

# Business Paper

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ CENTRE, COOTAMUNDRA**

**6:00 PM, TUESDAY 25th August, 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 Centre, Cootamundra on:

**Tuesday, 25th August, 2020 at 6:00 PM**

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 JULY 2020**

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phillip 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 July 2020

**RECOMMENDATION**

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

# Minutes

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, TUESDAY 28th July, 2020**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 28 JULY 2020 AT 6:00PM**

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

**IN ATTENDANCE:** Phil McMurray (General Manager), Kay Whitehead (Interim Deputy General Manager), Ganesh Ganeshamoorthy (Manager Assets), Sharon Langman (Manager Development, Building and Compliance), Andrew Brock (Manager Facilities), Tim Swan (Manager Finance), Glen McAtear (Manager Regulatory Services), Matt Stubbs (Manager Technical Services),

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 OPEN FORUM**

Note: Due to COVID-19 the Meeting was closed to the public and, as such, there was no Open Forum section. The Meeting was live streamed and is available to watch online at [www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au). Written submissions received, if any, were read aloud during the Meeting at item 8.1.1 Open Forum Submissions.

<b>3 APOLOGIES</b>
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At the Ordinary Meeting held 30 <sup>th</sup> June, 2020 Cr Bowden requested a leave of absence (Min. no. 198/2020) and leave of absence was granted.
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**4 DISCLOSURES OF INTEREST**

**5 CONFIRMATION OF MINUTES****5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 30 JUNE 2020**

Note: the following amendments were made at the Meeting:

Item 8.1.2 Draft 2020/21 Operational Plan

5. The easement rental in the Water & Sewer fund not be paid and no income be received by the General Fund for rental payments.

Item 8.1.7 Applications for Community Donations

Gundagai Regional Enhancement Group received \$5000 to assist with the cost of Christmas decorations, entertainment and children's activities.

**RESOLUTION 201/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

**The amended Minutes of the Ordinary Meeting of Council held on Tuesday 30 June 2020 be confirmed as a true and correct record of the meeting.**

**6 MAYORAL MINUTES****6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT****RESOLUTION 202/2020**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**The information 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 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL RECREATION NEEDS STUDY FINAL REPORT****RECOMMENDATION**

1. **The Cootamundra-Gundagai Regional Council Recreation Needs Study Final Report, be returned to Treadwell for amendment and updated with specific reference to Appendix 3: Funding Opportunities.**
2. **The amended Cootamundra-Gundagai Regional Council Recreation Needs Study Final Report be included in a further report for the consideration of Council when received.**

#### **8.1.2 DRAFT WORKPLACE SURVEILLANCE POLICY AND DRAFT USE OF BODY WORN VIDEO CAMERA PROCEDURE**

##### **RESOLUTION 203/2020**

Moved: Cr David Graham

Seconded: Cr Charlie Sheahan

1. **The Report on the Draft Workplace Surveillance Policy and Draft Use of Body Worn Video Camera Procedure be received and noted.**
2. **The Draft Workplace Surveillance Policy and Draft Use of Body Worn Video Camera Procedure, attached to the report, be adopted.**

**CARRIED**

#### **8.1.3 GOVERNANCE RESPONSES TO ISSUES IDENTIFIED BY THE AUDIT OFFICE NSW**

##### **RESOLUTION 204/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

1. **Council's *Related Party Disclosure Policy* be amended to delete Section Managers and the Public Officer from the list of Key Management Personnel.**
2. **Council continue negotiations with Riverina Eastern Regional Organisation of Council regarding software and training for *Legislative policy and register reporting frameworks* and initiate more formal discussions with the Office of Local Government and the Audit Office to address administrative and cost burdens associated with best practice responses.**

**CARRIED**

#### **8.1.4 COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE - MINUTES OF MEETING HELD 2 JULY 2020**

##### **RESOLUTION 205/2020**

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

1. **The Minutes of the Cootamundra Tourism Action Group Section 355 Committee held 2 July 2020, attached to the report, be received and noted.**

**CARRIED**

**RESOLUTION 206/2020**

Moved: Cr David Graham

Seconded: Cr Craig Stewart

- 2. The first banner created and erected on the across street pole system on Parker Street, Cootamundra be the new logo and tag line and that this banner be used when there is no other banner in use.**

**CARRIED****RESOLUTION 207/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

- 1. Two Town Centre directional signs – one on Yass Road, prior to the Hovell Street Olympic Highway diversion turn-off and one at the Sutton Street Wallendoon Street intersection be installed.**

**CARRIED****8.1.5 COOTAMUNDRA YOUTH COUNCIL - MEETINGS HELD TUESDAY 7TH JULY 2020****RESOLUTION 208/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

**That Council receive and note the attached Minutes of the Cootamundra Youth Council meetings held 7 July 2020.**

**CARRIED**

**8.1.6 THE ARTS CENTRE COOTAMUNDRA S355 COMMITTEE ANNUAL GENERAL MEETING REPORTS AND MINUTES**

**RESOLUTION 209/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Doug Phillips

**The attached reports and minutes of the Annual General Meeting of The Arts Centre Cootamundra be received and noted.**

**CARRIED**

**8.1.7 UPDATED COUNCIL MEETING ACTION REPORT**

**RESOLUTION 210/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Doug Phillips

**The Updated Council Meeting Action Report be noted.**

**CARRIED**

**8.1.8 OPEN FORUM SUBMISSIONS**

**RESOLUTION 211/2020**

Moved: Cr David Graham

Seconded: Cr Craig Stewart

**Written submissions for the Open Forum received after the publishing of the July, 2020 Business Paper, if any, be received and read aloud.**

**CARRIED**

**8.1.9 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2020 - LATE REPORT****RESOLUTION 212/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Craig Stewart

1. Council nominated Cr McAlister (Mayor), Cr Palmer (Deputy Mayor) and Phillip McMurray General Manager as the attendees for the Local Government NSW Annual Conference, 2020 scheduled to be held 22<sup>nd</sup> to 24<sup>th</sup> November, 2020.
2. Council nominated Cr McAlister (Mayor) and Cr Palmer (Deputy Mayor) as the voting delegates for the Local Government NSW Annual Conference, 2020 detailed in 1 above.

**CARRIED****8.2 FINANCE****8.2.1 2020/21 RATES AND ANNUAL CHARGES****RESOLUTION 213/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

**This report is submitted for the information of Council.****CARRIED****RESOLUTION 214/2020**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**Item 8.2.5 2020/21 Rates and Annual Charges - Late Report be moved to follow item 8.2.1 2020/21 Rates and Annual charges.****CARRIED**

## 8.2.5 2020/21 RATES AND ANNUAL CHARGES - LATE REPORT

### RESOLUTION 215/2020

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

#### 1. ORDINARY RATES

In accordance with the provisions of Section 535 of the *Local Government Act, 1993* Cootamundra-Gundagai Regional Council hereby resolves to make the following rates for the 2020/21 rating year:

- a) Farmland Category Rate of 0.2102605 cents in the dollar, with a base amount of \$307.11 per assessment, for all rateable land within the Farmland Category in Council's area, as defined in Section 515 of the *Local Government Act, 1993* based upon the land value at a base valuation date of 1<sup>st</sup> July, 2019. The base amount for the Farmland Category is estimated to realise 10.59% of the total yield in this category.
- b) Residential Category Rate of 0.4881518 cents in the dollar, with a base amount of \$307.11 per assessment, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act, 1993*, based upon the land value at a base valuation date of 1<sup>st</sup> July, 2019. The base amount of \$307.11 for the Residential Category is estimated to realise 45.47% of the total yield of this category.
- c) Business Category Rate of 1.2009279 cents in the dollar, with a base amount of \$307.11 per assessment, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act, 1993*, based upon the land value at a base valuation date of 1<sup>st</sup> July, 2019. The base amount of \$307.11 for the Business Category is estimated to realise 19.68% of the total yield of this category.
- d) Mining Rate of 0.210 cents in the dollar, with a base amount of \$307.11 per assessment, for all rateable land within the Mining Category in Council's area, as defined in Section 517 of the *Local Government Act, 1993* based upon the land value at a base valuation date of 1st July 2019.

**CARRIED**

## 8.2.2 MONTHLY FINANCE REPORT FOR MAY 2020

### RESOLUTION 216/2020

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

**The Monthly Finance Report for May 2020 be received and noted.**

**CARRIED**

**8.2.3 INVESTMENT REPORT - JUNE 2020****RESOLUTION 217/2020**

Moved: Cr Craig Stewart

Seconded: Cr Charlie Sheahan

**The Investment Report for June 2020 be received and noted.**

**CARRIED**

**8.2.4 UPDATED MONTHLY MAJOR PROJECTS PROGRAM AND PROJECTS SCHEDULE**

Note: Cr Graham requested that the Major Projects be scheduled for discussion at the next Councillor Workshop.

**RESOLUTION 218/2020**

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

**The Updated Monthly Major Projects Program Report, and Updated Monthly Major Projects Schedule attached to the report, be received and noted.**

**CARRIED**

**8.2.6 2020/21 RATES AND AMENDED ANNUAL CHARGES - LATE REPORT****RESOLUTION 219/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Craig Stewart

**WASTE MANAGEMENT CHARGES**

In accordance with the provisions of 535 and 501 of the Local Government Act 1993, Council hereby resolves to make the following waste management charge for the 2020/2021 rating year:

*Commercial Waste Management Charge* of \$456.00 per service for the removal of waste (one 240 litre general waste pickup per week and one 240 litre recyclable waste pickup per fortnight) from Non-Residential properties for which the service is requested and available. Multiple services will be charged for multiple bins and/or multiple collections per week.

**CARRIED**

**8.3 COMMUNITY AND CULTURE**

**8.3.1 GUNDAGAI NEIGHBOURHOOD CENTRE INCORPORATED (GUNDAGAI CULTURAL GROUP) MEMORANDUM OF UNDERSTANDING WITH COUNCIL**

**RESOLUTION 220/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Craig Stewart

The execution of the Memorandum of Understanding between Gundagai Neighbourhood Centre Incorporated (Gundagai Cultural Group) and Cootamundra-Gundagai Regional Council by the General Manager Report is submitted to Council for endorsement.

**CARRIED**

**8.4 DEVELOPMENT, BUILDING AND COMPLIANCE**

**8.4.1 REQUEST TO WAIVE PAYMENT OF CONTRIBUTION FEES FOR DA 2018/18 - SERVICE STATION, YASS ROAD, COOTAMUNDRA**

**RESOLUTION 221/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr David Graham

Council refused the Request to Waive Payment of Contribution Fees For DA 201/18 – Service Station, Yass Road, Cootamundra.

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

**CARRIED**

**8.4.2 DEVELOPMENT APPLICATION DA2018/094 MOD 1 - RESOURCE RECOVERY FACILITY, LOT 1 TURNERS LANE, COOTAMUNDRA**

**RESOLUTION 222/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

**Council approve the following application for modification of the existing approved resource recovery facility, subject to the amended conditions below (new or amended conditions in red type and deletions struck through)**

- **Application No:** DA2019/094 MOD 1
- **Property:** Lot 1 DP12233224  
Turners Lane  
COOTAMUNDRA NSW 2590
- **Modification:** To modify a number of physical and operational aspects of the approved resource recovery facility, including: building location and size, infrastructure location, storage and processing area locations, car parking number and location, first-flush stormwater catchment system, earthworks, waste stream (type and volume), processing methods, hours of operation and general operational matters to improve amenity.

**CONDITIONS:**

**GENERAL CONDITIONS**

**(1) GEN Condition - Compliance Standards**

Any building and associated works shall comply with the statutory requirements of the Environmental Planning & Assessment Act, Local Government Act, 1993 and the Building Code of Australia (BCA).

*Reason: The legal obligations of the Council to administer the New South Wales building and planning laws in order to provide satisfactory standards of living and development.*

**(2) 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
-	Statement of Environmental Effects	JLW Services	4 September 2018
TP03/TP06	Site Plan	Geolyse	29 January 2019
TP05/TP06	Stormwater Management Plan	Geolyse	29 January 2019
1570667	EPA General Terms of Approval	EPA	29 January 2019
216100_MOD_001 Rev: C	Statement of Environmental Effects – Modification	Premise	26 March 2020

216100 – Sheet TP07, Set 02F, Rev. F	Relocated office plan and elevations	Premise	29 June 2020
216100 – Sheet TP04, Set 02F, Rev. F	Site plan	Premise	29 June 2020
216100 – Sheet TP05, Set 02F, Rev. F	Concept surface stormwater management plan	Premise	29 June 2020
216100 – Sheet TP03, Set 04A, Rev. A	Shed site plan	Premise	6 July 2020
216100 – Sheet TP04, Set 04A, Rev. A	Shed plan	Premise	6 July 2020
216100 – Sheet TP05, Set 04A, Rev. A	Shed elevations 1 and section	Premise	6 July 2020
216100 – Sheet TP06, Set 04A, Rev. A	Shed elevations 2	Premise	6 July 2020
216100 – Sheet TP01 of TP01 – A1	Weighbridge Office Details	Premise	20 July 2020

**Reason:** To confirm the details of the application as submitted by the applicant and as approved by Council.  
 [as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]

**(2A) Inconsistencies between approved plans and documents**

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.

**Reason:** To manage any inconsistencies between the approved plan and documents.  
 [as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]

**(2B) Inconsistencies between approved plans / documents and conditions of consent**

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.

**Reason:** To manage any inconsistencies between the approved plan/documents and conditions of consent.  
 [as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]

**(3) GEN Condition - Compliance with Legislation**

Regardless of consent the applicant is still responsible for adhering to the requirements of State Legislation including (but not limited to) the Protection of Environment Operations Act and Dangerous Goods (Road and Rail Transport) Act.

**Reason:** This consent does not remove obligations imposed by State and Federal Legislation.

**(4) 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.

**(5) 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.*

~~(6) GEN Condition – New Footpath Construction.~~

~~The Developer shall at their cost, construct a concrete footpath, 1.5 metres wide across the full frontage of the allotment and re-instate the nature strip afterwards to Council's satisfaction along with the entire area under the proposed awning paved or concreted.~~

~~Reason: To ensure that adequate pedestrian access facilities are provided to the development to be benefit of the community.~~

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

(7) GEN Non Standard Condition – Not Approval for Buildings

This development consent does not signify consent for structures and other builds on the site. Application for development consent is to be sought before the erection of buildings and other works requiring certification.

*Reason: Compliance with Environmental Planning & Assessment Act 1979*

(8) GEN Condition – Public Land Costs

Costs attributed to all work involved on public land shall be borne by the proponent.

*Reason: Need for applicants to be reasonable for costs arising as a result of development work*

(9) *Parameters of the development*

The maximum volume of waste that can be received at the premises in any 12-month period is limited to the following:

- 5,500 tonnes of waste mattresses,
- 1,100 tonnes of silage tarp,
- 5,500 tonnes of waste electronic goods and whitegoods.

*Reason: To identify the approved waste limits*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

(1) PCC Condition - Section 94A Contributions.

At the time of submission of a Construction Certificate all owing monies as they relate to Section 94A contributions must be paid in full.

Section 94A contributions are calculated on the estimated cost of development as specified on the Development Application at time of lodgement and may be subject to change with the coming of a new financial year or revised estimated cost of development.

*Reason: So that the Section 94A Developer Contributions are paid in accordance with Council's Section 94A policy as adopted 2011.*

(2) PCC Condition - Certificates in Relation to Energy Efficiency.

Prior to obtaining a Construction Certificate, the Applicant shall furnish Council with Certificates in relation to energy efficiency. In general terms, these certificates shall be provided by appropriately qualified persons and reference compliance of the particular element of construction with Part J of the Building Code of Australia. Certificates shall be provided for the following parts of construction:

1. Building Fabric
2. External Glazing
3. Air Movement
4. Air Conditioning and Ventilation Systems
5. Artificial Lighting and Power
6. Hot Water Supply
7. Access for Maintenance

*Reason: To ensure the development meets the energy requirements of Section J of the Building Code of Australia.*

**~~(3) PCC Condition – Traffic Control Plan.~~**

~~The applicant shall provide to Council, for approval, a Traffic Control Plan for those areas which involve work in the vicinity of the intersection of Muttama Road and Coolac Road to the Roads & Traffic Authority Guidelines.~~

~~*Reason: To ensure acceptable standards of safety for both vehicular and pedestrian traffic.*~~

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**(4) PCC Condition - Carpark Design.**

Detailed car parking plan outlining car spacing's, vehicle manoeuvring, exit/entrance points and location and provision for service delivery vehicles in accordance with Australian Standard 2890 submitted for Council approval providing for ~~30~~ **23** light vehicle spaces and 5 truck parking spaces. Entry and exit points are to be clearly signposted.

*Reason: To ensure that adequate and practical off-street parking and access to the development has been provided.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**(5) PCC Condition – New Connection: Plumbing and Drainage Works.**

An application shall be lodged and approved by Cootamundra Shire Council under Section 68 of the Local Government Act for any new water, sewerage or drainage connection prior to the issue of a Construction Certificate.

All plumbing works must be undertaken by a licenced plumber or drainer. They must submit their Notice of Work (N.O.W) and pay for any associated inspections 48hrs before the first inspection. They also must submit a correct Sewer Service Diagram (S.S.D) for all works. The C.O.C and S.S.D. must be submitted before an Occupation Certificate can be released by the Principal Certifying Authority (P.C.A).

The proponent shall comply with all requirements tabled under any approval issued under section 68 of the Local Government Act 1993, NSW Fair Trading and The Plumbing Code of Australia.

*Reason: Statutory compliance.*

**(6) PCC Condition - Onsite Sewerage Management System.**

An application shall be lodged and approved by Cootamundra Shire Council under Section 68 of the Local Government Act for the installation of an onsite sewerage management system prior to the issue of a Construction Certificate. Details of the proposed system are to be included with the application detailing the tank capacity, type and location and size of effluent disposal area.

The proponent shall comply with all requirements tabled under any approval issued under section 68 of the Local Government Act.

*Reason: To comply with the requirements of Section 68 of the Local Government Act.*

**(7) PCC Condition - Road Opening and Closing Permit.**

If it is proposed to construct a vehicular crossing on the public footpath a road opening permit must be obtained from Council and an appropriate fee paid for Council to assess or to carry out the design and construction of such crossing. No excavation of, or construction on the public footpath is authorised to be carried out by others than Council except in accordance with (a) a design approved by Council and (b) the terms of an appropriate road opening permit.

*Reason: To ensure that work carried out on public roads conforms to the requirements of Council, the responsible authority.*

**(8) PCC Condition - Trade Waste Device Required.**

Any business or premises proposing to discharge a pollutant discharge greater than or differing from domestic usage is to submit to Council an application for a Trade Waste Licence. This application is to be approved by Council. This application is to be approved by Council prior to any discharge to sewer being commenced. A trade waste fee may be applicable in accordance with Council's adopted Fees and Charges.

*Reason: To comply with Council's Trade Waste Policy*

**(9) PCC Condition - Driveway & Layback Installations.**

~~The provision of adequate vehicle access, including the provision of an invert crossing at the kerb and gutter is required to be installed as part of the development. The installation of the vehicle access and kerb and gutter crossing are to be constructed in accordance with Councils "Typical vehicle kerb and gutter crossing KG 65/1".~~

An Application is to be lodged with Council along with appropriate current fee's paid, for approval under Section 138 of the Roads Act 1993 prior to the issue of a Construction Certificate.

Twenty four (24) hours' notice is to be given to Council's Engineering Services group before placement of concrete to enable formwork to be inspected. Failure to do so may result in rejection of the works and a need for reconstruction.

*Reason: To ensure that adequate vehicle access is achieved and maintained throughout the development  
[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**(10) PCC Condition - Internal Road Design.**

Provision of a detailed internal road design outlining car parking spacing's, vehicle manoeuvring, site lines, exit/entrance points and location and provision for service vehicles in accordance with Australian Standard 2890 are to be submitted for Council approval prior to the issuing of a Construction Certificate. Entry and exit points to be clearly signposted.

~~The vehicle entrance into the development from Parker Street shall be of concrete construction from the kerb line to the building line. The provision of a new vehicle access point off Parker Street, including the provision of an invert crossing at the kerb and gutter is required to be installed as part of the development. The installation of the vehicle access and kerb and gutter crossing are to be constructed in accordance with Councils "Typical vehicle kerb and gutter crossing KG 65/1".~~

Twenty four (24) hours' notice is to be given to Council's Works & Services group before placement of concrete to enable formwork to be inspected. Failure to do so may result in rejection of the works and a need for reconstruction.

*Reason: To ensure that adequate vehicle access and internal movement is achieved and maintained throughout the development*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

## **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

4. 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 – Public Safety – Hoardings.**

A hoarding or fence must be erected between the building or site of the proposed building and the public place (street frontage). If necessary, an awning sufficient to prevent any substance from, or in connection with, the work, falling onto a public place is also to be erected. Such hoardings require separate approval by Council and must comply with the requirements of the WorkCover Authority.

The hoarding or fence is to be kept lit during the time between sunset and sunrise if the work may be a source of danger to persons using the public place.

The hoarding, fence or awning is to be removed when it is no longer required for the purposes for which it was provided. Restriction of public access to the building site shall restrict entry by members or equipment on the site when building work is in progress or the site is otherwise unoccupied.

**Reason:** To protect the general public.

**(5) PCW Condition – Traffic Control Plan.**

The applicant shall provide to Council, for approval, a Traffic Control Plan for those areas which involve work in the vicinity of the \*\*\*development\*\*\*, to the Roads & Maritime Services Guidelines.

**Reason:** To ensure acceptable standards of safety for both vehicular and pedestrian traffic.

**(6) PCW Condition – Waste Storage During Construction.**

Provision shall be made on site for the proper storage and disposal of waste such that no builders' waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind, e.g. Paper, sheets of iron, ridge capping, cement and lime bags and the like.

**Reason:** To ensure that the site is not a source of wind-blown litter.

**(7) PCW Condition – Construction Safeguards.**

Fire precautions during construction are to comply with PART E1.9 Building Code of Australia. Not less than one fire extinguisher to suit Class A, B and C fires and electrical fires must be provided at all times on each storey adjacent to each required exit.

**Reason:** To provide a minimum standard of fire safety during construction.

**(8) PCW Condition – Soil Erosion Control.**

Site erosion control measures shall be incorporated into site management during construction. Seepage and surface water shall be collected and diverted clear of the building site by a drainage system. Care shall be taken to ensure that no nuisance is created to adjoining properties or public space by way of sediment run off.

*Reason: To ensure that adequate measures are in place so that damage from sediment run off to adjoining sites and waterways is minimised.*

**(9) PCW Non Standard Condition – Essential Energy Infrastructure**

No building works or land use may commence under and within the 20m easement of the existing Essential Energy infrastructure until Council has been provided with written consent to do so by Essential Energy or the infrastructure has been moved.

*Reason: Ensure the ongoing use and service of essential infrastructure.*

**(10) 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 Construction.**

All work on the public footpath and roadway shall be carried out with due care and regard for the safety and convenience of the public including pedestrians, cyclists and motorists. Special regard shall be paid to caring for the needs of children, the disabled, the infirm and the elderly.

*Reason: Preservation of the life, health and good will of members of the public.*

**(4) 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.*

**(5) 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.*

**(6) DUR Condition – Driveway and Layback.**

The provision of an adequate vehicle access, including the provision of an invert crossing at the kerb and gutter is required to be installed as part of the development. ~~The installation of the vehicle access and kerb and gutter crossing are to be constructed in accordance with Council's 'Typical vehicle kerb and gutter crossing KG 65/1'.~~

Twenty four (24) hours' notice is to be given to Council's Works & Services group before placement of concrete to enable formwork to be inspected. Failure to do so may result in rejection of the works and a need for reconstruction.

*Reason: To ensure appropriate vehicle access is provided to the development which does not adversely impact on pedestrian traffic or Council's public road infrastructure.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**(7) 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.*

**(8) 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.*

**(9) 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.*

**(10) DUR Condition – Storm Water.**

Storm water is to be discharged:

1. Clear of the building and septic tank disposal area

2. To diffusion pit a minimum 3m from any building and in such a position that it does not cause nuisance to neighbours
3. To the roadside gutter, taken through the kerb and the kerb is to be made good or, alternatively, linked to existing storm water drainage which discharges at the roadside gutter
4. To the roadside table drain. The end of the storm water pipe at the table drain shall be suitably protected to avoid damage to the end of the pipe
5. To the requirements of the BASIX Certificate, and any overflows to be without nuisance

*Reason: To ensure that roof water is disposed of without nuisance to neighbours, without overloading Council's laneways system and so as to minimise input to the ground water system*

**(11) DUR Condition – Exit Doors.**

In accordance with Clause D2.20 and Clause D2.21 of the Building Code of Australia, all exit doors must swing in the direction of egress. Exit doors must be readily openable without a key from the side that faces a person seeking egress, by a single handed downward action or pushing action on a single device which is located between 900mm and 1200mm from the floor.

*Reason: To facilitate exit from the building.*

**(12) DUR Condition – Fire Hazard Index.**

The early fire hazard indices of materials, linings and surface finishes must comply with specification C1.10 of the Building Code of Australia.

*Reason: To suppress fire within places of public entertainment.*

**(13) DUR Condition – Disabled Fitouts.**

All ramps, hand rails and ablution fitouts shall be installed in accordance with Australian Standard 1428.1-2009 "Design for Access and Mobility, Part 1: General Requirements for Access – Buildings".

*Reason: To provide access for disabled people.*

**(14) DUR Condition – Provide Suitable Access.**

Access is to be constructed to Council specification and location. The access to be constructed and maintained at the owners cost such no soil erosion is caused.

*Reason: To ensure that traffic movement generated by the development does not adversely affect the road system of the locality and that siltation of waterways is minimised.*

**(15) DUR Condition – Disabled Carparking.**

Additional Disabled Carparking spaces shall be incorporated in the existing carpark facility and in a position, which is located as near as practical, adjacent to the premises entrance.

*Reason: The legal obligations of an applicant to provide access/parking for disabled persons.*

**(16) DUR Condition – Dust Free Carpark.**

Carpark area and access driveway shall be constructed to a dust free standard, and maintained in good, dust free condition.

*Reason: To ensure that no dust nuisance occurs.*

**(17) DUR Condition – Carpark Entry.**

Entry and exit from the carpark is to be in a forward direction. Adequate turning space will be required to enable vehicles to leave the carpark in a forward direction.

*Reason: To ensure acceptable standards of safety for both vehicular and pedestrian traffic.*

**(18) DUR Condition – New connection: Plumbing and Drainage Works.**

All plumbing works must be undertaken by a licenced Plumber or Drainer. They must submit their Notice of Work (N.O.W.) and pay for associated inspections 48hrs before the first inspection. They also must submit a Certificate of Compliance (C.O.C) after the work has been completed and also submit a correct Sewer Service Diagram (S.S.D.) for all works. The C.O.C and S.S.D must be submitted before an Occupation Certificate can be released by the Principal Certifying Authority (P.C.A.)

The proponent shall comply with all requirements tabled under any approval issued under Section 68 of The Local Government Act, 1993, NSW Fair Trading and The Plumbing Code of Australia.

*Reason: Statutory compliance.*

**(19) DUR Condition – Alterations: Plumbing and Drainage Works.**

All plumbing works must be undertaken by a licenced Plumber or Drainer. They must submit their Notice of Work (N.O.W) and pay for any associated inspections 48hrs before the first inspection. They also must submit a Certificate of Compliance (C.O.C) after the work has been completed and also submit a correct Sewer Service Diagram (S.S.D.) for all works. The C.O.C and S.S.D must be submitted before an Occupation Certificate can be released by the Principal Certifying Authority (P.C.A.)

The proponent shall comply with all requirements tabled under NSW Fair Trading and The Plumbing Code of Australia.

*Reason: Statutory compliance.*

**(20) Retaining Walls.**

Where retaining walls exceed 1 metre in height, the design of such retaining walls shall be provided to Council as certified by a practicing Structural Engineer.

*Reason: To ensure the structural adequacy of the retaining wall.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**(21) First flush catchment system**

Detailed design plans and calculations, demonstrating that the first flush catchment system will capture the first 15 mm of rainwater that falls on or passes through the potentially contaminated areas of the site, shall be submitted to Council within sixty (60) days of the date of the modification being determined

*Reason: To ensure that the first flush catchment system is designed, located and constructed to capture potentially contaminated stormwater, so as not to pollute surface waters.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**POST CONSTRUCTION****(1) POC Condition – Occupation of Building.**

A person must not commence occupation or use of the whole or any part of the buildings unless an occupation certificate has been issued by the appointed Principal Certifying Authority.

*Reason: So that the development is substantially completed to a safe standard to allow use or occupation of said building.*

**(2) POC Condition – Compliance Certificates.**

Prior to occupation of the building an Occupation Certificate is to be obtained. If Council is requested to issue the Occupation Certificate, all relevant compliance certificates must be submitted.

*Reason: So that the development is substantially completed to a safe standard to allow use or occupation of said building.*

**(3) POC Condition – Property Identification.**

Street numbers of a size and type satisfactory to Council being affixed to the building or fence. Such numbers to be clearly visible from the street.

In rural areas, the number should be affixed near your property entrance at the fence line.

*Reason: To ensure that the development is clearly identifiable and easily found by emergency, trade and other services.*

~~**(4) POC Condition – Landscaping.**~~

~~All proposed landscaping, fencing and outdoor structures such as water tanks and clothes lines etc. are to be installed in strict accordance with the approved plans for the development prior to the release of a Final Occupation Certificate by the PCA.~~

~~Changes to these items during construction may require the submission of amended plans and a Section 96 Application to modify the development consent.~~

~~*Reason: So that the completed appearance and functionality of the development is maintained from that which was originally approved.*~~

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**(5) POC Condition – Landscaping, Fencing and Outdoor Structures.**

All proposed landscaping, fencing and outdoor structures such as water tanks and clothes lines etc. are to be installed in strict accordance with the approved plans for the development prior to the release of a Final Occupation Certificate by the PCA.

Changes to these items during construction may require the submission of amended plans and a Section 96 Application to modify the development consent.

*Reason: So that the completed appearance and functionality of the development is maintained from that which was originally approved.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**(6) POC Condition – Driveway and Layback Crossings.**

The applicant shall ensure that the provision of an adequate vehicle access, including the provision of an invert crossing at the kerb and gutter is installed as part of the development. The installation of the vehicle access and kerb and gutter crossing are to be constructed in accordance with Councils 'Typical vehicle kerb and gutter crossing KG 65/1' and the approval issued under Section 138 of the Roads Act, 1993.

*Reason: To ensure appropriate vehicle access is provided to the development which does not adversely impact on pedestrian traffic or Council's public road infrastructure.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**(7) Stabilisation of exposed surfaces**

As soon as practical after all structures (cuts, batters, mounds) have been finished, exposed surfaces shall be stabilised (seeding, spraying or other suitable method).

*Reason: To ensure that the integrity of the structures and surfaces are maintained and no erosion occurs.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**ONGOING USE**

**(1) USE Condition – Annual Certificate.**

The owner of the building shall submit to Council an 'Annual Fire Safety Statement' (Form 1) by 1 July, each subsequent year after obtaining a 'Fire Safety Certificate' for the building from Council.

