two (2) Aboriginal sites have been recorded within 1 km of the site, which means that whilst work is carried out a person should be cognisant that there may be unexpected

finds, but that the likelihood of this occurring is relatively low due to the highly disturbed nature of the site. An unexpected finds condition will be imposed, if consent is granted.

5.18 Intensive livestock agriculture

This clause applies if development for the purpose of intensive livestock agriculture is permitted with consent under this Plan, as it is in this instance, and the objectives of this clause are to:

- (a) *to ensure appropriate environmental assessment of development for the purpose of intensive livestock agriculture that is permitted with consent under this Plan, and*
- (b) *to provide for certain capacity thresholds below which development consent is not required for that development subject to certain restrictions as to location.*

As the development is for more than 50 head of cattle, it does not fall into the category of being permitted without development consent [subclause (5)], and accordingly, development consent is required.

This clause also states that in determining whether or not to grant development consent for the purpose of intensive livestock agriculture, the consent authority must take the following matters (in italics) into consideration:

- (a) *the adequacy of the information provided in the statement of environmental effects or (if the development is designated development) the environmental impact statement accompanying the development application,*

Staff are of the opinion that the information contained in the statement of environmental effects (SEE) is adequate. It clearly identifies the existing environment, the likely impacts of the feedlot, and the measures proposed to minimise those impacts. The SEE has been prepared, and the development based on, the recognised industry specific guidelines, as well as the various State Government guidelines, identified in the NSW Department of Planning, Industry and Environment's *Planning Guidelines - Intensive Livestock Agriculture Development*. A number of other relevant publications have also been referenced and used in the preparation of the SEE, lending credibility to the SEE.

In assessing this development application, it has become apparent that the author of the SEE has taken a very conservative approach to design of the feedlot, and the identification of the likely impacts, and has generally overstated the mitigation measures.

- (b) *the potential for odours to adversely impact on the amenity of residences or other land uses within the vicinity of the site,*

Odour introduction

Odour was an issue that was raised in each of the five (5) submissions, with a variety of consequences stated as: people being physically ill from the smell, having to rewash clothes hung outside, inability to go outside, odour coming inside through air conditioners and the effects of katabatic drift.

The *Local Government Air Quality Toolkit for Beef Cattle Feedlots*, developed by the EPA, identifies that odours at cattle feedlots arise from several possible odour sources, some of which are constant static sources (e.g from the pens), and others that are transitory odour events (e.g. spreading or irrigating waste), and include:

- the surface of the holding pens (which is the biggest source of odour),
- feed storage,

- run-off collection and treatment (ponds),
- storage and processing of solids,
- land application of effluent and solids, and
- disposal of carcasses.

Further to the issue of odour, adequate separation of the feedlot from receptors, is the best mitigating factor to prevent odour impacting adversely on adjacent land (although good site management is still critical to managing odour).

The issue of odour has been addressed in the SEE, which identifies the issue of separation and the various sources, as well as the practices to be employed to minimise the likelihood of odour becoming a nuisance. These are discussed below, with respect to the numerous guidelines that address odour at cattle feedlots.

Separation and odour modelling

There are two (2) almost identical methods used for determining acceptable separation distances for cattle feedlots, one specific to odour and the other more broadly based on amenity in general. One main difference is that one uses SCUs and the other the number of cattle. These are found in:

- the EPA publication *Technical Notes: Assessment and Management of Odour from Stationary Sources in NSW*, and
- the separation distance guidelines in the *National Guidelines for Beef Cattle Feedlots in Australia*.

The EPA methodology suggests a three tiered approach, where successive tiers of analysis must be undertaken, if the assessment of the previous tier indicates a likely odour impact. In the first instance a Level 1 odour assessment is carried out using a series of S-Factors. This assessment determines whether the proposed management practices, in combination with the distance to the nearest sensitive receptor, the topography and meteorology of the site, will result in offensive odour impacts. A Level 1 procedure specifically takes into account the following factors:

- type of odour,
- quantity of odour emissions,
- proposed management practices,
- proposed level of emission control,
- local topography (including the effects of katabatic drift),
- the presence of buildings,
- worst case meteorology,
- possibility of cumulative impacts.

If an applicant of a cattle feedlot can demonstrate a clear 'pass' at Level 1 odour impact assessment, there is no need to undertake Level 2 or 3 assessments (which involve varying complexities of odour modelling), regardless of the size of the development, unless there are special risk factors. The EPA guidelines state that the result of a Level 1 impact assessment would be more conservative (that is, would overestimate the impact)".

The *National Guidelines for Beef Cattle Feedlots in Australia* methodology, works on the same principle as that of the EPA's methodology, using similar S-Factors, and a requirement for further modelling if the basis assessment indicates issues.

The SEE contains an assessment under both of the above methodologies, which indicated that the odour would not be a significant issue at nearby receptors, and therefore odour

modelling and further assessment was not undertaken. Council Staff have reviewed the S-Factor calculations for both methods, and can confirm that the calculations and separation distances outlined in the SEE using the National Guidelines are correct. Upon review of the S-Factors used in the EPA methodology, Staff have reassessed the separation distance using some different S-Factors, resulting in some minor variations, but which are still within acceptable limits. The results of the two (2) assessments are summarised in the following table, and illustrated in the subsequent figure:

Table 2 - Separation distances

Receptor	Calculated Separation Distance		Approximate Available Distance
	National Guidelines	NSW Technical Notes	
Cootamundra	1411 metres	1834 metres	5080 metres
House 3 NNW	294 metres	458 metres	774 metres
House 1 N	353 metres	458 metres	800 metres
Rural Res N-NNW	823 metres	458 metres	1040 metres
House 2 NNE	294 metres	320 metres	1135 metres
House 8 E	294 metres	343 metres	1500 metres
House SW	294 metres	458 metres	2120 metres

Figure 6 – Location of receptors



Therefore, the proposed new site of the feedlot is suitably separated from receptors, with comfortable buffers available, under both methodologies.

Surface of holding pens

Measures which can be adopted to minimise odour emissions from pens include controlling moisture content, by:

- pen design, in particular:
 - slope – various guidelines recommend a slope of between 2% to 5%, with 3.5% identified as being optimal. The SEE proposes a slope of 4%, which is within the acceptable range, and which will allow the pens to drain well, but not result in

excessive sediment run in heavy storms. Given the importance of this issue, this will form the basis of a specific condition;

- surface type – the Design Guidelines indicate the surface of the pens can be gravel or clay (lain over a suitable sub-base, discussed elsewhere in this report), or a mixture of both, in order to obtain a durable surface. The information supplied in relation to this feedlot, is that the surface will be a gravelly-clay finish, on top of an impervious subbase,
- direction of run-off – the pens will drain generally south to north, towards the bottom of the pens and the proposed drainage system, and away from the feed bunks which are located at the higher end of the pens. This also avoids one pen draining into and through another pen. These design principles are consistent with the Design Guidelines;
- the location and design of feeders– The Design Guidelines, indicate that feed bunks should always be located along the fence line, never within the pen, so that they can be filled during all weather conditions. They should be located along the higher end of the pen with drainage away from the bunk on both the feed road and pen sides. This minimises boggy conditions on the pen side of the bunk and keeps the feed road firm and accessible, and which is how the proposed feedlot has been designed. In addition, the SEE indicates that a 2.5 metre wide concrete apron will be installed behind the feed bunk, to minimise pad damage and the associated maintenance requirement of this high-usage part of the pen;
- the location and design of water troughs – The SEE states that the water troughs will be situated at the centre of the bottom fence line of each pen. This separates the water troughs from the feed bunks, minimising the transfer of grain on cattle mouths to the trough where it sours the water. Situating the troughs at the bottom of the pen also minimises wetting of the pad during trough cleaning and if there are spills. A concrete apron 2.5 m wide will surrounded each water trough to protect the pad in this high usage area. These proposals are consistent with the Design Guidelines;
- pen stocking density - The Australian Animal Welfare Standards and Guidelines for Cattle states “a person in charge must ensure a minimum area of 9 m² per Standard Cattle Unit for cattle held in external pens”. On the other hand, the Environmental Code of Practice recommends a maximum stocking area of 25 m² per Standard Cattle Unit (SCU). It also states that stocking areas lower than 20 m² per SCU can encourage increased pen dust loads and require higher capacity for sedimentation and holding ponds. Accordingly, the SEE states that “the cattle will be accommodated in four pens. Each pen will hold 150 SCU, providing a stocking density of 20 m²/SCU”, and therefore is compliant with the industry guidelines;
- depth of manure and pad cleaning frequency – The SEE states that the pens will be regularly and frequently cleaned, and manure will not be allowed to accumulate beyond a depth of 50 mm. The cleaning will occur at least every 13 weeks for pens that are in use, and care will be taken to remove manure from under fence lines and around feed and water bunks, and will be moist, but not wet when removed. This is consistent with the Waste Guidelines, and although the Waste Guidelines do allow temporary stockpiling of waste in the pens, the SEE specifically states that this will not occur. Furthermore, the cleaning of the pens should occur under appropriate weather conditions, optimally when the wind is blowing from the north or north-east, or not at all.

It is considered that the pens have been designed to minimise odours and if operated in accordance with the industry guidelines and the commitments in the SEE, the likelihood of adverse impacts from odour due to the pens, will be minimised.

Feed storage

Measures which can be adopted to minimise odour emissions from feed storage facilities include: controlling moisture content, aeration and controlling temperature. The SEE indicates that the feed will need to be delivered to silos at the proposed feedlot, and so the bulk storage of feed is unlikely to create an odour event, as a result of moisture or temperature. The SEE does identify that any spilt or waste feed will be promptly cleaned up, to avoid the potential for nuisance. Furthermore, as the feed bunks and water troughs are at opposite ends of the pens, this reduces the likelihood of the feed becoming wet, and producing odours.

The Design Guideline identifies a large number of different designs for feed bunks, and the SEE does not detail exactly which design will be used, and is not considered critical to the assessment of this application, but does recommend that the feed bunks should have drain holes or slots at intervals along the length of the trough to drain rain water, which will be conditioned accordingly.

Based on the above assessment, it is not considered that there will be an odour nuisance associated with the handling and storage of feed.

Run-off collection and treatment (stormwater, drains, basins and ponds)

After a storm event, feedlot effluent is predominantly composed of run-off, which picks up and transports some manure into the effluent holding ponds. Feedlot drains collect run-off from areas within a feedlot (predominantly pen surfaces, roads and manure stockpile areas) and transport it to the effluent treatment system. Typically, effluent treatment systems at feedlots comprise a sedimentation basin and holding pond, which is what is proposed in this instance.

Measures to manage odours from treatment and handling contaminated stormwater run-off include:

- minimising the amount of water to be treated, by diverting clean surface waters around the feedlot, to avoid contaminating it and having to treat it. The SEE includes a proposal to construct a clean water diversion bank along the top-side (to the south and south-east) of the pens and effluent treatment system, consistent with National Guidelines;
- drain design – as per the Design Guidelines, a drain slope of 0.5% to 1.5% is recommended, to ensure there is sufficient slope to avoid build-up of manure in the drain, but also to prevent scouring of the drain. In addition, the design of the drain is to be based on a design storm event with an average recurrence interval (ARI) of 20 years, and flow velocities in the drain during this event should be greater than 0.5 m/s, but at the same time be non-scouring. The SEE demonstrates that the design of the drain satisfies these standards;
- drains should be kept free of manure, and this will be conditioned accordingly;
- ensuring the sedimentation basin is appropriately designed and maintained, including the regular removal of solids. A sedimentation basin is typically a wide, shallow storage area, having a maximum water ponding depth less than one (1) metre. They are designed to drain completely (down to bed level) following a runoff event. The bed of the basin should slope towards the control outlet at a gradient of at least 0.1%. Solids are deposited in relatively thin layers over a large area, facilitating rapid drying after the basin has drained of liquid material, thereby reducing the intensity and duration of sediment system odour emissions. The dried solids can then be removed at the earliest possible opportunity. The SEE demonstrates the required capacity of the sedimentation basin based on the Design Guidelines, but has not provided any detailed design plans,

and this will be required as a condition of consent, to ensure that it meets the required standards, and functions with minimal odour generation. In addition, conditions will be imposed to regulate the maintenance of the sedimentation basin;

- ensuring the effluent holding pond is appropriately designed and maintained - A holding pond is located at the lower end of the controlled drainage area, immediately below the sedimentation basin. It is designed to capture and store the runoff from the controlled drainage area until it can be sustainably utilised. Stable, properly functioning holding ponds do not produce a lot of odour. Producing minimal odour whilst maximising the hydraulic efficiency of the holding pond system is an important design consideration. The factors which influence holding pond odour emissions include frequency and volume of runoff events, the elapsed time since the last major inflow, the relative volume of fresh inflow to the volume of effluent already present in the pond, pond chemistry, pond microbiology and surface area. The SEE demonstrates what the capacity of the effluent holding pond needs to be based on as per the Design Guidelines, but has not provided the detailed design plans, and this will be required as a condition of consent, to ensure that it meets the required standards, and functions with minimal odour generation. In addition, conditions will be imposed to regulate the maintenance of the effluent holding pond.

Storage of solids

Manure removed from the pens and the sedimentation basin, will be held in the designated manure storage area located immediately below the pens, adjacent the sedimentation basin and the effluent holding pond. Measures to reduce odours emanating from the storage area, include:

- maintaining a dry surface and preventing waterlogging of materials – this can be achieved by ensuring that the surface drains at an appropriate grade into the sedimentation basin,
- solid by-products to be formed into triangular windrow piles of certain heights and widths, to promote water-shedding and prevent the manure from becoming too wet, which can result in significant odour. It is proposed that the manure will be stored in this fashion, and aged for approximately six (6) months, prior to use on-site, or disposal off-site,
- windrows should be established on a low-permeability, slightly sloping surface – the SEE indicates the storage pad will be constructed to the same impervious standard as the pens and effluent structures,
- avoid stockpiling wet manure as this produces very strong odours – the SEE indicates that the pens will be cleaned out when the manure is moist but not wet, which is consistent with the Waste Guidelines.

Land application of effluent and solids

The development involves the application of both liquid and solid waste to the property, but also identifies that most of the solid waste shall be removed from site and utilised by other farms. In order to reduce odour nuisance to neighbours, the Waste Guidelines recommends spreading manure or irrigating effluent:

- frequently to minimise events with large odour generation,
- evenly,
- in the morning when the air is warming rather than late in the afternoon,
- as soon as possible harrow, disc or chisel plough to incorporate manure into the soil,
- spray effluent as close to the ground as possible, and avoid high-pressure guns
- but do not spread (or irrigate)
 - if the wind is blowing towards a neighbour

- if rain or heavy cloud are expected – use weather forecasts
- just before weekends or public holidays, particularly if close to a public area
- very dry manure that will result in dust being blown towards neighbours.

The SEE indicates that the spreading and irrigation of effluent will be consistent with these guidelines, which will be reinforced as conditions of consent.

In addition, conditions will also be imposed regarding effluent application buffer zones.

Disposal of carcasses

Questions were raised about how dead animals are disposed of in some of the submission. Carcasses can be treated by composting, burial or rendering, and the SEE identifies that they will be composted in a windrow in the manure storage area. Carcasses are readily composted, but the volume of material used to cover the carcass is important for controlling odour emissions, and the amount of cover required depends on the soil type. Whilst the SEE is generally in accordance with the Waste Guidelines, a condition will be imposed, to ensure that the composting is consistent with the Waste Guidelines, in terms of depth of base and cover material and length of composting. This should ensure that no odour nuisance results.

The SEE also discusses actions to be taken in the unusual event of a disease outbreak or mass mortalities. It identifies that veterinary advice would be sought, and any suspected disease outbreak, would be reported to the Emergency Animal Diseases Hotline and to Council. In the meantime, actions would be taken to isolate suspect livestock and secure the feedlot perimeter. Movement of people, machinery and livestock from the property would also be restricted. A history of all livestock, personnel and vehicle movements to the property within the previous seven days would be compiled. In the event of mass mortalities, NSW EPA would be contacted, and mortalities disposal would be under the direction of NSW EPA. The Animal Health Australia (2010) AUSVETPLAN Enterprise Manual – Beef Cattle Feedlots would be used as a reference for managing the situation.

Odour conclusion

From the submissions, odour is reported to be an issue with the current feedlot. However, this feedlot was not established using best-practice, and is poorly located and designed, and is possibly operated, contrary to the industry standards.

There will be a certain amount of odour generated by the feedlot and the activities associated with it. However, given the controls outlined in the SEE to be implemented, the separation distances to the new location, the topography, and the subsequent conditions proposed to be imposed, it is considered that any adverse impact associated with odour will be minimal. It is reasonably expected that many of the issues associated with odour presently experienced from the current operation, will be addressed by this new proposal. Furthermore, the owner/operator will be required provide the adjacent neighbours with a phone number to report odour complaints directly to the operators, to enable them to be investigated immediately.

(c) the potential for the pollution of surface water and ground water,

Ground and surface waters introduction

Three of the five (5) submissions raised concern with the impact on surface and groundwater, in particular the impact on the Muttama Creek catchment. There are a

number of drainage lines in the locality (see following figure), including two (2) drainage lines on the property, which drain to the north. The site does not drain into the Cullinga Creek catchment to the south, but ultimately would drain into Muttama Creek, 4 km downstream.

Figure 7 - Drainage lines (source NSW Department of Industry)



Some of the possible environmental impacts associated with the pollution of ground and surface water, include:

- nitrogen and phosphorus in manure can have significant negative impacts on waterway health, with excessive nutrients causing a deterioration in water quality with algal blooms, less dissolved oxygen and increased turbidity,
- manure also consists of bio-degradable organic compounds that can reduce the amount of available oxygen for aquatic animals,
- the decomposition of animal waste in the absence of oxygen can also produce gases such as methane, carbon dioxide and hydrogen sulphide,
- manure and other elements mixed with it (e.g spilled feed, hair, etc), result in elevated levels of solids when discharged to waterways, which decrease the clarity of the water, hindering the functioning of aquatic plants and animals,
- micro-organisms, including bacteria, viruses, protozoa, and parasites are found in livestock manure, many of these are associated with risks to human and animal health,
- undigested feed that passes through animals can result in manure with significant concentrations of sodium and potassium and other soluble salts, which can contribute to deterioration in soil structure, reduced permeability, reduced crop yields and contaminated groundwater,
- changes in salinity can displace resident aquatic species and degrade drinking water quality,
- manure also contains trace elements such as arsenic and cadmium which can be of environmental concern in elevated concentrations,
- unrestricted application of manures and discharge to waterways may result in high cumulative metal loading rates with potential impacts on human health and the environment,
- where antibiotic use is widespread, there are concerns that strains of antibiotic resistant pathogens are emerging in the receiving aquatic environment,
- the use of pesticides (as fly suppressants) and hormones may also be constituents of animal wastes, and have been linked with reduced fertility, mutations, and death in aquatic fauna.

There are several possible sources of surface and groundwater pollution in a cattle feedlot, and, any or all of these, if not designed, constructed and managed properly can lead to the pollution ground or surface waters. These sources include:

- the pens,
- the drains,
- the effluent holding structures,
- the solid waste storage area, and
- the application of waste to land.

The Environmental Code of Practice, the Waste Guidelines and the Design Guidelines provide guidance in this regard. This advice is consistent with the *Effluent reuse management* guidelines (2010), prepared by the then Department of Environment and Climate Change and Water NSW, and the *Use of effluent by irrigation* guidelines (2004), prepared by the then Department of Environment and Conservation, both of which are still current reference documents.

Stormwater runoff

Stormwater runoff from the controlled drainage area of a feedlot (that area in which the pens, drains, effluent holding structures and solids storage area are located), is normally characterised by high concentrations of organic matter. Even when it has passed through a sedimentation system, it still contains substantial levels of organic matter, nutrients and salts. This runoff should not be allowed to flow uncontrolled into the external environment and should be captured by the holding pond.

The effluent management system proposed by this development will achieve this, with all runoff from the cattle feedlot complex, to be directed through the sedimentation basin, to the effluent holding pond.

As discussed previously, minimising the amount of water to be treated, will help in the management of stormwater, and as indicated the SEE includes a proposal to construct a clean water diversion bank along the top-side (to the south and south-east) of the pens and effluent treatment system, consistent with National Guidelines. As the complex is located close to a ridge, the amount of run-on water is minimal, which will assist in managing it in an appropriate manner.

The pens

As discussed previously, the pens will be constructed at an appropriate gradient, to ensure quick drainage of rainfall, without runoff scouring excessive amounts of manure from the pen surface. The pens will discharge into the drain running along the bottom of the pens. This will ensure that all runoff from the pens is captured in the sedimentation basin and then the effluent holding pond, and will not discharge to any surface waters.

If there is a high potential for contamination of underground water resources because of leaching of nutrients through permeable, underlying rock strata, The Design Guidelines states that an impermeable barrier will be needed between the pens and the groundwater. Whilst the SEE has not provided an assessment in this regard, it does commit to providing a surface, with a maximum permeability of 1×10^{-9} m/s, in accordance with the Design Guidelines. This will be reinforced on the conditions of consent, along with a requirement to have the works carried out, and certified by, a suitably qualified professional or engineer, to confirm the permeability was achieved. This should ensure that the likelihood of groundwater being contaminated from the use of the pens is minimal.

The drain

Under the Design Guidelines, the mandatory requirements for the drain is that it be designed so that the drain can safely carry the peak flow rates resulting from a design storm event with an average recurrence interval (ARI) of 20 years, and meet certain other design standards, relating to the catchment area and the flow velocities. The SEE has provided calculations demonstrating that the drain will be designed and constructed to these standards, which should minimise overtopping during rainfall events, thereby reducing the likelihood of discharge to any surface waters. Conditions will be imposed requiring the drain to be kept free of manure build-up, to ensure the operational capacity of the drain is not reduced.

The Design Guidelines also state that the drain should be underlain by a thickness of at least 300 mm of clay or other suitable compacted soil, or a synthetic liner able to provide a design permeability of $<1 \times 10^{-9}$ m/s, which the SEE commits to, and again will be conditioned to demonstrate that this occurs, and be maintained as such. This should minimise the leaching of any nutrients to the soil and in turn the groundwater, or direct discharges to groundwater.

The effluent holding structures

The effluent holding structures include the sedimentation basin and the effluent holding pond, and the Design Guidelines have mandatory requirements relating to the design, construction and maintenance of these structures, to ensure that the likelihood of these contributing to the pollution of ground and surface waters is minimised.

Sedimentation basin

Among other things, sedimentation basins are designed to ensure that sediment and other solids are caught after a storm event, so that minimal solids make their way to the effluent holding pond, in order to maintain the operational capacity of the pond, and reduce the probability of the effluent holding pond overtopping.

In order to minimise the risk of the sedimentation polluting surface waters, the Design Guidelines recommends that the sedimentation basin be designed to cater for the peak flow rate from a design storm having an ARI of 1 in 20 years, when applying different runoff coefficients for the different areas in the catchment drainage area (i.e there will be greater runoff from hard surfaces as opposite to grassed areas). The Design Guidelines also stipulates:

- the maximum flow velocity,
- a control weir to regulate outflow from the sedimentation basin to the effluent holding pond, capable of discharging the peak flow from a 50-year ARI design storm without the system embankment overtopping,
- a minimum freeboard of 0.9 m (the vertical height between the crest of a holding pond embankment and the full supply level), and
- be free draining down to bed level, and have a bed slope of at least 0.1% towards the control outlet weir to facilitate drainage.

The SEE has provided details which confirms that the sedimentation basin will be designed and constructed in accordance with most of these standard, but is silent on the issue of freeboard. Therefore, conditions will be imposed reinforcing capacity of the basin, including the required freeboard. Conditions will also be imposed regarding the ongoing maintenance of the sedimentation basin, such as removal of sediment during dry periods, as well as being

cleaned as soon as possible after significant material build-up. This should ensure that the operational capacity of the sedimentation basin is maintained, in order to reduce the chance of any discharge to surface waters.

Just as with the pens and the drain, the sedimentation basin also needs to be constructed to achieve the required permeability of $<1 \times 10^{-9}$ m/s, to avoid the risk of polluting groundwater. The SEE commits to this, and appropriate conditions will be imposed to ensure that this is achieved.

Effluent holding pond

Effluent holding ponds are designed to:

- store contaminated stormwater until it can be either applied to land or evaporated,
- be large enough to temporarily store effluent from major storms and/or extended wet periods which limit irrigation or evaporation of effluent,
- have sufficient capacity for safe storage of the captured wastewater, limiting overtopping to an acceptable and approved frequency, and
- be structurally stable, thereby limiting the probability of embankment failure with uncontrolled release of large quantities of effluent and resultant surface water and/or groundwater contamination.

The Design Guidelines provide mandatory and recommended requirements for the design, construction and operation of the effluent holding pond, to ensure that it does not result in the pollution of ground and surface waters.

Capacity is important in minimising the likelihood of polluting surface waters, and the Design Guidelines provide several different methods for calculating the size of the effluent holding pond, including modelling based on monthly data, a design based on the 20-year ARI 24-hour design storm, a daily time-step hydrology model, and also allows for other forms of modelling. The SEE has used both the storm event modelling and the monthly water balance method, to calculate the required volume of the effluent holding pond, as being 1567 m² and 3619 m³, respectively. The variation is based on a greater allowance for wet weather storage using the monthly water balance method, which is the more accepted model, and is more conservative, meaning there is a greater level of safety, and less chance of overtopping. On that basis the SEE proposes a volumetric capacity of 3650 m³, in excess of what is required.

Again, the Design Guidelines recommend minimum freeboard of 0.9 metres should be provided in the effluent holding pond, and again, is silent on the issue of freeboard, so it will be conditioned accordingly. Operational and/or management conditions will also be imposed regarding irrigation from the effluent holding pond, to ensure that there is ample room in the pond, at the times capacity is mostly likely required.

Just as with the pens, the drain and the sedimentation basin, the effluent holding pond also needs to be constructed to achieve the required permeability of $<1 \times 10^{-9}$ m/s, to avoid the risk of polluting groundwater. The SEE commits to this, and appropriate conditions will be imposed to ensure that this is achieved.

In terms of the impact on Muttama Creek, provided the holding pond is designed to an appropriate size, and the capacity of the dam is managed through irrigation at appropriate times, the chances of any discharges to surface waters is considered minimal. In the event that the holding pond overtops, that is most likely during a significant storm event, which means that any water from the holding dam, would be highly diluted by the time it travelled 4 km to the Muttama Creek, and the impacts would be negligible.

The solid waste storage area

Ensuring that the solid waste storage area drains to the sedimentation basin, and that the pad is constructed to the same impervious standards as the rest of the complex (pens, drain, sedimentation basin and effluent holding pond), will effectively ensure that the risk of polluting either ground or surface waters is reduced to an acceptable level. The SEE states that this will be the case, and will be reinforced in conditions of consent.

The application of waste to land

This is perhaps one of the highest risks to the pollution of both ground and surface waters, through the run-off of effluent or solid waste into watercourses, and through the leaching of nutrients and other chemical compounds into the groundwater. Solid waste and effluent from a feedlot, can be valuable sources of nutrients and organic matter for improving soil fertility, structure, waterholding capacity and crop or pasture production. However careful management is needed to gain the most benefit from their utilisation while protecting the environment and preventing impacts to neighbours.

The risk of nutrient loss from utilisation areas and run-off to surface waters, can be prevented or mitigated by selecting areas that provide suitable land and buffers to sensitive sites, by using appropriate spreading or irrigation practices, and by regularly monitoring soil nutrient levels and responding appropriately.

Surface waters

The Waste Guidelines and the Environmental Code of Practice, recommend a series of practices to ensure that runoff to surface water, does not occur as a result the application of either liquid or solid waste, including:

- effluent applications should never raise the soil moisture content above field capacity,
- the rate of effluent application is controlled to ensure that runoff does not occur,
- effluent should not be irrigated if the soil is waterlogged.,
- effluent should not be irrigated under heavy cloud, if rain is forecast or on windy days,
- provide suitable buffers between utilisation areas and watercourses.

It should be noted that the Waste Guidelines and the Environmental Code of Practice, do not stipulate what size buffers should be in place, and the SEE only commits to not spreading solid waste within 50 metres of a waterway and 10 metres of a property boundary, and is silent on the matter of irrigation buffers. Therefore, conditions will be imposed in relation to buffers for the application of waste (liquid and solid), that are consistent with the *Effluent reuse management* guidelines and the *Use of effluent by irrigation* guidelines. This will include the following buffers:

- watercourses– 50 metres,
- farm dams – 40 metres,
- bores used for household water supply – 250 metres,
- dwelling – 50 metres,
- property boundary – 10 metres.