The 'Annual Fire Safety Statement' shall comply with the provisions set out in the Environmental Planning & Assessment Regulation 2000. Forms for this purpose can be collected from Council's offices.

*Reason: To ensure that fire and other safety measures are maintained in a proper working condition.*

**(2) USE Condition – Discrimination Laws.**

The applicant's attention is drawn to legislation regarding responsibility to provide an improved environment for disabled persons.

The Disability Discrimination Act (DDA) is commonwealth legislation that aims to increase the economic and social independence of people with a disability.

The DDA applies to discrimination against any person on the grounds of disability in the areas of: accommodation; education; access to premises; provision of goods; services and facilities; the activities of clubs or sports; and the request for information.

It should be noted that by the issuing of this consent the Council does not guarantee that all legislative requirements of the DDA or subsequent premises standards have been satisfied and that the owners/operators may still be subject to complaints being made under the DDA. It is advisable that the applicant should satisfy themselves with the requirements of the DDA and seek further professional advice if deemed necessary.

*Reason: To clarify that the issuing of this development consent does not certify that the establishment or operation of the development satisfies all requirements of the Disability Discrimination Act.*

**(3) USE Condition – Establishment of Landscaping.**

Proposed landscaping in accordance with the approved plans for tree planting shall be maintained to ensure a dense screen is established. Such plantings are to occur within six (6) months from the date of this approval.

*Reason: To minimise visual impact and promote/enhance the rural character of the area and Council's concern that the amount of vegetation in the Shire should continue to increase to improve the climate and appearance.*

**(4) USE Condition – Hours of Operation.**

The development shall only be conducted between the hours of:-

~~Monday to Saturday from 7am to 8pm~~  
~~Sundays and public holidays from 9am to 5pm~~

The hours of operation of the development shall be limited to the following:

(a) Processing of waste

- 7:00 am and 6:00 pm Monday to Friday
- 8:00 am to 1:00 pm Saturday
- Nil on Sundays or Public Holidays.

(b) Ancillary activities including heavy vehicle arrival/departure and loading/unloading, light vehicle arrival/departure, office work, work within buildings using hand tools only, such as vehicle maintenance, and the like:

- 7:00 am to 10:00 pm (Monday to Saturday)
- 9:00 am to 6:00 pm (Sundays).
- Nil on Public Holidays

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

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**(5) 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.

**(6) USE Condition –Amenity General.**

The development is to be conducted in a manner that will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil, by causing interference to television or radio reception or otherwise.

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

**(7) USE Non Standard Condition –EPA General Terms of Approval**

The construction and operation of the site must be done in accordance with the EPA General Terms of Approval which form a part of this consent (Notice No. 1570667).

**Reason:** Protection of the Environment Operations Act 1997

**(7A) Amendment to Environment Protection Licence (EPL)**

Prior to the modification being acted upon, the Applicant shall apply to the Environment Protection Authority for a variation to Environment Protection Licence No 21294, and the license variation shall be approved.

**Reason:** Requested by the EPA, and to ensure that the activities carried out on-site are consistent with the EPL.

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

**(8) USE Condition – Non Habitable Use.**

The garage or shed is not to be used for residential occupation without prior consent of Council.

**Reason:** Health and safety prohibition.

**(9) Storage and handling of dangerous goods**

Dangerous goods, as defined by the Australian Dangerous Goods Code, must be stored and handled strictly in accordance with all relevant Australian Standards.

*Reason: To minimise the risk associated with the storage and handling of dangerous goods.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

#### **(10) Storage and handling of chemicals, fuels, oils, etc**

The Applicant must store all chemicals, fuels and oils used on-site in accordance with:

- (a) all requirements of all relevant Australian Standards; and
- (b) within an impermeable and bunded area, with a capacity of 110% of the intended storage capacity.

*Reason: To prevent the contamination of surface and groundwater.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

#### **(11) Storage and handling of batteries**

The Applicant must store all batteries in a secure, ventilated and roofed area on an impermeable surface, away from combustible or flammable items such as the tyres and mattresses, and shall be removed from site on a regular basis.

*Reason: To prevent the contamination of surface and groundwater, and minimise the risk of an explosion or ignition.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

#### **(12) Dust and airborne particle management**

Activities occurring at the premises must be carried out in a manner that will minimise emissions of dust and airborne particles at the premises, and measures to be employed shall include the following, as a minimum:

- limiting activities on windy days (more than 20 km/h),
- actively using a water cart to dampen down trafficable and processing areas of the site.

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

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

#### **(13) Waste storage and disposal**

All waste generated from the recycling activities on-site (i.e the by-products of the recycling process that cannot be reused), shall be stored in a bunded area with an impermeable surface, and shall be removed from the site and disposed of to a waste management facility lawfully permitted to accept the waste, on a regular basis.

*Reason: So that the development does not reduce the amenity of the area, and to protect surface and groundwater.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

#### **(14) Storage and stockpiles - combustible waste material**

The storage and stockpiling of combustible waste material (excluding tyres) shall be carried out in accordance with Section 8.2 of Fire and Rescue NSW's *Fire safety guidelines – Fire safety in waste facilities*, and stockpile limits shall be permanently marked to ensure limits are understood and adhered to.

*Reason: To minimise the likelihood and severity of fire.*

*[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]*

#### **(15) Stockpile movement - combustible waste material**

Stockpiles of combustible waste material (excluding tyres) shall be rotated or managed to dissipate any generated heat and minimise risk of auto-ignition, in accordance with Section 8.3 of Fire and Rescue NSW’s *Fire safety guidelines – Fire safety in waste facilities*.

**Reason:** *To minimise the likelihood of fire.*

**[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]**

**16) External stockpiles - combustible waste material**

The width and location of external stockpiles of combustible waste material (excluding tyres), shall be in accordance with Section 8.4 of Fire and Rescue NSW’s *Fire safety guidelines – Fire safety in waste facilities*.

**Reason:** *To minimise the likelihood and severity of fire.*

**[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]**

**(17) Operations plan**

A copy of the proposed operations plan, prepared in accordance with Section 8.6 of Fire and Rescue NSW’s *Fire safety guidelines – Fire safety in waste facilities*, shall be submitted to Council, within sixty (60) days of the date of the modification being determined.

**Reason:** *To clearly document the procedures related to the daily operations of the facility.*

**[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]**

**(18) Emergency plan**

A copy of the proposed emergency plan, prepared in accordance with Section 9.3 of Fire and Rescue NSW’s *Fire safety guidelines – Fire safety in waste facilities*, shall be submitted to Council, within sixty (60) days of the date of the modification being determined.

**Reason:** *To clearly document the procedures relating emergencies on site.*

**[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]**

**(19) Emergency services information package (ESIP)**

A copy of the proposed ESIP shall be submitted to Fire and Rescue NSW, within sixty (60) days of the date of the modification being determined.

**Reason:** *To ensure those people responding to a fire or emergency on-site, have all relevant information.*

**[as amended by DA2018/094 MOD1, approved 28<sup>th</sup> July 2020]**

VOTING RECORD	
FOR RESOLUTION	AGAINST RESOLUTION
Cr Abb McAlister (Mayor) Cr Dennis Palmer Cr David Graham Cr Gil Kelly Cr Penny Nicholson Cr Doug Phillips Cr Craig Stewart	Cr Charlie Sheahan

ABSENT	DECLARED INTEREST
Cr Leigh Bowden	Nil

**CARRIED**

**8.4.3 DEVELOPMENT APPLICATIONS APPROVED JUNE 2020****RESOLUTION 223/2020**

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

**The information on Development Applications Approved in June 2020 be noted.**

**CARRIED**

**8.5 REGULATORY SERVICES****8.5.1 COOTAMUNDRA CBD PIGEON STRATEGY REPORT****RESOLUTION 224/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

- 1. Pigeon proofing be undertaken on Council assets where roosting pigeons congregate.**
- 2. Council consider the ongoing maintenance of pigeon control be the responsibility of affected businesses.**
- 3. Council contribute to a pigeon population management program.**
- 4. The businesses in the central business district be advised of Council's final resolution of this matter.**

**CARRIED**

**8.6 ASSETS****8.6.1 TEN YEAR PLANT REPLACEMENT PROGRAMME AND PLANT FUND****RESOLUTION 225/2020**

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

**That development of a detailed ten year strategic plant management plan be referred to the Finance Committee for ongoing review until the committee is satisfied that the plan be referred to Council for adoption.**

**CARRIED**

**8.7 CIVIL WORKS****8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - JULY 2020****RESOLUTION 226/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Craig Stewart

- 1. The Civil Works and Technical Services Report for the month of July, 2020 be received.**
- 2. Council investigate drainage concerns along the Wallendoon Street edge of Clarke Oval.**

**CARRIED**

**8.8 TECHNICAL SERVICES****8.8.1 FEDERAL GOVERNMENT FUNDING - LOCAL ROAD AND COMMUNITY INFRASTRUCTURE PROGRAMME****RESOLUTION 227/2020**

Moved: Cr David Graham

Seconded: Cr Charlie Sheahan

- 1. The Report on Federal Government Funding – Local Road and Community Infrastructure Programme and attachments be received and noted.**
- 2. The projects identified within the report be nominated on behalf of Cootamundra-Gundagai Regional Council for funding under the Local Road and Community Infrastructure Programme.**

**CARRIED**

**8.9 FACILITIES**

Nil

**8.10 WASTE, PARKS AND RECREATION****8.10.1 REPLACEMENT OF CASE LANDFILL LOADER PLANT NO. 1304****RESOLUTION 228/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Doug Phillips

- 1. The Report for the Replacement of Case Landfill Loader, Plant No 1304 be received and noted.**

2. The quotation received from Porter Equipment Australia for the purchase of a Hyundai HL757-9 Wheel Loader (including 4:1 bucket & foam filled tyres) for \$269,500 (inc. GST) and trade in amount of \$55,000 be accepted.
3. The \$175,000 be funded through the Plant Reserve, and additional funds of \$12,550, above the plant reserve, required allocation be funded from the Waste Reserve.

**CARRIED**

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

### **9.1 NOTICE OF MOTION - RAIL TRAIL BETWEEN COOTAMUNDRA AND TUMBLONG**

#### **RESOLUTION 229/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Penny Nicholson

1. That CGRC produce a submission to present to the NSW Government for development of the Cootamundra to Tumblong Rail Trail as a place making project, promoting tourism growth and economic stimulus, benefiting the whole local government area.
2. That Council apply for \$100,000 to be reallocated for project pre-planning from NCIF2, A Better Community Strategy Project funding through the Office of Local Government.
3. That all legitimate concerns of adjoining landholders be considered and addressed.

**CARRIED**

### **9.2 NOTICE OF MOTION - COOTAMUNDRA MAIN STREET ENHANCEMENT LIGHTING PROGRAM**

Note: That Council review the internally restricted reserves in order to consider inclusion of a reserve of the proceeds from the sale of Council's Southern Phone Company share as resolved (Min. no. 399/2019) at the Ordinary Meeting held 29<sup>th</sup> October, 2019.

#### **MOTION**

**That Council proceed with the implementation of the Cootamundra Main Street Enhancement Lighting Program**

### **9.3 NOTICE OF MOTION - THAT COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL DEFER THE RATES HARMONISATION UNTIL THE 2021/22 FINANCIAL YEAR.**

#### **MOTION**

That Cootamundra-Gundagai Regional Council defer the implementation of the Rates Harmonisation until the 2021/22 financial year.

The Motion was WITHDRAWN.

**10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS**

Nil

**The Meeting closed at 8:45.**

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

.....

**CHAIRPERSON**

.....

**GENERAL MANAGER**

## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT FOR AUGUST, 2020

DOCUMENT NUMBER	331811
AUTHORISING OFFICER	Phillip McMurray, General Manager
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
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.**

#### 27<sup>th</sup> July, 2020

At the Ordinary Meeting held 25<sup>th</sup> February, 2020 item 8.3.2 Drought Communities Program, was submitted for the consideration of Council. The report contained a list of projects proposed for an application to be submitted through the federal Drought Communities Program. At that meeting Council resolved (Min. no.067/2020) applications be prepared and submitted through the Drought Communities Program for the Gundagai Main Street Development Stage Two (2) and Parker Street Cootamundra Upgrade. As such:

Cr Nicholson, Phillip McMurray (General Manager) and I met with Member for Riverina, Michael McCormack, Deputy Prime Minister to discuss the recent \$1M funding for Cootamundra-Gundagai Regional Council's successful application through the Drought Communities Fund for the main street upgrade project stage 2 for Gundagai.

On my behalf Cr Dennis Palmer (Deputy Mayor), Cr's Sheahan and Stewart, and Phillip McMurray (General Manager) met with Member for Riverina, Michael McCormack, Deputy Prime Minister to discuss the recent \$1M funding for Cootamundra-Gundagai Regional Council's successful application through the Drought Communities Fund for a main street upgrade for Cootamundra.

Cr Sheahan Attended an Adina Care Board Meeting.

#### 28<sup>th</sup> July, 2020

Cr Dennis Palmer (Deputy Mayor), Cr's Graham, Kelly, Nicholson, Phillips, Sheahan and Stewart, Phillip McMurray (General Manager), Kay Whitehead (Deputy General Manager) and I attended a Councillor Workshop.

#### 30<sup>th</sup> July, 2020

Cr Dennis Palmer (Deputy Mayor) and I met with a representative from the Australian Meat Group.

Cr Sheahan attended an Access and Inclusion Advisory Committee Meeting.

#### 4<sup>th</sup> August, 2020

Cr Sheahan attended a Cootamundra Youth council Meeting

5th August, 2020

Cr Nicholson and I attended a Tourism branding Launch in Cootamundra.

6th August, 2020

Cr Nicholson and I attended a Tourism branding Launch at the Dog on the Tuckerbox.

Cr's Nicholson and Sheahan attended a Cootamundra Tourism Action Group s355 Committee Meeting.

7th August, 2020

I attended a Riverina Eastern Regional Organisation of Councils (REROC) Executive meeting.

10<sup>th</sup> August, 2020

I attended an Agri Tourism Meeting at Gundagai.

11<sup>th</sup> August, 2020

Cr Dennis Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson, Sheahan and Stewart, Phillip McMurray (General Manager), Kay Whitehead (Deputy General Manager) and I attended a Councillor Workshop.

12<sup>th</sup> August, 2020

I attended a REROC Regional Water Strategy Meeting.

Cr Sheahan attended a Cootamundra Scouts meeting.

13<sup>th</sup> August, 2020

Cr Bowden attended the Cootamundra Development Corporation's Annual General Meeting.

Cr Sheahan attended the Cootamundra-Gundagai Local Traffic Committee Meeting.

14<sup>th</sup> August, 2020

Cr Dennis Palmer (Deputy Mayor), Cr's Bowden, Graham and I conducted the General Manager's Performance Review.

Cr Nicholson attended a meeting with Local Area Command Superintendent Bob Noble in relation to ACT residents returning from Victoria having been given permission to return home since being released from COVID-19 quarantine. As part of the arrangements coordinated by the NSW and Victorian governments, the travellers were able to stop and take a break from driving at the South Gundagai McDonalds.

14<sup>th</sup> August, 2020

Cr Nicholson attended meeting between Transgrid and a local committee of residents affected by the Transgrid project.

17<sup>th</sup> August, 2020

Cr Bowden attended a Cootamundra aboriginal Working Party meeting.

18<sup>th</sup> August, 2020

Cr Bowden attended a Cootamundra Heritage Centre 19<sup>th</sup> birthday morning tea.

19<sup>th</sup> August, 2020

Cr Sheahan attended a Rail Trail meeting in Gundagai.

20<sup>th</sup> August, 2020

Cr Denis Palmer (Deputy Mayor), Cr's Graham, Kelly and Sheahan, Phillip McMurray (General Manager) and I met with representatives from the Australian Meat Group.

Cr Bowden attended The Arts Centre Cootamundra s355 Committee meeting.

## 7 REPORTS FROM COMMITTEES

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

REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Marianne McInerney, Personal Assistant to the 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 - 13.08.2020 - Minutes. <a href="#">↓</a>

#### RECOMMENDATION

1. The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 13 August 2020 (attached) are submitted for adoption.
2. Council consider the recommendations contained within the Minutes.

#### Introduction

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

# Minutes

## COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**10AM, THURSDAY 13<sup>TH</sup> AUGUST, 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 AUGUST 2020 AT 10AM**

**PRESENT:** Cr Charlie Sheahan, Mark Ellis (Manager Civil Works), Manager Technical Services Matt Stubbs, Road Safety Officer Anthony Carroll, NSW Police Highway Patrol Leading Senior Constable Paul Kemp, Fazlul Hoque (Transport for NSW) (video link)

**IN ATTENDANCE:**

**1. 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. 2 APOLOGIES**

Sgt James Prentice (NSW Police), Acting Sgt Adam White (NSW Police), Mrs Rosalind Wight (Representative of Member for Cootamundra, Steph Cooke, MP)

**3. 3 DISCLOSURES OF INTEREST**

Nil

**4 CONFIRMATION OF MINUTES**

**4. 2.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 14 MAY 2020**

**COMMITTEE RECOMMENDATION**

**The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 14 May 2020 be confirmed as a true and correct record of the meeting.**

Moved: Mark Ellis

Seconded: Anthony Carroll

## 5. 5 BUSINESS ARISING

- **3.4** Cootamundra Cycling Club has cancelled all events due to COVID-19
- **3.6** Approach ramp to Hume Highway from Sheridan Street, Gundagai

Transport for NSW (TfNSW) have reviewed the speed on the ramp and will move the 110 kilometres per hour (kph) speed zone 140 metres away from the Highway so that road users have 210 metres to reach Highway speed from 50kph speed zone.

TfNSW investigated the West Street approach ramp to the Hume Highway and will eliminate the 80kph speed zone therefore removing the length of road with two different speed zones. The north bound lane (towards highway) 50kph speed zone will extend beyond the overpass to the 110kph speed zone.

- **6** General Business

Committee to consider front to kerb parking for Cootamundra. This will be reported at the Cootamundra-Gundagai Local Traffic Committee Meeting scheduled to be held 12<sup>th</sup> November, 2020.

- **3.2** Cross Street Overpass (from 13 February, 2020)

TfNSW will replace the Give Way signage with Stop signage and paint the lines for Stop signs on the pavement. Work to be completed by TfNSW staff.

## 6. 6 REPORTS

### 7. 2.1 SALT CLAY ROAD/OLYMPIC HIGHWAY INTERSECTION UPDATE

#### RECOMMENDATION

**That Council design a lay out for the slip lane into slip lane and submit the layout to Transport for NSW.**

Committee's discussion included:

The road was reconstructed and painted according to AustRoads standards and the new linemarking is in accordance to those guidelines.

Residents have reported near misses when traffic is not aware of the cars needing to stop in order to give way to oncoming traffic.

NSW Police commented on the lack of sight distance for approaching traffic due to the bridge being just before the intersection.

Cr Sheahan commented that ideally would have a slip lane.

Past conditions of Salt Clay Road subdivision required this widening.

**8. 2.2 OLYMPIC HIGHWAY (YASS ROAD) SPEED SIGNAGE****RECOMMENDATION**

**That the Committee agree to alternative locations and sizes of the repeater signs of the 50kph zone as suggested by Transport for New South Wales.**

Committee's discussion included:

Repeaters of 50kph required to remind drivers of the speed limit. TfNSW submitted a design, this layout was debated due to features on the road that need to be considered.

**9. 2.3 COOTAMUNDRA TOWN CENTRE DIRECTIONAL SIGNAGE****RECOMMENDATION**

**That new Town Centre directional signage be installed at:**

- (i) Parker Street at the Hovell Street intersection;**
- (ii) The intersection of Sutton and Wallendoon Streets.**

**10. 2.4 YASS ROAD TRUCK PARKING****RECOMMENDATION**

**That the existing 'No Parking' Signage at 35 Yass Road be moved to the northern side of its driveway.**

Committee's discussion included:

The parking zone to be extended north of the entrance of Elouera. NSW Police support the extension of the No Parking Zone as Trucks are parked on the inside of the curve.

There is significant parking available in the Service Centre, as such south bound trucks can easily turn into the Service Centre so the extension of the No Parking zone along the Eastern side of the Yass Road will not reduce parking availability. The added safety bonus is that truck drivers themselves will not be crossing the Highway to access the Service Centre.

**11. 2.5 PARKER LANE - ONE WAY TRAFFIC PROPOSAL FOR PARKER LANE BETWEEN BOURKE AND WALLEDOON STREETS (WOOLWORTHS BLOCK)**

**RECOMMENDATION**

- 1. That Parker Lane be made One Way between Bourke and Wallendoon Streets.**
- 2. That Council request Transport for NSW to investigate the suitability for Parker Lane, between Bourke Street and the southern limit of Woolworths, implement a 10kph Shared Pedestrian Zone.**
- 3. That Council consult with Woolworths, regarding the exit design and the proposed changes to traffic, and submit a design for traffic flow within and around the car parking areas to be reviewed at the Cootamundra-Gundagai Local Traffic Committee scheduled to be held 12<sup>th</sup> November, 2020.**

The overwhelming agreement of business owners or managers, between Bourke Street and Wallendoon Street, for Parker Lane to be made one way to traffic was unexpected. The breakdown of traffic moving north to south 2 thirds to 1 third moving in the opposite direction was also noted. Combined with the narrowness of the Lane the Committee was in favour of Parker Lane being made One Way to traffic.

Consultation with businesses between Adams and Bourke Streets needs to be undertaken to provide Councillors with community information.

Committee's discussion included:

Discussion was made regarding the unpredictable and frequent pedestrian movements down Parker Lane from Bourke Street to the southern end to the entrance to Woolworths. Pedestrians are more likely to disregard the pedestrian crossing and the number of pedestrians walking directly and diagonally down Parker Lane was also noted. To cater for this informal shared pedestrian crossing zone the following recommendation was made.

It was noted that there should be consultation between businesses and Council due to the changes to traffic flow outside Woolworths and the car park area.

**12. 2.6 WALLEDOON STREET/SUTTON STREET INTERSECTION**

**RECOMMENDATION**

**That the Wallendoon and Sutton Streets, Cootamundra right of way be amended to reflect Sutton Street as the Give Way.**

**13. 2.7 COOLAC SERVICE CENTRE - MUTTAMA ROAD INTERSECTION****RECOMMENDATION****That the information be noted.**

The Service Centre has opened and there are a number of works to be undertaken with a timeframe of six months for completion.

**14. 2.8 SIGNAGE AROUND THE COOLAC MUTTAMA ROAD INTERSECTION****RECOMMENDATION****That road signs be placed around the Coolac Muttama Road intersection to cater for site clearances.**

The Destination Direction Sign could be shifted to a location to allow more site clearance for traffic travelling north towards Cootamundra.

The design of the sign for the Coolac Motel needs to be negotiated with using the guidelines from Transport for NSW if the business wants an authorised Blue Sign. The sign will be installed between the Farm Stay Services sign and the Hume Highway access ramps. The final design will need to be referred to Transport for NSW for approval.

**15. 2.9 OLD GUNDAGAI ROAD/MUTTAMA ROAD INTERSECTION****RECOMMENDATION****That Council prioritises, and seeks funding options for, concept design plans for upgrading of the Old Gundagai and Muttama Roads intersection.**

The proposals for upgrades to the intersection were noted with the issues of the 10% fall and the purchase of land required. Hazards regarding the existing intersection notably the lack of a slip lane for traffic turning north onto Old Gundagai Road on a corner were discussed.

The plans for the intersection are to be prioritised and funding sought for the upgrade plans to be implemented. Funding may be available through the Safer Roads applications.

**16. 2.10 COOTAMUNDRA COMMUNITY CHRISTMAS PARTY****RECOMMENDATION**

- 1. That the event be limited to Parker Street, within the roundabouts,**
- 2. Council support the community event with the arrangement of road closures.**

The event should be limited to Parker Street excluding the roundabout of Wallendoon Street to avoid congestion. Parking for the event is to be limited from 3pm so that cars can leave but none enter the proposed site. The restrictions to parking prior to the event will need to be extensively advertised by the event organizers. Council will organise the necessary Traffic Management Plans and provide staff to ensure road closures are in place and vehicles do not re-enter during the set up time.

**17. 2.11 ADVANCE WARNING SIGNAGE BURLEY GRIFFIN WAY - MANILDRA GRAIN, STOCKINGBINGAL****RECOMMENDATION**

**That Council approve the placement of advance warning signage for the Manildra Grain site on the Burley Griffin Way at Lewins Lane and requests Transport for NSW to approve sign location and installation and changes to the centre line.**

An advance warning sign is needed on the Burley Griffin Way so that B double trucks (and larger) have time to turn into the destination and avoid traffic overshooting the intersection and needing to turn in Stockinbingal.

The centre line on the Eastern side of the intersection (Stockinbingal side) should be solid in an attempt to stop traffic overtaking turning trucks and to prevent traffic from overtaking in the vicinity of the intersection. Manildra Corporation will provide the signage.

**18. 2.12 FIRST AVENUE GUNDAGAI - PROPOSAL TO BE A ONE WAY STREET****RECOMMENDATION**

**That First Avenue be a One Way street from in an Eastern direction between Kitchener Street and Homer Street.**

Various community groups were surveyed for their attitudes towards First Avenue to be a one street. The overwhelming majority agreeing to the one way proposal was noted.

**19. 2.13 FIRST AVENUE GUNDAGAI - PROPOSAL FOR CONSISTENT NO PARKING ZONE****RECOMMENDATION**

**That the community be surveyed for First Avenue to have a consistent “No Parking” zone on the southern (downhill) side in early 2021.**

Several community requests were made for the First Avenue to have a consistent No Parking zone on the southern (downhill) side. The need for the No Parking zone may not be as necessary when the street is made into an one way street so the community should be consulted after a time when residents become familiar with the traffic flow.

**20. 2.14 WEST STREET, GUNDAGAI PARKING CONGESTION****RECOMMENDATION**

- 1. That Gundagai Public School consider other vehicular arrangements onto the school property.**
- 2. That a range of parking and pickup options, that provide ample site distance to maintain safe traffic flow, be considered in consultation with the Committee of the Gundagai Preschool and Kindergarten, and the Principal of Gundagai Public School.**
- 3. That a No Parking Zone be investigated to improve sight distance and consultation be undertaken with the resident of 135 West Street.**

The complexity of the parking and site distances around the southern exit to the Gundagai Public School were recognised. Several issues are the parking arrangements for staff of the Gumnuts Preschool and Long Term Child Care, the amount of traffic entering and leaving the school property and the amount of off-site parking and pick up zones that already exist around the school. Concerns were raised regarding the traffic flow on school grounds which may be not according to Department of Education guidelines and whether the other parking and drop off facilities should be encouraged.

**21. 2.15 GRANT FUNDING: SAFER ROADS APPLICATION AND NHVR ASSET INSPECTIONS****RECOMMENDATION**

**Muttama Road be considered for safety upgrades within the Safer Roads Funding program.**

**22. 7 GENERAL BUSINESS**

- **Sylvia's Gap Road/Tumblong and Hume Highway**

This crossing was the site of a fatal crash and other close calls. The Highway is approached by a short steep ramp with limited sight distances especially in inclement weather. The recommendation from TfNSW is to install Stop signs for traffic crossing the Highway and advisory signs indicating the layout of the traffic lanes.

- **Sheridan Street Pedestrian Crossing**

Discussion:

Speeds in Sheridan Street were recorded to be less than the period before the speed zone was implemented. Pedestrian movements appear to be random with movements typically been directly from the last shop visited in a direct line to the rear of parked cars.

**Members of the Local Traffic Committee recommended:**

**The current High Pedestrian Activity Area 40kph zone be maintained so that pedestrians have the freedom to cross the road where they choose. Furthermore, the pedestrian movements required for the installation of dedicated pedestrian zebra crossing are not met.**

- **Parking outside the Theatre in Sheridan Street Gundagai**

**Recommendation:**

**That parking bays remain available for all members of the public in Sheridan Street, Gundagai.**

- **West Street/Sheridan Street and the layout of Stop and Give Way signs**

**Recommendation:**

**That a report be prepared for the next committee meeting detailing problems and perceptions of road users approaching this intersection.**

- **Parking in the vicinity of the Hovell and Cowcumbra Streets intersection**

**Recommendation:**

**That a report be prepared for the next committee meeting detailing problems and perceptions of parking near the intersection.**

- **Elouera Loading bay outside the Elouera Laundromat**

Correspondence was received from Elouera stating the business frequently requires to find parking spaces to unload or load laundry as part of their business.

**Recommendation:**

**That a signed loading bay be placed adjacent to the traffic island in front of the Heartbreak Café.**

- **Signage for parking and RV parking at the Car Park of the Ex-Services Club Cootamundra**

**Recommendation:**

**That signage for the availability of parking for RV’s and other road users behind the Ex-Services Club be installed.**

- **An unmanned Fuel Depot proposal on North Coolac Road immediately opposite the newly opened Mobil Service Centre**

To be considered for the next Local Traffic Committee.

- **The Rail Trail to be promoted as part of the PAMPS Plan**

The PAMPS plan is a work in progress that has been requested to incorporate the Rail Trail as part of its scope.

- **PAMPS/Cycleways Update**

Expectations were the Draft Cootamundra-Gundagai Regional Council PAMPS/Cycleways plan would be presented to the August Local Area Traffic Committee Meeting. Unfortunately other committees to the Safe Roads Program and funding applications has meant a Draft Plan is still pending.

Recently, advertisement for public comment was sought with a positive result being received. This information is being incorporated into the Plan. Other information such as maps and conditional assessments of existing paths is progressing well.

**The Meeting closed at 12pm.**

**The minutes of this meeting were confirmed at the Cootamundra-Gundagai Local Traffic Committee Meeting held on 12 November, 2020.**

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**CHAIRPERSON**

.....

**COUNCIL MEMBER**

# Minutes

## COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**10AM, THURSDAY 13<sup>TH</sup> AUGUST, 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 AUGUST 2020 AT 10AM**

**PRESENT:** Cr Charlie Sheahan, Mark Ellis (Manager Civil Works), Manager Technical Services Matt Stubbs, Road Safety Officer Anthony Carroll, NSW Police Highway Patrol Leading Senior Constable Paul Kemp, Fazlul Hoque (Transport for NSW) (video link)

**IN ATTENDANCE:**

**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**

Sgt James Prentice (NSW Police), Acting Sgt Adam White (NSW Police), Mrs Rosalind Wight (Representative of Member for Cootamundra, Steph Cooke, MP)

**3 DISCLOSURES OF INTEREST**

Nil

**4 CONFIRMATION OF MINUTES**

**2.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 14 MAY 2020**

**COMMITTEE RECOMMENDATION**

**The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 14 May 2020 be confirmed as a true and correct record of the meeting.**

Moved: Mark Ellis

Seconded: Anthony Carroll

## 5 BUSINESS ARISING

- **3.4** Cootamundra Cycling Club has cancelled all events due to COVID-19
- **3.6** Approach ramp to Hume Highway from Sheridan Street, Gundagai

Transport for NSW (TfNSW) have reviewed the speed on the ramp and will move the 110 kilometres per hour (kph) speed zone 140 metres away from the Highway so that road users have 210 metres to reach Highway speed from 50kph speed zone.

TfNSW investigated the West Street approach ramp to the Hume Highway and will eliminate the 80kph speed zone therefore removing the length of road with two different speed zones. The north bound lane (towards highway) 50kph speed zone will extend beyond the overpass to the 110kph speed zone.

- **6** General Business

Committee to consider front to kerb parking for Cootamundra. This will be reported at the Cootamundra-Gundagai Local Traffic Committee Meeting scheduled to be held 12<sup>th</sup> November, 2020.

- **3.2** Cross Street Overpass (from 13 February, 2020)

TfNSW will replace the Give Way signage with Stop signage and paint the lines for Stop signs on the pavement. Work to be completed by TfNSW staff.

## 6 REPORTS

### 2.1 SALT CLAY ROAD/OLYMPIC HIGHWAY INTERSECTION UPDATE

#### RECOMMENDATION

**That Council design a lay out for the slip lane into slip lane and submit the layout to Transport for NSW.**

Committee's discussion included:

The road was reconstructed and painted according to AustRoads standards and the new linemarking is in accordance to those guidelines.

Residents have reported near misses when traffic is not aware of the cars needing to stop in order to give way to oncoming traffic.

NSW Police commented on the lack of sight distance for approaching traffic due to the bridge being just before the intersection.

Cr Sheahan commented that ideally would have a slip lane.

Past conditions of Salt Clay Road subdivision required this widening.

## **2.2 OLYMPIC HIGHWAY (YASS ROAD) SPEED SIGNAGE**

### **RECOMMENDATION**

**That the Committee agree to alternative locations and sizes of the repeater signs of the 50kph zone as suggested by Transport for New South Wales.**

Committee's discussion included:

Repeaters of 50kph required to remind drivers of the speed limit. TfNSW submitted a design, this layout was debated due to features on the road that need to be considered.

## **2.3 COOTAMUNDRA TOWN CENTRE DIRECTIONAL SIGNAGE**

### **RECOMMENDATION**

**That new Town Centre directional signage be installed at:**

- (i) Parker Street at the Hovell Street intersection;**
- (ii) The intersection of Sutton and Wallendoon Streets.**

## **2.4 YASS ROAD TRUCK PARKING**

### **RECOMMENDATION**

**That the existing 'No Parking' Signage at 35 Yass Road be moved to the northern side of its driveway.**

Committee's discussion included:

The parking zone to be extended north of the entrance of Elouera. NSW Police support the extension of the No Parking Zone as Trucks are parked on the inside of the curve.

There is significant parking available in the Service Centre, as such south bound trucks can easily turn into the Service Centre so the extension of the No Parking zone along the Eastern side of the Yass Road will not reduce parking availability. The added safety bonus is that truck drivers themselves will not be crossing the Highway to the access the Service Centre.

## **2.5 PARKER LANE - ONE WAY TRAFFIC PROPOSAL FOR PARKER LANE BETWEEN BOURKE AND WALLENDON STREETS (WOOLWORTHS BLOCK)**

### **RECOMMENDATION**

- 1. That Parker Lane be made One Way between Bourke and Wallendoon Streets.**
- 2. That Council request Transport for NSW to investigate the suitability for Parker Lane, between Bourke Street and the southern limit of Woolworths, implement a 10kph Shared Pedestrian Zone.**
- 3. That Council consult with Woolworths, regarding the exit design and the proposed changes to traffic, and submit a design for traffic flow within and around the car parking areas to be reviewed at the Cootamundra-Gundagai Local Traffic Committee scheduled to be held 12<sup>th</sup> November, 2020.**

The overwhelming agreement of business owners or managers, between Bourke Street and Wallendoon Street, for Parker Lane to be made one way to traffic was unexpected. The breakdown of traffic moving north to south 2 thirds to 1 third moving in the opposite direction was also noted. Combined with the narrowness of the Lane the Committee was in favour of Parker Lane being made One Way to traffic.

Consultation with businesses between Adams and Bourke Streets needs to be undertaken to provide Councillors with community information.

Committee's discussion included:

Discussion was made regarding the unpredictable and frequent pedestrian movements down Parker Lane from Bourke Street to the southern end to the entrance to Woolworths. Pedestrians are more likely to disregard the pedestrian crossing and the number of pedestrians walking directly and diagonally down Parker Lane was also noted. To cater for this informal shared pedestrian crossing zone the following recommendation was made.

It was noted that there should be consultation between businesses and Council due to the changes to traffic flow outside Woolworths and the car park area.

## **2.6 WALLENDON STREET/SUTTON STREET INTERSECTION**

### **RECOMMENDATION**

**That the Wallendoon and Sutton Streets, Cootamundra right of way be amended to reflect Sutton Street as the Give Way.**

## **2.7 COOLAC SERVICE CENTRE - MUTTAMA ROAD INTERSECTION**

### **RECOMMENDATION**

**That the information be noted.**

The Service Centre has opened and there are a number of works to be undertaken with a timeframe of six months for completion.

## **2.8 SIGNAGE AROUND THE COOLAC MUTTAMA ROAD INTERSECTION**

### **RECOMMENDATION**

**That road signs be placed around the Coolac Muttama Road intersection to cater for site clearances.**

The Destination Direction Sign could be shifted to a location to allow more site clearance for traffic travelling north towards Cootamundra.

The design of the sign for the Coolac Motel needs to be negotiated with using the guidelines from Transport for NSW if the business wants an authorised Blue Sign. The sign will be installed between the Farm Stay Services sign and the Hume Highway access ramps. The final design will need to be referred to Transport for NSW for approval.

## **2.9 OLD GUNDAGAI ROAD/MUTTAMA ROAD INTERSECTION**

### **RECOMMENDATION**

**That Council prioritises, and seeks funding options for, concept design plans for upgrading of the Old Gundagai and Muttama Roads intersection.**

The proposals for upgrades to the intersection were noted with the issues of the 10% fall and the purchase of land required. Hazards regarding the existing intersection notably the lack of a slip lane for traffic turning north onto Old Gundagai Road on a corner were discussed.

The plans for the intersection are to be prioritised and funding sought for the upgrade plans to be implemented. Funding may be available through the Safer Roads applications.

## **2.10 COOTAMUNDRA COMMUNITY CHRISTMAS PARTY**

### **RECOMMENDATION**

- 1. That the event be limited to Parker Street, within the roundabouts,**
- 2. Council support the community event with the arrangement of road closures.**

The event should be limited to Parker Street excluding the roundabout of Wallendoon Street to avoid congestion. Parking for the event is to be limited from 3pm so that cars can leave but none enter the proposed site. The restrictions to parking prior to the event will need to be extensively advertised by the event organizers. Council will organise the necessary Traffic Management Plans and provide staff to ensure road closures are in place and vehicles do not re-enter during the set up time.

## **2.11 ADVANCE WARNING SIGNAGE BURLEY GRIFFIN WAY - MANILDRA GRAIN, STOCKINGBINGAL**

### **RECOMMENDATION**

**That Council approve the placement of advance warning signage for the Manildra Grain site on the Burley Griffin Way at Lewins Lane and requests Transport for NSW to approve sign location and installation and changes to the centre line.**

An advance warning sign is needed on the Burley Griffin Way so that B double trucks (and larger) have time to turn into the destination and avoid traffic overshooting the intersection and needing to turn in Stockinbingal.

The centre line on the Eastern side of the intersection (Stockinbingal side) should be solid in an attempt to stop traffic overtaking turning trucks and to prevent traffic from overtaking in the vicinity of the intersection. Manildra Corporation will provide the signage.

## **2.12 FIRST AVENUE GUNDAGAI - PROPOSAL TO BE A ONE WAY STREET**

### **RECOMMENDATION**

**That First Avenue be a One Way street from in an Eastern direction between Kitchener Street and Homer Street.**

Various community groups were surveyed for their attitudes towards First Avenue to be a one street. The overwhelming majority agreeing to the one way proposal was noted.

## **2.13 FIRST AVENUE GUNDAGAI - PROPOSAL FOR CONSISTENT NO PARKING ZONE**

### **RECOMMENDATION**

**That the community be surveyed for First Avenue to have a consistent “No Parking” zone on the southern (downhill) side in early 2021.**

Several community requests were made for the First Avenue to have a consistent No Parking zone on the southern (downhill) side. The need for the No Parking zone may not be as necessary when the street is made into an one way street so the community should be consulted after a time when residents become familiar with the traffic flow.

## **2.14 WEST STREET, GUNDAGAI PARKING CONGESTION**

### **RECOMMENDATION**

- 1. That Gundagai Public School consider other vehicular arrangements onto the school property.**
- 2. That a range of parking and pickup options, that provide ample site distance to maintain safe traffic flow, be considered in consultation with the Committee of the Gundagai Preschool and Kindergarten, and the Principal of Gundagai Public School.**
- 3. That a No Parking Zone be investigated to improve sight distance and consultation be undertaken with the resident of 135 West Street.**

The complexity of the parking and site distances around the southern exit to the Gundagai Public School were recognised. Several issues are the parking arrangements for staff of the Gumnuts Preschool and Long Term Child Care, the amount of traffic entering and leaving the school property and the amount of off-site parking and pick up zones that already exist around the school. Concerns were raised regarding the traffic flow on school grounds which may be not according to Department of Education guidelines and whether the other parking and drop off facilities should be encouraged.

## **2.15 GRANT FUNDING: SAFER ROADS APPLICATION AND NHVR ASSET INSPECTIONS**

### **RECOMMENDATION**

**Muttama Road be considered for safety upgrades within the Safer Roads Funding program.**

## 7 GENERAL BUSINESS

- **Sylvia's Gap Road/Tumblong and Hume Highway**

This crossing was the site of a fatal crash and other close calls. The Highway is approached by a short steep ramp with limited sight distances especially in inclement weather.

The recommendation from TfNSW is to install Stop signs for traffic crossing the Highway and advisory signs indicating the layout of the traffic lanes.

- **Sheridan Street Pedestrian Crossing**

Discussion:

Speeds in Sheridan Street were recorded to be less than the period before the speed zone was implemented. Pedestrian movements appear to be random with movements typically been directly from the last shop visited in a direct line to the rear of parked cars.

**Members of the Local Traffic Committee recommended:**

**The current High Pedestrian Activity Area 40kph zone be maintained so that pedestrians have the freedom to cross the road where they choose. Furthermore, the pedestrian movements required for the installation of dedicated pedestrian zebra crossing are not met.**

- **Parking outside the Theatre in Sheridan Street Gundagai**

**Recommendation:**

**That parking bays remain available for all members of the public in Sheridan Street, Gundagai.**

- **West Street/Sheridan Street and the layout of Stop and Give Way signs**

**Recommendation:**

**That a report be prepared for the next committee meeting detailing problems and perceptions of road users approaching this intersection.**

- **Parking in the vicinity of the Hovell and Cowcumbra Streets intersection**

**Recommendation:**

**That a report be prepared for the next committee meeting detailing problems and perceptions of parking near the intersection.**

- **Elouera Loading bay outside the Elouera Laundromat**

Correspondence was received from Elouera stating the business frequently requires to find parking spaces to unload or load laundry as part of their business.

**Recommendation:**

**That a signed loading bay be placed adjacent to the traffic island in front of the Heartbreak Café.**

- **Signage for parking and RV parking at the Car Park of the Ex-Services Club Cootamundra**

**Recommendation:**

**That signage for the availability of parking for RV’s and other road users behind the Ex-Services Club be installed.**

- **An unmanned Fuel Depot proposal on North Coolac Road immediately opposite the newly opened Mobil Service Centre**

To be considered for the next Local Traffic Committee.

- **The Rail Trail to be promoted as part of the PAMPS Plan**

The PAMPS plan is a work in progress that has been requested to incorporate the Rail Trail as part of its scope.

- **PAMPS/Cycleways Update**

Expectations were the Draft Cootamundra-Gundagai Regional Council PAMPS/Cycleways plan would be presented to the August Local Area Traffic Committee Meeting. Unfortunately other committees to the Safe Roads Program and funding applications has meant a Draft Plan is still pending.

Recently, advertisement for public comment was sought with a positive result being received. This information is being incorporated into the Plan. Other information such as maps and conditional assessments of existing paths is progressing well.

**The Meeting closed at 12pm.**

**The minutes of this meeting were confirmed at the Cootamundra-Gundagai Local Traffic Committee Meeting held on 12 November, 2020.**

.....  
**CHAIRPERSON**

.....  
**COUNCIL MEMBER**

**8 GENERAL MANAGER'S REPORT**

**8.1 BUSINESS****8.1.1 OPEN FORUM SUBMISSIONS**

DOCUMENT NUMBER	332864
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b> 1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**Written submissions for the Open Forum received after the publishing of the July, 2020 Business Paper, if any, be received and read aloud.**

Introduction

Due to Covid-19 amendments were made to the Local Government Act, 1993 in relation to the requirements for holding monthly Council meetings. To ensure compliance with the Public Health Order, public forums will only be held in a manner that is consistent with the Public Health Order and the Australian Health Protection Principal Committee's recommendations on indoor gatherings.

Discussion

At the time of publishing the Business Paper for the Ordinary Meeting to be held 25<sup>th</sup> August, 2020 no written submissions for the Open Forum had been received.

Written submissions by members of the community have been called for the Open Forum section of Council's Ordinary Meetings. Any written submissions received in time shall be read aloud at the meeting and any action arising from those submissions will be provided to the correspondent in writing by the appropriate Council Officer.

**8.1.2 FINAL QUARTER PROGRESS REPORT ON THE 2019-2020 PLAN OF MANAGEMENT DELIVERY PROGRAM**

DOCUMENT NUMBER	332702
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. 2019 2020 Quarterly Progress Report (Q4) <a href="#">↓</a>

**RECOMMENDATION**

**That Council receive and note the report.**

Introduction

A summary is provided by Manager’s each quarter to monitor outcomes in Council’s Delivery Program, incorporated in the Operational Plan, throughout the year.

Discussion

The finalisation of the 2019-2020 year’s plan is attached. Items are generally related to either ongoing operational service delivery, and/or specific projects, each within pre-determined budgets.

It should be noted that, with the COVID-19 impacts and the extension of the Council term for a 5<sup>th</sup> year, as well as the need to prepare the most recent Operational Plan, a number of actions not reported as completed, will be picked up in the current year.

# Delivery Program / Operational Plan

## Quarterly Progress Report

End of Year 2019/2020 (Q4)

### General Manager

#### *General Manager*

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Councillors will support and advocate for the needs of all members in our community.	4.1a (1)	Councillors available and contactable by community members	General Manager	Ongoing	100%	Councillor's contact information is available on Council's website and can be obtained upon request.
Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	1.2c (5)	Provide Council representation on relevant Section 355 Committees	General Manager	In Progress	100%	Reports tendered. Investigating options prompted by external audit of s355 Committees.
Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	2.1a (4)	Pursue available grant opportunities	General Manager	In Progress	100%	Advised that several applications have been unsuccessful in this round.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Support and advocate for the installation of the National Broadband Network across the local government area.	2.1d (2)	Facilitate provision of information on the NBN to the Community on Councils website	General Manager	In Progress	100%	NBN is being rolled out and communicated to rate payers through various media channels.
Undertake connection of water supply to the Dog on the Tuckerbox site.	2.3c (4)	Commence preparation of an option agreement for the Dog on the Tuckerbox site	General Manager	Completed	100%	Option agreement has been established.
Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	3.1d (5)	Grant Funding opportunities pursued and secured when available	General Manager	In Progress	100%	Advised that several applications have not been successful this round.
Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	4.1b (1)	Seek funding opportunities when available	General Manager	In Progress	100%	Several applications have been unsuccessful under this funding round.
Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	4.1b (2)	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Ongoing	100%	Ongoing
Participation in relevant REROC activities that will benefit the local government area.	4.1b (3)	Participation in REROC events and activities	General Manager	Ongoing	100%	Continued participation has taken place in REROC board meetings and other events and activities hosted by REROC.
Work in partnership with community members, businesses and all levels of government to deliver community priorities.	4.1b (6)	Participation in Stakeholder events and activities	General Manager	In Progress	100%	Covid-19 impacts, especially on large scale events.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Support for Councillors to attend training, conference and development opportunities will be provided.	4.1e (1)	CGRC attendance at the Local Government NSW Annual General Conference	General Manager	Completed	100%	CGRC attended the Local Government NSW Annual General Conference. Report provided to the November Council Meeting.
Programs and activities which encourage and develop the capacity of current and future community leaders is provided.	4.1e (2)	Identify programs and activities which encourage and develop the capacity of current and future community leaders	General Manager	Ongoing	100%	Councillors have attended various seminars and training.
Provide and maintain services and infrastructure that assists the efficient and effective undertaking of the duties of the elected Council.	4.1e (3)	Continue to provide and maintain services and infrastructure to assist elected representatives in undertaking their duties	General Manager	Ongoing	100%	Ongoing support
Support Councils elected representatives in undertaking their role in the community.	4.1e (4)	Continue to provide administrative support to Councils elected representatives to assist in undertaking their role in the community	General Manager	Ongoing	100%	Ongoing
Review the efficiency and effectiveness of Council's adopted Organisational Structure and ensure the structure and staffing mix can adequately deliver the activities approved by Council.	4.3f (2)	Implement Operational Plan activities	General Manager	Completed	100%	Operational plan delivered.

**Development, Building and Compliance**

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	2.2a (3)	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	100%	This is an ongoing measure. All inspections are undertaken within 48 hours of notification with many being undertaken in 24 hours or less.
	2.2a (3)	Responses to enquiries provided within 5 working days	Manager Development, Building and Compliance	Ongoing	100%	This is an ongoing action with responses to enquiries provided within 5 working days, many are responded to in less time.
Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	2.2b (1)	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	50%	Gundagai Town Strategy to be undertaken in the latter part of 2020 as the last study to inform the development of a comprehensive consolidated LEP
Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	3.1a (1)	Ongoing and continued assessment of all applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	100%	Representative Peer Review Audit found no anomalies or non-compliance.
Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	3.1d (4)	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	100%	Submissions made on local, regional, state and federal policy directions as appropriate. Statutory returns lodged on time
	3.1d (4)	Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	100%	Statutory returns lodged on time

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Develop and operate development control systems to ensure compliance with appropriate legislation and to achieve the best possible development outcomes for the community.	3.2a (1)	Provide Development Applicants with relevant information concerning Disability Discrimination legislation	Manager Development, Building and Compliance	Ongoing	100%	This is a standard condition on all applications
Ensure new development is considerate of our heritage.	3.2a (2)	Assessment of all Development Applications includes heritage considerations as applicable and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	100%	All applications are assessed in accordance with legislative requirements, including heritage. The assessment reports and decisions are recorded as required by legislation
Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	3.2b (1)	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	5%	Pending feedback from other studies to inform content in wider formal instrument.
Determine development applications in an efficient and effective manner based on merit	4.1c (3)	80% of DAs determined within statutory 40 days timeframe	Manager Development, Building and Compliance	Ongoing	100%	Development applications are assessed within legislative timeframes. 80% of applications meet this requirement.
Develop and operate safe food handling and public health controls.	1.3c (2)	Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	In Progress	50%	Education material is currently being developed and will be rolled out upon lifting of restrictions in relation to COVID-19
Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	2.1b (1)	Complete Rural Land Strategy	Manager Development, Building and Compliance	Complete	100%	Strategy complete and adopted

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Develop and operate development control systems which support the protection of agricultural land.	2.1b (2)	Commence development of new LEP and DCP	Manager Development, Building and Compliance	In Progress	50%	Upon adoption of strategies and studies drafting of new EPIs will commence
Implement a range of initiatives which support and promote the sustainable development of the towns Central Business Districts and industrial land.	2.1e (1)	Commence preparation of Cootamundra and Gundagai Town Strategies	Manager Development, Building and Compliance	In Progress	80%	Cootamundra 2050 strategy is complete. Gundagai Strategy will commence upon lifting of restrictions in relation to COVID-19.
Encourage growth in development and construction locally.	2.1e (3)	Develop factsheets for developing and building in the local area	Manager Development, Building and Compliance	In Progress	75%	Factsheets have been developed and a request made for them to be placed on the website.
Develop a new, comprehensive Local Environmental Plan for the local government area.	2.2a (1)	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	30%	Background research and assessment currently being undertaken as to the issues and matters to be included in a new DCP which will be developed in conjunction with the comprehensive consolidated LEP
Identify and address current and future land-use needs through integrated strategic planning and development.	2.2a (2)	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	Not Yet Commenced	0%	See 2.2a(1)
	2.2a (2)	Develop Rural Land Use Strategy	Manager Development, Building and Compliance	In Progress	80%	see 2.1b (1)

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	4.3a (4)	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Yet Commenced	0%	Pending feedback from other studies to inform content.
Identify and follow-up opportunities to increase Councils revenue base including grant funding opportunities to deliver additional income to fund major projects.	4.3a (4)	Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	100%	Grants are applied for as appropriate and when available.

**Regulatory Services**

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide well-maintained cemeteries and efficient, appropriate and dignified cemetery operations and services that create the most peaceful surroundings possible for funeral parties and visitors.	4.3d (5)	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	In Progress	85%	North Gundagai Monumental Cemetery left to photograph, map and record grave details.
	4.3d (5)	Develop a Cemetery Services Strategic plan	Manager Regulatory Services	In Progress	50%	Pending completion of mapping project. Developing Plan in conjunction with CCANSW.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
A range of programs are supported, promoted and controlled to encourage and enforce responsible companion animal ownership.	1.3c (3)	Continue Companion Animals Audit	Manager Regulatory Services	Ongoing	75%	Animal Registrations increased from January to March.
Develop and operate safe food handling and public health controls.	1.3c (2)	Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	In Progress	60%	Education material has been developed. Food shops have been asked to provide email contact details. Further education will be rolled out upon lifting of restrictions in relation to COVID-19
Maintain an active involvement and positive relationship with FRNSW, RFS and SES, Health, Ambulance, Police, Local Land Services and all emergency services organisations within the legislative framework and for the benefit of the community.	1.3d (3)	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	75%	Local Emergency Management Officer liaising with Emergency Management Officer on daily basis
Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	1.3d (4)	Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	75%	Local Emergency Management Office present to assist at all Local Emergency Management Committee meetings.
A range of programs are supported, promoted and controlled to encourage and enforce responsible	1.3c (3)	Analyse data captured through Companion Animals Management System (CAMs) for resource reviews	Manager Regulatory Services	Completed	95%	Data captured through CAMs system and analysis recorded.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
companion animal ownership.	1.3c (3)	Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	Completed	100%	Community Education sessions held at Libraries.
	1.3c (3)	Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Completed	100%	Both Gundagai and Cootamundra held successful free microchipping events.
Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	1.3d (1)	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	75%	Local Emergency Management Committee Meetings held every 2 months.
Develop and maintain effective and well tested emergency management plans.	1.3d (2)	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Completed	100%	Updated EMPLAN & CMGs Completed.
Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	1.3d (4)	Establish and equip functional Emergency Operations Centres at Cootamundra and Gundagai	Manager Regulatory Services	In Progress	60%	EOC in Cootamundra well established, require a Generator and Emergency Operations Centre in Gundagai currently under investigation.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide, maintain and upgrade as funding permits the saleyards facility which allows the regular sale of animals from this and surrounding districts in a suitable environment.	2.1b (3)	Current Saleyards facility maintained	Manager Regulatory Services	Ongoing	100%	Saleyards facility maintained on a regular and ongoing basis.
Provide a facility through which used chemical drums can be disposed of correctly.	3.1c (3)	Provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Ongoing	75%	Over 1000 drums collected from January to March 2020.
A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	3.1d (6)	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	In Progress	40%	Obtaining quotes for Cameras and signage. Writing Policy on Covert surveillance operations.
	3.1d (6)	Undertake illegal dumping surveillance	Manager Regulatory Services	In Progress	100%	There have been 6 Incidents from January to March.
Noxious weeds will be contained, reduced or eliminated as appropriate.	3.1e (1)	Develop a Community Education and Awareness program in regards to weed management	Manager Regulatory Services	In Progress	100%	There have been 6 Incidents from January to March.
	3.1e (1)	Undertake Weed Control program in conjunction with Riverina Regional Strategic Weed Management Plan 2017-2022	Manager Regulatory Services	Ongoing	80%	Biosecurity & Regulatory staff undertaking active weed management, using electronic weed capture and reporting.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	3.1e (2)	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Completed	100%	Bio Security Officers attended Cootamundra Library Event. Councils website updated with educational & resource information.
Provide well-maintained cemeteries and efficient, appropriate and dignified cemetery operations and services that create the most peaceful surroundings possible for funeral parties and visitors.	4.3d (5)	Construct non-denominational beams at Coolac, Nangus, South Gundagai and Tumblong Cemeteries	Manager Regulatory Services	Completed	100%	All beams installed. Project Completed.
	4.3d (5)	Provide signage, seating and additional landscaping for the Gundagai Area Cemeteries	Manager Regulatory Services	In Progress	75%	Additional row marker signage still required at all cemeteries and extension of irrigation at Gundagai North Lawn to be completed.