Provided these management practices are adhered to, the likelihood of surface waters or Muttama Creek being impacted, is highly unlikely.

Groundwater

The Waste Guidelines and the Environmental Code of Practice, recommend a series of practices to ensure that runoff to surface water, does not occur as a result the application of either liquid or solid waste, including:

- the land application of feedlot wastes (both liquid and solids) is to be made at rates consistent with the ability of soils and crops grown in the utilisation area to sustainably utilise the applied nutrients and salts, to ensure that excess nutrients do not remain in the soil and leach into groundwater over time, and contaminate it,
- spread manure and effluent evenly,
- soil condition is monitored periodically and soil tests are used where there is potential for deterioration of soil condition,
- groundwater monitoring is undertaken on an as-required basis prescribed by a licence or regulatory authority,
- applying manure at appropriate times (generally 4–6 months before the crop is established), to allow nutrients to mineralise from their organic matter.

Underlying the protection of groundwater from the application of waste water and solids, is the principle of nutrient budgeting. This requires, an understating of:

- the concentration of nitrogen, phosphorus and potassium in the waste ,
- the removal rate of the crop that will be grown on the area,
- the properties of the soils in the utilisation area including their capacity to store the nutrients, and
- allowable losses from the system.

This will require testing of the soils and of the effluent and solid waste to be applied to the land, so that the waste is applied at the appropriate quantities, to ensure that there is no excessive nutrient build-up in the soil, which could in time leach into the groundwater system. Generally, nitrogen is the limiting factor when applying waste to land, because impacts from too much potassium and phosphorous are less of a concern, as the soils have a greater capacity to store them. This means that crops will generally get all of their nitrogen requirements from the waste, but may still require some other form of fertiliser. This will of course depend on the crops being grown, as they all have different nutrient removal rates, e.g wheat straw has a low nutrient removal rate (0.5%), while Canola has a higher removal rate (4.6%). Other factors also contribute to these uptake rates, such as climate, which is why testing of all the elements in so important.

The SEE has committed to complying with the above practices, and has provided some indicative data on suggested crops, waste composition and application rates. This data is consistent with the relevant Waste Guidelines and *Use of effluent by irrigation* guideline, and indicates that there is sufficient area on the property to dispose of all the effluent. It should be noted that not all of the waste utilisation area will be used very year, allowing rotational cropping.

The SEE states that all compost (the manure containing the carcasses) and all effluent, will be disposed of on-site. Solid waste also contains a high level of nutrients, and the SEE indicates that there is not sufficient land to dispose of all solid waste on the property. However, this is not considered a major issue, as the disposal of solids off-site is a common practice (with an established market - farmers, landscape yards, etc), and a practice accepted by the Environment Protection Authority (EPA). In fact, the EPA has prepared resource recovery orders and resource recovery exemptions for compost, effluent and manure, to facilitate the

removal, and off-site disposal, of these by-products. Therefore, the only exemptions and orders relevant to this proposed are:

- **The manure exemption 2014** – exempts a consumer of manure (off-site receiver) from certain requirements under the *Protection of the Environment Operations Act 1997* (POEO Act) and the Waste Regulation, in relation to the application of that waste to land. This exemption is on the basis that the consumer complies with the conditions of the exemption, e.g is applied to land as a soil amendment, does not contain human faecal matter, application must occur within a reasonable period of time after receipt, and the property does not hold a licence under the POEO Act;
- *The manure order 2014* - imposes the requirements (if any) that must be met by suppliers of manure (the operator of the feedlot), to which 'The manure exemption 2014' applies. There are no specific conditions in this order, but the "notes" to the order state that "any person or entity which supplies manure should assess whether the material is fit for the purpose the material is proposed to be used for, and whether this use may cause harm. The supplier may need to seek expert engineering or technical advice".

Groundwater monitoring

The monitoring of groundwater quality can play an important role in preventing or minimising any adverse effects on the environment. Monitoring allows the Applicant and Council to measure any changes in the environment, allow remedial action to be undertaken if necessary and to identify the reasons for the changes.

The National Guidelines, Design Guidelines, Waste Guidelines and Environmental Code of Practice, acknowledge that bores or piezometers can be used to monitor groundwater quality, stating that in some states, it may be a requirement of any development consent or feedlot licence that piezometers be installed for this purpose, and that groundwater monitoring is undertaken on an as-required basis prescribed by a licence or regulatory authority. These documents, however, stop short of mandating it or even recommending it.

The *Effluent reuse management* guidelines states that for those areas where effluent and solids are applied to land, soil monitoring generally provides an early detection system, enabling correction. However, groundwater monitoring may be warranted to detect nutrient leaching from facilities at vulnerable sites, or where site design is likely to result in leaching. It is not considered that this site is high risk or vulnerable (as it is not mapped as such) or that the design of the feedlot is likely to result in leaching. The SEE commits, and the conditions reinforce, the requirement for impervious construction, and provided it can be demonstrated that it can be achieved, groundwater monitoring is not considered necessary in this instance.

Ground and surface water conclusion

There are many possible sources of ground and surface water contamination, however, the SEE has been conservative in terms of both the capacity and design of the effluent holding structures. Despite the concern of the neighbours, it is considered that if the feedlot is constructed as per the conditions and commitments in the SEE, and the feedlot is operated in accordance with best-practice, that the risk of polluting ground and surface waters is minimal.

(d) the potential for the degradation of soils,

Similar to the issue of groundwater, the degradation of soils can occur through the application of excess nutrients (not taken up by crops), and other compounds such as salt,

and to a lesser extent through erosion from run-off. The SEE provides a summary of the typical soil type for the area, with soil tests in the locality confirming that the soils are generally a sandy clay loam. The SEE also contains agronomic soil test results, which shows that there are presently low levels of nitrogen in the soil (which means that soil could benefit from the application of nitrogen rich effluent), acceptable levels of phosphorous, high levels of potassium, and acceptable salinity.

The potential for the degradation of soils will be minimised by ensuring that effluent is applied at such rates that there is no run-off and risk of erosion (which would be an extremely unlikely occurrence under most circumstances). Furthermore, the annual testing of soils, effluent and manure, prior to application, will ensure that a measured amount of effluent is added to the land, to ensure that there is no excess build-up of nutrients.

(e) the measures proposed to mitigate any potential adverse impacts,

Predominantly the measures proposed to mitigate any potential impacts, involve compliance with industry guidelines, as well as the overarching environmental controls detailed in the variety of relevant Government publications. Essentially this relates to the design, construction, operation and maintenance of all aspects of the development, on which the SEE and conditions of consent have been based. These controls have been discussed throughout this report and the SEE, and broadly include:

- separation of the feedlot from receptors and watercourses,
- constructing the pens, drains and effluent structures with impervious surfaces,
- managing solid and liquid waste so as not to degrade soils and pollute ground and surface waters,
- regular testing, monitoring and reporting.

(f) the suitability of the site in the circumstances,

The development is considered to be compatible with the adjoining land uses, in as much as the area is rural in nature, and the development is a rural activity (*albeit* intensive in nature). It is considered that the chosen site is better suited than the rest of the property, given the zoning, topography and setbacks from nearby dwellings, thereby minimising the likelihood of negative impacts. The land involved in the proposal will benefit from the spreading of the waste, which will obtain essential nutrients that are contained within (subject to appropriate application rates).

(g) whether the applicant has indicated an intention to comply with relevant industry codes of practice for the health and welfare of animals,

Concern has been raised in some of the submissions, regarding animal welfare. The SEE indicates that the feedlot will be operated in accordance with the *Australian Animal Welfare Standards and Guidelines for Cattle* (2016), produced by Animal Health Australia. This document establishes standards and guidelines for the welfare of all cattle in Australia, and it applies to all cattle-farming enterprises in Australia, and to those responsible for the care and management of cattle (even a single bovine).

These Guidelines address such issues as ensuring:

- cattle have reasonable access to adequate and appropriate feed and water,
- cattle are managed to minimise the impact of threats to their welfare including, extremes of weather, natural disasters, disease, injury and predation,
- facilities and equipment are appropriate to minimise the risk to the welfare of cattle,

- handling and management practices are appropriate and minimise the risk to the welfare of cattle,
- castration, dehorning and spaying are done only when necessary and in a manner that minimises the risk to the welfare of cattle, particularly pain and distress,
- where it is necessary to kill cattle, it is done promptly, safely and humanely.

It also contains other standards, which are not relevant to the proposal such as dairy cattle, calf rearing and breeding.

The SEE also states that the number of cattle transported per truck, will be consistent with the *Australian Animal Welfare Standards and Guidelines – Land Transport of Livestock* (2012), prepared by Animal Health Australia.

Furthermore, it is intended that a condition of consent be imposed requiring compliance with these Guidelines.

(h) the consistency of the proposal with, and any reasons for departing from, the environmental planning and assessment aspects of any guidelines for the establishment and operation of relevant types of intensive livestock agriculture published, and made available to the consent authority, by the Department of Primary Industries (within the Department of Industry) and approved by the Planning Secretary.

Staff have not identified any significant departures from the various documents and guidelines referenced throughout this report, which have been referenced, prepared, endorsed and/or contributed to, by the Department of Primary Industries. The information and commitments in the SEE are largely on the conservative side, frequently using the worse-case scenario and overestimating the potential impacts.

6.1 Earthworks

There will be significant earthworks in the construction of the cattle feedlot, involving the construction of the pens, drains and effluent storage structures (manure pad, sedimentation basin and effluent holding pond), and to a lesser extent internal road access.

Council considers that there will be no detrimental effect on drainage patterns in the locality, as only a small amount of site drainage will be redirected around the feedlot (via a diversion bank), and back into the existing drainage line. This is because the feedlot is located towards the top of the local catchment, with very little run-on at that point (see Figure 7 above).

Furthermore, provided appropriate construction techniques are employed (stripping and stockpiling top soil, sedimentation and erosion controls, etc) and any exposed surfaces are protected following construction (seeded or otherwise stabilised), then the stability of the soil should not be impacted adversely.

The earthworks proposed to be carried out will not impact on the likely future use or redevelopment of the land, as only a small portion of the whole property is subject to the earthworks. Furthermore, should the cattle feedlot cease operating, it is possible for the site to be rehabilitated by filling in the basin and pond, and re-establishing plant cover in the pen areas (although additional earthworks may be needed depending on the compaction of the ground).

The quality of the soil to be excavated is considered suitable to be re-used or disposed of on-site, if required, as it is unlikely to be contaminated. At this stage it is considered that the soil on-site may be suitable for the construction of the feedlot, given the clay content, although it will be necessary

for soil testing to be done prior to the works, to determine that the required permeability can be obtained. If not, additional construction materials may need to be brought on-site, or synthetic liners, may be required.

The earthworks are unlikely to impact on the amenity of adjoining properties, due to the significant setbacks, however, should noise or dust be experienced, these episodes should be short-lived only. Appropriate conditions will be imposed regarding nuisance during the construction phase, in relation to noise, dust and hours of operation.

As discussed earlier, there is always the likelihood of disturbing relics whilst carrying out earthworks (although it is considered low in this instance due to the disturbed nature of the site), and appropriate conditions have been imposed.

Given the setbacks to watercourses in the area, the potential for adverse impacts from earthworks on these waterways is minimal, but the requirement for sedimentation and erosion control will be imposed as a condition of consent to further reduce the likely impact of the works.

6.2 Flood planning

The site is not affected by the flood mapping in the LEP, which is based on the 2001 Cootamundra Flood Study.

6.3 Terrestrial biodiversity

This clause applies to land that is identified as biodiversity land on the **Terrestrial Biodiversity Map**, and the eastern part of the site has been mapped as such, shown in the following figure. It is considered that this part of the site has been mapped as such, as it contains a number of isolated paddock trees (See Figure 3 – Aerial view – site, at the start of this report).

Figure 8 – Terrestrial Biodiversity Map extract (BIO_005)



Before determining a development application for development on land to which this clause applies, Council must consider, the following issues, which have been discussed previously, in relation to the *Biodiversity Conservation Act 2016*:

(a) *whether the development is likely to have—*

(i) *any adverse impact on the condition, ecological value and significance of the fauna and flora on the land, and*

The bulk of the development is on cleared land, and does not involve the removal of trees or native groundcover. An internal road will need to be constructed from the existing cattle feedlot, along an existing informal track that follows an internal fence line, part way to the new site. This track will need to be upgraded and extended to service the new site, but will not require the removal of any trees, only pasture. This will be conditioned accordingly, and no adverse impact is expected.

(ii) *any adverse impact on the importance of the vegetation on the land to the habitat and survival of native fauna, and*

The development will not impact the importance of the vegetation on-site, in terms of its functioning as habitat for native fauna, as no trees or native groundcover, is being removed.

(iii) *any potential to fragment, disturb or diminish the biodiversity structure, function and composition of the land, and*

The works on the site will not disturb or significantly fragment any stands of vegetation on the property, due to the sparse nature of the trees in the area.

(iv) *any adverse impact on the habitat elements providing connectivity on the land, and*

The development will not impact on any wildlife corridors or connectivity, with the bulk of the works remote from any significant vegetation.

(b) *any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

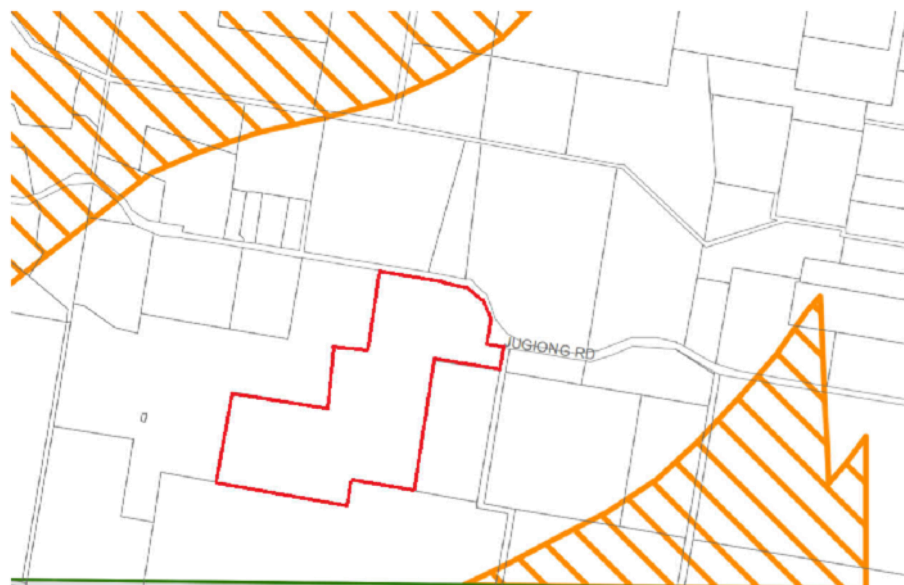
A condition will be imposed that restricts the removal of trees without the consent of Council.