**Community and Culture**

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Ensure the best interests of local volunteer and community organisations are promoted where ever possible.	1.1c (1)	Identify appropriate avenues to promote and support the best interests of local volunteer and community organisations where ever possible	Manager Community and Culture	In Progress	30%	Promotion of various community events and activities through print, radio and online.
Encourage volunteerism across the local government area.	1.1c (2)	Identify appropriate avenues to promote, support and encourage volunteerism across the local government area	Manager Community and Culture	In Progress	30%	Planning underway for new Friend of Gundagai Gaol Group and support to Bradman Museum and Heritage Centre volunteers.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	1.1c (3)	Investigate funding opportunities	Manager Community and Culture	In Progress	25%	Several SCCF3 and other funding program applications of community groups supported.
Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	1.1e (1)	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	In Progress	20%	Engaging in industry discussion and keeping informed of changes.
	1.1e (1)	Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	In Progress	20%	Keeping informed of industry and changes.
	1.1e (1)	Conduct a triennial survey of service providers to garner information on access issues in the area	Manager Community and Culture	Completed	100%	Pending new appointee
	1.1e (1)	Ensure information concerning accessible public transport including Community Transport is readily available	Manager Community and Culture	Completed	100%	Information is available and council is aware of where to refer people.
	1.1e (1)	Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Completed	100%	Official audit yet to be completed but new signage installed.
	1.1e (1)	Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	In Progress	25%	Strategies have been identified and are being implemented to ensure the needs of all stakeholders are considered on council committees.
	1.1e (1)	Ensure the Councils Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Completed	100%	DIAP actions incorporated into the Community Strategic Plan.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	1.1e (1)	Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	Ongoing	25%	Appropriate information being developed and provided where applicable.
	1.1e (1)	Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Completed	100%	Provided through council complaints process and the Access & Inclusion Committee.
	1.1e (1)	Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	25%	Support provided to community organisations, wherever possible, to assist with sourcing funding.
	1.1e (1)	Review Council documents to make them easy to complete for people of all abilities. All forms to include how people can access assistance in completion	Manager Community and Culture	In Progress	20%	Changed newsletter to larger print.
	1.1e (1)	Update existing Council channels to ensure that they have the ability to include access information and other stakeholder requirements, and that this is collected	Manager Community and Culture	In Progress	20%	Still ongoing.
	1.1e (1)	When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	In Progress	20%	Some updates have been made as identified. Project will be ongoing, and is still underway.
Continue to consult with local health services providers and identify and advocate for opportunities to improve the quality and range of health services provided in the local government area.	1.3a (1)	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	Ongoing	75%	Attended meetings and provided assistance where able.
	1.3a (1)	Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	75%	Continuing liaison. Daily Covid-19 reports being received.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Promote a wide range of health and community services offered by various agencies in the local government area.	1.3a (2)	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	20%	Shared information given to Council by service providers. Listings of Health and Community Services promoted on Coota local/Gundagai local and CGRC website.
Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	1.3a (3)	Undertake improvements at Mirrabooka Community Centre	Manager Community and Culture	In Progress	70%	Works underway, some remain.
Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	2.4a (2)	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	25%	Promotion provided through websites, social media and email newsletters on request.
Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with	1.1a (4)	Consider the needs of stakeholders in developing library collections and services	Manager Community and Culture	In Progress	65%	Customer requests, collection weeding (based on loans) and program based feedback used to respond to stakeholder needs effectively.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Riverina Regional Library (RRL).	1.1a (4)	Implement program to encourage Library membership and increase overall membership numbers	Manager Community and Culture	In Progress	70%	<p>* Sign Up September, RRL membership drive, saw memberships double from the previous month in Gundagai, also giving welcome packages (including book bag, pencil and book mark) and entering all new members into the new member draw to be decided at the end of November.</p> <p>* Cootamundra Library had 33 new members sign up in September.</p> <p>* Penny Howse spoke to the local ladies Probus group in September to highlight library services and to attract new library members.</p>
Encourage the development of initiatives to welcome new residents and make them aware of the opportunities which exist in the local government area.	1.1a (3)	Develop and retain current centralised information on the LGAs attributes in the towns and villages including features, events and services	Manager Community and Culture	In Progress	70%	New Cootamundra Website launched. Ongoing updates to New Resident Packs, Country Change information and Coota/Gundagai local sites.
	1.1a (3)	Promote and make available, Liveability Information to residents via Councils website	Manager Community and Culture	In Progress	70%	Tourism websites updates, Coota/Gundagai local and support to a number of community events.
Build and sustain partnerships with cultural and arts bodies, and the local arts community, to support activities and to secure funding for cultural and arts development in the local government area.	1.1b (1)	Pursue available grant opportunities	Manager Community and Culture	In Progress	0%	Worked with the Arts Centre Cootamundra to develop SCCF3 Funding applications. Ongoing work in developing the Old Mill Cultural Centre in Gundagai.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide assistance to art and cultural bodies to promote and develop programs and facilities.	1.1b (2)	Advocate for funding for the Fit for the Future masterplan project for The Arts Centre Cootamundra	Manager Community and Culture	In Progress	80%	Funding application submitted to SCCF3.
Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	1.1d (1)	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	50%	Ongoing support to museum operations.
Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	1.1d (2)	Investigate funding opportunities	Manager Community and Culture	In Progress	25%	Funding application for the Old Mill at Gundagai. Successful funding for the WW2 Heritage site at Cootamundra.
	1.1d (2)	Secure funding for Main Street Heritage Paint Scheme in Gundagai and the Wallendbeen Heritage Study	Manager Community and Culture	Completed	100%	Funding secured for Main Street Heritage Paint scheme in Gundagai and the Wallendbeen Heritage Study.
Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	1.1d (3)	Identify ways to promote the different historical groups and heritage assets within the local government area	Manager Community and Culture	In Progress	20%	Promotion through social media.
Enhance the amenity and appearance of our towns main streets.	1.2a (1)	Commence preparation for the creation of a Masterplan for Cootamundra CBD	Manager Community and Culture	In Progress	0%	Report to October Council Meeting for stage 2.
	1.2a (1)	Construct Gundagai Main Street Public Toilet	Manager Community and Culture	Completed	100%	Gundagai Main Street Public Toilet project completed.
Provide and maintain a clean and attractive streetscape.	1.2a (2)	Provide an attractive streetscape, by implementing the strategies identified in the Open Spaces Strategy	Manager Community and Culture	In Progress	75%	Strategies are being implemented.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Plan for and manage the construction of public space upgrades as funding permits.	1.2a (3)	Investigate options for improving access to local businesses	Manager Community and Culture	In Progress	20%	Waiting on recruitment of relevant staff
Improve the amenity of town and village entrances.	1.2b (1)	Plan signage upgrades for entry to towns and villages	Manager Community and Culture	In Progress	30%	Quotes and design in progress
Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	2.1a (1)	Analyse standardised visitor data to build a visitor profile	Manager Community and Culture	In Progress	50%	Branding and marketing strategy under development.
	2.1a (1)	Appoint an Economic Development/Tourism Officer in Cootamundra	Manager Community and Culture	Completed	100%	Tourism and Economic Development Officer appointed.
	2.1a (1)	Arrange two annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	In Progress	50%	One meeting held, further meeting to be held in March 2020.
	2.1a (1)	Commence preparation for creating and maintaining Councils tourism websites	Manager Community and Culture	In Progress	25%	Cootamundra tourism website complete, Council website yet to be reviewed.
	2.1a (1)	Consider Assess Trails, Art Trails and Walking and Riding Trails, in budget development deliberations inclusive of capital and operational expenditure, for 2019/20 and beyond	Manager Community and Culture	In Progress	20%	Trail funding sought through SCCF3.
	2.1a (1)	Coordinate a workshop with businesses and Tourism Action Committees to plan for growth in the visitor economy held	Manager Community and Culture	In Progress	25%	Tourism forum in Cootamundra held, Gundagai to be convened in new year.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	2.1a (1)	Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	In Progress	10%	Considering funding opportunities.
	2.1a (1)	Implement standardised visitor data capture'	Manager Community and Culture	In Progress	20%	Yet to be implemented at some sites.
	2.1a (1)	Implement masterplan improvements to Heritage Centre and have shovel ready for grant applications	Manager Community and Culture	Not Yet Commenced	0%	Need to develop masterplan and seek council endorsement.
	2.1a (1)	In collaboration with investors/owners, assist in the creation of a masterplan for an outlet for local produce at the Old Gundagai Mill site	Manager Community and Culture	In Progress	40%	Plan for site redevelopment drafted.
	2.1a (1)	Prepare update reports to Council on achievements, against the action plan contained in the Tourism and Economic Development Strategy	Manager Community and Culture	Not Yet Commenced	0%	Update report to be prepared for January 2020 Council meeting.
	2.1a (1)	Secure and develop The Motorcycle Collection as a tourism attraction in Cootamundra	Manager Community and Culture	In Progress	0%	Need to determine a suitable site.
Work in partnership with individuals, the private sector, other agencies and levels of government to deliver	2.1a (2)	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Completed	100%	Business Networking evenings to be held each October. Business Networking evening has been scheduled for 2019.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
economic development initiatives.	2.1a (2)	Identify businesses who would partner with Council in a program of regularly updated information distributed from their premises	Manager Community and Culture	In Progress	30%	Information distribution through motels and food outlets has been in place for some time. Need to review information available in food businesses.
	2.1a (2)	Negotiate new memorandum of understanding with Cootamundra Development Corporation	Manager Community and Culture	Completed	100%	Memorandum of understanding has been negotiated with Cootamundra Development Corporation.
Implement strategies which encourage the growth of the local population.	2.1a (3)	Participate in Country Change initiative	Manager Community and Culture	Ongoing	25%	Council participated in the initiative and will continue.
Work with key partners to explore and advocate for opportunities to better utilise and develop transportation and freight networks which meet our community needs.	2.1c (1)	Investigate options to better use and develop transportation and freight networks in the Local Government area	Manager Community and Culture	In Progress	10%	Invited potential developer to meet with Council.
Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	2.1d (1)	Support and promote the NBN installation in the Local Government area, which drives high quality connectivity to meet business and student needs	Manager Community and Culture	Completed	100%	NBN roll out supported and promoted where appropriate.
Promote to the community and industry groups potential	2.1e (2)	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	20%	Ongoing though social media and newsletter.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
growth opportunities and development efficiencies.	2.1e (2)	Identify value adding opportunities (use of new technology, processes and packaging, collaborations, shared transport costs, use of waste materials for new products etc.) to maximise the opportunities in the sectors where Cootamundra-Gundagai competitive advantage exists	Manager Community and Culture	In Progress	0%	Statistical information obtained ready for opportunities to be determined.
Work in partnership with agencies and other levels of government to support local businesses.	2.1f (1)	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	25%	Several training sessions held.
Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	2.1f (2)	Develop a list of available industrial land and publish quarterly updates on Councils website	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
Maintain a close liaison and continue to work with Regional Development Australia.	2.1f (3)	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	25%	Attended Regional Development Australia forum.
	2.1f (3)	Participate in the Country Change Initiative	Manager Community and Culture	Ongoing	25%	Council participated in the initiative and will continue.
Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	2.3a (1)	Implement strategies from the Tourism and Economic Development Strategy	Manager Community and Culture	In Progress	50%	Strategy developed, implementation underway.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	2.3b (1)	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Ongoing	0%	Ongoing, as updates are completed.
	2.3b (1)	Investigate options for the production of a Mobility Map	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
Work with the community to develop a marketing strategy for the local government area as a tourist destination.	2.3b (2)	Develop Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	In Progress	50%	Under development.
Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	2.3b (3)	Create, maintain and promote a Calendar of Activities, Programs and Community Events	Manager Community and Culture	Completed	100%	Calendar of Activities, Programs and Community Events have been created for both areas, and are regularly maintained and promoted.
	2.3b (3)	Develop Cootamundra Tourism Website and both hardcopy and email Events Newsletter	Manager Community and Culture	Completed	100%	Cootamundra Tourism Website and both hardcopy and email Events Newsletter developed.
	2.3b (3)	Implementing a competitive application based events funding program in the LGA with guidelines for grant process and eligibility criteria to be developed, by 31 December 2019, and advertising for applications, by 29 February 2020	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	2.3c (3)	Review existing Caravan Park facilities, recommend improvements and consider funding options	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	2.3c (5)	Commence implementation of the recommendations of the Gundagai Gaol Masterplan	Manager Community and Culture	In Progress	20%	Drainage work underway.
	2.3c (5)	Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	In Progress	10%	Consultant engagement to prepare interpretive materials.
Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	4.1c (4)	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	2.3c (1)	Analyse Visitor Services Review conducted in 18/19 and conduct further research as necessary	Manager Community and Culture	Not Yet Commenced	0%	Not yet commenced due to competing priorities.
Undertake a redevelopment of the Gundagai Visitors Information Centre.	2.3c (2)	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatre space and accessibility improvements	Manager Community and Culture	Not Yet Commenced	0%	Yet to commence. Seeking further funding.
Continue to foster and support the Youth Council.	4.1b (5)	Develop a Youth Council in Cootamundra	Manager Community and Culture	In Progress	25%	Role of Youth & Inclusion Officer advertised.

*Finance and Customer Service*

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide quality customer service during all front line interactions between Council and the community and in all other interactions between staff, agencies, Council and the community.	4.3d (1)	Develop and implement a new Customer Service Charter	Manager Finance and Customer Service	In Progress	75%	Implementation has been delayed due to the closure of the customer service areas.
Requests for service are processed in an efficient and effective manner.	4.3d (4)	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Finance and Customer Service	Not Due to Commence	0%	Postponed to 2020/21 due to coronavirus disruption.
	4.3d (4)	Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Finance and Customer Service	In Progress	75%	Training booked for handling planning enquiries had to be cancelled due to social distancing laws. Will be re-scheduled in 2020/21.
Ensure Councils long term financial planning supports the delivery of community expectations and financial stability.	4.3a (1)	Undertake processes to consolidate Councils rating structure	Manager Finance and Customer Service	In Progress	90%	Rating system developed and configured in Authority.  New land values uploaded to system, reconciliation ongoing.
Ensure the availability of finances are managed, controlled, reviewed and regularly reported on in order to provide the appropriate services and facilities within the allocated budget and achieve the maximum value for expenditure.	4.3a (2)	Prepare and implement procedures to enable all staff with budget responsibility to effectively operate Councils integrated budgeting process	Manager Finance and Customer Service	In Progress	95%	Adjustments to system configuration have been made while entering 2020/21 budget.  Training being provided to managers and other users.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Support and funding for elections is provided as required.	4.3b (2)	Make provision in the Long Term Financial Plan for funding of the 2020 Council elections	Manager Finance and Customer Service	Not Due to Commence	0%	Elections postponed, to be included in 2021/22 budget.

**Business**

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	1.1a (1)	Develop a Civic Events and Ceremonial Functions Policy	Co-ordinator Business	Completed	100%	The Policy was adopted by Council at the February 2020 Council Meeting (Resolution 051/2020 ) with minor amendments to the presented draft.
Work with our community to promote community spirit by assisting with the administration, organisation and promotion of events and community gatherings as required.	1.1a (2)	Develop and conduct a community survey to gauge community interests and expectations regarding local events and activities	Co-ordinator Business	In Progress	20%	Survey under development. Covid impact to be noted on any future events possible.
A range of consultation and engagement activities will be offered to our community in order to plan the long term future direction of the local government area and to inform Councils decision-making.	4.2a (1)	Establish Digital Communication Panel	Co-ordinator Business	Completed	100%	Panel developed for surveys and for documents on Public Exhibition.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	4.2d (1)	Continue to promote the objectives of the community strategic plan via Councils media channels	Co-ordinator Business	Ongoing	75%	Media channels including the community newsletter, social media and media releases are being utilised to promote Council's strategies and plans
Current, informative and easy access to Council information is made available to the community using a range of communication methods, including traditional media and digital channels, Councils website, Community News newsletter and social media.	4.3c (1)	Develop Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Co-ordinator Business	In Progress	20%	Strategy Development has commenced.
	4.3c (1)	Improve services available on Councils websites through the development of eServices and online forms	Co-ordinator Business	Not Due to Commence	0%	To commence with the implementation of the Authority Upgrade to 7.1 which has been delayed due to scheduling issues until 2021.
Council ensures statutory compliance is achieved and demonstrates good governance practices.	4.3b (1)	Participate in the Alliance Legislative Compliance Framework Methodology	Co-ordinator Business	Ongoing	75%	Active participant in the Alliance Audit Risk and Improvement Committee, complete s 355 review with records management external audit underway.
Implement effective integrated risk management strategies and practices.	4.3b (3)	Undertake development of a Corporate Risk Register	Co-ordinator Business	In Progress	30%	Investigating use of Pulse software module in conjunction and other 3rd party sources to create register parameters.
Promote local employment and training opportunities within the Council organisation.	2.4a (1)	Develop Council Training Plan	General Manager	In Progress	75%	HR Coordinator is currently collecting feedback from Managers and staff.
	2.4a (1)	Include consideration for disability inclusion in Councils Workforce Management Plan	General Manager	In Progress	20%	To be included in the update of the Workforce Management Plan. Currently updating HR system so that data is correct.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	2.4a (1)	Investigate barriers that exist for people with a disability and their carers in accessing employment in council positions and standing for council positions	General Manager	In Progress	20%	Coordinator HR to liaise with Disability and Inclusion Action Group.
	2.4a (1)	Relevant discrimination legislation to be included in EEO Policy, Staff Induction and Recruitment Training	General Manager	In Progress	50%	Integration of EEO Policy and Plan are in the process of being adopted into induction and the recruitment process.
Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	4.3f (1)	Review and enhance recruitment practices	General Manager	Not Due to Commence	0%	Review of recruitment practices will commence in the fourth quarter.
Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	4.3f (3)	Update statistics and demographics in the Workforce Management Plan	General Manager	In Progress	30%	Currently updating HR system so that data is correct.
Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	4.3f (4)	Develop internal Council newsletter and incorporate WHS messages to all staff	General Manager	Not Yet Commenced	0%	Scheduled for initiation in second half 2020
Develop and implement a Staff Wellbeing Program	4.3f (5)	Develop and implement Staff Wellbeing Program	General Manager	Not Yet Commenced	0%	To be actioned in second half 2020
Implement a training plan to enhance the skills and knowledge of staff across the organisation.	4.3g (1)	Develop Staff Training Plan	General Manager	In Progress	75%	HR Coordinator is currently collecting feedback from Managers and staff.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide learning and development opportunities to staff to develop the individuals potential and meet the needs of the community and organisation.	4.3g (2)	Develop succession plans for each Section of Council	General Manager	Not Due to Commence	0%	To be initiated with performance reviews.
	4.3g (2)	Performance Review Program implemented and the first cycle	General Manager	Not Due to Commence	0%	Pending.
Offer and promote free public wi-fi internet access in key public spaces across the local government area.	2.1d (3)	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Co-ordinator Business	Ongoing	75%	Service continues uninterrupted.
Implement effective integrated risk management strategies and practices.	4.3b (3)	Develop and implement an Internal Audit and Fraud Control Plan	Co-ordinator Business	Completed	100%	Internal Fraud Control Plan has been approved by Council.
Adopt and maintain information technology and communication services and infrastructure that assists the efficient and effective undertaking of Councils operations, increases productivity and adequately supports the organisation and our communitys needs.	4.3d (1)	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Co-ordinator Business	In Progress	45%	Investigation was put on hold pending software upgrades of Authority system.
	4.3d (2)	Integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Co-ordinator Business	In Progress	50%	Research indicates cost benefit of improving quality of existing data for migration uneconomic.
	4.3d (2)	Review Business Systems and identify services that can be delivered on Councils Website	Co-ordinator Business	Not Yet Commenced	0%	To commence in 2020
Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	4.3g (3)	Provide ongoing enhancement to Staff Intranet	Co-ordinator Business	Not Yet Commenced	0%	Internet enhancement to commence in fourth quarter

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Implementation of the Cootamundra-Gundagai Regional Councils suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	4.1a (2)	Present half-yearly Progress Reports on 19/20 Operational Plan to Council and the Community	Co-ordinator Business	Ongoing	100%	Report to August Meeting (this report).
Council's corporate plans are informed by community expectations and are reviewed and updated on a regular basis to meet the changing needs of our community members.	4.1a (3)	Conduct 6 monthly review of Operational Plan and resourcing strategies	Co-ordinator Business	In Progress	90%	Report to August Meeting (this report).
The development of the Cootamundra-Gundagai Regional Councils integrated suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans, provide a clear strategic direction and drives the organisations activities.	4.1c (1)	Develop and adopt 2020-21 Operational Plan	Co-ordinator Business	In Progress	100%	Draft Plans for 2020/2021 were submitted in June.
Council's decision-making and future planning shows evidence of being linked to Councils integrated suite of plans and the needs of our community.	4.1c (2)	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Co-ordinator Business	In Progress	75%	Linkages to the Community Strategic Plan are included in the Business Paper Reports.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	4.1d (1)	Pulse software Program is fully operational and used by all relevant staff	Co-ordinator Business	Completed	100%	Investigation of additional modules for integration of payroll and project management under consideration.
The integrated planning and resourcing documents will be reviewed and updated on a regular basis to meet the changing needs of our community members.	4.1d (2)	Develop a strategy to update Councils Integrated planning suite of plans and resourcing strategies on a regular basis to meet the changing needs of our community	Co-ordinator Business	Not Yet Commenced	0%	Noting extension to Council term and Covid related impacts, process to commence in 2020/2021 year.
	4.1d (2)	Integrated planning and resourcing strategies reviewed and updated as legislatively required	Co-ordinator Business	In Progress	75%	Ongoing. Regular reviews and updates are carried out as required.
Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	4.1d (3)	Develop and present report identifying Community communication options and strategies	Co-ordinator Business	In Progress	70%	Communication Officer will finalise report once the Community Survey is complete.
Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	4.2b (1)	Relevant staff to undertake Community Engagement Training (IAP2)	Co-ordinator Business	Not Yet Commenced	0%	Training be rescheduled for late 2020.
Cootamundra-Gundagai Regional Councils suite of plans will be reviewed and updated on a regular basis to meet the changing needs of our community members.	4.2b (2)	Develop a strategy to update the Community Strategic Plan on a regular basis to meet the changing needs of our community	Co-ordinator Business	Not Yet Commenced	0%	Strategy to update the Community Strategic Plan will final quarter 2019/2020.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	4.2c (1)	Continue to promote the objectives of the community strategic plan via Councils media channels	Co-ordinator Business	Ongoing	75%	Media channels including the community newsletter, social media and media releases are being utilised to promote council's strategies and plans.
Promote the objectives of the Community Strategic Plan and work in partnership with community members, businesses and other local stakeholders to deliver community priorities.	4.2c (1)	Develop a Community Engagement Strategy to assist with delivering the objectives in the Community Strategic Plan	Co-ordinator Business	In Progress	25%	Strategy Development has commenced.
Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	1.1e (1)	In reviewing Council purchasing policy consider ways we can better support businesses which employ people with disabilities	Co-ordinator Business	In Progress	75%	Reviewing industry best practice for baseline intervention.
Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	4.3a (3)	Develop a suite of Audit Reports to monitor procurement practices	Co-ordinator Business	In Progress	50%	Was not progressed. Procurement officer to action in 4th quarter.
	4.3a (3)	Undertake assessment and improvement of procurement processes	Co-ordinator Business	In Progress	75%	Review of the Procurement Policy and Guidelines ongoing and will be completed in the final quarter.
Councils records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	4.3d (3)	Review infoXpert workflows to streamline record keeping	Co-ordinator Business	In Progress	100%	Comprehensive review by external audit due in fourth quarter

## Deputy General Manager

### Deputy General Manager

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	3.1b (1)	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	50%	Proposals being evaluated.
Ensure adequate project management techniques are in place to ensure the delivery of projects which meet the changing needs of our community on time, within budget and to an acceptable standard.	4.3e (2)	Undertake monitoring of project implementation	General Manager	Ongoing	75%	A spreadsheet detailing each of the projects has been developed and distributed to Councillors via the monthly major project report.
Enhance the amenity and appearance of our towns main streets.	1.2a (1)	Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	General Manager	In Progress	50%	Majority of civil works undertaken, landscaping and pavements to follow.

### Civil Works

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain a safe and well maintained aerodrome for use by commercial and recreational aircraft and promote use by external users.	2.1c (2)	Provide aerial loading facilities for RFS firefighting aircraft	Manager Civil Works	Completed	100%	completed
	2.1c (2)	Provide asphalt surface for motor sport activities	Manager Civil Works	Completed	100%	completed

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Operate an efficient quarrying service in an environmentally responsible manner that meets all statutory requirements and standards.	3.1a (2)	Renew permit with Forestry Corporation to access Nanangroo Quarry	Manager Civil Works	Completed	100%	completed
Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	3.1a (3)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Civil Works	In Progress	85%	Carry over into 20/21 Finish off works prior to End Dec 2020
Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	3.2d (2)	Undertake annual road maintenance program	Manager Civil Works	Ongoing	85%	Maintenance works completed for 2019/20
Undertake the annual footpath renewal and extension program.	3.2d (3)	Undertake Footpath Renewal and Extension Program	Manager Civil Works	In Progress	100%	Works completed for 2019/20
Improve functionality and amenity within Councils work depots.	4.3a (6)	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	Not Yet Commenced	5%	Project on hold
Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	2.2b (2)	Complete construction of roads and provisions of services for subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	Not Yet Commenced	0%	Still awaiting approval to commence
	2.2b (2)	Market and promote Bourke Estate residential subdivision in Gundagai	General Manager	In Progress	75%	Marketing being undertaken as required and will continue.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	2.2b (2)	Prepare preliminary planning proposal for Stage 2 of Claron Estate residential subdivision in Cootamundra, including access to the Cemetery	General Manager	In Progress	20%	Discussions are continuing.
Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	1.3c (1)	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	100%	RSO working with TfNSW on projects
Develop and implement strategies to improve safety and accessibility of all road users.	3.2d (1)	Ensure information is available for users of scooters and electric wheelchairs on footpaths. Pedestrian safety information should also be made available	Manager Civil Works	In Progress	80%	No public forums or updates due to Covid. Plan to resume ASAP
	3.2d (1)	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	100%	Projects ongoing- some delays due to no public meetings (covid)
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	85%	Reviewed. Continue to apply for additional funding
Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	4.3f (4)	Monthly WHS reports and statistics discussed at Managers Meetings	Manager Civil Works	Ongoing	85%	Reports presented

*Technical Services*

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	3.1a (3)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Technical Services	In Progress	100%	Stormwater infrastructure has been upgraded in line with priorities noted within Stormwater Assessment Plan.
Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	3.2d (2)	Undertake Adjungbilly Road Heavy Vehicle Access Project	Manager Technical Services	Completed	100%	Adjungbilly Rd works have been completed.
	3.2d (2)	Undertake annual road maintenance program	Manager Technical Services	Ongoing	100%	19/20 Program completed.
Undertake the annual footpath renewal and extension program.	3.2d (3)	Undertake Footpath Renewal and Extension Program	Manager Technical Services	Ongoing	100%	Footpath works programmed in accordance with allocated budget.
Improve functionality and amenity within Councils work depots.	4.3a (6)	Complete construction on Gundagai Depot Training Facility	Manager Technical Services	Completed	100%	Training Facility is operational.
Councils fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	4.3d (6)	Undertake plant replacement in accordance with related policies and programs	Manager Technical Services	Completed	100%	Plant replacement for 19/20 completed in accordance with program.
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Technical Services	Ongoing	100%	Routine maintenance ongoing. Creation of an updated PAMP has been discussed and is in the early stages of development.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	4.3f (4)	Monthly WHS reports and statistics discussed at Managers Meetings	Manager Technical Services	Ongoing	100%	WHS Reporting requirements met.

**Assets**

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Enhance the amenity and appearance of our towns main streets.	1.2a (1)	Construct Gundagai Main Street Public Toilet	Manager Assets	Completed	100%	Completed
Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	3.1a (3)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	35%	Further detailed analysis would be required on the potential location and the type of gross pollutant traps required.
Provide and maintain a stormwater disposal system which allows the removal of stormwater from the towns in the most economical and efficient manner possible whilst minimising impact on natural environment.	3.2c (5)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	90%	Design and construction of stormwater improvement projects in Cootamundra and Gundagai has been substantially completed.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Implement effective integrated risk management strategies and practices.	3.2c (6)	Undertake Cootamundra Flood Study	Manager Assets	In Progress	55%	Cootamundra Flood study is in progress. Community consultation and draft hydrological assessment was done and the a presentation was made to the Council flood Committee on 29 January 2020 on the flood model calibration.
Develop and implement asset management plans and strategies for all transport assets.	3.2d (4)	Review and update condition assessment data across the local government area	Manager Assets	Ongoing	30%	Moloney Asset Management Systems was engaged to do condition assessment of road and bridge assets and the work is in progress.
Advocate for State and Federal departments to improve public transport networks to meet the needs of our community.	3.2e (2)	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	35%	Working with REROC on procurement of items among member council.
Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	4.3a (5)	Implement works programs to improve asset condition	Manager Assets	Ongoing	0%	Asset Management Plans are updated and roads and bridges are being condition assessed and revalued. Moloney Asset Management Systems was engaged to do asset condition assessment and valuation.
	4.3a (5)	Review and improve Asset Management Plans	Manager Assets	Ongoing	20%	Asset capitalisation for assets created during FY 2019/20 will be done after June 2020. During this asset data will be updated.
Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	4.3g (3)	Undertake integration of Mapping Systems with Councils Corporate Systems	Manager Assets	Ongoing	10%	Additional survey and drafting work is required to update the asset Mapping systems. Additional funds / budget allocation would be needed to complete outstanding works..

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Undertake connection of water supply to the Dog on the Tuckerbox site.	2.3c (4)	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	In Progress	25%	Consultant is doing the concept and detailed design of the project including concept design to extend the water supply to Coolac village. Due to change in scope of work the progress has been delayed and the concept and detailed design cost are higher than initial forecast. The concept design indicates transmission line pipe sizes required would be DN200 (200 mm diameter pipe) and the DN100 pipe sizes included in the original estimate is inadequate to provide future expansion of the system.
Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	3.1d (1)	Investigate opportunities to use raw water	Manager Assets	Ongoing	25%	An external consultant has been working on this to obtain raw water licence to supplement the treated effluent irrigation supply during peak demand. Approval is sought from Natural Resources Access Regulator.
Encourage the best use of treated water through water saving measures.	3.1d (3)	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	50%	Demand for treated water and effluent reuse is very high at Cootamundra and during summer 2019/20 the plant output was unable to meet the demand. Similar situation exists in Gundagai to irrigation demand for sporting fields and Bidgee Bank Golf Club. Pumps at the effluent pump station Cootamundra was replaced. The effluent recycled water deliver system need to be refurbished with capital expenditure..

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	3.2c (1)	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	40%	Draft Report is submitted by PWA in March and a Project Reference Group has to be established to provide response.
Undertake Cootamundra Water Main Replacement Program.	3.2c (2)	Continue Cootamundra Water Main Replacement Program	Manager Assets	In Progress	95%	Most of the works have been completed except a rail crossing along Yass Road. Approval is sought from ATRC to proceed with the work. WAC drawings are to be obtained and GIS system will have to be updated with new asset.
Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	3.2c (3)	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	In Progress	65%	Feasibility Study report has been submitted to the Council and consultants are being engaged to do a business case for the preferred option.
Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	3.2c (4)	Commence construction for the Gundagai Sewer Treatment Plant replacement	Manager Assets	Ongoing	30%	Tenders received were assessed and a tender evaluation report has been prepared. Early earth works and the construction of the retaining wall is progressing tender award target date June 2020.
	3.2c (4)	Invite tenders and enter into contract for the relining of Sewer Mains	Manager Assets	Completed	100%	Interflow has been engaged to do the lining work.

**Waste, Parks and Recreation Services**

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain a clean and attractive streetscape.	1.2a (2)	Provide an attractive streetscape, by implementing the strategies identified in the Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Completed	100%	Continuing to be maintained on a weekly basis, within Time, Costs and Quality expectations.
Maintain and improve Councils parks and recreation and sporting facilities.	1.2c (3)	Complete revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks and Recreation Service	Completed	100%	Works for 2019/2020 have been completed.  Works will recommence 2020/2021 pending the allocation of funds.
Co-ordinate the provision of Council facilities for community use.	1.2c (4)	Public open spaces maintained, and capital improvement works identified and managed, as detailed in the Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Completed	100%	Works for this financial year are completed.
Promote programs which encourage healthy lifestyle choices and activities.	1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities as identified in the Recreation Needs Study and Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Completed	100%	Consultant to finalise the Recreation Plan.
Maintain and improve Councils parks and recreation and sporting facilities.	1.3b (1)	Construct Country Club Oval Clubhouse/Amenities Building	General Manager	In Progress	80%	A loan was approved by council to undertake outstanding works.
Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	1.3b (1)	Develop Recreation Needs Study and Open Spaces Strategy	Manager Community and Culture	In Progress	50%	Draft is being internally reviewed.
	1.3b (1)	Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the development of the Public Open Spaces Strategy	Manager Community and Culture	In Progress	55%	Sports Council meetings and recreational needs study consultation.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	1.3b (1)	Undertake a full review of Councils Recreational Officers position descriptions to maximise opportunities for future recreational development	Manager Waste, Parks and Recreation Service	Completed	100%	Completed PDs currently with Human Resources for review and submission to the Consultative Committee for consideration.
	1.3b (1)	Undertake Fisher Park lighting upgrade	Manager Waste, Parks and Recreation Service	Completed	100%	Works completed to Time, Cost and Quality guidelines.
Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	1.3b (2)	Commence planning for the installation of a Regional Playground at Jubilee Park in Cootamundra	Manager Community and Culture	In Progress	80%	Playground due for completion in December 2019.
	1.3b (2)	Complete maintenance and revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks and Recreation Service	Completed	100%	Continuing to be maintained on a weekly basis, within Time, Costs and Quality expectations.
Develop and implement an inspection and maintenance plan for playground equipment.	1.3b (4)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	Completed	100%	Grant applications have been submitted.
	1.3b (4)	Playground inspection and maintenance program developed and implemented for Cootamundra	Manager Waste, Parks and Recreation Service	Ongoing	75%	Ongoing as required. There is only one more scheduled inspection before the end of this financial year.
Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	1.3b (5)	Conduct a full operational review and report to council on the Cootamundra Aquatic Centre	Manager Waste, Parks and Recreation Service	Completed	75%	report to May council meeting
	1.3b (5)	Project manage and deliver a new splash play area at Cootamundra Pool	Manager Waste, Parks and Recreation Service	Completed	100%	Project completed on Time, to required Cost and Quality standards.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	1.3b (6)	The current and future community needs of Councils Public Open Spaces are identified and actions implemented as per the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Completed	100%	no further action for 2019/2020 as there was no funding allocated
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Waste, Parks and Recreation Service	Ongoing	75%	Regular checks are ongoing and works are continuing.
	1.3b (7)	Develop a Detail Works Activity Program that will review the asset and condition, maintenance programs and unit costs to annually maintain these assets to an adopted standard	Manager Waste, Parks and Recreation Service	Completed	100%	Adopted plan is now ready for consideration and implementation for the next 2020/2021 financial and operation plan review.
	1.3b (7)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	Completed	100%	Grant applications have been submitted.
Undertake a review of waste services across the Local Government area and develop a waste strategy that provides equitable waste services for all residents.	3.1c (1)	Undertake waste strategy review and community consultation	Manager Waste, Parks and Recreation Service	Completed	100%	Strategy completed and adopted in principal, report to April council meeting seeking approval to go to public exhibition.

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	3.1c (2)	Commence planning for construction of a re-use shop at Cootamundra Waste depot	Manager Waste, Parks and Recreation Service	Not Yet Commenced	10%	not to proceed at this point in time. Future works will depend on the outcome of the MRF contract and Waste Strategy
	3.1c (2)	Commence planning for construction of Waste Facilities and methods of operation as determined by the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	Completed	100%	has been incorporated into the 2020/2021 financial plan
	3.1c (2)	Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	Completed	100%	No further action for 2019/2020. Future works will depend on financial allocation from council sometime in the future
Provide a facility for the composting and re-using of greenwaste.	3.1c (4)	Implement Cootamundra Regional Organics Project (CROP)	Manager Waste, Parks and Recreation Service	Completed	100%	the first of the compost manufacture has been completed and is now ready for sale. Currently in negotiations with a contractor for contract of sale.
Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	3.1d (2)	Investigate funding opportunities and community consultation to locate a suitable adult change room in Cootamundra	Manager Waste, Parks and Recreation Service	Completed	100%	No funding allocated for 2019/2020
	3.1d (2)	Undertake construction of a new Adult Change facility to Gundagai	Manager Waste, Parks and Recreation Service	Completed	0%	No funding allocated for 2019/2020, no further action at this stage.
Manage Councils waste collection, disposal and processing facilities.	3.2c (7)	Manage Councils waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks and Recreation Service	Completed	100%	Being implemented in accordance with councils financial and implementation plan.