In conclusion, it is determined that there will be no adverse impact on ecological communities, threatened species or any habitat, and that the development is designed, sited and will be managed to avoid any adverse environmental impact, as there is no disturbance of, or to, local flora and fauna. See also discussion relating to the *Biodiversity Conservation Act 2016*.

6.4 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the **Groundwater Vulnerability Map**. None of the site has been mapped as having vulnerable groundwater, and legislatively, consideration of this clause is not required in relation to this development. However, there is land mapped as such in the locality, as shown on the following map.

Figure 9 – Groundwater Vulnerability Map extract (CL1_005)



This map identifies areas that have a susceptibility to groundwater contamination, or are likely to have high value for supply of water to town, stock and domestic, irrigation and commercial users, where contamination cannot be tolerated. It is not known how the mapped was derived, but appears that the mapped areas coincide with some locations that have a large number of bores.

The objective of this clause is to maintain the hydrological functions of key groundwater systems, and protect them from depletion and contamination, and before determining a development application for development on land to which this clause applies, the consent authority must consider these issues. The issue contamination has been discussed at length above, and the risk of contamination is low, and the development does not rely on the use of bore water, and therefore will not contribute to the depletion of groundwater supplies.

6.5 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the **Watercourses Map**, and to all land that is within 40 metres of the top of the bank of each watercourse on land identified as watercourse, on that map. The site is not mapped as being affected, and is not within 40 metres of a mapped area, and accordingly this clause is not applicable.

6.6 Salinity

This clause applies to land identified as dryland salinity on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.7 Highly erodible soils

This clause applies to land identified as high soil erodibility on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.8 Airspace operations

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport, which this development does not, and therefore this clause is not applicable.

6.9 Essential Services

This clause only applies to land that is zoned Zone RU4 Primary Production Small Lots, or Zone R5 Large Lot Residential, and therefore does not apply in this instance.

4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:

State Environmental Planning Policies (SEPPs)

There are no draft SEPP's which relate to this development.

Local Environmental Plan (LEP)

There are no draft LEPs which apply to this land.

4.15(1)(a)(iii) The provisions of any development control plan:

Cootamundra Development Control Plan (DCP)

This DCP applies to the land, but is largely not relevant to this development, and the provisions of the following chapters are discussed as follows.

- Chapter 1 General information - Section 1.7 (Notification of Development Applications), contains provisions that relate to the notification of applications; however, the provisions of the Community Participation Plan takes precedence over this section of the DCP (see comments above in Section 2.22).
- Chapter 2 Residential Development - Does not apply to this type of development.
- Chapter 3 Business & Industrial Development - Does not apply to this zone.
- Chapter 4 Subdivision – Does not apply to this type of development.
- Chapter 5 Car parking and vehicle access – Not applicable as no impact on parking.
- Chapter 6 Environmental Management – Not applicable as land is not bushfire prone, flood prone or potentially contaminated.
- Chapter 7 Heritage – Not applicable as the site does not contain a heritage item and is not in the HCA.

4.15(1)(a)(iiia) Any planning agreement or draft planning agreement:

The developer has not entered into a planning agreement, nor has offered to enter into a draft planning agreement.

4.15(1)(a)(iv) Matters prescribed by the Regulations:

Council has considered the following matters as prescribed by Regulations:

Clause 92 (Additional matters for consideration): -

- the application does not involve the demolition of a building,
- the application is not for the carrying out of development on land that is subject to a subdivision order made under Schedule 7 to the Act,
- the development is not located within the local government area of Coonamble, City of Dubbo, Gilgandra or Warrumbungle (to which the Dark Sky Planning Guideline applies),
- the application does not pertain to a manor house or multi dwelling housing (terraces),
- the development is not for the erection of a building for residential purposes on land in Penrith City Centre.

Clause 93 (Fire safety and other considerations)

- the development is not for a change of building use for an existing building.

Clause 94 (Consent authority may require buildings to be upgraded)

- the development does not involve the rebuilding, enlargement or extension of an existing building.

Clause 94A (Fire safety and other considerations - temporary structures)

- the development is not for a temporary structure.

Clause 288 (Special provision relating to Sydney Opera House)

- the development does not relate to the Sydney Opera House.

4.15(1)(b) The likely impacts of that development:***Context and Setting:***

Despite its proximity to Cootamundra, the area as whole is rural/agricultural in nature, supporting a mixture of traditional farming practices (cropping and grazing), and more intensive types of activities, such as an olive grove. The proposed development is agricultural in nature, *albeit* intensive, but provided Council is satisfied that there will be no nuisance or loss of amenity, then it must be considered compatible in both a regional and local context.

Several of the submissions made reference to the visual impact of the feedlot, calling it "unsightly" and a "blight on the landscape". Whilst the current unapproved feedlot is visible from the road and the neighbouring driveway, it is so at a distance of 380 metres and 320 metres respectively. The new location of the feedlot, whilst it may be visible from some houses to the north, as well as locations along Jugiong Road, the viewing opportunities are limited, as the facility is intermittently obstructed by topography and vegetation, depending on the location. Furthermore, the proposed feedlot will be setback approximately 1 km from the road and 700 metres to the nearest dwelling. Viewed from these distances, the adverse visual impact should be sufficiently negated. In addition, the location of the proposed feedlot is such that it is not visible from any dwelling or public road to the east or west (as it is located in a slight saddle), or from south (as the land rises up).

It is not considered that the character of the area or the streetscape will be impacted negatively, as the development does not involve the erection of any buildings. Furthermore, any

infrastructure required, such as fencing, water tanks, feed silos and the sedimentation basin and effluent holding ponds, are low profile and in keeping with infrastructure typically found on rural properties.

Following is a photo showing a view towards the feedlot from Jugiong Road (directly north of the feedlot).

Photo 2 - View from Jugiong Road towards site of feedlot



In addition, the SEE proposes that several rows of endemic native trees will be planted along the northern, eastern and western edge of the facility, with additional plantings proposed along the northern boundary of the site adjacent Jugiong Road. In conclusion, no valued views or vistas or rural landscape character would be adversely impacted by the proposal, and it is considered that the development is appropriate in terms of local character and setting.

Access, Transport and Traffic:

From the application, operationally the feedlot will generate approximately 540 truck movements¹ per year, being 10 truck movements per week, and 2 truck movements per weekday. In simple terms, this means that on average, only 1 truck will visit the site each weekday. This is comprised of:

Table 3 – Truck movements

	Year		Week		Weekday (5 days)	
	Movements ¹	Trips ²	Movements ¹	Trips ²	Movements ¹	Trips ²
Cattle in	124	62	2.4	1.2	0.5	0.2
Cattle out	140	70	2.7	1.3	0.5	0.3
Feed in	250	125	4.8	2.4	1	0.5
Manure out	26	13	0.25	0.5	0.05	0.1
Total	540	270	10.2	5.4	2.05	1.1

NOTE¹: In this context, one (1) truck movement equates to a **single** movement into **or** out of the property

NOTE²: In this context, one (1) trip equates to a **double** movement both into **and** out of the property

The SEE is silent on other possible types of traffic, such as construction traffic, maintenance traffic, staff, veterinary visits, etc. However, it is considered that construction traffic will be

minimal and short-lived, that traffic generated from maintenance and staff movements will be minimal, particularly as the feedlot is owner-operated, with no employees other than the land owner and his family.

The application was tabled before the Traffic Committee, who raised the following issues, some of which were echoed in the submissions. These issues are discussed as follows:

Design, construction and sealing of the access off Jugiong Road.

It was considered necessary that the existing access off Jugiong Road be upgraded and sealed (including its possible relocation), to ensure that it is located and constructed in the best available location, and to a suitable standard. This would require full engineering design plans to be prepared by a suitably qualified engineer, and submitted to Council for approval. Construction of the access would most likely require the installation of warning/advisory signs on the approach to the access, due to the limited sight distance. Given that on average there is only 1 truck that visits the site per weekday, it is considered that the upgrade of the access and the provision of signage will compensate for the reduced sight distance.

The Committee also indicated that the access would need to be sealed back to fence line and perhaps recessed gateway, so that a B-double could drive off the road without its tail end still on the road. The SEE however, only refers to semi-trailers accessing the site, so the access should be designed based on a semi-trailer. Furthermore, it will be condition that the largest truck to service the development, will be a 19 metre semi-trailer or truck and trailer combination.

Restricted speed and times of travel for trucks

The Committee raised the issue of implementing a condition that places travel times and speed restrictions on trucks on Jugiong Road due to school bus route and trucks creating noise for properties along Jugiong Road. Whilst this is possible, it becomes very difficult to enforce, and can be seen as inequitable, as other heavy vehicle road users are not subject to the same rules.

Furthermore, by law, all vehicles are required to slow down to 40 kmph when passing a school bus when the school bus lights are flashing, and generally there is signage at the approaches to a school bus stop.

Therefore, no condition has been imposed in this regard but Council could choose to do so, if required.

Standard of Jugiong Road

The question was asked as to whether Jugiong Road was capable of handling trucks due to its width, unsealed shoulders, and both horizontal and vertical curves. The standard of the road is important on a number of levels, but in this context Council needs to be satisfied that road is suitable for the anticipated increase in truck movements (noting the feedlot has been operating without consent for some time, with no recorded incidents). If the road is presently unsuitable for any trucks, then it is the responsibility of Council to either upgrade the road, or prevent heavy vehicles from using it. If the road is suitable for the number of trucks that presently use the road, then Council must determine whether 5 extra trucks per week on average (1 per weekday), would exceed the capacity of the road. No evidence has been presented to suggest that this is the case.

Access to only be off Muttama Road to feedlot (not from Old Gundagai Road)

Due to the load limit restriction on Old Gundagai Road, and the sight distance available, it is intended that this be conditioned.

Can monetary payments for up keep of Jugiong Road be levied ?

The simple answer is no. There is no section 7.11 Contribution Plan in place in the former Cootamundra Shire, for this purposes.

Public Domain:

The development will not impact negatively in terms of such things as recreational opportunities, or the amount, location, design, use and management of public spaces.

Utilities:

Reticulated gas and sewerage is not available to the property, and is not required for the development.

Power is presently connected to the existing house on the property, and the SEE does not indicate that power is required for the feedlot. In the event that power is required for any activity or infrastructure, e.g. pumps, augers, etc., power could be extended to the feedlot site, although this is unlikely, as the closest point on the property is 900 metres away. Therefore, it is more likely that if power is required, it will be in the form of a solar panel in the paddock, or a generator.

Two (2) of the submissions expressed concern about the impact on other users of the Goldenfields Water supply. The Applicant has confirmed that the water needs of the development will be sourced from the dams on-site, with reticulated water from Goldenfields Water providing a backup supply. The Applicant has supplied a monthly water balance detailing the water needs of the development, the average monthly rainfall and evaporation rates, and runoff. This demonstrates that the existing dams have sufficient capacity to supply the development, based on average rainfall, and with the intended removal of sediment build-up, will provide even more capacity. Furthermore, the dams will not exceed the property's harvestable rights. It is intended to impose a conditions that prevents the use of Goldenfields Water in the feedlot (except in emergency situations), unless the written consent of Goldenfields Water has been obtained.

Heritage:

There is no likely impact on Aboriginal or European heritage, as a result of the development (see assessment above in Section 5.10 of the LEP).

Other Land Resources:

It is not expected that the development will have any adverse effect on conserving and using valuable land resources such as productive agricultural land, mineral extractive resources or water supply catchments. Whilst a small amount of farming land will be lost to the effluent storage infrastructure, this is offset by the intensification of livestock activities on-site, and the use of the waste products on other areas of the farm.

Water:

The issues of water supply, and impact on ground and surface waters has been discussed at length earlier in the report. Provided the development is designed, constructed and managed in accordance with the relevant industry guidelines, the commitments in the SEE and the proposed conditions of consent, it is unlikely that the development will have an effect on surface or groundwater, drainage flows or water quality.

Soil:

The issues of the development's impact on the soil have been discussed in depth, earlier in this report. Provided the development is designed, constructed and managed in accordance with the relevant industry guidelines, the commitments in the SEE and the proposed conditions of consent, it is unlikely that the development will have any impact on soil conservation in terms of - soil qualities or instability, management of soils, soil erosion and degradation, sedimentation and pollution of water bodies contamination, or acid sulphate soils.

Air and Microclimate:

This issue of odour has been discussed at length earlier in this report, and it has been demonstrated that there is sufficient distance between the feedlot and nearby receptors, and coupled with best practice, there should be little or no adverse impact from odour.

The issue of dust has been discussed briefly in different sections of this report. It is considered that dust is unlikely to be a significant issue, because: (i) construction dust will be managed through conditions, and will be a short-lived event, (ii) the feedlot has been designed at an optimal density, to prevent dust generation, (iii) industry guidelines and the conditions of consent ensure that manure is not spread if too dry, (iv) proposed screen plantings will assist in dust capture.

Flora and Fauna:

This issue has been discussed above, and as no tree or native groundcover removal is proposed, the development will not have any impact on critical habitats, threatened species or populations, ecological communities or any other protected species, or on native fauna or vegetation.

Concern was raised in one of the submission regarding flies, and the SEE states that flies and rodents will be controlled as necessary using a program of strategic baiting. This can also be controlled through best practice, including: good manure management (e.g removal from under fence lines and drains), cleaning up feed spills, good feedstuff storage, appropriate mortalities management (compost and cover completely), and vegetation management (mowing or slashing around the feedlot complex, particularly areas adjacent to drains and pens). A condition will be imposed in this regard.

There is also a propensity for increased weeds from the spreading of manure, and although the manure aging processes can destroy most weed seeds, some seeds may remain viable. A weeds control program should be implemented, to ensure weeds on site are appropriately controlled.

Waste:

The issue of waste has been thoroughly discussed elsewhere in his report, and provided the development is designed, constructed and managed in accordance with the relevant industry

guidelines, the commitments in the SEE and the proposed conditions of consent, there should be no adverse impacts from waste storage or disposal.

Energy:

The development has minimal energy requirements, and the issue of solar passive design is not relevant to this proposal.

Noise and Vibration

Noise has been raised in several of the submissions, stating noise occurs at night, and is generated from spreading of waste, the hammer mill and machinery, cows bellowing and from trucks. Noise will be generated both during the construction phase of the feedlot and during the on-going operation of the development.

During the construction phase the use of heavy machinery will generate some noise, but these events are temporary in nature. Coupled with the setbacks from neighbouring dwellings, the hours of construction in the conditions and construction noise condition, little or no impact is expected from noise during the construction phase.

During the operational phase of the feedlot and the carrying out of the associated activities, there are several potential noise sources, including:

- stock handling activities (e.g. loading, unloading, moving, drafting),
- vehicle movements (including feed trucks and stock transports)
- feed milling and handling,
- other plant and equipment, e.g waste spreaders.

It is considered that most plant and equipment and vehicles are similar to that used on surrounding properties, and will be used mostly during daylight hours and then only intermittently, and is not considered to be out of place in the area. Some activities may be carried out early in the morning or late in the afternoon/evening for welfare reasons (such as loading of cattle in summer when it is cooler), but again most of these events are transient in nature.

No noise study was prepared in relation to the development, and is not considered necessary, given the nature and frequency of the noise generating activities and the setbacks to nearby to dwellings. An example of one possible noise impact at the closest dwelling (700 metres away), is from the cleaning of the pens with a front end loader (115 dB(A)). The likely impact has been calculated, as follows, but does not make allowance for mitigating factors such as terrain, vegetation, wind, humidity, transmission through walls, etc.):

- a basic principle of noise dispersion is that it reduces by 6dB(A) per distance doubled, with the initial noise reading taken at a distance of 1 metre from the noise source.
- using this principle, the following dB(A) are indicative noise outcomes, working from a base of 115 dB(A) at the noise source:
 - 1 m = 115 dB(A)
 - 2 m = 109 dB(A)
 - 4 m = 103 dB(A)
 - 8 m = 97 dB(A)
 - 16 m = 91 dB(A)
 - 32 m = 85 dB(A)
 - 64 m = 79 dB(A)
 - 128 m = 73 dB(A)
 - 256 m = 67 dB(A)

- 512 m = 61 dB(A)
- 1024 m = 55 dB(A).

Therefore, at the closest dwelling, a noise level of between 55 dB(A) and 61 d(BA) (equivalent to a normal conversation), could be expected outside the house. Walls and windows will further reduce the noise inside the dwelling.

That said, a standard condition will be included in the consent relating to noise.

Natural Hazards:

There are no known risks to people, property or the biophysical environment from – geologic or soil instability, bushfire or flooding.

Technological hazards

There are no known risks to people, property or the biophysical environment from industrial and technological hazards, land contamination and remediation or building fire risk. All chemicals, cleaning and disinfectant agents, pesticides, herbicides and veterinary drugs will need to be kept in a safe and secure location.

Safety, security and crime prevention

The site is fenced and access is controlled by gates, and access to the cattle feedlot is past the dwelling on the property. It is unlikely that the development would create any additional safety, security or crime risks, and it is not considered that the proposed development would impact on the security and safety of adjoining properties nor will the design encourage criminal activity.

Social Impacts in the Locality:

It is not considered that the development will have a negative social impact in terms of the health and safety of the community, social cohesion, community structure, character, values or beliefs, social equity, socio-economic groups or the disadvantaged, and social displacement.

One of the submissions states that since the unapproved feedlot has been operating that there has been a negative impact on their health and the health of their visitors, including, lung infections, stomach viruses and eye infections. It is also claimed that a Doctor has said that it is “highly likely” that the feedlot has caused these illnesses, but no evidence has been supplied to substantiate this.

Diseases such as Q Fever and Leptospirosis are known to transmit between cattle and humans, but are generally confined to risks groups such as abattoir workers, livestock handlers, veterinarians and biological laboratory workers. They are not generally known to infect people that are located 1 km away. Some of the symptoms of these diseases include headache, fever, coughing, exhaustion, sensations of chill, muscle pain, muscle soreness, stiffness in the neck, sweating, loss of appetite, inflammation of lungs, liver and heart and affecting kidneys. These diseases can be tested for should a patient present with these symptoms. Based on these symptoms and the separation distance, it is unlikely (but not impossible) that the reported illness can be attributed to the feedlot.

Economic Impact in the Locality:

Most of the submissions raised concerns about the impact of the feedlot on their property values. Another submission stated that the feedlot would have a negative financial impact on a proposed subdivision in the RU4 zone. The impact that a development may have on property values is hard to identify, with many other factors contributing to property value.

Even if the impact could be quantified, the Land and Environment Court has typically refused to consider such impacts. More specifically, it has held that "impacts on land values are not matters for consideration in dealing with development applications," and "I pay no regard to the fears about loss of property values as, consistent with the position long taken in the Court, this is not a relevant planning consideration".

Accordingly, in this instance, it is not considered that refusal of the development on the basis of economic impacts is warranted.

Site Design and Internal Design:

The development design is sensitive to environmental conditions and site attributes including, the size and shape of the land and position of the feedlot. It is setback some distance from the adjacent road and nearby dwellings, and utilises existing infrastructure on the property, such roads, grain silos and cattle loading and unloading facilities.

Construction Matters:

The environmental issues and impacts associated with the construction phase of the development have been addressed throughout this report as necessary. This includes such things as erosion and sedimentation control, hours of construction, etc., and minimal impact is expected.

Cumulative impacts

Cumulative impacts include such things as different impacts occurring so close in time, or so close in location, that the impacts overlap and cause a greater impact. Cumulative impacts can also take the form of repetitive, often minor impacts eroding environmental conditions, or different types of impacts interacting to produce another impact. Cumulatively, the environmental impacts associated with the development have been considered in the report, as the impacts on soils and water and interrelated. Furthermore, as the impacts of the individual environmental factors are considered minimal, no significant cumulative impact is anticipated from the proposed feedlot.

4.15(1)(c) - The suitability of the site for the development:***Does the proposal fit in the locality ?***

The development, if designed, constructed and operated appropriately, will result in a cattle feedlot that fits in the locality. There are no constraints posed by adjacent developments that would prohibit the development, given the size of the property, the minimal impacts and the setbacks proposed. It is considered that the air quality and microclimate are appropriate for the development, and there are no hazardous landuses or activities nearby, and ambient noise levels are suitable for the development.

Are the site attributes conducive to development ?

The site is not subject to natural hazards including flooding, bushfire, subsidence, slip or mass movement. The soil characteristics are appropriate for the development, and there are no critical habitats, or threatened species, populations, ecological communities or habitats on the site. The development will not prejudice future agricultural production and there are no known mineral or extractive resources on the site. This issue of potential site contamination has been discussed previously.

4.15(1)(d) - Any submissions made:

The majority of issues raised in the submissions have been addressed thought this report. The issues that have not already been addressed are, discussed as follows:

The feedlot started without consent and continues to operate

Most of the submissions expressed concern that the feedlot started without consent, and has continued to operate, without Council taking any enforcement action. Generally, when Council identifies illegal development, the first approach is to determine if the development can be legitimised through obtaining consent, and then pursue this option. In this instance, the feedlot operator has sought to obtain approval for the feedlot, and consequently Council has not resolved to take any compliance action. However, if directed by Council, enforcement action can be taken to ensure the feedlot ceases operating.

The SEE identifies that the new feedlot may be constructed in two (2) stages – Stage 1 being a 300 SCU feedlot, and Stage 2 being a 300 SCU feedlot. In principle there is no issue with this, however, it is expected that the effluent holding systems would be constructed for the ultimate capacity, as much of the cost involved is in earthworks and ensuring the structures have an impervious surface. It is intended to impose a condition that requires the existing feedlot to be decommissioned and the site rehabilitated within twelve (12) months of the consent, or within three (3) months of the feedlot becoming fully operational (600 SCU), whichever occurs first.

Owner of the feedlot has not contacted neighbours to discuss their concerns

This is not a planning issue.

Jugiong Road is zoned rural-residential and intensive farming is not permitted

One of the submissions states that the Jugiong Road is zoned rural-residential, and that no intensive farming is permitted. This is not technically accurate, as the land is not rural-residential, but rather is a primary production zone with a smaller lot size (as the zone name suggests – RU4 Primary Production Small Lots). Furthermore, the RU4 zone, can also be used for a variety of agricultural purposes and intensive agricultural uses, such as extensive agriculture, aquaculture and intensive plant agriculture, and it should be expected that some form of agriculture will be carried out on the land, and on the surrounding land. It should be noted that the RU4 zone is only a narrow strip along the first part of the road, with the majority of the land zoned RU1 Primary Production.

None the less, there is subdivision potential on the land to the north, and this needs to be considered. In the assessment this issue, consideration of both the rights of the Applicant to develop in the RU1 zone, and consideration of the concerns of a neighbour in the adjacent RU4

zone, needs to be undertaken. This approach is reflected in the NSW Land and Environment Court Planning Principle, on “development at zone interface”.

This principle states that at a zone interface (as exists here), any development proposal in one zone needs to recognise and take into account the form of existing development and/or development likely to occur in an adjoining different zone. In this case residents living in the RU4 zone, must accept that a range of agricultural activities can occur in the adjoining RU1 zone, and whilst impacts must be within reason they can nevertheless occur. Conversely any development on the Applicant’s site must take into account its relationship to the RU4 zoned lands to the north. In considering this, it may be that the development of this site, may not be able to achieve the full potential otherwise enjoyed by another site located elsewhere in the RU1 zone.

It is considered that this has been taken into account in the current application. The SEE indicates that a more intensive feedlot could be accommodated onsite, however there would be an increased risk of amenity impacts. Furthermore, the feedlot is proposed in a location that will have less of an impact, based on an increase separation distance.

Biosecurity

One of the submissions raised concerns in “relation to biosecurity in regards to effluent run-off and how this will affect native trees”.

Biosecurity on the feedlot refers to the measures put in place to protect livestock against exposure to endemic and emergency diseases. It also aims to limit the spread of these diseases within livestock and, in the case of zoonotic diseases, human populations. Infectious diseases, whether they cause clinical (obvious) or subclinical (hidden) disease, significantly reduce the productivity, profitability and long term financial viability of a feedlot. Biosecurity on the feedlot also includes preventing the spread of diseases, pests and weeds to or from other primary industries.

The SEE does not overtly mention biosecurity, but many of the actions being undertaken in accordance with the industry guidelines, are consistent with the best management practices outlines in the *National Biosecurity manual for Beef Cattle Feedlots* (2013), published by Animal Health Australia. It is intended to impose a condition that the feedlot be operated in accordance with these guidelines, which are called up in the Design Guidelines.

4.15(1)(e) - The public interest:

Both the SEE and this report, reference the numerous planning guidelines and advisory documents that are apply to cattle feedlots, which includes the:

- *National Guidelines for Beef Cattle Feedlots in Australia* (MLA),
- *National Beef Cattle Feedlot Environmental Code of Practice* (MLA),
- *Beef cattle feedlots: design and construction* (MLA),
- *Beef Cattle Feedlots: Waste Management and Utilisation* (MLA),
- *Planning Guidelines - Intensive Livestock Agriculture Development* (DPIE),
- *Local Government Air Quality Toolkit for Beef Cattle Feedlots* (EPA),
- *Technical Notes: Assessment and Management of Odour from Stationary Sources in NSW* (EPA),
- *Effluent reuse management* (DECC & WaterNSW),
- *Use of effluent by irrigation* (DEC),
- *Australian Animal Welfare Standards and Guidelines for Cattle* (AHA),
- *Australian Animal Welfare Standards and Guidelines – Land Transport of Livestock* (AHA),
- *National Biosecurity manual for Beef Cattle Feedlots* (AHA).

It is considered that the development is largely consistent with these documents.

One of the submissions raised the issue that the development does not support the *Riverina Murray Regional Plan 2036*. This Plan has been developed to plan for future population's needs for housing, jobs, infrastructure and a healthy environment, in the Region. The Plan comprises four goals, 29 directions and 116 actions. The goals articulate the intended outcome; the directions identify the broad issues or policy areas that need to be focused on and the actions represent the steps to be taken or initiatives to introduce / implement to achieve the goals. Actions are either implemented as strategies or as initiatives.

The NSW Government has identified a lead agency and relevant partner stakeholders for each action. The lead agency is responsible for project managing the various tasks required to ensure success. Key stakeholders are those agencies, councils or organisations considered important partners for implementation. The list of partners is not exclusive and additional stakeholders may be identified as implementation progresses.

Given the diversity of the issues in the Plan, and the large region it covers, it stands to reason that not every action is relevant to every activity or development. It is considered that this report has shown that the development is consistent with the following directions and actions in the Plan:

Direction 1: Protect the region's diverse and productive agricultural land

- 1.3 Minimise biosecurity risks by undertaking risk assessments, taking into account biosecurity plans and applying appropriate buffer areas.

Direction 2: Promote and grow the agribusiness sector

- 2.2. Provide opportunities to improve support to agriculture through better guidance on protecting agricultural land and managing the interface with other land uses
- 2.3. Facilitate investment in the agricultural supply chain by protecting assets, including freight and logistics facilities, from land use conflict arising from the encroachment of incompatible land uses.

Direction 13: Manage and conserve water resources for the environment

- 13.1 Locate, design, construct and manage new developments to minimise impacts on water catchments, including downstream and groundwater sources.
- 13.2 Minimise the impacts of development on fish habitat, aquaculture and waterways (including watercourses, wetlands and riparian lands) and meet the Water Quality and River Flow Objectives.

Furthermore, the development is consistent with the Local Government Narrative in the Plan, which sets out the priorities for each Council. There are four (4) listed priorities identified in the Plan for Cootamundra-Gundagai Regional Council, including the following:

- *support agriculture as the dominant industry, encouraging development of large-scale livestock production and processing, as well as development of key freight transport services.*

Staff are not aware of any other policy statements from either Federal or State Government that are relevant to this proposal, nor any other planning studies or strategies. Overall, the proposal would not contravene the public interest.