**Facilities**

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Undertake development of Cootamundra library outdoor area.	1.1b (3)	Develop outdoor space adjoining the Stephen Ward Rooms Cootamundra Library for indoor/outdoor meeting space	Manager Facilities	In Progress	50%	Additional funding received for internal remodel. Designs underway to complete renovation as a whole, to incorporate the outdoor pond area into the refurbished children's area
Maintain and improve Council buildings and properties in accordance with asset management plans.	1.2c (1)	Create an Outdoor Reading Space adjoining the Gundagai Library	Manager Facilities	Completed	100%	All works completed and in use by the public
	1.2c (1)	Design new Council developments with accessibility to the main entrance	Manager Facilities	Completed	80%	All new works go to planning for access consideration and approval. Existing buildings are considered when any construction works are required
	1.2c (1)	Future Council building upgrades to include all access considerations	Manager Facilities	Ongoing	85%	All construction projects are having access issues investigated and considered as part of any upgrade
	1.2c (1)	Investigate modifications to Council buildings to improve accessibility for staff	Manager Facilities	Ongoing	50%	As budgets allow for remodels. Access issues are being addressed at time of lodging development applications and design phase
Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Councils environmental impact.	3.1b (2)	Investigate funding sources for solar energy works for Council buildings	Manager Facilities	Ongoing	90%	Funding opportunities have been investigated and proposals received. Some new solar works being undertaken as part of current grant funding.
Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	3.2c (8)	Finish construction of the Gundagai Main Street Public Toilet	Manager Facilities	Completed	100%	Construction of toilets completed with discussions on defects being undertaken with builder and investigating cause of problems

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Maintain and improve Councils parks and recreation and sporting facilities.	1.2c (3)	Sporting Grounds maintained as per the current adopted schedules and specifications	Manager Facilities	Ongoing	75%	Staff committed to ongoing maintenance and improvements to all sporting grounds. Staff discussing better ways of carrying out works and improvements to grounds for a better outcome
Co-ordinate the provision of Council facilities for community use.	1.2c (4)	Public open spaces maintained, and capital improvement works identified and managed, as detailed in the Open Spaces Strategy	Manager Facilities	Ongoing	75%	Current round of Capital works projects continuing with new ideas being put forward by staff for future works
Promote programs which encourage healthy lifestyle choices and activities.	1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities as identified in the Recreation Needs Study and Open Spaces Strategy	Manager Facilities	Ongoing	75%	Sporting facilities continually improved and new items being added to the area's to promote out door activities
Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	1.3b (1)	Develop Recreation Needs Study and Open Spaces Strategy	Manager Facilities	In Progress	95%	Report being prepared for council adoption
	1.3b (1)	Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the development of the Public Open Spaces Strategy	Manager Facilities	Completed	100%	Consultation was undertaken as part of the recreational needs study and also the open spaces being itemized for council staff for budget proposals
	1.3b (1)	Undertake improvements to the Gundagai Netball Courts lighting and amenities	Manager Facilities	Ongoing	60%	Discussions underway with sewer team for works to be undertaken in this area to allow new build. Contractor discussions underway for the build. Development Application being completed and to be submitted on receipt of construction plans

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
	1.3b (1)	Upgrade Community Fitness infrastructure in Gundagai and Cootamundra	Manager Facilities	In Progress	85%	Additional items installed during this quarter. Further equipment being purchased and installed
Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	1.3b (2)	Complete maintenance and revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Facilities	Ongoing	95%	New junior football field has been constructed in sporting precinct at Gundagai. Gardens being improved and maintained to a high standard. Construction of new gardens throughout the area. Continued improvements throughout CGRC
	1.3b (2)	Complete re-development of border gardens to Gundagai playground areas	Manager Facilities	Completed	100%	All playgrounds have had improvements incorporated into the landscape items. Council staff have reconfigured some gardens, replaced plants with more suitable choices and allow less maintenance. Staff choosing more suitable plants for the area.
Construct a large-scale Adventure Playground in Gundagai.	1.3b (3)	Commence construction of the Gundagai Large Scale Adventure Playground	Manager Facilities	Completed	100%	Playground completed. A successful project which has become a major draw card to the town. Minor defect issues have been addressed and landscaping works completed. Further funding to be obtained for the installation of shade sails for the area
Develop and implement an inspection and maintenance plan for playground equipment.	1.3b (4)	Playground inspection and maintenance program developed and implemented for Gundagai	Manager Facilities	Ongoing	70%	Inspections ongoing, with recording keeping being undertaken. System being improved continually

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	1.3b (5)	Commence and complete re-painting works during off season to Gundagai Pool	Manager Facilities	Completed	100%	Painting works completed before season started. Minor issues in middle pool found during the season but these have been repaired and pool ready for next year
	1.3b (5)	Commence planning & tendering for disable ramp to Gundagai Pool	Manager Facilities	Completed	100%	Constructions works completed and ramp well utilized during this year's season.
	1.3b (5)	Encourage the pool & gymnasium managers/ leasees to conduct activities for people of all abilities	Manager Facilities	Completed	100%	Activities continually changed to encourage increased membership and designed for all types of community members
Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	1.3b (6)	Commence construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	In Progress	70%	Discussions being had with sewer team regarding old concrete vent pipe. Discussions currently underway with preferred contractor and development application being completed for site after plans received
	1.3b (6)	The current and future community needs of Councils Public Open Spaces are identified and actions implemented as per the Public Open Spaces Strategy	Manager Facilities	Ongoing	80%	Budget works undertaken and major projects identified. Grant funds to be sourced for ongoing works
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Facilities	Ongoing	75%	Grant opportunities continually investigated and projects being made shovel ready

Delivery Program - Principal Activity	Code	Operational Plan - Action	Responsible Officer Position	Status	Progress	Comments
Develop and implement a street tree planting plan which enhances amenity and our natural environment.	3.1a (4)	Street Tree planting undertaken in accordance with Gundagai Street tree planting Masterplan	Manager Facilities	Ongoing	90%	Continuation of Gundagai's master street tree policy. Replacements undertaken and additional care being given to new trees. Dangerous trees identified and budgets being prepared for removal works to be undertaken
Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	3.1c (5)	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	In Progress	90%	Design work undertaken and budgets put together. Require additional funding sources to allow the new design works to be undertaken. New sewer treatment plant has incorporated additional re-use water to sporting ovals within the current design

**8.1.3 ANNUAL LOCAL GOVERNMENT ASSOCIATION'S NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS 2020**

DOCUMENT NUMBER	332865
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p> <p><b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b></p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	The cost of \$989 for registration for per attendee.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<p>1. Australian Local Government Association's Annual National Roads and Transport Congress Invitation and Draft Programme <a href="#">↓</a></p>

**RECOMMENDATION**

**Council consider attending the Australian Local Government Association’s 2020 National Roads and Transport Congress.**

Introduction

The Australian Local Government Association holds an Annual Local Roads and Transport Congress and an Annual National Roads and Transport Congress. Typically the Manager for Civil Works and Manager for Technical Services alternate attendance at each conference so that each attend at least one Congress annually. Cr Sheahan, as the Chair of the Cootamundra-Gundagai Local Traffic Committee, attends each Congress with a Manager and is not charged for registration to attend the event.

Discussion

The Australian Local Government Association’s 2020 National Roads and Transport Congress is to be held at Wagga Wagga 16<sup>th</sup> – 18<sup>th</sup> November, 2020. The proximity of the Congress affords an opportunity for both the Manager of Civil Works and Manager Technical Services to attend the Congress together due to reduced cost of travel and accommodation. The registration fee to attend is \$989 per attendee with Cr Sheahan’s registration is free. Any additional Councillor wishing to attend will be charged the \$989 registration fee.

Council vehicles will be provided for travel if required.



Cootamundra Gundagai Regional Council Document Received

15 July 2020

4 AUG 2020

Cootamundra-Gundagai Regional Council PO Box 34 GUNDAGAI NSW 2722

File No.....

Initials \_\_\_\_\_

Dear Mayors, Councillors and CEO's

In November each year the Australian Local Government Association (ALGA) convenes its National Local Roads and Transport Congress. This year ALGA has decided that the Congress will be expanded to include natural disaster and pandemic impacts, recovery and resilience as well our usual focus on roads and transport.

The 2020 Special Local Roads and Transport Congress – Roads, Regions and Resilience will be held in Wagga Wagga on 16-18 November.

The Special Congress will focus on the transport challenges facing Local Government, but given that so many councils have been impacted by drought, bushfires, as well as COVID-19 pandemic over the past year, the Congress is also being designed to explore the significant impact of these events on Local Governments, how they have responded and what support/advice can be provided to Councils to increase resilience and recovery.

The Deputy Prime Minister, The Hon Michael McCormack MP, the Leader of the Opposition, The Hon Anthony Albanese MP and Minister for Regional Health, Regional Communications and Local Government, The Hon Mark Coulton, have been invited to address the Congress. The Congress provides not only an opportunity to learn from the very best, but also a platform for Local Government to stand up and be heard by Federal Government.

Registrations are now open with limited spots available. A waiting list will be established and as more spaces become available, further registrations will be released. As per our normal terms and conditions, if the event is cancelled a full refund will be provided.

ALGA looks forward to welcoming you to the Special Congress!

Yours sincerely

*Adrian Beresford-Wylie*

Adrian Beresford-Wylie Chief Executive



# ROADS, REGIONS, RESILIENCE

A Special Local Roads & Transport Congress

WAGGA WAGGA • NOVEMBER 16 - 18 2020



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

# ROADS, REGIONS, RESILIENCE

## A Special Local Roads & Transport Congress

Over the past 12 months, Australia has been impacted by widespread drought, devastating bushfires, and the deadly Covid-19 pandemic.

In the midst of these catastrophes, ALGA was forced to cancel its annual National General Assembly for Local Government – the premier forum for the tier of government that is closest to the Australian community.

With few opportunities left in 2020 for the Local Government sector to connect on a national level, ALGA has expanded its National Local Roads and Transport Congress to encompass the issues everyone’s talking about: natural disaster impacts, recovery and resilience, and the coronavirus pandemic.

The format has been extended to two and a half days to give delegates the opportunity to examine the issues impacting on Local Government and to work together to identify solutions that support all our communities while building their resilience.

### PRELIMINARY PROGRAM

#### MONDAY 16 NOVEMBER 2020

9.30am	<b>OPENING CEREMONY</b> Welcome to Country Welcome to Wagga Wagga
9.50am	<b>ALGA PRESIDENT OPENING ADDRESS</b>
10.10am	<b>Deputy Prime Minister Address (invited)</b> The Hon Michael McCormack MP
10.40am	<b>MORNING TEA</b>
11.00am	<b>Natural Disaster Impact on Infrastructure, Transport and Roads</b>
11.45am	<b>Councils Showcasing Infrastructure and Roads Recovery Projects</b>
12.30pm	<b>LUNCH</b>
1.30pm	<b>Learning from Natural Disaster and Pandemic Responses</b>
2.15pm	<b>PANEL: Deep Dive into Council Responses to Natural Disasters and Pandemics</b>
3.00pm	<b>AFTERNOON TEA</b>
3.30pm	<b>The Hidden Costs of Disasters</b>
4.15pm	<b>Change the Story of Violence Against Women in your Community: Launch of the Prevention Toolkit for Local Government</b> Patty Kinnersly, Chief Executive Officer, Our Watch
5.00pm	<b>Close of Day One</b>
5.00pm	<b>WELCOME RECEPTION &amp; EXHIBITION OPENING</b>

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#### TUESDAY 17 NOVEMBER 2020

9.00am	<b>KEYNOTE ADDRESS: Engaging your Community Through Times of Crisis</b> Dr Neryl East, Media, Communications, Reputation and Credibility Expert
9.45am	<b>Panel: Responding Under Fire: Shared Reflections on Engaging your Community During an Emergency</b> Facilitated by Dr Neryl East
11.00am	<b>MORNING TEA</b>
11.30am	<b>Is Australia Still the “Lucky” Country? Regional Challenges and Opportunities (invited)</b> Nicki Hutley, Partner, Deloitte Access Economics
12.15pm	<b>Transport During a Pandemic</b>
1.00pm	<b>LUNCH</b>
2.00pm	<b>CONCURRENT SESSIONS</b> » Regional Experiences » Our Future Transport Challenges
3.30pm	<b>AFTERNOON TEA</b>
4.00pm	<b>Leader of the Opposition Address (invited)</b> The Hon Anthony Albanese MP
4.30pm	<b>State of Australian Aviation</b>
5.00pm	<b>Close of Day Two</b>
7.00pm	<b>CONFERENCE DINNER</b>

#### WEDNESDAY 18 NOVEMBER 2020

9.00am	<b>The Future of Mobility in Local Government: Minimising the Risks and Capatilising on the Opportunities</b> Daniel Hilson, CEO of Evenergi and Chair of Charge Together Program
9.45am	<b>Ministers Address (invited)</b> The Hon Mark Coulton MP, Minister for Regional Health, Regional Communications and Local Government
10.15am	<b>MORNING TEA</b>
10.45am	<b>Dealing with Disasters</b>
11.45am	<b>New Ways of Doing Things</b>
12.30pm	<b>ALGA PRESIDENT CLOSING ADDRESS</b>

### 8.1.4 AMENDMENTS TO THE MODEL CODE OF CONDUCT AND MODEL CODE OF MEETING PRACTICE - OFFICE OF LOCAL GOVERNMENT

DOCUMENT NUMBER	332701
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Prescribed amendments will ensure legislative compliance.
POLICY IMPLICATIONS	Amendments to the Model Code of Conduct and Model Code of Meeting Practice Policies as detailed in the report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. OLG Circular 20-32 Amendments to the Model Code of Conduct for Local Councils in NSW and Procedures <a href="#">↓</a></li> <li>2. OLG Circular 20-31 Release of the Guide to Webcasting Council and Committee Meetings <a href="#">↓</a></li> </ol>

#### RECOMMENDATION

1. **The amendments to the Model Code of Conduct for Local Councils in NSW and Model Code of Meeting Practice for Local Councils in NSW as outlined in the reports and detailed in Circulars 20-31 and 20-32 attached to the report, be received and noted.**
2. **The Model Code of Conduct and Model Code of Meeting Practice be updated to include the amendments referred to in 1 above and be submitted to the Council at the Ordinary Meeting scheduled for 29<sup>th</sup> September, 2020 for consideration and adoption.**

#### Introduction

*The Model Code of Conduct for Local Councils in NSW 2020 (New Model Code) and the New Code for the Administration of The Model Code of Conduct for Local Councils in NSW 2020 (New Code Procedures) have been prepared by the Office of Local Government (OLG) and endorsed.*

OLG has also released guidelines on amendments to the *Local Government (General) Regulation 2005* requiring Councils to retain webcast recordings of meetings for a period of 12 months and the need to update *Model Code of Meeting Practice for Local Councils in NSW* to reflect this change.

#### Discussion

#### Code of Conduct and the Procedures for the Administration of the Model Code of Conduct

The OLG has notified of amendments to the Model Code of Conduct for Local Councils NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW which take effect immediately.

The key amendment to the Model Code results from a recent decision of the Supreme Court of NSW in relation to the powers and procedural limitations upon both Council's and the OLG in correctly exercising disciplinary procedures for breaches of the Code. In practice, clauses 9.8 and 9.9 of Council's Code of Conduct (for Councillors) are now redundant, with Council now having the following options when taking disciplinary action against councillors for breaches of their Codes of Conduct under the new Procedures:

- that a councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (the Act), or
- that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.
- Further amendments have been made to the Model Code as follows:
- update of the language used to describe the various heads of discrimination to reflect more contemporary standards
- inclusion of the definition of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement of the requirement for all councils to appoint an ARIC following the next local government elections.

Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct. The amendments:

- lift the \$50 cap on the value of gifts that may be accepted to \$100
- clarify that items with a value of \$10 or less are not "gifts or benefits" for the purposes of the Model Code of Conduct and do not need to be disclosed
- clarify that benefits and facilities provided by councils (as opposed to third parties) to staff and councillors are not "gifts or benefits" for the purposes of the Model Code of Conduct, and
- remove the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.
- It should be noted that councils are not obliged to amend their codes of conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to councils to retain the existing \$50 cap or to impose another cap that is lower than \$100.
- As a consequence of these amendments and as requested by OLG, Council's Code of Conduct, of which there are three versions, (Councillors; Council Staff; Council Committee Members, delegates of Council and Council advisors) and the Procedures for the Administration of The Model Code of Conduct will be updated and submitted to the next Council meeting for formal consideration and adoption.

### Webcast Recordings of Council Meetings

Council's Code of Meeting Practice prescribes that all meetings of the Council and committees of the Council are to be webcast on Council's website and that these meetings will be livestreamed (audio visual) with recordings of the meetings subsequently uploaded onto Council's website (clause 5.18). This provision is prescribed by the Model Code of Meeting Practice.

Clause 5.21 further states that a recording of each meeting of the Council and committee of the Council is to be retained on Council's website until the close of the subsequent corresponding meeting. It also states that recordings of meetings will be retained in accordance with the State Records Act 1998.

Amendments to the Local Government (General) Regulation 2005 have been made requiring councils to retain webcast recordings of meetings for a period of 12 months. Accordingly, this amendment requires a corresponding amendment to Council's Code of Meeting Practice. Amendments to the Code will be made with the updated Code to be submitted to the next Council meeting for formal adoption.

<b>Circular Details</b>	20-32 / 14 August 2020 / A708384
<b>Previous Circular</b>	19-25 – <i>Penalties available to councils for code of conduct breaches by councillors</i>
<b>Who should read this</b>	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Complaints Coordinators / Conduct Reviewers
<b>Contact</b>	Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council to Implement

**Amendments to the Model Code of Conduct for Local Councils in NSW and Procedures**

**What’s new or changing**

- The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures) have been amended in response to the decision by the Supreme Court in the matter of *Cornish v Secretary, Department of Planning, Industry and Environment* [2019] NSWSC 1134.
- Amendments have also been made to the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
- The new Model Code of Conduct and Procedures have been prescribed under the *Local Government (General) Regulation 2005*.
- The new prescribed Model Code of Conduct and Procedures are available on the Office of Local Government’s (OLG) website.

**What this will mean for your council**

- The new Model Code of Conduct and Procedures take effect immediately. This is because the amendments to the Procedures largely reflect existing practice following the Supreme Court’s decision and the amendments to the Model Code of Conduct are minor in nature.
- Council’s should adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.
- Councils’ complaints coordinators should bring this circular to the attention of their council’s conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new code of conduct and procedures and provide copies.

**Key points**

**Amendments to the Procedures**

- Consistent with the Supreme Court’s decision, councils have the following options when taking disciplinary action against councillors for breaches of their codes of conduct under the new Procedures:
  - that a councillor be formally censured for the breach under section 440G of the *Local Government Act 1993* (the Act), or

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- that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.
- The process for censuring councillors for breaches of the code of conduct has been significantly strengthened to ensure councillors are made publicly accountable to their electors for their conduct. When censuring councillors, councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator's findings and determination and any other grounds that the council considers may be relevant or appropriate.
- Councillors may seek to avoid public censure for breaches of the code of conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct or to give undertakings not to repeat their conduct before the investigator finalises their report to the council. Investigators can finalise their investigations without a report to the council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.
- The process for referral by councils of code of conduct breaches by councillors to OLG for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with OLG before recommending the referral of matters to ensure the conduct in question is sufficiently serious to warrant disciplinary action for misconduct and that there is sufficient evidence of the breach to allow OLG to take further disciplinary action.
- Other amendments have been made to the Procedures to:
  - allow panels of conduct reviewers to be appointed without a resolution of the council, and
  - allow the referral of investigators' reports to OLG for action under the misconduct provisions of the Act where the council will not have a quorum to deal with the matter.

#### ***Amendments to the Model Code of Conduct***

- The Model Code of Conduct has been amended to:
  - remove as a breach, failure to comply with a council resolution requiring action in relation to a code of conduct breach (because it is now redundant)
  - update the language used to describe the various heads of discrimination in clause 3.6 to reflect more contemporary standards
  - include in the definition of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement of the requirement for all councils to appoint an ARIC following the next local government elections.
- Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from some councils. The amendments:
  - lift the \$50 cap on the value of gifts that may be accepted to \$100
  - clarify that items with a value of \$10 or less are not "gifts or benefits" for the purposes of the Model Code of Conduct and do not need to be disclosed

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- clarify that benefits and facilities provided by councils (as opposed to third parties) to staff and councillors are not “gifts or benefits” for the purposes of the Model Code of Conduct, and
- remove the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.
- Councils are not obliged to amend their codes of conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to councils to retain the existing \$50 cap or to impose another cap that is lower than \$100.

**Where to go for further information**

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



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

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<b>Circular Details</b>	20-31 / 14 August 2020 / A717113
<b>Previous Circular</b>	20-08 Release of the Guide to Webcasting Council and Committee Meetings
<b>Who should read this</b>	Councillors / General Managers / Council Governance Staff
<b>Contact</b>	Council Governance / (02) 4428 4100 / <a href="mailto:olg@nsw.gov.au">olg@nsw.gov.au</a>
<b>Action required</b>	Council to Implement

**New requirement for councils to retain recordings of meetings on their websites for a minimum of 12 months**

**What's new or changing**

- Since 14 December 2019, councils have been required to webcast meetings of the council and committees that comprise only of councillors. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on the council's website.
- The *Model Code of Meeting Practice for Local Councils in NSW* requires councils to specify in their codes of meeting practice, the minimum time period that a webcast recording will be made publicly available on a council's website but does not prescribe a minimum period.
- Based on NSW State Archives and Records guidance, the Office of Local Government's (OLG) [Guide to Webcasting Council and Committee Meetings](#) recommends that webcast recordings of meetings should be retained on councils' websites for a minimum of 12 months.
- The requirement for councils to retain recordings of meetings on their websites for at least 12 months is now prescribed under the *Local Government (General) Regulation 2005*.

**What this will mean for your council**

- Councils must amend their codes of meeting practice to require recordings of meetings of the council and committees that comprise only of councillors to be retained on the council's website for 12 months or more if they do not already provide for this.
- Councils are still required to livestream their meetings via an audio-visual link where members of the public are excluded from attending meetings due to COVID-19.

**Key points**

- The amendments to the Regulation require each meeting of a council or committee that comprises only of councillors to be recorded by means of an audio or audio-visual device.
- The recording is to be made publicly available on the council's website at the same time as the meeting is taking place, or as soon as practicable after the meeting.
- The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

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- At the start of each meeting of a council or council committee, the chairperson must inform the persons attending the meeting that the meeting is being recorded and made publicly available on the council's website, and persons attending the meeting should refrain from making any defamatory statements.
- These requirements do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the *Local Government Act 1993*.
- The requirements do not apply to joint organisations.

**Where to go for further information**

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



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

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**8.1.5 COOTAMUNDRA POST OFFICE CLOCK**

DOCUMENT NUMBER	332775
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	The amount Of \$2145 for maintenance undertaken on the Post Office clock if resolved by Council.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Master Clock Makers Invoice for the Cootamundra Post Office Clock <a href="#">↓</a>

**RECOMMENDATION**

- 1. Council not approve payment of \$2145 for the outstanding balance for work undertaken on the Post Office clock.**
- 2. Council refer the account to the person that made the arrangements with Master Clockmakers Pty Ltd.**
- 3. Correspondence be sent to the owner of the Post Office building with relation to the matter of securing the building.**

Introduction

The Cootamundra Development Corporation applied for funding through the Stronger Communities fund in 2016 to have repairs undertaken to the Post Office clock. The Post Office building is privately owned and the owner of the clock supported the application and gave permission for Master Clockmakers Pty Ltd to access the clock and undertake the work required.

Since then, Master Clockmakers Pty Ltd were engaged by a member of the community to perform some maintenance work on the clock. An invoice for the work was forwarded to a Council officer to assist in a grant application if there were funding options available to cover the cost of the clock maintenance, however, no funding options were found for that type of project.

Without a source of funding Master Clockmakers Pty Ltd were still engaged by this party to perform maintenance of the clock which was undertaken in June, 2019. Council has now received a request to pay the outstanding balance of the overdue account.

Council officers had not given any indication of assuming responsibility for the cost of the maintenance work on the clock and it is not clear that permission from the owner had been granted for the work to be undertaken.

Should Council accept the responsibility for the account it may bear consequences if future unapproved work on the clock was undertaken as the interior of the building is old and there is a significant risk of injury or property damage occurring.

Council officers recommend that the outstanding account be referred back to the party that accepted responsibility for engaging Master Clockmakers Pty Ltd. Further, that the owner of the Post Office building be contacted regarding unsupervised access of the building in order to prevent personal injury or property damage.

# *Master Clockmakers Pty Ltd*

*Rear "Mitchell House" 31 Mitchell St Camden*

*Tel; Pymble 61-(0) 2-9144 6344 Tel; Camden 61-(0) 2-46558 361 Mob; 0416 288 445*

*Address for correspondence*

*P.O Box 470 Camden 2570*

*ABN 49 600 054 886*

## **Tax Invoice**

11/06/19

**Customer**

Cootamundra-Gundagai Regional Council

**Attention:** Peter Hearne

Project Officer

**Invoice #** 9019

**Reference,** Autowind for the strike on the Cootamundra Tower Clock

Go out to site

Supply and fit new drive motor for autowind

Full onsite service

Collaborate and check entire system

---

Total Including GST

\$2,145.00

**Terms 7 days**

**Please make payment to Master Clockmakers Pty Ltd**

**Commonwealth Bank BSB 062516 Acc No 1036 4449**

<b>8.1.6 COOTAMUNDRA TOURISM ACTION GROUP S355 COMMITTEE MEETING - 6 AUGUST 2020 - MINUTES</b>
--

DOCUMENT NUMBER	332472
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. s355 Cootamundra Tourism Action Group Minutes of meeting held 6 August 2020 <a href="#">↓</a>

#### RECOMMENDATION

**The Minutes of the s355 Cootamundra Tourism Action Group meeting held 6 August 2020, attached to the report, be received and noted.**

#### Introduction

The Minutes of the s355 Cootamundra Tourism Action Group Minutes of meeting held 6 August 2020 are submitted for the information of Council and the community.



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PO Box 420, Cootamundra NSW 2590  
Phone: 1300 459 689  
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# Minutes

## COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE

ALBY SCHULTZ ROOM, COOPER STREET + ZOOM VC  
4.30PM, THURSDAY 6<sup>TH</sup> AUGUST 2020

### 1 AGENDA ITEMS

#### 1.1 Attendance and Confirmation of Quorum

**Attendance:**                      **President/Chairperson:** Nina Piotrowicz  
**Secretary:** N/A  
**Treasurer:** N/A  
**Councillor:** Penny Nicholson, Charlie Sheahan  
**General Members:** Leah Sutherland, Brian Nolan, Gwen Norman, Yvonne Forsyth, Hans Bruitzman  
**Other:** Jeana Bell (Staff), Miriam Crane (Staff), Kushla Gale (Tilma Group), Linda Tillman (Tilma Group)

**Confirmation of a Quorum:**                      Due to the approved Leave of Absence of Sarah Last, there are 8 Members appointed to this Committee. Quorum numbers are met [**yes**]

#### 1.2 Apologies & Disclosure of Interests

Apologies Cr Leigh Bowden & Dotti Le Sage were noted. An apology following the meeting was received from Annie Jacobs.

#### 1.3 Confirmation of previous meeting Minutes

The Minutes of Meeting dated 2<sup>nd</sup> July were confirmed as true and correct.  
(Moved: Gwen Norman. Seconded: Yvonne Forsyth. Carried)

#### 1.4 Discussion items

- *Agritourism Strategy*  
The Tilma Group has been engaged by Council to develop an Agritourism strategy for the LGA. The Strategy is funded from a Grant. Linda and Kushla posed several questions to the group including what opportunities are already available, how could support or build on those opportunities occur and what are the possible roadblocks to grow our agritourism offerings.

Committee members gave a variety of answers and were encouraged to provide further thoughts to Linda and Kushla following the meeting due to time and technical difficulties experienced.

Key opportunities identified included:

- Approach owners for Factory tours at Cootamundra Oil Seeds, Conqueror Mill & Billabong Jerky
- Connect with a Farmer experiences at the annual Show (could involve being hosted at the Farm and then a personal tour of the Show)
- Establish safe & dedicated photo spots for visitors to stop and be able to see the diversity of our farming landscapes in all seasons
- Map/Trail of our back roads (a brochure does exist at the VIC, that may need some update)
- Rail Trail project
- Collaboration with Agricultural bodies such as NSW Farmers, Show Council etc to lean on their experience and information base.
- Showcase local products and experiences at the VIC.
- Connect our LGA experiences in to the surrounding LGA's agritourism offerings to create a corridor between Canberra and Wagga. Canberrans stop at Young for the Cherries or Jugiong (Hilltops LGA) – can we encourage the extra 15-30min drive to Cootamundra or Gundagai?

- *Rail Trail*

Cr Charlie Sheahan spoke to the group re the proposal for a Rail Trail from Cootamundra to Tumbalong, utilising the old Tumut line. The Committee were in support of the proposal and will prepare a Letter of Support for the project.

*Action: Chair to draft a Letter of Support for review and approval at the next CTAG meeting.*

## 1.5 Other Business

- The new tourism brand for Cootamundra was launched the previous evening, Wed 5<sup>th</sup> August. The logo and by-line is now proudly on the first banner across Parker Street, utilizing the new across street banner system. We should see the new branding roll out across various platforms in the coming days and weeks. Thanks were noted from the Chair to Leah and Gwen for the CDC hosting of the launch, and to Jeana and Miriam for their coordination and hard work on development of the new brands with the Consultant – Let your Rural Spirit Play!
- Copies of the current hard copy Visitor Guide were distributed – any feedback is to be provided to Jeana so she can prepare for the update planned later in 2020/early 2021.

## 1.6 Next Meeting

Thursday 3<sup>rd</sup> September @ 4.30pm.

*Meeting Closed at 5.30pm.*

**8.1.7 SHOWGROUND USERS GROUP S355 COMMITTEE MEETING - 15 JULY 2020 - MINUTES**

DOCUMENT NUMBER	332473
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b> 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are 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. Showground Users Group s355 Committee Meeting - 15 July 2020 - Minutes <a href="#">↓</a>

**RECOMMENDATION**

1. **The Minutes of the Committee Showground Users Group s355 Committee Meeting held 15 July, 2020 be received and noted**
2. **The following recommendations contained within the Minutes be considered:**
  - I. **Due to Covid-19, Council consider reducing the User Group Fees from \$1000 to \$500 for the 20/21 period.**

Introduction

The Showground Users Group s355 Committee Minutes of its Meeting held 15 July, 2020 are attached for the information of Council and the community.

Discussion

The recommendation, contained in the Minutes, detailed in 2 above be considered.