OTHER MATTERS:**Section 7.11 and 7.12 Contributions Policies:**

Section 7.12(2) of the EPA Act, states that *“a consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11”*. Accordingly, Council can only require payment of either a 7.11 or 7.12 contributions.

Section 7.11 Contributions Plans

The only Section 7.11 plan in force is the “Development Generating Heavy Vehicle Usage of Local Road”, which only applies in Gundagai, and therefore is not applicable to the development.

Section 7.12 Contributions Plans

The *Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018*, applies to this development, and condition will be imposed in this regard.

Disclosure of political donations and gifts:

The applicant and notification process did not result in any disclosure of Political Donations and Gifts.

FINANCIAL IMPACTS:

Nil

POLICY IMPACTS:

Nil

ORGANISATIONAL IMPACT:

Nil

RISK MANAGEMENT IMPACTS:

Nil

LEGAL ISSUES:

Nil

CONCLUSION:

In the assessment of a development application, Council must consider a number of issues related to that application, and essentially weigh up the positive and negative impacts of the proposal. In doing so, Council does not necessarily have to be assured that there are no impacts at all, but must be confident that those that do exist, are acceptable. In fact, there is no rule that says that if a development proposal meets with a negative reaction on any particular factor, that consent must be denied, which has been supported by various court cases.

In this instance there is potential for certain negative impacts associated with a development of this nature and size. These obviously relate to odour, traffic, water quality, dust, noise, land degradation and some other minor matters. There is also evidence that the current feedlot has created adverse impacts for some people.

It is believed that this report demonstrates that the potential impacts associated with the proposal can be adequately dealt with, and that there are few grounds upon which to refuse the application. The relocation of the feedlot and the construction of appropriate infrastructure and controls will result have a positive impact. Council has considered all matters under the relevant legislation,

and it considers that the proposed development is appropriate having regard to those matters, and that any impacts can be managed through appropriate conditions.

SCHEDULE 1, DIVISION 4, CLAUSE 20 - REASONS FOR THE DECISION:

This section of the Act requires the public notification of certain decisions, the date of the decision, the reasons for the decision and how community views were taken into account in making the decision. The reasons for the decision (as recommended to Council) and how community views were taken into account, as it relates to this application are:

- the proposed development is not inconsistent with the objectives of the zone,
- the proposed development is permitted in the zone,
- assessment of the development against the relevant guidelines demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity,
- the proposed development does not compromise the relevant Environmental Planning Instruments,
- Council considers that the proposed development is appropriate having regard to the relevant matters and can be managed through appropriate conditions,
- neighbour notification was carried out as per the CPP, and each of the issues raised has been addressed within the report, and shown to be acceptable, subject to compliance with the industry guidelines and the conditions of consent.

DEVELOPMENT ASSESSMENT SIGNING OFFICER:

Laura Schweiger
Town Planner

Date

BEEF CATTLE FEEDLOTS: WASTE MANAGEMENT AND UTILISATION

Appendix 1.

Standard operating procedures for waste management and utilisation

This appendix provides suggested standard operating procedures for feedlot manure, compost and effluent management and utilisation that could be incorporated into a feedlot quality assurance system.

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BEEF CATTLE FEEDLOTS: WASTE MANAGEMENT AND UTILISATION

Manure and effluent management procedures**1. Pen cleaning/manure removal**

- Pens are cleaned regularly at intervals of 13 weeks or less.
- Pens are best cleaned when the manure is moist but not wet. However, they have to be cleaned regularly regardless of the manure moisture content.
- Manure is first removed from under fencelines, around water troughs, shade posts, and along and behind the aprons using a bobcat, under-fence pusher, slider blade or other equipment.
- Manure is then scraped from the pen surface into a mound. If an interface layer is to be retained, great care is taken with depth control. The depth to the interface layer is determined by pushing a screwdriver through the manure pad and noting the depth at the change in resistance at the interface layer. Box scrapers and graders provide good depth control and often are the best equipment for retaining an interface layer. If the manure will be removed down to the gravel pad, a wheel loader or excavator can also be used. Under wet conditions, an excavator may be useful.
- Generally the manure will be removed promptly either to the manure stockpiling/composting area or off-site. A front-end loader is used to transfer the mounded manure to a truck or trucks (using two trucks will minimise downtime while the manure is transported). The trucks are best parked within the pen close to the mound for loading, but otherwise along the bottom fenceline.
- Under some circumstances, a mound will be retained in the pen, but can be formed successfully only from manure that is moist. The manure also needs to be compacted so that it is not dispersed by the cattle. Mounds need to be shaped so they shed runoff, and located so that they do not interfere with pen drainage. In unshaded pens, they should be situated in the centre of the pen with their long axis running down the slope. In pens with shade, they should be located downslope of the shade structure.
- Any potholes or depressions in the pad are repaired (see Procedure 3).

2. Under-fence cleaning

- Under-fence cleaning is done at every pen cleaning, but also between pen cleanings as needed to remove accumulated manure that will obstruct pen drainage. This is particularly important for manure that has accumulated under the fenceline at the bottom of the pen.
- Manure is moved from under the fencelines into the pen and is collected during pen scraping/cleaning operations. Alternatively, it is taken immediately to the manure stockpiling/composting area. It should never be left in the drains.

3. Elimination of wet patches and potholes in the pens

- Pens are inspected after rainfall and any wet patches or potholes are repaired or noted for repair at the next pen cleaning.
- Any wet or loose material is removed before the pothole or depression is backfilled with moist gravel. This material is rolled and compacted to ensure the pen surface retains a smooth uniform slope.
- At the same time, water troughs are checked for leaks. Any leaks detected are repaired promptly.

4. Removal of feed residues from feed bunks

- Feed residues are removed from feed bunks on a daily basis.
- Spoilt or wet feed is removed from the bunks using a shovel or brush. The material is either thrown into the pen area for removal during pen cleaning operations or is taken straight to the manure stockpiling/composting area.

5. Water trough cleaning

- Water troughs are cleaned at least once a week.
- Troughs are cleaned by
 - checking for any leakages
 - turning off the water supply tap to the trough
 - removing the bung and draining half of the water from the trough, then replacing the bung
 - scrubbing any algal growth and other foreign matter from the sides and bottom of the trough

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- removing the bung and draining the remaining water and foreign material from the trough
- replacing the bung and turning the water supply tap back on
- checking the trough has refilled with clean water.

6. Drain and sedimentation device cleaning and maintenance

- Generally drains should be free of vegetation. Where drains or diversion banks need to be vegetated, the grass should be kept short by regular mowing or slashing.
- Following runoff events, the level of the settled sediment in the drains and sedimentation device is checked. Excess sediment is allowed to dry before being removed.
- The drains and sedimentation device are cleaned using a box-scraper, bobcat, slider blade, front-end loader or an excavator working from the bank. Sediment is removed from the device and the weir and transported to the manure stockpiling/composting area.
- The drains and sedimentation device are checked to confirm that they have a smooth, uniform slope.
- Any potholes or low areas in the floor or walls of the sedimentation device or drains are backfilled and compacted to produce a durable surface.

7. Horse stables bedding management

- The base of the horse stables is bedded with suitable material e.g. sand or sawdust. The bedding is frequently and regularly removed and replaced to ensure dry, low-odour conditions. Removed material is taken to the feedlot manure stockpiling or composting area.
- The bases of the run-out areas are inspected at least quarterly and maintained as needed.

8. Effluent holding pond maintenance

- Following rainfall runoff, the water level in the effluent holding pond is checked.
- Ideally, the effluent is stored within the holding pond for a month to reduce the pathogen load before being irrigated. However, when the effluent level reaches within 1,500 mm of the embankment crest,

it is irrigated provided soil moisture and weather conditions are suitable. The effluent is managed to maintain a minimum of 600 mm of freeboard on the holding pond.

- A depth of at least 300 mm of effluent is maintained in the bottom of the holding pond after irrigations.
- The weirs are routinely checked after runoff events to ensure they are clean and operating properly. The pond walls are inspected regularly to assess their structural integrity, and any signs of problems with either the weirs or the pond walls reported to management for prompt action.
- The depth of sludge in the holding ponds is monitored. When sludge begins to compromise effluent storage capacity (e.g. more than 20% accumulation, typically every 5–20 years), it is carefully removed using a dragline, agitator and pump or excavator. Removed sludge is either spread directly onto land or is taken to the manure storage/composting area for drying before being added to the manure or compost windrows.

9. Manure stockpiling and stockpile management

- Manure is formed into windrows for aging. The windrows are long, low piles with a triangular cross-section, a base width of 3–4 m and a height of 1.5–2 m.
- The windrows are oriented with the long axes perpendicular to the contours of the area to promote free drainage around the manure piles.
- After the manure has been aged for at least six months in a windrow, it can be screened before being utilised or transferred to a stockpile for storage.
- Wet manure or sludge is never added directly to a large manure stockpile. Wet manure solids are formed into low windrows and allowed to dry first. Turning the windrows promotes more rapid drying.

10. Managing fires in manure stockpiles

- Manure fires are difficult to distinguish and can burn for many months, releasing acrid odour and smoke. Manure stockpiles are checked for fires on a daily basis so that action can be taken quickly.

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- Except for very small fires, expert advice and assistance on fire extinguishment should be sought.
 - If there is a very small fire in the stockpile, ignited particles can be removed with appropriate machinery (e.g. front-end loader) but *only* if this can be done safely. The ignited particles are then extinguished with water or allowed to burn out.
 - In the event of a manure stockpile fire, details of the event and actions taken are recorded. If the cause of the fire can be identified, this is also recorded and manure management practices modified to prevent a reoccurrence.
- 11. Manure stockpile area maintenance**
- The base and banks surrounding the manure stockpiling/composting area are checked at least quarterly but also after heavy rainfall; the area is maintained as necessary.
 - Any potholes or low areas in the base or bank, or bank weaknesses, are backfilled and compacted to produce a durable surface.
- 12. Delivery of co-composting materials**
- Co-composting materials include any solid matter that will be composted with the manure. These are unloaded on a suitable area within the manure stockpiling/composting pad. If these are not to be immediately mixed with manure, they are formed into windrows with a base width of 3–4 m, 1.5–2 m high with a narrow top and sloping sides.
 - Details of the delivery date, type and quantity of material delivered are recorded.
- 13. Compost management**
- Manure and any co-composting materials are thoroughly mixed and formed into windrows with a triangular cross-section. These are 3–4 m wide at the base and 1.5–2 m high.
 - The moisture content of the composting material is tested. At the ideal moisture content, the compost appears moist and little moisture can be squeezed from a handful. If the material is too dry, water or effluent can be added using the turning equipment, high-pressure jets or micro-sprinklers. Care is taken to ensure leachate is not produced. If the material is too wet, it can be turned every day or two to promote drying.
 - After the windrows are formed, the core temperature and moisture content of the composting material are monitored at least weekly. The results are recorded separately for each windrow.
 - The temperature is monitored by inserting a long probe thermometer deep into ten separate spots along the length of the windrow. Alternatively, a thermistor string can be used.
 - Moisture is monitored by taking a handful of compost from an arm-length depth at ten sites along the windrow. The compost is classed as 'dry' if it appears dry and no water is released when the handful is squeezed, 'wet' if it has water leaching from it without being squeezed, or 'moist' if it appears wet but little moisture comes out when squeezed. 'Moist' is the ideal moisture content.
 - If water is available, material that is 'dry' is watered before turning. Effluent is not used to water windrows after initial windrow formation. Care is taken to ensure the material does not become waterlogged and to avoid excess pooling of water around the compost piles.
 - If material is 'wet', the windrows are turned more frequently (every couple of days) and/or dry co-composting materials incorporated into the pile.
 - The compost pile is turned after high temperatures (>55°C) are maintained for at least three consecutive days. The material is turned at least three times after three days of high temperatures during the active phase. Fortnightly turning is suggested but turning can occur more frequently if the pile has heated sufficiently and equipment and labour are available.
 - The active phase is considered complete when the pile no longer heats up above 55°C after turning. After completion of the active phase, the compost can be kept in a windrow or formed into a stockpile where it is allowed to cure for at least a month.
 - Details are recorded of
 - the date each windrow was formed
 - the materials added
 - results of temperature and moisture content tests
 - turning and watering
 - date active phase is considered complete
 - quantity of compost removed from site.

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Mortalities management procedures**14. Mortalities composting**

- Mortalities are promptly transferred to the composting area using equipment that is not used for feed processing. Mortalities are lifted and carried from the pens, not dragged. This is particularly important for infected mortalities.
- Using a front-end loader bucket, spread a 60 cm deep base of absorptive material (e.g. sawdust or waste straw) that will retain fluids released during decomposition. The base should be about 5–5.5 m wide as this will allow two mortalities to be laid side-by-side. If mortalities will be stacked two high, the width should be increased to 7 m. Allow at least 2.5 m of windrow length for each tonne of mortalities.
- Generally, the thoracic cavity will be opened or the rumen punctured. However, this should not be done if the likely cause of death is a zoonosis or infectious disease.
- Mortalities are placed in a single layer on top of the absorptive layer. If the windrow will be two carcasses wide, the spines of the animals are placed in the centre of the pile with the legs on the outer edges.
- The bodies are covered completely with at least 0.6 m of sawdust or manure. A second layer of mortalities can be placed on top with a further 0.6 m of cover material over it. Ideally the cover material will have a moisture content of about 50–60% wet basis. Material with this moisture content will feel moist but it should not be possible to squeeze moisture from a handful of it. If necessary, wet the material with water or effluent.
- Mortality coverage and windrow core temperatures need to be monitored weekly during the active stage.
- Using a long-stemmed thermometer, measure the core temperatures at 10 spots along the windrow. Alternatively, a thermistor string can be used. Temperatures of 50–60°C should be reached within 2–3 days of pile commencement and remain high for at least two weeks.
- Turning of the carcass windrow is recommended only after the organic material has broken down into small particles and the bones partially softened (typically 4–6 months). Turning and watering (if required) is recommended at this stage.

- The active stage is completed when the pile no longer heats after turning. The material will be a dark brown to black humus-like material. Turning is suggested at this point.
- Curing can then occur. Allow a total of 12 months for active composting and curing. To prevent regrowth of pathogens, composted material must be kept separate from uncured material.
- The finished material is screened before spreading to remove remaining bones.