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# Minutes

## COOTAMUNDRA SHOWGROUND USERS SECTION 355 COMMITTEE

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
 7PM, WEDNESDAY 15<sup>TH</sup> JULY 2020

Meeting opened at 7:05pm

### 1 AGENDA ITEMS

#### 1.1 Attendance and Confirmation of Quorum

**Attendance:** **Acting Chairperson:** Andrew Brock (Manager Facilities),  
**Acting Secretary/Treasurer:** To be Determined  
**Nominated Members:** Rod Jones, Trish Taylor, Bec Medhurst, John Collins and David Manwaring  
**Others attendance:** Joan Collins, Doreen O'Connor, and Darren Absolon

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

**1.2 Apologies** Mayor Abb McAlister, Gil Kelly,

**1.3 Disclosure of Interests**  
 There were no disclosures of Interest.

**1.4 Confirmation of previous meeting Minutes**  
 The minutes of the Showground Users Group Section 355 Committee ordinary meeting dated 18 March 2020 to be reviewed. Corrections will be made to minutes regarding attendees.

**Moved:** John Collins  
**Seconded:** Darren Absalom

**1.5 Business Arising from previous Minutes**

Item/Discussion	Action	Status
Pony Club Shed to be moved		
Irrigation centre of arena.		
Showground Glass Free Zone	<b>We can request to outside hires that they do not use glass. If glass is brought onto the site and there is any broken bottles at the handover at the end of hire it needs to be rectified.</b>	
Condition of Evacuation Signs	<b>Council to update</b>	Andrew Brock has discussed and is happening
Garbage Collection	<b>Ongoing investigation by Andrew Brock</b>	
RDA request for User group fees to be waived.	<b>Council have approved waiving of fees for 2020.</b>	
Cootamundra Kennel Club Container Shed	<b>Items still around which will be disposed of as they have had ample time to remove</b>	
Crown Lands - Site condition assessment of all structures	<b>Andrew to bring document for viewing to future meeting. It assisted in acquiring of grants.</b>	
Cleaning of Luncheon Pavillion	<b>Has been tidied up. Once events can run a further clean up will take place</b>	To be undertaken once restrictions removed
Directional Signage at Side Gate	<b>Andrew Brock has. Need to arrange installation</b>	To be erected
Condition of Toilet Block	<b>Neville has commenced work, hooks, seating done. Remainder still to be completed</b>	Still to be completed
Wattyl Hire - Storage	<b>Elouera Hire (new owners) are remaining with current storage and hire arrangement at the grounds</b>	No change except name
Calendar of Events	<b>Currently being updated. Will come to a future meeting for groups to discuss and add events.</b>	Next Meeting
Showjumping area on arena	<b>Irrigation is still to be determined</b>	Ongoing

**Business arising from previous minutes report accepted.**

**Moved:** Rod Jones  
**Seconded:** Trish Taylor

## 1.6 Correspondence in/out:

- Incoming correspondence:  
Stimulus Package Grant \$153,203
- Outgoing correspondence:  
Nil

**Motion to accept incoming correspondence and actions.**

**Moved:** David Manwaring

**Seconded:** Joan Collins

## 1.7 Report from the Treasurer/Chairperson/Secretary:

Treasurer's report attached.

Closing Balance \$3,417.31

**Motion to accept Treasurers Report as presented by Andrew Brock.**

**Moved:** John Collins

**Seconded:** David Manwaring

## 1.8 General Business

### 1. Winning of Grant

Discussions regarding the grant and the need to obtain further quotes due to value of the works proposed and the need to follow council's procurement policy. Andrew Brock to put together a scope of works, so that further quotes can be obtained.

As part of the grant funding approval, it has been requested that works be open to and undertaken by local businesses if possible.

#### **Recommendation to CGRC:**

That Ben Tregear be retained to undertake the electrical works in the grant, due to his knowledge of the site and the unique nature of the showground and its buildings and ongoing and long-term issues.

Moved: Darren Absalom

Second: Rod Jones

### 2. Trees Requiring Removal

Tree works supervisor is coordinating the proposed works at this stage.

### 3. User Group Fees 20/21

Discussion regarding fees for this year due to inability of using the site due to Covid 19. Do we ask council to waive all fees for 20/21 or Halve the Fees?

From a User Group Prospective, do we look at a daily or even a weekly fee? If this was proposed a reduced rate for user groups be negotiated due to their input and assistance at the grounds?

Users asked to discuss with their groups and bring back ideas to the next meeting. What about electricity and water usage? Reading of meters and user pays?

**Recommendation:**

Due to Covid 19 that CGRC reduces the User Group Fees from \$1000 to \$500 for the 20/21 period.

Move: Dave Manwaring

Second: Joan Collins

**4. Showground Booking**

Meeting in Luncheon Pavilion for Machinery Restoration Society  
5<sup>th</sup> August 2020

**5. Tractor Key Lock**

To be monitored. If issue arises again then further action taken

**6. Use of Facilities**

Discussion regarding people making use of facilities during lockdown. Also, people using the Undercover Arena. The area is for hire and an appropriate fee will need to be discussed at the next S355 meeting

**7. Kennel Club return of Key**

A letter to be sent to the kennel club requiring the immediate return of any and all keys relating to the grounds.

**8. Letter to Be sent to identified ground users no longer attached to committee's regarding use of Grounds**

Letter to advise the undercover arena is only available by hire. Also, that helmets must always be worn. Any rubbish or manure is to be removed. The facilities are only available for use outside of any organized event. The yearly fee for the use of this facility for personal use is recommended at \$500.00

**9 Letter to be sent to Pony Club & Article in Council Publications regarding the use of the undercover arena**

Letter to discuss the use of undercover arena and that helmets must be worn at all times whilst on the grounds. If Pony Club could please distribute to their members on the User groups behalf. Any manure or rubbish is to be removed.

**10. Removal of Building from Grounds**

A letter needs to be sent to CSUG regarding the removal and sale of the Carport shed that was removed for the new building advising that the funds from this is going into the new shed at the caretaker area.

Any and all buildings except the shipping containers are the property of the showground and crown lands.

**11. Water Meters**

Investigation needs to be done regarding which meters are feeding water to which areas. There is 1 at the RDA which is feeding down to the showground and other areas. Andrew is trying to simplify this. Discussion's regarding where the water to RDA water troughs comes from? Is it Bore water? Thoughts that the Bore goes all around the outside of the showground. Investigations still underway. The bore was turned off and water is still coming through lines? The system needs to be simplified and plans of what is where identified. A working bee to be arranged at a later date for this investigation works to be undertaken

**12. Show Society Ticket Boxes**

Pony Club borrowed the ticket boxes and have been damaged. This damage is in relation to the wheels. D Manwaring will make contact and request for them to be repaired.

A timely reminder for all user groups to take care of borrowed equipment and carry out repairs in a timely manner.

**12. Meeting Reminders to be sent out the day before****Date and Time of Next Meeting**

The next meeting is scheduled for 7pm, Wednesday 19 August 2020, Alby Shultz Meeting Centre. This meeting will be the AGM followed by a Monthly Meeting.

**1.9 Time Meeting Closed 8.30pm**

**8.1.8 COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S355 COMMITTEE MEETINGS - 6 JULY AND 3 AUGUST 2020 - MINUTES**

DOCUMENT NUMBER	332475
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</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"> <li>s355 Cootamundra Heritage Centre Management Committee Minutes of Meeting held on 6 July 2020 <a href="#">↓</a></li> <li>s355 Cootamundra Heritage Centre Management Committee Minutes of Meeting held on 3 August 2020 <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

**The Minutes of the Cootamundra Heritage Centre Management s355 Committee Minutes of Meeting held on 6 July and 3 August, 2020, attached to the report, be received and noted.**

Introduction

The Cootamundra Heritage Centre Management s355 Committee Minutes of Meetings held on 6 July and 3 August, 2020 are attached for the information of Council and the community.

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE  
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE  
CENTRE ON MONDAY 6 JULY COMMENCING AT 4.02PM**

**Present:** Geoff Larsen (Chairperson), Yvonne Forsyth, Michele Pigram, Betti Punnett, Arthur Ward

**Apologies:** Margaret Parkinson, Craig Stewart, Ros Wight

President Geoff Larsen expressed members' sympathy for Helen Hamilton on the death of Committee member Hugh Hamilton

**Minutes from the Previous Meeting:** Read and confirmed on the motion of Betti Punnett, seconded Michele Pigram **CARRIED**

**Business Arising:** \* Curtrax - not purchased during recess

\* *The Bethungra Spiral* (Betti Punnett) - booklet now available - free. Betti Punnett expressed gratitude to C/GRC for printing the booklet

\* *The Historic Cootamundra Aerodrome* (Hugh Hamilton) - some editing required before publication

\* MOSAiC Workshop cancelled because of COVID-19. C/GRC agreed to 50% funding with M&G Leg Up Grant

\* Working Bee not held - C/GRC staff cleaned premises

\* Arthur Butler pull-up - nothing further

\* C/GRC Wayne Bennett and Jeana Bell to be invited to August meeting

Cootamundra Gundagai  
Regional Council  
Document Received

24 JUL 2020

**Financial Report:** Betti Punnett presented the Financial Report with takings of CHC \$373.35, VIC \$126.50 since 2 March. Total \$499.85 No: CHC 275; VIC 260. Moved Betti Punnett, seconded Arthur Ward **CARRIED**

**Correspondence:** IN \* C/GRC: material on procedures to be followed before reopening CHC

\* M&G Leg Up Grant application

\* MOSAiC Workshop material

\* AMaGA - International Museum Day 18 May; AGM 30 July; *Museum Methods* (update available on line)

\* Helen Hamilton - Thank You card

\* Tom Lockley - email thanking all for successful campaign to retain the Powerhouse museum at Ultimo

**OUT** \* March Meeting Minutes

\* Welcome back to volunteers on reopening CHC

\* Letter to National Museum of Australia requesting extension of loan for 5 years on Hardy harness and horse

**General Business:** \* Betti Punnett informed members that NMA had telephoned asking if CHC wished to extend the loan on the Hardy harness and horse. Members agreed that the loan should be extended.

\* New donation Pilot's Plotter presented by Brain Flanagan after restoration. Owned by Mac Scott, stored by Bruce Ward.

\* School photos presented by Baldwin family - names to be added

\* Lights - spotlight bulbs needing replacement. It was decided to consult C/GRC (Betti Punnett).

\* Key jammed in Storeroom door lock - Craig Stewart repairing lock

\* No souvenir Tea Towels left - stock to be obtained (Yvonne Forsyth)

\* CHC 19 Birthday - Open Day to be held with Morning Tea Tuesday 18 August. All volunteers to be invited.

\* Volunteers - Trevor Pether (COVID-19) and Les Southwell (failing health) retired; Phil Chadwick on leave till October; Catherine Orgill new volunteer.

\* Colemane Aboriginal diorama being prepared for display (Yvonne Forsyth).

\* Newsletter to be sent July (Betti Punnett).

There being no further business, the meeting closed at 5.00pm

Betti Punnett

Secretary/Treasurer

**Next Meeting Monday 3 August 4.00pm**

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE  
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE  
CENTRE ON MONDAY 3 AUGUST COMMENCING AT 4.02PM**

**Present:** Geoff Larsen (Chairperson), Yvonne Forsyth, Michele Pigram, Betti Punnett, Arthur Ward

Chairperson Geoff Larsen welcomed Jeana Bell (Tourism & Economic Development Manager) and Wayne Bennett (Water, Parks & Recreation Manager) from C/GRC

**Minutes from the Previous Meeting:** Read and confirmed on the motion of Betti Punnett, seconded Yvonne Forsyth **CARRIED**

**Business Arising:** \* Light bulbs still to be replaced. (*Betti Punnett to check with Neville Potter, C/GRC*)

- \* Craig Stewart has repaired the lock on the storeroom door
- \* Tea towels - Yvonne Forsyth reported that none available at present
- \* NMA - nothing further on extension of loan agreement

**Financial Report:** Betti Punnett presented the Financial Report with takings of CHC \$154.00, VIC \$50.00 since 6 July. No: CHC 112; VIC 110. Moved Betti Punnett, seconded Arthur Ward **CARRIED**

- Correspondence: IN** \* AMaGA - AGM 30 July via Zoom  
 \* Replies to invitations from Jeana Bell and Wayne Bennett  
**OUT** \* July Meeting Minutes, Newsletter  
 \* Invitations to Jeana Bell and Wayne Bennett to attend August meeting

**General Business:** Wayne Bennett outlined plans for upgrade of Parker Street - \$500,00; \$150,00 for Cenotaph. The possibility of a major feature recognizing Don Bradman and/or Arthur Butler was discussed.

\* Jeana Bell agreed that the lack of storage space is becoming a problem for CHC. She will raise the issue + the continuing problem with the telephone with C/GRC personnel. She also informed members of the new C/GRC logo being launched during the week and the possibility of obtaining more souvenirs to sell.

\* Birthday 18 August Morning Tea All volunteers invited to attend. Social distancing to be observed,

\* New items from C/GRC: Photo of Mrs Biffen - supposedly not Don Bradman's grandmother (*Betti Punnett to check with Margaret Parkinson*), Skate Park cap, CRC plaque

\* Photos from CLHS Inc - aerial of Cootamundra 1931; 1914 Soldiers (including Cootamundra men) in front of the pyramids reading *Cootamundra Herald*

\* Apron from Can Assist - Cancer Patients' Assistance Society

There being no further business, the meeting closed at 5.12pm

Betti Punnett  
 Secretary/Treasurer

**Next Meeting Monday 7 September 4.00pm**

**Birthday Morning Tea: Tuesday 18 August 10.30am**

Cootamundra (Shire) Council  
 Document Received

17 AUG 2020

File No.....

initials.....

**8.1.9 STOCKINBINGAL ELLWOOD'S HALL S355 COMMITTEE - MINUTES OF ANNUAL MEETING**

DOCUMENT NUMBER	332477
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Stockinbingal Ellwood's Hall s355 Committee - Annual General Meeting - 23 July 2020 - Minutes <a href="#">↓</a></li> <li>2. Stockinbingal Ellwood's Hall s355 Committee Meeting - 23 July 2020 - Minutes <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

1. **The Minutes of Stockinbingal Ellwood's Hall s355 Committee’s Annual General Meeting and Meeting held 23 July, 2020, attached to the report, be received and noted.**
2. **Applications for Committee Membership submitted by Lynn Basham and Susan Caldwell be endorsed by Council.**

Introduction

The Minutes of the s355 Stockinbingal Ellwood's Hall Committee Annual General Meeting and monthly meeting, both held on 23 July 2020, are attached for the information of Council.

Council has also received nominations for new Committee members.

Discussion

Council has received completed application forms for two newly proposed members and both are recommended to be appointed to the Committee as required by Council’s s355 Committee Guidelines and the Local Government Act, 1993.



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

# Minutes

**STOCKINBINGAL ELLWOOD'S HALL SECTION  
355 COMMITTEE**

## **ANNUAL GENERAL MEETING**

**ELLWOOD'S HALL, STOCKINBINGAL**

**5.15PM THURSDAY 23 JULY 2020**



# Agenda

<b>AGM of Ellwoods Hall S355 Committee .....</b>	<b>2</b>
<b>MINUTES .....</b>	<b>2</b>
1.1 Attendance.....	2
1.2 Apologies.....	2
Russell Vincent .....	2
1.3 Confirmation of previous AGM meeting Minutes.....	2
1.4 Reading of Annual reports from the Chairperson / Treasurer.....	2
1.5 Acceptance of nominations from committee members for the positions of: .....	2

**AGM MINUTES: STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE**



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COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

- Bookings officer: Steve Neave was nominated by Carmel Payne; seconded by Lorna Nixon; accepted; declared as the Booking Officer.
- Other Committee Members: Russell Vincent previously indicated that he would like to continue as a committee member.
- Lynn Basham nominated for a position on committee, seconded Lorna Nixon; accepted; declared.
- Kim Lee stepped down from the Committee for family reasons.

A seventh committee member is required and can be co-opted in the near future.

**Meeting Closed: 6.00 pm**



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

ABN: 46 211 642 339  
PO Box 420, Cootamundra NSW 2590  
Phone: 1300 459 689  
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[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)





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 Phone: 1300 459 689  
 Email: mail@cgrc.nsw.gov.au  
 www.cgrc.nsw.gov.au

# Minutes

## STOCKINBINGAL ELLWOOD’S HALL SECTION 355 COMMITTEE

ELLWOODS HALL, MARTIN ST, STOCKINBINGAL

DATE: 6.00 PM THURSDAY 23 JULY 2020

### 1 AGENDA ITEMS

#### 1.1 Attendance and Confirmation of Quorum

<u>Attendance:</u>	<b>Chairperson:</b>	Carmel Payne
	<b>Secretary:</b>	Lorna Nixon
	<b>Treasurer:</b>	Alan Pether
	<b>Councillor:</b>	Leigh Bowden
	<b>General Members:</b>	Lynn Basham, Steve Neave.
	<b>Facilities Manager:</b>	Andrew Brock
	<b>Governance Officer:</b>	Greg Briscoe-Hough

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

#### 1.2 Apologies

Russell Vincent

#### 1.3 Disclosure of Interests

Nil

#### 1.4 Confirmation of previous meeting Minutes

The minutes of the last Ellwood’s Hall Section 355 Committee meeting dated **Thursday 25 June 2020** was confirmed as true and correct.

Moved: Lorna Nixon

Seconded: Lynn Basham

#### 1.5 Business Arising from previous Minutes:

- Awaiting Weather Strips for Front Door and Replacement of External Supper Room door which Council have agreed to do in March 2020. – This has since been very recently completed. **Many thanks to the CGRC.**
- Awaiting quote from new Joiner in town.
- Also awaiting revised quote from Evans Joinery so we can proceed with Kitchen renovations.
- Post Office Community Grants – s355 committees are ineligible to apply.
- CGRC Community Donations – we were unsuccessful in our application for \$1500 to assist with Kitchen cupboards.
- CGRC Librarian was advised of cost of Hall Hire to conduct a course in May 2021.
- AGM advertised outside the Hall and PO and on Facebook Stockinbingal Community pages.

**1.6 Correspondence in/out:**

- To Evans Joinery – requesting a revised quote for the Kitchen cupboards to bring the cost of cupboards to around \$6000 which is all we can afford at the moment, and all applications for grants have been unsuccessful or ineligible.
- Application to host a Fanny Lumsden concert as a fund raiser in 2021.
- Reply from Evans Joinery – very busy at present but will reply by end of the week.

**1.7 Report from the Treasurer:**

Opening Balance: 7837.56  
 Income: 423.34  
 Expenses: 704.84  
 Balance: 7556.06  
 Outstanding chq: 40.00  
 Balance: 7596.06

Bank Statement: \$7596.06

Alan moved that his report be accepted, seconded Steve Neave.

**1.8 General Business (List Agenda Items)**

- 1) **Post Office:** Andrew spoke to the committee regarding the Hall Committee not being in a position to sub-lease to the PO. From 1 July 2020 Council will take over the arrangements with the PO and income received will be put aside for use towards the Hall (by Council).

**Action:** Andrew Brock to liaise with the Post Mistress regarding this matter.

- 2) **Kitchen Ceiling:** Andrew Brock stated that the Council will make repairs to the Kitchen Ceiling and investigate guttering issues to source leaks into the ceiling.

**Action:** Andrew Brock to organise with Council.

- 3) **Boundary Fence with the Hotel:** Andrew has organised for the fence to be erected despite not being able to communicate with the Pub Owners. Steve Neave volunteered to arrange a meeting with the Pub Owners and Andrew.

**Action:** Steve Neave to organise a meeting with the neighbours and Andrew Brock.

- 4) **Front doors of Store Room to street:** Awaiting replacement still.

**Action:** Andrew Brock organising replacement of doors.

**1.9 Date and Time of Next Meeting:** Thursday 24 Sept 2020

**1.10 Time Meeting Closed : 6.38pm**

**Signed:** Carmel Payne

Lorna Nixon

**8.1.10 INFORMATION BULLETIN**

DOCUMENT NUMBER	332863
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Letter of thanks from Snowy Valleys Council for the Assistance of Cootamundra-Gundagai Regional Council <a href="#">↓</a></li> <li>2. The Hon Michael McCormack - Response - Funding for Domestic Violence Case Management <a href="#">↓</a></li> <li>3. Terms of Reference - Integrity of NSW Government Grant Programs <a href="#">↓</a></li> <li>4. Draft Bush Fire Managment Committee Minutes <a href="#">↓</a></li> <li>5. Government Strengthens Model Code of Conduct <a href="#">↓</a></li> <li>6. Co-operative Option Meeting Flyer <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

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

Introduction

Council received a variety of correspondence and information from diverse sources. The Information Bulletin provides such correspondence and information for the information Council and the Community.

MH:jmf  
Our Ref: 3057963

Cootamundra Gundagai  
Regional Council  
Document Received

1 0 AUG 2020

File No.....

Initials \_\_\_\_\_



6 August 2020

Cr Abb McAlister, Mayor  
Phil McMurray, Interim General Manager  
Cootamundra-Gundagai Regional Council  
PO Box 420  
Cootamundra NSW 2590

Cootamundra Gundagai  
Regional Council  
Document Received

1 1 AUG 2020

File No.....

Initials \_\_\_\_\_

Dear Cr McAlister and Phil

The Snowy Valleys had fires impact on 45% of the shire over a 50-day period covering 402,650 hectares. Our community lost 193 houses, 612 outbuildings with 49 houses damaged and 189 outbuildings damaged. 350 km of Council roads were directly impacted by fires and up to 1 July 2020 Council had expended approximately \$6.663M directly related to the fires.

At the Council meeting held on Thursday 16 July 2020 a report was received that acknowledged the offers of assistance from numerous other Councils both during and after the bushfires and this assistance was crucial to our operations and recovery.

An indication of the severity of the impact is evidenced by the ongoing recovery actions that continue to this day and will do for some time to come. The impact on our community has seen over 42,500 hectares of forest plantations lost, worth some \$425M as well as over 100,000 hectares of agricultural land along with associated industry and tourist attractions such as the Sugar Pine Walk, Mt Selwyn Ski Resort, and the Hume and Hovell Walking Track.

Your Council's provision of an experienced Local Emergency Management Officer for the Emergency Operations Centre to allow SVC staff a rest period was very much appreciated and also work groups assisting with road closures to keep our community safe.

Yours Sincerely

James Hayes OAM  
**MAYOR**

Matthew Hyde  
**CHIEF EXECUTIVE OFFICER**



Leading, Engaging and  
Supporting Strong and  
Vibrant Communities

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# Michael McCormack MP

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

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



*Abb*  
 Dear Mayor

I write in response to an enquiry made by your office regarding funding for domestic violence case management in the State Electorates of Wagga Wagga and Cootamundra.

I wrote to Senator the Hon Anne Ruston, Minister for Families and Social Services, and she has responded with the following information:

*In March this year, the Prime Minister, the Hon Scott Morrison MP, announced a \$150 million package to address the expected impact of the coronavirus pandemic on women and children experiencing, or at risk of, domestic, family and sexual violence.*

*The allocation of this funding is discussed at regular meetings of State and Territory Ministers with portfolio responsibility for women, families and/or prevention of family and domestic violence.*

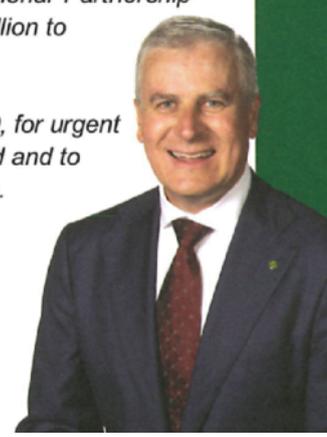
*Minister for Families and Social Services, Senator Anne Ruston and Minister for Women, Senator Marise Payne co-chair those meetings.*

*This \$150 Million Domestic Violence Support Package is in addition to the record investment of \$340 million by this government in the Fourth Action Plan of the National Plan to Reduce Violence against Women and their Children.*

*Initiatives supported under the National Plan can be found at <https://plan4womenssafety.dss.gov.au/implementation-plan>*

*The funding agreed under the Support Package is captured in a National Partnership Agreement, under which States and Territories will invest up to \$130 million to bolster family, domestic, and sexual violence supports.*

*State and Territory governments received the first payment in May 2020, for urgent needs including initiatives to assist frontline services to manage demand and to respond to the unique challenges in regional, rural and remote locations.*



<p><b>Canberra</b>                  PO Box 6022 Parliament House                  Canberra ACT 2600  <b>ph</b> 02 6277 7520  <b>website</b> <a href="http://www.michaelmccormack.com.au">www.michaelmccormack.com.au</a></p>	<p><b>Parkes</b>                  207A Clarinda Street                  Parkes NSW 2870  <b>ph</b> 02 6862 4560</p>	<p><b>Wagga Wagga</b>                  Suite 2 11-15 Fitzmaurice Street                  Wagga Wagga NSW 2650  <b>ph</b> 02 6921 4600 <b>fax</b> 02 6921 5900  <b>email</b> <a href="mailto:michael.mccormack.mp@aph.gov.au">michael.mccormack.mp@aph.gov.au</a></p>
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**THE NATIONALS** for Regional Australia

*The remaining \$20 million is being used by the Commonwealth to support national programs.*

*As State and Territory governments have primary responsibility for the funding of frontline domestic violence services, I encourage the City of Wagga Wagga to contact the New South Wales Minister for the Prevention of Domestic Violence, the Hon Mark Speakman MP, for more information on how the significant investment made under the National Partnership will benefit Wagga Wagga and surrounds.*

Thank you for raising this matter with me. I trust the information provided will be of assistance.

Yours sincerely



**Michael McCormack MP**  
**Federal Member for Riverina**

mm.mi.wga

21/7/2020



LEGISLATIVE COUNCIL

PUBLIC ACCOUNTABILITY COMMITTEE

**Inquiry into the integrity, efficacy and value for money of NSW Government grant programs**

**TERMS OF REFERENCE**

1. That the Public Accountability Committee inquire into and report on the integrity, efficacy and value for money of NSW Government grant programs, and in particular:
  - (a) the range and availability of funding programs, including but not limited to:
    - (i) discretionary grants funds such as the Premier's Discretionary Fund and the Deputy Premier's Miscellaneous Grants
    - (ii) local government funding such as the Stronger Communities Fund and **Stronger Country Communities Fund**,
    - (iii) arts funding such as the Regional Cultural Fund,
    - (iv) sports funding such as the Greater Sydney Sports Facility Fund and the Regional Sports Infrastructure Fund,
    - (v) jobs for NSW funding, including the review into Jobs for NSW.
  - (b) the manner in which grants are determined, including:
    - (i) the oversight of funding determinations,
    - (ii) the transparency of decision making under grants schemes,
    - (iii) the independence of the assessment of projects,
    - (iv) the role of Members of Parliament in proposing projects for funding,
    - (v) the scope of Ministers' discretion in determining which projects are approved,
  - (c) measures necessary to ensure the integrity of grants schemes and public confidence in the allocation of public money, and
  - (d) any other related matter.
2. That the Committee report by 31 March 2021.

**Committee membership**

<b>Mr David Shoebridge MLC</b>	The Greens	<i>Chair</i>
<b>The Hon Robert Borsak MLC</b>	Shooters Fishers and Farmers Party	<i>Deputy Chair</i>
<b>The Hon John Graham MLC</b>	Australian Labor Party	
<b>The Hon Courtney Houssos MLC</b>	Australian Labor Party	
<b>The Hon Trevor Khan MLC</b>	The Nationals	
<b>The Hon Matthew Mason-Cox MLC</b>	Liberal Party	
<b>The Hon Natalie Ward MLC</b>	Liberal Party	



## SOUTH WEST SLOPES ZONE BUSH FIRE MANAGEMENT COMMITTEE MEETING MINUTES

**Meeting:** South West Slopes Zone Bush Fire Management Committee

**Convened by:** A Dillon

**Chaired by:** A Dillon

**Attendees:** A Dillon, RFS  
 T McDevitt, RFS  
 B Ingram, Hilltops Council  
 A Southwell, RFS  
 M Stubbs, CGRC  
 S Vale, Crown Lands  
 P Gilchrist, Crown Lands  
 M Franklin, Crown Lands  
 A Miller, Essential Energy  
 C Taylor, Forestry  
 A Holmes, RMS  
 P McClintock  
 S Cathcart  
 T Malone, REMO  
 K Doyle, RFS

**Location:** Skype Meeting

**Date and time:** 4 June 2020 1005 hours

**Apologies:** B McGregor, P McMurray, P Holding, A O'Reilly

**Minutes by:** K Doyle

**1 Welcome**

- A Dillon introduced himself and T McDevitt. Welcomed everyone and thanked them for joining the Skype Meeting. B Ingram advised A Dillon that he is happy for A Dillon to chair the meeting.

**2 Apologies**

- Apologies received and noted above.

**3 Minutes of Last Meeting**

- Minutes of last meeting, taken as read.

**MOTION:** Minutes of last meeting, 19 October 2019, taken as read and agreed.

**MOVED:** C Taylor

**SECOND:** A Southwell

**CARRIED**

- Action Items:
  - There were not action items from the previous meeting.

#### **4 Post-Season Briefing- After Action Review Dunns Road**

- A Dillon asked if there was any feedback regarding the fire season.
- A Dillon advised an AAR was held for the Dunns Road Fire, 50+ members attended. Copy of outcomes of the AAR were provided in meeting papers for information.
- B Ingram thanked the SWSZ volunteers for their hard work during the fire season. A Dillon noted the thank you letter form Hilltops Council.
- A Miller advised that overall the fires were very well run by the NSW RFS.
- C Taylor stated that better technology ie fire ground radios/repeaters would have assisted with communications. A Dillon suggested that this equipment could be sort through grants, agrees it would make a difference.
- S Cathcart thanked S Luff and SWSZ for all the support.
- Weakness that came out of AAR included"
  - After hours – Harden FCC was working independently should be included as part of the major IMT ie operate as part of the Ops Cell which is functioning at Tumut.
  - S Cathcart stated that lines of communication need to be clear and managed properly.
  - C Taylor –definition on how this would work and the resourcing of roles would need to be completed.

#### **5 BFMC Risk Treatment Completed Works - Summary**

- T McDevitt reported that 96% of the 2019/20 reported works were completed. A copy of the report will be sent out after the meeting. It was noted that a DPI and National Parks – Koorawatha House were older and maybe should not have been in the system.
- S Cathcart advised Koorawatha House is no longer on system, works deemed no longer necessary.
- S Vale – Nangus – no being looked at by private owner, no longer required.
- T McDevitt thanked Hilltops and CGR Councils work, it has been really good.
- C Taylor – 1300 to 1400 hect of the 1700 have been completed. Unsure why this has not been reflected in BRIMS – maybe an issue.