15. Disposal of mass mortalities by composting

In the case of an excessive number of cattle deaths (any substantial increase in cattle mortalities)

- Contact a veterinarian to undertake post mortems.
- Report the mortalities to the relevant environment protection agency and to ALFA who will notify the Chief Veterinary Officer.
- If composting is deemed an appropriate disposal method, follow the previous procedure but take additional precautions if an infectious disease is the possible cause. Do not puncture the rumen or open the body. To achieve high temperatures that are able to kill pathogens as quickly as possible, use a 15–30 cm layer of silage or moist manure then a layer of ground straw as the cover material. Maintaining a good level of cover is crucial. Do not turn the pile during carcass decomposition. Do not excavate or spread compost until approved by the Chief Veterinary Officer. Dispose or use the compost in a manner approved by the Chief Veterinary Officer.
- Where the livestock deaths are not the result of disease, dry porous materials that do not necessarily produce high temperatures quickly can be used as cover material. The pile can be turned after 60–90 days, although this may not be necessary. Excavation and spreading of compost can occur once the soft tissues and internal organs are fully decayed (usually 8–12 months after starting the process) and curing has occurred.
- In many circumstances, the compost will be deemed safe to spread and can be screened first to remove remaining bones.
- In other circumstances, the compost will need to be buried or burnt.

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Effluent irrigation procedures**16. Selection of effluent irrigation area**

- When effluent needs to be irrigated, an appropriate utilisation area is selected. This is an area that has not yet received its annual effluent application rate. Areas that are known to have elevated nutrient levels are not to be selected.
- The wind speed and direction is checked to ensure the prevailing wind direction will not carry odours directly towards nearby residences or other receptors. If this is likely, an alternative area may be selected or irrigation delayed.

17. Effluent irrigation

- The weather forecast and the moisture content of the soil are checked. Effluent is irrigated only when the soil is sufficiently dry to absorb the applied liquid and should not occur within 48 hours of heavy rain. Do not irrigate if significant rainfall is expected.
- Plan to irrigate effluent from mid-morning to early afternoon when good odour dispersion is likely. Avoid effluent irrigation from mid-afternoon to evening or just before weekends or public holidays, particularly if close to a public area.
- A suitable rate of effluent irrigation is determined based on the nitrogen, phosphorus and potassium content of the effluent.
- The soil is monitored during irrigation to ensure there is no surface pooling or effluent runoff.
- Staff are advised of the risks associated with effluent irrigation and the appropriate personal protection equipment to use. This may include high quality (P2) face masks, overalls and disposable gloves.
- The irrigation system is set up to apply effluent at the target rate.
- If a travelling irrigator is used, it is checked every two to three hours to ensure it is moving in the correct direction and not creating other issues.
- Details of the following are recorded:
 - date of irrigation
 - weather forecast summary, including wind direction and rainfall

- assessment of likelihood of amenity impacts
- utilisation area (name of paddock)
- target and actual rate of application (mm).

Manure utilisation procedures**18. Selection of manure spreading area**

- A suitable area is selected for manure utilisation. This will exclude areas that have already had their annual allocation of manure applied or that are showing elevated nutrient levels.
- The wind speed and direction is checked to ensure the prevailing wind direction is not directly towards nearby residences or other receptors.
- Staff are advised of the risks associated with manure spreading and the appropriate personal protection equipment to use. This may include high quality (P2) dust masks, overalls and disposable gloves.

19. Manure spreader calibration

- Use plastic drop sheets or tarpaulins of at least 2 m × 2 m.
- These drop sheets are laid on the ground in the path of the spreader (some near the centre, some on the outside so that two side-by-side passes will run over the sheets).
- For each drop sheet, place a 1 m × 1 m wire square over the drop sheet.
- The spreader is passed over the sheets in two side-by-side runs at the usual operating speed.
- Weigh the manure collected from each of the wire squares.
- The weight of manure landing in each wire square (kg/m²) is multiplied by 10 to convert it to a rate in tonnes per hectare.
- The spreader is adjusted if necessary, and the exercise repeated until the spreader is operating at the target rate.

20. Manure spreading

- Check the weather before undertaking manure spreading. Do not spread if heavy rain is expected or if it has fallen over the last 48 hours.
- A suitable manure spreading rate is determined based on the nitrogen,

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phosphorus and potassium content of the manure, soil properties and the intended land use of the utilisation area. The rate should be consistent with the ability of soils and plants grown on the area to sustainably use the applied nutrients, salts and carbon in the manure or compost.

- Plan to spread manure from mid-morning to early afternoon when good odour dispersion is likely. Avoid spreading from mid-afternoon to evening. Avoid spreading manure just before weekends or public holidays, particularly if close to a public area.
- Calibrate the manure spreader to ensure it is spreading at the target rate.
- Record the following details
 - date of manure spreading
 - weather forecast summary, including rainfall and wind direction
 - assessment of likelihood of amenity impacts
 - area of application (name of paddock)
 - target and actual rate of application as t/ha.

21. Transport of aged manure and compost

- To minimise the risk of material spillage during transport, loads do not exceed vehicle capacity.
- The load is covered to minimise dust and odour emissions during transport along public roads.
- Where practical, avoid transport routes that have a large number of houses or public use areas close to the road.

22. Manure and compost removal from the site

- When manure or compost are removed from the feedlot site, the following details are recorded
 - the date, quantity and type of waste removed
 - the name of the transporter and/or operator that removed the wastes
 - the intended use of the wastes
 - the destination of the wastes (including the property owner's name and address).
- The recipient of the manure or compost is provided with a 'Duty of Care: Manure Utilisation' sheet.

Procedures following heavy rain

Also refer to the following procedures:

6. Drain and sedimentation device cleaning and maintenance

8. Effluent holding pond maintenance

9. Manure stockpiling and stockpile management

11. Manure stockpile area maintenance

23. Diversion banks and drains

- All diversion banks, drains and bunds are checked to ensure extraneous stormwater runoff cannot enter the controlled drainage area of the feedlot and the manure stockpiling/composting areas.
- Any damage to banks, drains and bunds is immediately repaired and details of the maintenance recorded.

24. Manure stockpiling/composting area

- The manure stockpiling/composting areas are checked to ensure they are freely draining.
- The layout of the manure or compost pile(s) is checked to ensure they are not blocking runoff and promoting pooling of water. When conditions allow, reconfigure any piles that are impeding drainage.
- The base of the manure stockpiling/composting area is checked for potholes and other low spots. If necessary, the base is repaired when conditions permit.
- Details of any maintenance procedures undertaken are recorded.

On-going procedures

25. Fly and vermin management

- Fly and vermin levels around the feedlot are monitored on an ongoing basis.
- Vermin baits are used and/or replaced as required.
- Bait stations are checked on a weekly basis.

26. Dust management

- Dust levels are monitored on an ongoing basis.
- Internal roads are watered as required to reduce dust.

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- Where practical, stocking density in pens is increased (to within licence limits).
- Where water is available, dry manure in compost piles is watered before and during turning to suppress dust.

27. Operational recording

- Record details of all cattle introduced to and removed from the premises, including
 - number and live weight of cattle in each pen
 - date of introduction/removal
 - sickness or deaths of animals.
- Record details of routine operating procedures undertaken to prevent or minimise environmental harm, including
 - spilt feed cleaning
 - wet patch elimination
 - repairs to potholes
 - under-fence cleaning
 - pen cleaning and manure removal, storage and utilisation
 - effluent irrigation
 - fly and insect treatment and control
 - maintenance of the controlled drainage area confining the feedlot complex.
- Record details of maintenance works carried out, including
 - drainage channel maintenance
 - diversion bank and dam wall maintenance
 - sedimentation system maintenance
 - maintenance of banks within utilisation areas
 - holding pond maintenance.
- Record details of likely environmental impacts resulting from releases of contaminants into the environment.
- Record details of staff training to enhance environmental management skills and awareness of environmental issues.
- Record details of off-site movements of wastes including the following
 - date, quantity and type of wastes removed
 - name of the transporter and/or operator that removed the wastes
 - intended use of the wastes
 - destination of the wastes (including the property owner's name and address).

28. Staff training

- All staff members are trained to know their responsibilities in regard to environmental management.
- All staff members are trained in procedures applicable to their role.
- Staff members are provided with relevant technical information for reading.
- All staff members are made aware that
 - manure, particularly pen manure, contains pathogens that may cause illnesses
 - fine dust appears to pose the greatest risk
 - health risks can be minimised by adopting good hygiene practices. Always wash hands well after handling manure, compost, effluent or mortalities, especially before touching food, eating utensils, cups, your eyes or other people
 - personal protective clothing and equipment including high quality (P2) dust masks, overalls and disposable gloves provide additional protection.
- Staff members are provided with additional on-the-job training and also participate in appropriate environmental courses, seminars or workshops.

Environmental monitoring and reporting procedures

29. Environmental monitoring

- Throughout the year, environmental monitoring occurs in accordance with licence or permit requirements.
- Aged manure and/or compost are analysed at least annually before the main spreading season.
- If effluent is irrigated or used to moisten materials before composting, it is analysed at least annually, ideally just before the main usage period.
- If effluent or manure/compost are utilised on-farm, the soils of the utilisation area(s) are analysed at least annually (in the years that they are irrigated with effluent or spread with manure or compost).

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- Monitoring equipment, analysis request forms and a supply of monitoring containers and sampling bags are kept on hand.

30. Annual environmental report

- An annual environmental report is prepared that includes
 - summary of pen cleaning
 - soil analysis results for samples taken from any on-farm utilisation area where effluent or manure has been spread in the reporting year
 - analysis results for effluent for irrigation and aged and/or composted manure from the stockpile area
 - summary of the effluent irrigation rate (mm) to each paddock, along with an estimate of the nitrogen, phosphorus and potassium application rate
 - summary of the manure and/or compost spreading rate on each paddock, along with an estimate of the nitrogen, phosphorus and potassium application rate (kg/ha)
 - type of crop, pasture or forage grown on each utilisation area along with an estimate of the harvested yield and the estimated nitrogen, phosphorus and potassium removal rate (kg/ha)
 - records of any manure and/or compost provided to off-site users including the date of the transfer; the name and contact details of the recipient; and the type and amount of material supplied
 - details of any complaints received, communications with the complainant, investigations into the cause of the complaint, any corrective actions taken and any changes to procedures
 - details of any environmental incidents and any associated corrective actions and reporting.

Complaint and incident management procedures

31. Community consultation

- Maintaining open lines of communication with the public is important in dealing with amenity or other issues.
- During feedlot operating hours, a telephone complaints line is operated for the purpose of receiving any complaints in relation to activities conducted at the premises.

- All neighbours are encouraged to make contact if they have any issues or any complaints concerning the feedlot or the manure and effluent utilisation practices.
- Feedlot management informs immediate neighbours of proposed effluent irrigations and manure/compost spreading events or any unusual activities that may result in nuisance.
- Any corrective actions taken in response to a complaint are reported back to the complainant. The complainant is consulted about whether this has eliminated or reduced the source of the complaint.

32. Complaint recording

- Details of all complaints are recorded. These include
 - time and date of complaint/incident
 - method of communication (telephone, fax, email, letter, personal visit)
 - name, address and contact telephone number of complainant (Note: if complainant does not wish to be identified, record as 'Not Identified')
 - wind direction and strength and any other relevant climatic conditions
 - nature of the complaint
 - any management practices that may have contributed to the complaint
 - name of person responsible for investigating the complaint
 - action taken in relation to the complaint and signature of responsible person
 - details of any further communications with the complainant
 - details of notification of the Adminstrating Authority (if applicable).

33. Incident recording

- Full details of all environmental incidents are recorded, including the following
 - time, date and duration of equipment malfunctions or other operational problems that may have resulted in a direct or indirect impact on the environment
 - any preventative or corrective action implemented
 - any uncontrolled release of contaminants reasonably likely to cause environmental harm
 - any emergency involving the release of contaminants reasonably likely to cause material or serious environmental harm including effluent holding pond overflows

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- any substantial increase in livestock mortalities
 - any change in management practices which may have resulted in enhanced environmental performance.
- Relevant authorities are notified of any incident reasonably likely to cause environmental impacts, in accordance with licence conditions.

Sample record sheets

- The Complaints Register and the Environmental Data Record are useful environmental management records for feedlots.
- The Complaints Register is used to record details of complaints made by the general public in relation to impacts to community amenity.
- The Environmental Data Record is used to record any items of concern noted during ad hoc or subjective assessments by feedlot staff, as well as any actions taken and the effectiveness of those actions, and any items of concern noted during monitoring or assessment of laboratory analysis or other monitoring information.
- Example copies of the Complaints Register and the Environmental Data Record follow.

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COMPLAINTS REGISTER

[illegible]

* Name of officer, agency and date

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ENVIRONMENTAL DATA RECORD

Date	Item	Comment/Action Taken	Effectiveness of action taken	Requirement/ recommendation for changes to procedures	Signature of officer responsible

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

Nil

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - FEBRUARY 2020

DOCUMENT NUMBER	322509
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 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 February, 2020 be received

Introduction

This report provides a detailed update of the Civil Works and Technical Services Departments works undertaken for the month of February, 2020.

Discussion

Maintenance grading has been underway on Brawlin Road to repair washouts and surface damage following the January, 2020 storm in that area. Other grading works are currently in progress at Bundarbo and will continue on Cooininee and Coggans Roads.

Works on the Gap Bridge project in Cootamundra have seen a continuation of the culvert replacements and extensions as determined in the project scope of works. This work is expected to continue until the end of February, 2020 with two more total road closures and detours planned. These works are all funded by Transport NSW. Work on Burra Road has seen the completion of the box culvert and preliminary earthworks.

The works on Muttama Road adjacent to the intersection with Wambidgee Road has now commenced. Works have included drainage, general earthworks and pavement rehabilitation in preparation of an overlay. This project is expected to run into March, 2020 and is funded from the Regional Road REPAIR program.

Boral have recommenced works on the resealing program with sections of the Burley Griffin Way and Olympic Highway underway at the time of preparing this report.

Works on the Cootamundra Netball Courts have seen the pavement constructed and it is now waiting for the asphalt surface to be placed. This is scheduled for late February, 2020.

Gundagai Crews have been undertaking storm damage repairs following the recent storms on various roads within the Local Government Area including Hoares Lane, Darbalara, Cooininee, Tarrabandra and Tumblong Roads.