#### **6 Agency Hazard Reduction Proposal 2019/20/21**

- T McDevitt advised three (3) burns planned in ARTC rail corridor. Also working on MIT Crews to assist with extreme, high risk areas. Different work to the substantial works Council are undertaking. Planning for works to be undertaken in September, October and/or November depending on weather.
- Fire Trails – Black Range is the highest priority. A Dillon and T McDevitt will be focusing on scoping and quoting of the Black Range.
- Fire Trail Plan approved – Ellerslie has been deemed another priority.
- C Taylor – Fire Trail inspection are to be undertaken.
- S Cathcart – significant amount of HR is being undertaken by NPWS. Two of the trails, in Ellerslie, created during the Dunns Road Fire may be kept. Working on Ulandra with Mulcher then Bendick Murrell to widen trails. Fire trail maintenance and upgrades as required.
- A joint inspection of Bendick Murrell Nature Reserve was completed with T McDevitt, A Dillon and S Cathcart. Fire Trail widening is the priority.
- M Franklin – Crown Lands Goulburn – same as last year. Complete twice a year Oct/Nov and Feb/March. Possible burn in Frogmore Mine Lease. Will organise a day to have a look to see if needs burn.

- Paula Gilchrist – Crown Lands Wagga – will be doing same APZ. Fire Trail inspections in Oct/Nov. Refer to report for more details.
- A Miller – Essential Energy – Pre-summer fire inspections to be completed before Sept.
- ARTC – Mick Simons will work closely with Tom. Areas hard to access being sprayed. A Dillon thanked ARTC for good working relationship and support.
- Hilltops – H Jackson reported Hilltops pretty well finished, plans in place for Monteagle area.
- CGRC – M Stubbs advised CGRC planning on same works as last year.
- A Dillon thanked Council for getting claims together so quickly.
- A Dillon advised this fire season could be different to previous season given the amount of grass fuel that will likely be around.
- A Holmes – RMS – will continue with normal slashing and spraying along roads. Advised happy to receive advice on where improvement could be made. A Dillon reported that feedback he has received has been positive – made a difference along Hume Highway. Suggesting make strip wider in centre and along edges as well. A Holmes advised happy to work with Council on any suggestions received.
- P McClintock asked where ARTC Burns are planned. T McDevitt advised Galong, also looking at Frampton. P McClintock noted lots of dry timber around Bethungra Mountains – may need reviewing. ARTC and Forrest concerned about Bethungra Mountain, review needs to be undertaken. *Action Item – Visit to Bethungra Mountains to undertake review of dry timber and evaluate need for HR.*

**7 Adoption of draft Sect 52 Plan**

- A Dillon advised he is seeking the adoption of the draft Sect 52 Plan that was sent out with meeting papers. Only changes from previous plan was to names and positions. Will be seeking BFMC endorsement once signed by signatories. Adoption of draft plan agreed.

<b>MOTION:</b>	Draft Sect 52 Plan be adopted.
<b>MOVED:</b>	B Ingram
<b>SECOND:</b>	C Taylor
<b>CARRIED</b>	

- The Sect 52 Plan will be valid for a period of two years.
- Plan to be forwarded to signatories for signing. *Action Item – Sect 52 Plan to be forwarded to signatories for signing.*

**8 New Fire Control Centre**

- A Dillon promoted new FCC. Advised that any agency that is part of this Committee is welcome to use the training/meeting rooms at the new building. If interested please contact him to discuss.
- T McDevitt advised 98% complete – closed construction site. Waiting for power to be connected, planned 22/6/2020. Road work tenders close today. Looking at mid-August for key had over and end September to be in.
- New FCC built for the future – able to accommodate all necessary personnel for large natural disaster.
- A Dillon advised that he will be discussing the option of setting up the EAC in the new FCC during a bush fire.

**9 COVID-19**

- All organisation have own procedures. RFS is still operating as normal however with COVID precautions in place.

- A Dillon hoping that restrictions have eased by next meeting and it can be held at new FCC and will be able to show members around.

**10 General Business**

- T Malone, REMO – looking at moving back into training. Pushing for a few more evacuation course. Currently going through EOC review.
- A O'Reilly – GM Hilltops – came into Skype Meeting to introduce himself and say hi.
- A Dillon advised that SWSZ will have a fire season this summer due to fuel levels.

**11 Next Meeting**

- To be advised.

**12 Close**

- 1103 hrs

**Table 1: Action items**

Ref.	Item description	Owner	Due date	Status
6	Visit to Bethungra Mountains to undertake review of dry timber and evaluate need for HR.	T McDevitt		
7	Sect 52 Plan to be forwarded to signatories for signing.	A Dillon		

**Table 2: Next meeting**

Date	Start time	Finish time	Location
TBA	1000hrs		Harden FCC



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## NEWS UPDATE

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7 August 2020

### Government strengthens Model Code of Conduct

The State Government has strengthened the Model Code of Conduct for Local Councils in NSW as part of its commitment to improving the integrity, transparency and accountability of the local government sector.



The changes include strengthening investigation processes and penalties for councillor misconduct to target the small minority engaging in bad behaviour and protect the good reputation of the majority of councillors in NSW.

The Government introduced strict new standards for local councils in the new Model Code of Conduct in December 2018 to help ensure the ethical, accountable and transparent operation of local government across the State.

The code, which applies to 48,000 staff and 1,300 councillors at 128 councils, 10 county councils and 13 joint organisations across NSW, is again being strengthened to further enforce high standards of conduct in our local councils.

The changes include:

<http://info.ole.nsw.gov.au/sub/subType/EO/subID/99959b4b2242bae242/wire/11>

10/08/2020

- Expanding the Office of Local Government's role in code of conduct breaches with councils limited to formally censuring councillors only. OLG will step in and impose more serious penalties, if appropriate, including requiring a public apology, suspension of payment of fees, and suspension or disqualification from office. This new process will also reduce time and cost to investigate complaints and take action.
- Requiring councils to publicly disclose the findings of an investigation when censuring a councillor to ensure the public is aware of the misconduct and therefore act as a deterrent to bad behaviour.
- Allowing councillors to avoid formal censure by their council for minor offences by making voluntary undertakings including apologising and attending training, mediation and counselling. This will ensure resources are directed to investigating more serious breaches.
- Removing the requirement for councillors to formally appoint panels of conduct reviewers to investigate code of conduct breaches. Conduct reviewers can be appointed by the council general manager.
- Requiring webcasts of council meetings to be kept on council websites for at least 12 months.
- Strengthening the language in the Model Code of Conduct describing the various grounds of discrimination to reflect more contemporary standards.
- Providing councils with the option to increase the \$50 cap on gifts and benefits to \$100 so it does not capture items of relatively low value. The changes also clarify application of the cap in certain circumstances such as at council events.

The new Model Code of Conduct and Procedures have been published in the Gazette. The changes will formally come into effect when the necessary Regulation is made prescribing the new Model Code of Conduct and Procedures.

The Office of Local Government will provide detailed information to councils when this occurs.

Please click here to [unsubscribe](#) from our mail list.

## Replacing Target Cootamundra

# THE CO-OPERATIVE OPTION ?



## COMMUNITY CONSULTATION AND INFORMATION SESSION

In March, 2021, Target Cootamundra is due to close.

Residents and Council have written to Wesfarmers, Target and Kmart without success.

Community members have discussed the importance of having a 'Target-like' store in our town. In response to this, we have organised this meeting to explore the option of setting up a community co-operative.

Anthony Taylor, Policy and Research Adviser of the Business Council of Co-operatives and Mutuals (BCCM), will speak about what is involved in setting up a co-operative and the benefits to be gained from such a venture.

There will be an opportunity to ask questions

All community members are welcome and are encouraged to attend.

**Thursday 27th August 2020**

**5.45pm – 8.00pm**

**Cootamundra Ex-Servicemen's and Citizens Club, Parker St, Cootamundra**

Due to COVID-19 numbers are strictly limited. We ask that you please register by calling the CDC on 69421400 or emailing [cdcinfo@cootamundra.com](mailto:cdcinfo@cootamundra.com)

*An initiative of the Cootamundra Development Corporation*

Proudly sponsored by:



Cr Leigh Bowden & Richard White, Cr Charlie Sheahan and Sue Sheahan, Maurice & Allison Cole, Gwen Norman

**8.1.11 UPDATED COUNCIL MEETING ACTION REPORT**

DOCUMENT NUMBER	331812
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Updated Council Meeting Action Report <a href="#">↓</a>

**RECOMMENDATION**

**The Updated Council Meeting Action Report be noted.**

**COUNCIL MEETING ACTION REPORT**

MEETING / ITEM	ACTION	OFFICER	STATUS
<p>05.07.2017</p> <p>18.06.2019</p> <p>19.09.2019</p>	<p>Amend Gundagai LEP 2011 to correct mapping discrepancies</p>	<p>Manager Development, Building and Compliance</p>	<p>Ongoing.</p> <p>Amendment No 4 is currently being reviewed following feedback from the Department of Planning prior to a Gateway determination.</p> <p>Gateway determination issued, currently on exhibition for 28 days. To be reported back to October 2019 Council meeting.</p> <p>Partly complete – schedule 1 amendment gazette</p> <p>May 2020 update – negotiations underway with DPIE regarding progressing the remainder of this proposal.</p> <p>June 2020 – Council has been allocated new staff from DPIE, negotiations underway as to the most appropriate way to progress this matter.</p>





ITEM	ACTION	STAFF	Status
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	Council, in collaboration with the Muttama Creek Regeneration Group, investigate the feasibility of creating a walking track alongside sections of Muttama Creek.  <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>	Manager Waste, Parks and Recreation	<b>November 2019</b> - This is still yet to happen with the current work load and this rated as a low priority action will be implemented ASAP.  In the meantime Council is working with the Group with the existing works as and when required no change to date.  March – no change  June 2020 – Council staff have been working with the Muttama Group b delivering mulch and undertaking some clearing works. There is no funding for any works associated with the Muttama Group.  July 2020 – no change
<b>Ordinary Meeting - 26 March 2019</b>			
ITEM	ACTION	STAFF	Status
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	23/05/2019 update - Discussions with Public Works are continuing.

ORDINARY MEETING - 28 MAY, 2019			
ITEM	ACTION	STAFF	Status
Question 8.1.9 Council Meeting Action Report		GM	Prepare report for June/July business paper.  Ongoing. Seeking funding opportunities for bridge assessment.
ORDINARY MEETING - 25 June, 2019			
ITEM	ACTION	GM	Status
Aside request from Cr Sheahan	Disability access audit of business' with awareness programme delivered by Council staff to business owners/managers Starting with Council premises first.	Manager Development, Building and Compliance	May 2020 Update – committee agreed to access the professional services on offer to commence this process. Due to the COVID 19 situation this has not been possible.  June 2020 – still on hold due to COVID 19  July 2020 – still on hold due to COVID 19
ORDINARY MEETING - 27 AUGUST, 2019			
ITEM	ACTION	STAFF	Status
Item 8.1.9 Gundagai TAC Minute Recommendations	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  July 2020 – Purchase Order raised for stone plinth through KD Stoneworks. Council staff to fabricate steel box. Project to be funded by donations received.

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. <u>November 2019</u> – no change.</p> <p>March – Pool now closed no further action at this stage.</p> <p>June 2020 – No Further action to date</p> <p>July 2020 – On hold pending the outcome of the EOI</p>
<b>ORDINARY MEETING - 24 September, 2019</b>			
ITEM	ACTION	STAFF	Status
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:	Manager Civil Works	Initial report went to November, 2019 Traffic committee to consider suitable sites

	<p>a) Present a degree of fairness, reflecting Council’s ongoing support for the promotion of local businesses,</p> <p>b) Regulate appropriate sites to protect public access and safety,</p> <p>c) The proposal of a fee to cover the cost of administration of the regulation of the policy guidelines, and</p> <p>d) Ensure the proposed fee reflect fair commercial advertising costs.</p>		
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ORDINARY MEETING - 29 <sup>th</sup> October, 2019			
ITEM	ACTION	STAFF	Status
8.1.1 Local Government Elections 2020	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  Elections deferred due to COVID-19
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	Funding successful for new visitor toilets and accessibility upgrades.
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.  July, 2020 - Complete. Incorporated group has ceased and funds are held in trust for use for promotion and structural repairs at Gaol.
9.4 Council develop a local services preference policy detailing that, where opportunity exists, service providers, based within town	Council develop a Local Services Preference Policy detailing that, where opportunity exists, service providers, based within town boundaries are given preference should they	Procurement Officer	March The Procurement Policy has been updated with reference to buying local and further information will be contained in the Procurement

<p>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.</p>	<p>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.</p>		<p>Procedure document to go to the April Council Meeting.</p> <p>May, 2020 update - Report to be prepared and submitted to the June,2020 ordinary meeting for the consideration of Council</p>
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ORDINARY MEETING 26TH NOVEMBER, 2019			
ITEM	ACTION	STAFF	STATUS
<p>8.3.4 EVERYONE CAN PLAY APPLICATION - LINDLEY PARK SOUTH GUNDAGAI RESOLUTION 429/2019 Moved: Cr David Graham Seconded: Cr Charlie Sheahan</p>	<p>Council endorse a matched application for funding for Lindley Park South Gundagai to the Everyone Can Play Grants.</p>	<p>Manager Finance/ Manager Community &amp; Culture</p>	<p>If grant application successful set aside funding in budget. Determine how to fund. Works in kind from what department. Discuss with relevant Managers.</p> <p>July, 2020 - Complete. Funding application unsuccessful.</p>
<p>8.7.2 COUNCIL MINI HIACE BUS COMMUNITY USAGE REVIEW RESOLUTION 437/2019 Moved: Cr Penny Nicholson Seconded: Cr Leigh Bowden</p>	<p>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.</p>	<p>Manager Civil Works/ GM</p>	<p>12.02.2020 Trial continuing.</p> <p>Report to be prepared for the consideration of Council at the Ordinary Meeting to be held 26<sup>th</sup> May 2020</p> <p>June 2020- Report to be prepared for the consideration of Council at the Ordinary Meeting to be held 30<sup>th</sup> November, 2020</p>

ORDINARY MEETING 10 <sup>TH</sup> DECEMBER, 2019			
ITEM	ACTION	STAFF	STATUS
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	Update required  March, 2020 To be completed by Regulatory Services  <b>May, 2020 to be included in budget.</b>
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"> <li>1. Council make application to acquire land affecting lots 35, 71 &amp; 88 DP 751451 and lot 2 DP1100263 under the Land Acquisition (Just Terms Compensation) Act, 1991.</li> <li>2. The General Manager be authorised to sign any relevant documentation in relation to the proposed acquisition referred to in 1 above.</li> <li>3. Authority be granted to affix the common seal of Council to the necessary documents.</li> </ol>	GM	<b>Confidential Report. Confidential update required.</b>
11.4 Proposed Acquisition by Cootamundra-Gundagai Regional Council for Bangus Quarry Remediation Project - Late Report RES 487/2019	<ol style="list-style-type: none"> <li>1. Council approve the acquisition of Crown land Lot 7300 DP1149008 and Lot 7004 DP1028797 for the Bangus Quarry Remediation Project.</li> <li>2. The General Manager be authorised to sign any relevant documentation in relation to the proposed acquisition referred to in 1 above.</li> <li>3. Authority be granted to affix the common seal of Council to the necessary documents.</li> <li>4. Upon acquisition by Council the land be classified as operational.</li> </ol>	GM	<b>Confidential Report. Confidential update required.</b>

ORDINARY MEETING 28 <sup>TH</sup> JANUARY, 2020			
ITEM	ACTION	STAFF	STATUS
8.1.15 Cootamundra Tourism Action Group Section 355 Committee Minutes of meeting held 15 January 2020  RES 020/2020	<ol style="list-style-type: none"> <li>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 rural, agriculture, food tourism and experiential tourism opportunities through the collaboration between Council, Local businesses and producers.</li> <li>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.</li> </ol>	Manager Culture and Community	No update available to date  July, 2020 – 1. Complete. 2. Memo drafted to GM proposing solution for funding role to June 2021.
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  June 2020- still seeking advice from TfNSW on location of the variable message sign

Ordinary Meeting February, 2020			
ITEM	ACTION	STAFF	STATUS
8.3.1 Recreational Needs study public consultation (066/2020)	<ol style="list-style-type: none"> <li>1. The Draft Cootamundra-Gundagai Recreational Needs Study (attached under separate cover) be placed on public exhibition for a period of twenty eight days inviting submissions from the community.</li> <li>2. A further report on the Cootamundra-Gundagai Recreational Needs Study including submissions, if</li> </ol>	Manager Culture and Community	

	any, be prepared and submitted for the consideration of Council.		
8.3.2 Drought communities program (067/2020)	Applications be prepared and submitted through the Drought Communities Program for the Gundagai Main Street Development Stage Two (2) and Parker Street Cootamundra Upgrade.	Manager Culture and Community	

Ordinary Meeting March, 2020			
ITEM	ACTION	STAFF	STATUS
8.1.4 Cootamundra Showground Users Group s355 Committee Minutes 18 <sup>th</sup> march, 2020	Tree dropping limbs on to private property bordering the ground be removed.	Manager Facilities	Staff investigated and planning for removal with other work in area this month
8.1.6 Minutes of the Gundagai Tourism Action s355 Committee Meeting February 2020	Council look at options for funding a speaker system to be purchased and installed in Sheridan Street that has the capacity to play a local radio station and can be utilised for events	T and ED Officer	
8.6.2 Stockinbingal Sewerage Scheme	1. Engage Public Works to prepare business case 2. An application be made under the safe and secure water program for funding towards a detailed design.	B Moore	

Ordinary Meeting 28 <sup>th</sup> April, 2020			
ITEM	ACTION	STAFF	STATUS
9.1 NoM – That the Waste Strategy be adopted and made available for public review and comment	Undertake the usual advertising protocols	Manager Waste, Parks & Recreation	June 2020- have been on hold until such times as the MRF contract had been completed. The Strategy will now need to be adjusted prior to going out on public

			exhibition as to reflect the changes as a result of the MRF Contract. July 2020 – Report currently being reviewed prior to going onto public exhibition. There has been a delay due to the effort required it taking over the weighbridge operations.
9.2 That Council write to the Minister for Local Government, the Hon. Shelley Hancock, and Member for Cootamundra, Ms Steph Cooke, MP advising them that Cootamundra-Gundagai Regional Council has undertaken the Rate Harmonisation as legislated by the State Government, and that the letter include the table of rate changes, the formula applied to ascertain the harmonisation figures and a comment on the adverse impact that the rate increases are likely to have on many members of its community.		GM	Letters sent to both Ministers.  Waiting on response from Office of Local Government

**Ordinary Meeting 26<sup>th</sup> May, 2020**

ITEM	ACTION	STAFF	STATUS
8.1.7 Cootamundra Rugby Club Clubhouse Project	A Memorandum of Understanding detailing the terms and conditions of the repayment of the subject loan be developed and submitted for the information of Council.	Manger Finance	
8.1.12 July, 2020 Cuppa for the Driver 2020 Campaign	The Road Safety Officer provide the information for The Free Cuppa for the Driver 2020 Campaign to be advertised through Council's usual media channels.	Media	

**Ordinary Meeting 30<sup>th</sup> June, 2020**

ITEM	ACTION	STAFF	STATUS
8.1.2 Draft Operational Plan 170/2020	9. A review of the sporting and recreational ground user fees be undertaken within three (3) months.	Manager Facilities	
8.1.4 Federal Government Funding – Local Road and Community Infrastructure Programme	The Deputy Prime Minister be thanked for his efforts in securing this funding.	EA to GM	Complete

8.1.5 ALGWA Executive Meeting	<ol style="list-style-type: none"> <li>1. Cootamundra-Gundagai Regional Council write to the Minister for Local Government, Shelley Hancock, MP expressing strong opposition to the concept of universal postal voting for NSW Local Government elections to be held 4th September, 2020.</li> <li>2. Cootamundra-Gundagai Regional Council join the Australian Local Government Women’s Association New South Wales</li> </ol>	EA to GM	Complete
8.1.7 Applications for community Donations	<ol style="list-style-type: none"> <li>1. Letters be sent to applicants advising of outcome.</li> <li>2. PO’s be raised for payment</li> </ol>	EA to GM	Complete
8.1.8 Cootamundra Rugby Club Clubhouse Project	The additional funding be added to the existing loan.	Manager Finance	
8.1.11 s355 Committee Update	Cootamundra Concert Band be reinstated as a s355 committee of council	Coordinator Business	
8.1.11 s355 Committee Update	<p>Council meet with members of the Cootamundra Beach Volley Ball s355 committee to discuss:</p> <ol style="list-style-type: none"> <li>i) if the existing s355 Committee remains the best means of governance for the future of the event and insurance coverage for volunteers involved in its delivery;</li> <li>ii) if sponsorship, by way of the existing ‘in-kind’ support should continue or if a cost recovery model be adopted;</li> <li>iii) subsequent to the determinations of (i) and (ii), that part of the accumulated surplus raised by the Committee, and not required for undertaking future events, be used for a specific bequest, to the community, at the discretion of the Committee;</li> </ol>	Coordinator Business	
8.3.1 Tourism Branding and Marketing Strategy	Actions arising from the strategy be incorporated into the Operational Plan and be sent to Relief Governance officer	Manager Community and culture	

8.6.1 CGRC Plant and Fleet Replacement Programme	A ten year Strategic Plan detailing the projected balance of funds in the plant reserve, incorporating the Plant and Fleet Replacement Program, be developed as part of a report to be prepared and submitted for consideration at the Ordinary Meeting to be held Tuesday, 28 <sup>th</sup> July, 2020	Manager Assets	
8.7.1 Aerodrome Charges	<ol style="list-style-type: none"> <li>1. Council endorse a trial of the Avdata Airport Billing Service to ascertain the value of landing fees at the Cootamundra Aerodrome.</li> <li>2. A further report be prepared and submitted detailing the results of the Avdata Airport Billing Service at the end of the trial period for the consideration of Council.</li> <li>3. A consultation process on the development of annual fees for use of the aerodrome be undertaken with aerodrome users.</li> </ol>	Manager Civil Works	
9.2 NoM – Identification of Local Arts and Cultural Groups in the LGA	That Council undertake research to identify the arts and cultural groups which exist in our LGA with a view to building and sustaining partnerships with them, supporting their activities and helping them to secure funding for cultural and arts development in the local government area.	Manager Community and Culture	

ORDINARY MEETING 28 <sup>TH</sup> JULY, 2020			
ITEM	ACTION	OFFICER	STATUS
8.1.1 Cootamundra-Gundagai Regional Council Recreation Needs Study Final Report	<p>1. The Cootamundra-Gundagai Regional Council Recreation Needs Study Final Report be returned to Treadwell for amendment and updated with specific reference to Appendix 3: Funding Opportunities.</p> <p>2. The amended Cootamundra-Gundagai Regional Council Recreation Needs Study Final Report be included in a further report for the consideration of Council when received.</p>	Manager Community and Culture	
8.1.3 Governance responses to issues identified by the Audit Office NSW	<p>1. Council's <i>Related Party Disclosure Policy</i> be amended to delete Section Managers and the Public Officer from the list of Key Management Personnel.</p> <p>2. Council continue negotiations with Riverina Eastern Regional Organisation of Council regarding software and training for <i>Legislative policy and register reporting frameworks</i> and initiate more formal discussions with the Office of Local Government and the Audit Office to address administrative and cost burdens associated with best practice responses.</p>	Governance Officer GM	
8.1.4 Cootamundra Tourism Action Group Section 355 Committee - Minutes of Meeting held 2 July 2020	Two Town Centre directional signs – one on Yass Road, prior to the Hovell Street Olympic Highway diversion turn-off and one at the Sutton Street Wallendoon Street intersection be installed.	Manager Culture and Community	

8.1.9 Local Government NSW Annual Conference 2020 - Late Report	Register Mayor, Deputy Mayor and GM to attend conference and arrange accommodation		completed
8.5.1 Cootamundra CBD Pigeon Strategy Report	<ol style="list-style-type: none"> <li>1. Pigeon proofing be undertaken on Council assets where roosting pigeons congregate.</li> <li>2. Council consider the ongoing maintenance of pigeon control be the responsibility of affected businesses.</li> <li>3. Council contribute to a pigeon population management program.</li> <li>4. The businesses in the central business district be advised of Council's final resolution of this matter.</li> </ol>	Manager Regulatory	
8.6.1 Ten Year Plant Replacement Programme and Plant Fund	That development of a detailed ten year strategic plant management plan be referred to the Finance Committee for ongoing review until the committee is satisfied that the plan be referred to Council for adoption.	Finance Committee	
8.7.1 Civil Works and Technical Services Report - July 2020	Council investigate drainage concerns along the Wallendoon Street edge of Clarke Oval.	Manager Civil Works	
8.8.1 Federal Government Funding - Local Road and Community Infrastructure Programme	The projects identified within the report be nominated on behalf of Cootamundra-Gundagai Regional Council for funding under the Local Road and Community Infrastructure Programme.	Manager Civil Works and Technical Services	
9.1 Notice of Motion - Rail Trail between Cootamundra and Tumblong	That CGRC produce a submission to present to the NSW Government for development of the Cootamundra to Tumblong Rail Trail as a place making project, promoting tourism growth and economic stimulus, benefiting the whole local government area.	Manager culture and Community	

	<p>That Council apply for \$100,000 to be reallocated for project pre-planning from NCIF2, A Better Community Strategy Project funding through the Office of Local Government.</p> <p>That all legitimate concerns of adjoining landholders be considered and addressed.</p>		
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**8.2 FINANCE****8.2.1 INVESTMENT REPORT - JULY 2020**

DOCUMENT NUMBER	332753
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b> 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Council's investment income for July 2020 was \$10,102.65, 1% under the budgeted figure of \$10,250.00.
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 <sup>st</sup> July 2018 and is due for review on 31 <sup>st</sup> July 2021.
ATTACHMENTS	1. Investment Report July 2020 <a href="#">↓</a>

**RECOMMENDATION**

**The Investment Report as at 31 July, 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 July, 2020 have produced interest of \$10,102.65, 1% below the budget.

### INVESTMENT REPORT

As at: 31-07-20



Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
11 Feb 2020	1.80%	182	\$3,072,746.34	AMP	\$ 4,697.51	11 Aug 2020
19 Feb 2020	1.90%	181	\$1,000,000.00	AMP	\$ 1,613.70	18 Aug 2020
25 Jun 2020	0.85%	90	\$2,000,000.00	National Australia Bank	\$ 232.88	23 Sep 2020
25 Jun 2020	1.20%	124	\$1,000,000.00	AMP	\$ 164.38	27 Oct 2020
25 Jun 2020	0.90%	152	\$2,000,000.00	BOQ	\$ 246.58	24 Nov 2020
25 Jun 2020	0.85%	180	\$2,000,000.00	National Australia Bank	\$ 232.88	22 Dec 2020
		AC	\$583,224.74	Commonwealth Bank	\$ -	At Call
		BOS	\$1,859,333.05	Commonwealth Bank	\$ 1,833.73	At Call
		AC	\$27,848.73	National Australia Bank	\$ 106.69	At Call
<b>Total</b>			<b>\$13,543,152.86</b>			
Matured in Report Month 28 Apr 2020	1.26%	91	\$1,007,993.99	Rural Bank Ltd	\$ 974.30	28 Jul 2020
<b>Totals</b>					<b>\$ 10,102.65</b>	

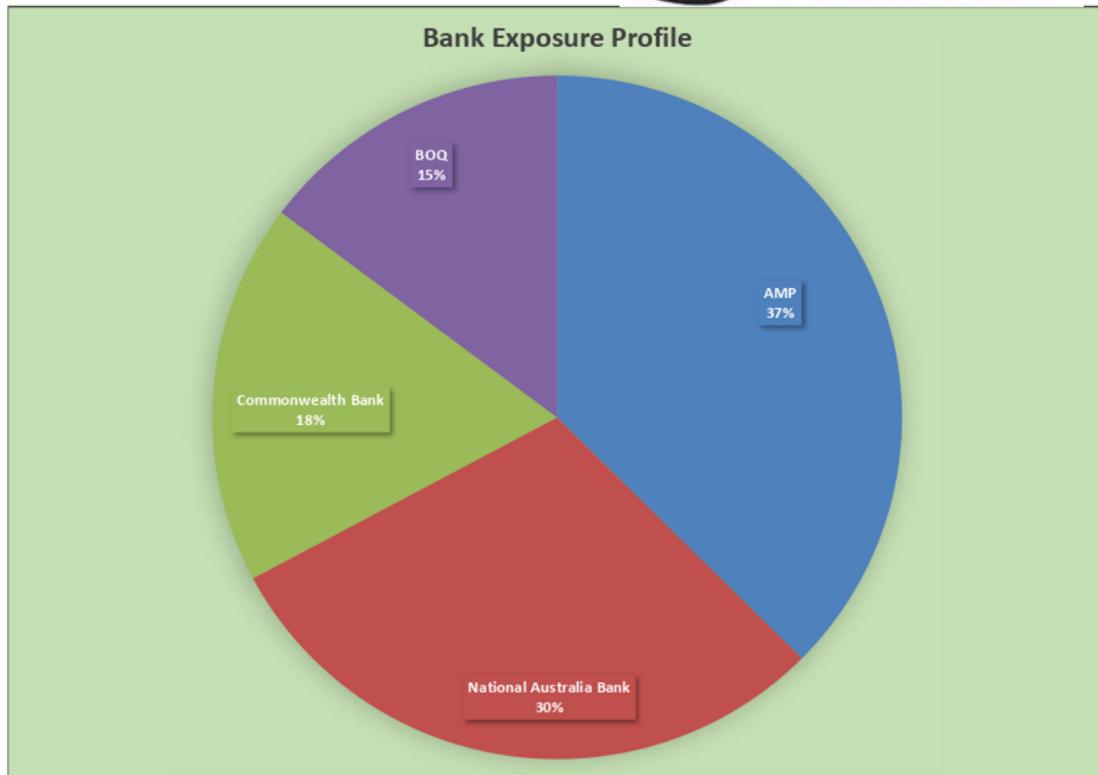
Budgeted Interest for Month	\$ 10,250.00
Combined Interest Rate	0.90%
BBSW Benchmark Rate	0.1015%

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  
July 2020



**8.2.2 UPDATED MONTHLY MAJOR PROJECTS PROGRAM AND PROJECTS SCHEDULE**

DOCUMENT NUMBER	332735
REPORTING OFFICER	Paul Woods, Executive Director - PMO
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Updated Monthly Major Projects Schedule - July 2020 <a href="#">↓</a>

**RECOMMENDATION**

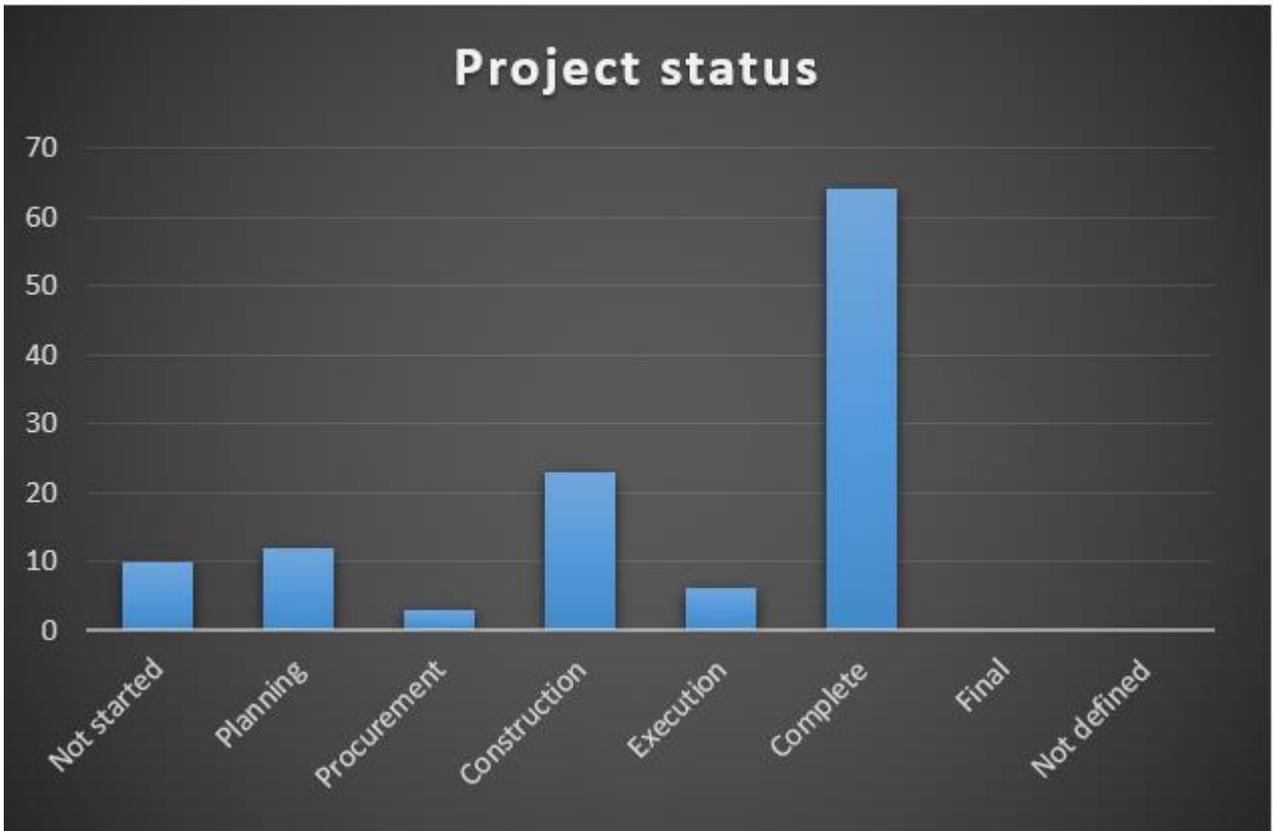
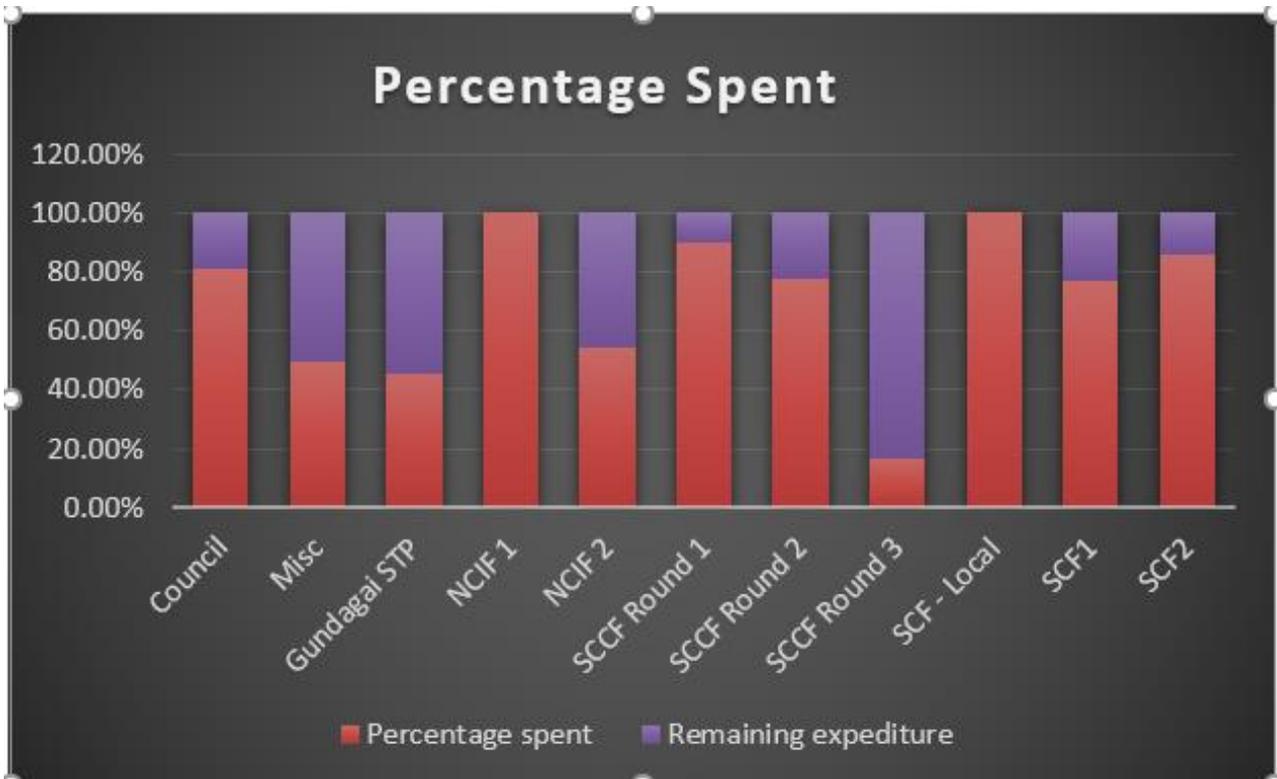
**The Updated Monthly Major Projects Program Report, and Updated Monthly Major Projects Schedule, attached to the report, be received and noted.**

Introduction

Council is currently managing 110 projects worth \$53,030,487. This report provides a monthly update as at 31<sup>st</sup> July, 2020 to Councilors as to the progress of the projects. The attached schedule provides a brief update on the status of each of the projects.

Discussion**Project expenditure**

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





As at 31st July 2020

Project	Funding source	Status	Completion Date	Budget	Total committed expenditure	Percentage spent
<b>Council funded projects</b>						
Gundagai Library Extension	Council	Complete	Oct-20	195,000	189,159	97.00%
Mirraboopa Retaining Wall & Store Room	Council	Complete	Complete	-	-	0.00%
Cootamundra depot refurbishments	Council	Planning	Ongoing	900,000	27,424	3.05%
Turners Lane Industrial Land Development	Council	Planning	Ongoing	790,000	26,724	3.38%
Yass Road Service Centre - SW Fuels	Council	Complete	Complete	800,000	802,587	100.32%
Sheridan Street Gundagai Redevelopment - Main Street Upgrade	Council	Complete	Complete	5,430,490	5,459,665	100.54%
Sheridan and West Streets intersection treatments	Council	Complete	Complete	500,000	500,025	100.01%
<b>Total</b>				<b>8,615,490</b>	<b>7,005,585</b>	<b>81.31%</b>
<b>Misc grant funded projects</b>						
Truckwash Upgrade - Cootamundra Saleyards	Country Truck Washes	Complete	Complete	362,935	371,171	102.27%
Morley's Creek Fishing Pier Replacement	Dept of Fisheries	Complete	Complete	61,600	61,600	100.00%
Wallendbeen Strategic Heritage Study & King Street Revitalisation	Heritage Near Me	Complete	Complete	95,000	48,282	50.82%
Stan Crowe Oval Gundagai canteen and changerooms construction (CAPREN)	NRL Grants	Complete	Complete	240,000	239,327	99.72%
Gundagai Sewerage Treatment Works Plant Replacement	NSW State Govt - Sewer	Construction	Jun-21	13,500,000	6,133,455	45.43%
Old Gaol - completion of repairs and maintenance activities and redesign of drainage (PRMF Grant)	Public Reserves Management Fund	Complete	Complete	15,000	15,637	104.25%
Old Primary School and Mens Shed - Renewal of fencing gutters, downpipes, facias and construction of retaining wall	Public Reserves Management Fund	Complete	Complete	171,760	160,361	93.36%
Coolac Recreation Reserve & Public Hall Trust - Solar Panels	SCF - Local	Complete	Complete	23,450	23,450	100.00%
Old Gaol masterplan, structural repairs, publicity and Captain Moonlight display (Heritage near me grant)	Heritage Near Me Heritage Activation Grant	Complete	Complete	87,605	92,362	105.43%
Parker St Redevelopment - Main St Upgrade	Drought Community	Not started	Jul-21	500,000	-	0.00%
Sheridan St Redevelopment - Main St Upgrade - Stage 2	Drought Community	Planning	Jul-21	500,000	3,367	0.67%
<b>Total</b>				<b>15,557,350</b>	<b>7,145,645</b>	<b>45.93%</b>
<b>NCIF Round 1</b>						
NCIF Round 1	NCIF 1	Complete	Complete	5,000,000	5,000,000	100.00%
<b>Total</b>				<b>5,000,000</b>	<b>5,000,000</b>	<b>100.00%</b>
<b>Total NCIF 2</b>						
Gundagai Depot Training Room Construction	NCIF 2	Complete	Complete	300,000	270,242	90.08%
Gundagai Admin Refurbishment	NCIF 2	Procurement	Feb-21	100,000	4,472	4.47%



As at 31st July 2020

Project	Funding source	Status	Completion Date	Budget	Total committed expenditure	Percentage spent
Branding and marketing plan	NCIF 2	Execution	Dec-20	100,000	49,943	49.94%
Better Community Strategy (ABCS)	NCIF 2	Execution	Dec-20	100,000	5,000	5.00%
Tourism and Economic development strategic plan	NCIF 2	Execution	Dec-20	150,000	106,820	71.21%
Recreational Needs Study	NCIF 2	Execution	Dec-20	100,000	65,245	65.24%
Consolidation and upgrade of Authority Corporate Software System	NCIF 2	Execution	Dec-20	414,282	275,765	66.56%
GIS Operational Review	NCIF 2	Planning	Oct-20	50,000	48,830	97.66%
Fees and charges review	NCIF 2	Complete	Complete	30,000	30,000	100.00%
Internal audit committee implementation	NCIF 2	Complete	Complete	20,000	20,000	100.00%
Business continuity and disaster recovery plans	NCIF 2	Planning	Nov-20	5,000	5,000	10.00%
Rates structure review	NCIF 2	Complete	Complete	50,000	50,000	100.00%
Signage updates	NCIF 2	Planning	Dec-20	250,000	78,601	31.44%
Local environmental plan development	NCIF 2	Planning	Dec-20	200,000	27,079	13.54%
<b>Total</b>				<b>1,914,282</b>	<b>1,036,996</b>	<b>54.17%</b>
<b>SCCF Round 1 projects</b>						
Cootamundra AFL - Demolition of old clubrooms & construction of new clubrooms	SCCF Round 1	Construction	Mar-21	372,800	122,188	32.78%
Gundagai Tigers - Construction of new shed & fitout of gymnasium	SCCF Round 1	Complete	Complete	100,000	99,123	99.12%
Cootamundra Racecourse - EXTERNAL repairs to flooring, repainting inside & out, refurbishment of function room, replacement of external cladding & replacement of seating of Grandstand building	SCCF Round 1	Complete	Complete	50,000	52,970	105.94%
Gundagai RSL - refurbishment of tennis clubrooms and squash courts - EXTERNAL	SCCF Round 1	Complete	Complete	150,000	150,772	100.51%
Coolac to Tumblong Rail Trail Development Plan	SCCF Round 1	Complete	Complete	54,600	54,600	100.00%
Nangus - Village Playground & Fitness Infrastructure (CAPREN)	SCCF Round 1	Complete	Complete	53,322	53,364	100.08%
Stockinbingal Playground and BMX track	SCCF Round 1	Complete	Complete	109,200	113,011	103.49%
Wallendbeen fitness infrastructure, playground and Rage Cage	SCCF Round 1	Complete	Complete	216,393	215,849	99.75%
Cootamundra Tennis - refurbishment of tennis court surfaces, new line marking including hot shot courts	SCCF Round 1	Complete	Complete	183,029	183,848	100.45%
Gundagai Scouts - EXTERNAL Construction & Installion of Climbing Wall	SCCF Round 1	Complete	Complete	100,000	99,931	99.93%
Large Scale Teen Playground at Jubilee Park Cootamundra	SCCF Round 1	Complete	Complete	499,900	499,902	100.00%
Gundagai large scale adventure playground & fitness centre	SCCF Round 1	Complete	Complete	1,000,000	955,963	95.60%
<b>Total</b>				<b>2,889,244</b>	<b>2,601,520</b>	<b>90.04%</b>
<b>SCCF Round 2 projects</b>						
Cootamundra Showground Completion of Multipurpose Pavilion SCCF2	SCCF Round 2	Complete	Complete	53,290	36,655	68.78%
Anzac Park South Supporters Toilets - Gundagai	SCCF Round 2	Complete	Complete	86,061	88,151	102.43%



As at 31st July 2020

Project	Funding source	Status	Completion Date	Budget	Total committed expenditure	Percentage spent
Mirrabooka Revivification (SCCF2)	SCCF Round 2	Complete	Complete	67,045	67,387	100.51%
Cootamundra Rifle Club Mower, top dressing, building maintenance, storage shed	SCCF Round 2	Construction	Dec-20	63,015	26,901	42.69%
Upgrades to Christ Church hall Cootamundra	SCCF Round 2	Complete	Complete	70,273	70,143	99.81%
Cootamundra Squash Court Renovation	SCCF Round 2	Planning	Jun-21	97,655	293	0.30%
Gundagai Pony Club Undercover Arena	SCCF Round 2	Complete	Complete	199,151	198,618	99.73%
Gundagai Racecourse and Showground Amenities Block	SCCF Round 2	Complete	Complete	215,000	214,893	99.95%
Cootamundra Event Promotion Banners	SCCF Round 2	Complete	Complete	53,841	53,841	100.00%
Gundagai Event Promotion Banners	SCCF Round 2	Complete	Complete	53,841	55,193	102.51%
Gundagai Friendship Park Playground	SCCF Round 2	Construction	Oct-20	60,000	48,435	80.73%
Muttama Hall Re-stumping	SCCF Round 2	Complete	Complete	140,707	131,055	93.14%
Gundagai Community Garden	SCCF Round 2	Construction	Dec-20	63,552	13,499	21.24%
Stockinbingal Tennis Court resurfacing - 3 courts	SCCF Round 2	Complete	Complete	118,093	118,836	100.63%
Community Safety & Beautification of King Street Wallendbeen	SCCF Round 2	Execution	Dec-20	55,964	304	0.54%
Barry Grace Oval Wallendbeen	SCCF Round 2	Construction	Dec-20	98,397	17,742	18.03%
O'Connor Park - Home of the Cootamundra Strikers Soccer Club - Lighting	SCCF Round 2	Construction	Dec-20	98,397	89,349	90.80%
Cootamundra Arts Centre Tin Shed Theatre Projection	SCCF Round 2	Complete	Complete	61,682	61,755	100.12%
Cootamundra Arts Centre Rehearsal Space	SCCF Round 2	Procurement	Jun-21	122,294	12,208	9.98%
Cootamundra Turf Club Irrigation system upgrade	SCCF Round 2	Construction	Sep-20	81,970	49,799	60.75%
Cootamundra Aerodrome Drag Pad and Taxiway for Water Refilling	SCCF Round 2	Complete	Complete	160,312	160,312	100.00%
Cootamundra Junior Rugby League Rejuvenation of football field	SCCF Round 2	Complete	Complete	60,000	57,196	95.33%
Upgrade to change rooms at ANZAC park Gundagai	SCCF Round 2	Construction	Complete	172,987	169,821	98.17%
Cootamundra Community Garden	SCCF Round 2	Construction	Oct-20	70,242	59,894	85.27%
<b>Total</b>				<b>2,323,769</b>	<b>1,802,279</b>	<b>77.56%</b>
<b>SCF1 projects</b>						
Gundagai pool tiling and disabled ramp	SCF1	Complete	Complete	300,000	279,284	93.09%
Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet	SCF1	Planning	Jun-21	300,000	18,961	6.32%
Gundagai Netball Courts Masterplan - construction of lighting, storage & shelter	SCF1	Construction	Dec-20	200,000	40,695	20.35%
Stephen Ward Rooms Outdoor Area construction	SCF1	Construction	Jun-21	200,000	45,308	22.65%
Rathmells Lane - Bitumin seal from Temora St to end	SCF1	Complete	Complete	248,451	247,115	99.46%
Footpath renewal	SCF1	Complete	Complete	500,000	500,705	100.14%
Cootamundra pool - water park	SCF1	Complete	Complete	400,000	398,431	99.61%
Fisher Park Cootamundra sports ground lighting installation	SCF1	Complete	Complete	250,000	255,451	102.18%
Pool shade Cloth - Cootamundra and Gundagai	SCF1	Complete	Complete	100,000	97,626	97.63%



As at 31st July 2020

Project	Funding source	Status	Completion Date	Budget	Total committed expenditure	Percentage spent
Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	SCF1	Planning	Dec-20	600,000	340,579	56.76%
Nangus Water Supply Works	SCF1	Procurement	Dec-21	647,500	71,153	10.99%
Stormwater mitigation	SCF1	Construction	Oct-20	1,000,000	876,672	87.67%
Cootamundra saleyards lighting and electrical upgrade	SCF1	Complete	Complete	268,882	259,021	96.33%
Adjungbilly Road reconstruction for B'Doubles	SCF1	Complete	Complete	2,100,000	2,092,448	99.64%
Cootamundra water mains replacement project *should be a separate work order for each segment*	SCF1	Complete	Complete	2,000,000	1,912,965	95.65%
Investment into Department of Education	SCF1	Not started	N/A	594,724	-	0.00%
Construct public toilets - Sheridan St Gundagai	SCF1	Complete	Complete	150,000	152,911	101.94%
<b>Total</b>				<b>9,859,557</b>	<b>7,589,325</b>	<b>76.97%</b>
<b>SCF2 projects</b>						
Yarri Park Youth precinct/Lions Park – Basketball courts and Pump Track	SCF2	Construction	Sep-20	130,000	121,743	93.65%
Gundagai Preschool – Capital works projects to build additional rooms, providing more spaces.	SCF2	Planning	Jun-21	510,000	244,363	47.91%
Coolac Hall & Oval – Project includes relining hall, new kitchen, installation of cricket nets, picket fence, irrigation and seating.	SCF2	Construction	Sep-20	200,000	158,055	79.03%
Gundagai Public School P&C – Installation of soft fall for playground.	SCF2	Complete	Complete	75,100	75,099	100.00%
Gundagai Tourism Action Group (s355 Committee) – Gundagai Main Street History walk.	SCF2	Construction	Dec-20	50,000	36,566	73.13%
Ellwood Hall (Stockinbingal) – General repairs and installation of heating and cooling.	SCF2	Complete	Complete	60,000	56,967	94.94%
Gundagai Junior Rugby League – New PA system.	SCF2	Complete	Complete	14,753	14,753	100.00%
Battle of the Bidgee – Installation of permanent storage sheds to support to event.	SCF2	Complete	Complete	22,449	20,121	89.63%
Town & Country Inc – Disabled toilet.	SCF2	Complete	Complete	30,000	30,227	100.76%
Gundagai South Public School – Sensory garden.	SCF2	Complete	Complete	60,000	60,000	100.00%
Adjungbilly Hall – Upgrade tennis courts into multipurpose facility, install community BBQ.	SCF2	Construction	Dec-20	130,000	111,713	85.93%
Tumblong Hall – Community facilities, multipurpose courts and BBQ area.	SCF2	Construction	Dec-20	137,447	102,489	74.57%
Mill Centre – Interactive Tourist Attraction.	SCF2	Construction	Jun-21	200,000	54,238	27.12%
Owen Vincent Oval - Gundagai	SCF2	Complete	Complete	150,000	148,136	98.76%
Gundagai RSL – Landscaping Anzac Grove, Gundagai.	SCF2	Complete	Complete	25,000	22,768	91.07%
Cootamundra Nursing Home – Installation of solar panels	SCF2	Complete	Complete	53,227	52,507	98.65%
Cootamundra Mens Shed – Relocation of Mens Shed to Depot 2 on Hovell Street.	SCF2	Construction	Dec-20	100,000	69,154	69.15%
Cootamundra Arts Centre – Disabled access ramp.	SCF2	Planning	Jun-21	3,142	-	0.00%



As at 31st July 2020

Project	Funding source	Status	Completion Date	Budget	Total committed expenditure	Percentage spent
Owen Vincent Oval Gundagai – River water pump	SCF2	Complete	Complete	40,000	40,000	100.00%
Cootamundra Rugby Union Club – New dressing room facilities and club room. (CAPNEW)	SCF2	Construction	Dec-20	430,000	431,021	100.24%
Cootamundra Harness Racing – Upgrades and maintenance to track.	SCF2	Construction	Dec-20	52,000	18,368	35.32%
Cootamundra Netball Courts – 4 new netball courts to replace non-complying courts.	SCF2	Complete	Complete	450,000	450,000	100.00%
Cootamundra Country Club – Upgrades to precinct including dam, machinery shed, course, upgrade to building façade.	SCF2	Construction	Sep-20	1,355,000	1,353,542	99.89%
<b>Total</b>				<b>4,278,118</b>	<b>3,671,829</b>	<b>85.83%</b>
<b>SCCF3 projects</b>						
Sustainable Redevelopment and Upgrade of Cootamundra Library	SCCF3	Not started	Jun-21	199,659	30,115	15.08%
Youth and Community Toolbox Room	SCCF3	Not started	Jun-21	200,000	30,166	15.08%
Muttama Memorial Hall Rejuvenation Works, Stage 2 – Kitchen and Supper Room Upgrade	SCCF3	Not started	Jun-21	59,869	8,980	15.00%
Stan Crowe Replacement of Turf Wicket -	SCCF3	Not started	Jun-21	96,000	14,400	15.00%
Carberry Park Car Park and Toilet Upgrade	SCCF3	Not started	Jun-21	448,526	67,279	15.00%
Indoor Rock Climbing Wall Cootamundra Stadium	SCCF3	Not started	Jun-21	250,000	57,249	22.90%
Pump Track Cootamundra	SCCF3	Not started	Jun-21	165,000	25,950	15.73%
St Patricks Primary School Enhanced Active Spares	SCCF3	Not started	Jun-21	129,000	19,350	15.00%
<b>Total</b>				<b>1,548,054</b>	<b>253,489</b>	<b>16.37%</b>

### 8.3 COMMUNITY AND CULTURE

**8.3.1 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL RECREATION NEEDS STUDY FINAL REPORT**

DOCUMENT NUMBER	332908
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>1. A vibrant and supportive community: all members of our community are valued</b></p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. CGRC Recreation Needs Study FinalR1 - 200820.pdf (under separate cover) <a href="#">⇒</a>

#### RECOMMENDATION

- 1. The Cootamundra-Gundagai Regional Council Recreation Needs Study Final Report, attached to the report, be received and noted.**
- 2. The Cootamundra-Gundagai Regional Council Recreation Needs Study Final Report be used in the consideration of future related budget and grant opportunities.**

#### Introduction

Council received funding from the NSW Office of Local Government to prepare a Recreation Needs Study for the Cootamundra-Gundagai Regional Council (CGRC) Local Government Area. A Draft Strategy was reported to Council at its Ordinary Meeting held 28<sup>th</sup> July, 2020 during which two issues were noted, being the lack of inclusion of the Stockinbingal Cricket Club and outdated funding information.

#### Discussion

Tredwell has updated the document and addressed the two issues noted as follows:

- Contacted Brendan O'Callaghan (Stockinbingal Cricket Club) and reconfirmed the cricket clubs requirements. Brendan was in agreeance with the action 2.10 – undertake a Master Plan for the precinct, but wanted to highlight that they need to improve the irrigation. The changes that have been made to 2.10 (at page 51 of the document) are:
  - adding the SCC in brackets after recreation ground users
  - adding another dot point relating to improved oval irrigation
  - include SCC in the partners column

2. Appendix 3 – Funding opportunities has been updated to be links to relevant funding program websites, so as not to appear out of date (at page 130 of the document).

**8.3.2 BANNER BOOKING CONDITIONS POLICY**

DOCUMENT NUMBER	332698
REPORTING OFFICER	Jeana Bell, Tourism and Economic Development Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b> 1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Banner Booking Conditions Policy <a href="#">↓</a>

**RECOMMENDATION**

**The Banner Booking Conditions Policy attached to the report be adopted.**

Introduction

Council previously received funding through the NSW Government Stronger Country Communities Fund Round 1 for the installation of across street event promotion banner systems in the main streets of Cootamundra and Gundagai.

Discussion

To enable an orderly booking process for the across street banner systems, Council officers prepared the attached Banner Booking Conditions Policy. The policy considers what events can be advertised on each banner system and specifications for production of banners to ensure safety and consistency.

# Banner Booking Conditions

## Policy Approval and Distribution

2. Approved by	3. Council resolution or General Manager for internal organizational policies
4. Responsible Officer	5. Tourism and Economic Development Officer
6. Council Service Unit	7. Community and Culture
8. Next Review Date	9. dd-MMM-yyyy

## Version Control

10. Ref	11. Date
12.	14. 0
13. 1.0	
15.	16.
17.	18.

## Purpose

Main Street Banners are intended to provide a positive and welcoming message to visitors to the community. They are for use by Council-organized or supported events and for non-Council events which primarily cater to people from outside the Council's Local Government area. The Cootamundra-Gundagai Regional Council (CGRC), and the former Cootamundra and Gundagai Shire Councils, have traditionally helped community groups and event organisers to advertise throughout the community. It is imperative that CGRC continues to provide that support to its communities now and into the future.

This Policy is to enable Council to support local initiatives put forward by organisations that promote vibrant and supportive community where all members of the community are valued. The Policy aims to:

1. Enhance the town's visual appearance and sense of vitality through the use of a large banner in the main street on a "user pays" principle.
2. Convey information about sporting, cultural, community, recreation and tourism events occurring in the town at the time of display of the banner.

## Scope

All community organisations and event organisers that belong to, and/or deliver services/activities to the CGRC Local Government Area and which:

- Assist to provide advertising that falls within Council's area of responsibility, or:
- Benefits or assists a target group or activity identified in one of Council's adopted plans.

## Policy Principles

1. The towns of Cootamundra and Gundagai main street banner system sites are available for hire by organisations to publicise events considered appropriate by Council.
2. Priority will be given to events that promote Cootamundra or Gundagai and are related to major sporting, cultural, recreational, community or tourist activities.
3. Council will not lease sites for the banner system which advertise events which conflict with events being held in the town.
4. Applications for events which are in the local government area will be considered if the applicant demonstrates a positive economic impact by the promoted event for the town.

## Banner Requirements

Bookings will be accepted for organisations which are promoting an event that:

1. increases visitation to the community
2. provides direct economic benefits to the community
3. is of significance to Cootamundra or Gundagai, as a part of the Cootamundra-Gundagai Regional Council
4. is a national event which bring prestige to Cootamundra or Gundagai
5. Reflects the Riverina, NSW and Australian culture and lifestyle.

## Hire

Council has the discretion to accept or reject applications for hire of banner/flag pole sites.

1. Banner sites may be booked for a minimum of two weeks and a maximum of four weeks, with the hire period being from Tuesday to Tuesday.
2. Events that take place on a single day have a maximum booking period of one week, being the week in which the event occurs.
3. Bookings can be made up to two years in advance. Organisations are limited to making two bookings per year, unless otherwise approved by Council.
4. The applicant must accept and acknowledge full responsibility for public risk and fully indemnify the Council from and against all claims, judgements and the like arising from the erection or display of the banners/flags.
5. There is currently no charge to hire the site to advertise your banner in the interim period. In the future there may be a recovery cost involved for the installation of the banner.

## Design Guidelines

1. Applications for all banners and flags sites must be supported by details of the proposed text and design including a draft design of each side of the banner (if different each side), at least three months prior to the proposed installation date.
2. Banner and flag designs must adhere to the Councils Advertising Requirements. Council will be unable to erect banners which have not been made in accordance with these specifications.
3. Banners may be reused for future bookings provided the banners are well maintained and of a high standard of presentation.

## Advertising Requirements

Applications will be considered for advertising banners from commercial and non-commercial organisations providing that the banner:

1. Is no larger than the size requirements. The banners are approximately to be 1m x 10m, double sides with stainless steel ropes at the top and bottom, including 3 x wind holes. Suppliers are to be from approved list (available on request).
2. Does not display candidate or party election advertising.
3. Is promoting an upcoming local community event within the Cootamundra or Gundagai area by a business or community group that operates within our local government area.
4. The event is for public attendance.
5. Is not promoting business activities.
6. Does not promote an event occurring outside the Cootamundra or Gundagai areas. The only exception to this is a fundraising event by a recognised charitable organisation registered under the Collections for Charitable Purposes Act 1939 and registered as holding a charity license with Consumer and Business Services
7. Is erected and removed by Council staff.
8. Is not displayed for more than one month prior to the event and one week after the event.

9. Is of a professional quality.
10. Does not move, flash, reflect light so as to be an undue distraction to motorists; and is not internally illuminated.
11. Does not promote any religious or ethical events.

### **Content**

1. The content of the banner should emphasise the event or activity being advertised rather than a business, product or service.
2. Banners deemed to be controversial, inappropriate or offensive to the community at large, or to any particular community sector, will not be permitted.
3. The focus of any banner will always be subject to the consideration and approval of Council.
4. Advertising or sponsorship on event banners should exceed no more than 10% of its total area for one sponsor and up to 20% in the case of multiple sponsors

### **Delivery/Collection/Destruction of Banners**

1. Banners must be delivered to the Customer Desk at either 81 Wallendoon Street Cootamundra for Cootamundra banners or at 255 Sheridan Street Gundagai between 9am -4:30pm at a minimum of three working days prior to the desired installation date and collected a maximum of three days after the banner is to be removed.
2. Council reserves the right to dispose of any banner not collected within the specified period.

### **Loss or Damage**

Council will not be held responsible for repair to or replacement of advertising banners. This includes but is not limited to damage or loss resulting from acts of theft or vandalism.

### **Cancellation of Banner Booking**

Council reserves the right to withdraw permission or remove banners at any time and for any reason.

Any changes made to a booking must be made in writing by letter or email to the Council. Any cancellations are to be made in writing by letter or email to the Council at least 2 weeks prior to the commencement of the booking.

### **Review Period**

This document is to be reviewed every two (2) years to ensure that it remains relevant and meets legislative requirements.

### **Policy Statement**

This policy represents the expected standards of the Cootamundra-Gundagai Regional Council. All employees who receive banners on behalf of Council have a shared responsibility to ensure the banners are received, held, hung and removed in a secure manner. Appropriate approvals need to be obtained prior to any deviation from the policy. Employees are reminded of their obligations under the Council's Code of Conduct and non-compliance may result in disciplinary action and/or dismissal.

<b>8.3.3 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