The stormwater drainage works in Tor Street, Eagle Street, Luke Street and Nicholls Avenue, Gundagai are now complete. During the recent rain, these projects successfully redirected the rainfall away from properties as anticipated. Future works are upcoming on West and South Streets.

Patching, slashing and other general maintenance has been undertaken as required around the whole Local Government Area.

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

8.10.1 DRAFT WASTE STRATEGY THREE MONTH PUBLIC EXHIBITION

DOCUMENT NUMBER	321866
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Associated costs for the Waste Strategy.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Federal Government Consultation Regulation Impact Statement (under separate cover) ➡

RECOMMENDATION

1. Council approve the Draft Waste Strategy (provided to Council at the Ordinary Meeting held 26th November, 2019) be placed on public exhibition for a period of ninety days.
2. A further report on the Draft Waste Strategy containing submissions, if any, be prepared and submitted for the information and consideration of Council.
3. Council approve the preparation of a concept plan detailing the layout of the proposed new material recycling facility, product processing and production areas, landfill and any other associated facilities as identified in the Draft Waste Strategy.
4. All costs associated with the preparation of a concept plan be funded from the Waste Reserves.

Introduction

At the Ordinary Meeting held 26th November, 2019 Council resolved (Min no. 444/2019) that the Draft Waste Strategy as presented, be adopted in principal and placed on public exhibition for ninety (90) days.

1. The Draft Waste Strategy and Business Plan Review Report be received and noted.
2. The Draft Waste Strategy as presented be adopted in principal, and that the Mayor, Deputy Mayor, General Manager, Manager Waste, Parks and Recreation Services, and other stakeholders as identified, enter into discussions with Elouera Association Inc. as soon as possible, and prior to releasing the report to the community for comment and discussion.
3. The Draft Waste Strategy be put on public exhibition for the purpose of community consultation for a three month period from February, 2020 to April, 2020.

- 4. A Communication Implementation Plan, including the identification of risks, be developed internally prior to the Strategic Plan being released.**
- 5. A report and all associated findings and recommendations from the community consultation process be prepared and returned to Council for review in May, 2020.**

The purpose of the consultation is to seek community feedback on the Waste Strategy prior to its adoption and implementation.

Discussion

Part of the Council resolution, was that Council meet with Elouera to discuss the Draft Waste Strategy prior to placing the Draft Waste Strategy on public exhibition. Elouera was to be provided with a copy of the Draft Waste Strategy Summary for their review and comment. As such, Elouera has been provided with a copy of the Draft Waste Strategy Summary.

The meeting with Elouera and Council, and subsequent site visits of Cootamundra and Young recycling facilities, has been held and the Draft Waste Strategy now ready to be placed on public exhibition.

Prior to the Draft Waste Strategy being placed on public exhibition, staff will prepare a Communication Implementation Plan, targeting prime stakeholders, so as to ensure that the reasons for the strategy are well presented and can be understood. At these meetings, the importance of the Draft Waste Strategy will be explained, highlighting the reasons why the community and industry need to support the document and future management of waste material and product generated within the Cootamundra-Gundagai local government area.

It is recommended that while the Draft Waste Strategy is out for public comment, Council staff prepare a concept plan and preliminary estimates for the layout of the new proposed material recycling facilities, landfill, and proposed product processing and development areas for both Cootamundra and Gundagai for Council's consideration. It would be the intent to use funds from the Waste Reserve to fund any design works required for the proposed concept plan. Council would call for expressions of interest for the proposed design works to ensure the best financial and desired outcomes.

The latest Australian Federal Government's Regulation Impact Statement (attached) addresses the phasing out of certain waste product exports. This will have dramatic impacts on how councils and their communities will need to manage recyclable materials into the future. The Federal Governments decision will also have some impact on the existing waste strategy outcomes as issues develop further relating to this subject.

The results from the intended Federal Governments decision to ban the export of certain recyclable product, may result in councils needing to find alternative disposable solutions for such items as glass and cardboard and the re-education of the community in both local and regional recycling methodologies. This issue has been well covered within the Draft Waste Strategy.

8.10.2 LANDSCAPE CONCEPT PLAN ALBERT PARK (CENOTAPH)

DOCUMENT NUMBER	321870
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 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	<ol style="list-style-type: none"> 1. Albert Park Aerial Photo 1 ↓ 2. Albert Park Aerial Photo 2 ↓ 3. Albert Plan Landscape Concept Plan (1) ↓ 4. Albert Park Landscape Concept Plan (2) ↓ 5. Cootamundra RSL Sub Branch - Letter of Support for the Albert Park Landscape Concept Plan ↓

RECOMMENDATION

1. Council accept the Albert Park RSL Memorial Area Landscape Concept Plan.
2. Council approve the Albert Park RSL Memorial Landscape Concept Plan.
3. Council approve The Returned and Services League of Australia (Cootamundra Sub Branch) be permitted to use the Albert Park Memorial Landscape Concept Plan, for the purposes of seeking grant funding options for the Landscape Concept Plans development.

Introduction

Council and the Returned and Services League of Australia (Cootamundra Sub Branch) (RSL) have developed a landscape concept plan within Albert Park to develop a redesign of the memorial area that is more advantageous to the needs of the RSL, Council and the community.

Discussion

Council has been working in conjunction with the RSL to improve the aesthetics and logistics of the War Memorial located at Albert Park. The existing layout is proving difficult when new monuments are required to be erected within the immediate area of the memorial. Due to the expansion of the memorial area, and existing restraints with the area, being neither accommodating nor respectful to the RSL and the community during memorial services, it is now considered that the area is in need of redeveloping to meet the changing needs.

As a result, Council and the RSL have been working together to come up with a design that is more fitting with current demands and meeting future opportunities and needs.

Council and the RSL have prepared a landscape concept plan to present to Council for consideration and approval. The main purpose of the plan at this stage, is to give support to the RSL grant applications which, if successful, the funding to be used to commence the development of the concept plan attached to the report.





LANDSCAPE CONCEPT ALBERT PARK, COOTAMUNDRA

L01



LEGEND

- 

Existing evergreen trees to be retained
Refer to report by Wade Ryan
- 

Existing trees to be removed within the next 10 years
Refer to report by Wade Ryan
- 

Existing Rosemary planting around Cenotaph to be retained
- 

Existing paths retained
- 

Existing road shown as dotted line removed
- 

HARD LANDSCAPE
Main path
2.0m wide with trachyte or granite
- 

Cross paths to future memorials in decomposed granite, with trachyte/ granite edging
- 

Proposed new road/ parking arrangement
- 

Proposed concrete paths
- 

Stone entry walls. Refer to photoshop image.

- 

SOFT LANDSCAPE
Proposed deciduous trees:
Simons Poplar (*Populus simonii* Fastigiata) as an alternative to Lombardy Poplar,
English Oak (*Quercus robur*)
Tree species to be discussed with RSL
- 

Proposed planting
Formed, irrigated beds.
Low planting for views through. Species to include:
Rosemary (*Rosmarinus officinalis*/ R. Boules/ R. Blue Lagoon
Native Rosemary (*Westringia Wynyabba* Gem/ W. Blue Gem/ W.Mund
Veronica (*Hebe Blue Gem*)
- 

Hedge to form Memorial space
Formed, irrigated bed.
Silverberry (*Eleagnus ebbingei*)
- 

Proposed grass
Irrigated Buffalo (shade tolerant)
- 

Bollards
- 

Lighting Upright trees and wall
- 

Seats - Simple timber seats with arm rests.

Notes

1. Remove existing road and awkward intersection. Area to become grassed with additional trees.
 2. Stone memorial walls with Rising Sun emblem as entrance to Memorial area.
 3. Stone path with Upright Poplars and low planting to define entrance to Cenotaph and Memorials.
 4. Possible future memorials or memorial/ donated seats on cross paths.
 5. Existing path.
 6. Cenotaph.
 7. Proposed path connects through to parking, kiosk and playground and back to existing BBQ.
 8. Existing Bar BQ facility retained.
 9. Existing playground relocated.
 10. Proposed new playground area. Connects to future kiosk/ garden cafe.
 11. Upgrade building to include pergola and vines, outdoor seating area for viewing sport and connecting to proposed adjacent playground.
 12. Proposed road (one way) connecting through to proposed parking area.
 13. Evergreen hedge to define memorial space and to define the extent of any future memorials in the park.
 14. Proposed to relocated juvenile Lone Pine to #15.
 15. Relocated Lone Pine to line up with existing Stone Pine as the sentinels to the memorial space.
- Other**
Extent of irrigation unknown. Remove all coppers log barriers and low hanging light.

Disclaimer: This plan has been generated using aerial photography and on site measurements. It is not based on a survey.

CLIENT CGRSC c/o Wayne Bennett
DATE 14.10.19
PROJECT 472

SCALE 1:200 @ A1
REVISION A
STATUS For Comment



PLANTING PALETTE AND CONCEPT IMAGES - ALBERT PARK

L02

CONCEPT



Stone wall to entry



Trachyle path



Simple timber seats with arm rests



Hebe Blue Gem (Veronica) NZ

TREES



Populus simonii Fastigiata



Quercus robur (English Oak)



Ulmus parvifolia (Chinese Elm)

MATERIALS AND SHRUBS



Rosmarinus officinalis (Rosemary)



Westlingia sp. (Native Rosemary) AUS

Somewhere.
LANDSCAPE ARCHITECTS, DESIGNERS AND DREAMERS

Cootamundra Gundagai
Regional Shire Council

CLIENT	CGRSC c/o Wayne Bennett	SCALE	NA
DATE	04.10.19	REVISION	A
PROJECT	J472	STATUS	For Comment



The Returned and Services League of Australia

(New South Wales Branch)
Cootamundra RSL Sub-Branch



President: Garry P James
Secretary: Jacqui Vincent OAM JP
Treasurer: Jacqui Vincent OAM JP

All Communications to be addressed to:
The Secretary
Post Office Box 113,
COOTAMUNDRA NSW 2590

26 December 2019

0 2 JAN 2020

Mr Wayne Bennett
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Dear Wayne

RE: ALBERT PARK MEMORIAL PRECINCT CONCEPT

The Returned and Service's League of Australia (New South Wales Branch) Cootamundra Sub-Branch reviewed the concept plans for refurbishment of the War Memorial Precinct at Albert Park.

The members present reviewed the concept drawings at our December meeting and a motion was moved and seconded at the meeting with a 100% majority that the council go ahead and develop the plans. The members absolutely loved the idea and are all for the refurbishment.

Please keep the sub-branch fully informed of the progress and I am prepared to meet with the Shire at any time regarding this. Wayne, there is a Community Service Grant that the RSL Sub-Branch can apply for due by 31 March 2020 and worth up to \$150K. Would you please help me put this together, please let me know when you can meet and I will start working on it.

Our suggestion for a name is: **Albert Park Memorial Gardens**

Please advise.

Yours Faithfully

JACQUI VINCENT OAM JP (NSW116683)
Secretary/Treasurer/Trustee

P: 0429 693095

E: cootamundrasb@rslnsw.org.au

Lis -

8.10.3 LANDSCAPE CONCEPT PLAN JUBILEE PARK AND CAPTAINS' WALK COOTAMUNDRA

DOCUMENT NUMBER	321887
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	A budget of \$40,000 will be required to prepare the Landscape Concept Plan.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Appraisal of Submissions Jubilee Park and Captains' Walk Cootamundra - Confidential

RECOMMENDATION

- 1. The expressions of interest received relating the development of a landscape concept plan for Jubilee Park and Captains Walk (circulated under confidential cover) be received and noted.**
- 2. The submission from sala4D be accepted.**
- 3. Council allocate \$40,000 available within the Stronger Community Fund for the purpose of developing the Jubilee Park and Captains Walk Landscape Concept Plan.**

Introduction

At the Ordinary Meeting held 27th August, 2019 Council resolved (Min no. 300/2019) to undertake a full review of the current maintenance and future development of Jubilee Park in association with the 'Captains Walk'.

- 1. The Manager Waste, Parks and Recreation Services prepare a report on the ongoing management, development and maintenance of the 'Captains' Walk' and Jubilee Park.**
- 2. Council allocate \$40,000 from its General Fund for the sculpture and installation of three Australian Cricket Captain Sculptures.**

As a result expressions of interest were called to determine the cost to prepare a Landscape Concept Plan for the combined areas of Jubilee Park and Captains' Walk, Cootamundra. With a cost determined a report was to come back to Council for consideration.

Discussion

Council called for appropriate and well qualified landscape designers to provide submissions, including costs, for the preparation of a Landscape Concept Plan for the combined areas of Jubilee Park and Captains' Walk, Cootamundra for the consideration of Council.

The submissions review and appraisal process has been completed and is detailed in the report circulated under confidential cover for the information of Council.

It is recommended that the submission from sala4D be accepted.

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

DOCUMENT NUMBER	322549
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager

RECOMMENDATION

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

Questions with Notice

The following questions with notice from Councillors have been received with the responses from Council officers provided respectively:

Leigh Bowden – Does the Councillor assigned to any 355 Committee, who is, according to the information presented at January's Council meeting, a full member of that Committee, have to declare a 'conflict of interest' and absent themselves from the discussion and voting on any recommendation put forward by the Committee?

Response from Council Officer – Councillor representatives on s355 Committees are not members of such committees and therefore do not have voting rights. This information is different to that provided in a report to Council at the January, 2020 Council meeting. That information relating to voting rights of Councillors allocated to s355 Committees was incorrect. Therefore, as Councillor (or staff) representatives to s355 Committees do not have voting rights on such Committees they do not have a conflict of interest relating to voting. In their capacity in representing Council they may have a conflict of interest relating to their personal circumstances on items on a Committee Agenda. Such conflicts should be dealt with in the normal manner. The Section 355 Committees Management Manual can be subject to review at any time. At the time amendments are suggested the draft document will be included in a report to be prepared and submitted for the consideration of Council.

11 CONFIDENTIAL ITEMS**11.1 CLOSED COUNCIL REPORT**

DOCUMENT NUMBER	322661
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 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 facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

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

RECOMMENDATION

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

11.2 MAYORAL MINUTE - MAYORAL UPDATE ON THE GENERAL MANAGERS PERFORMANCE REVIEWProvisions 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

Not applicable.

11.3 RESUMPTION OF OPEN COUNCIL MEETING

11.4 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTION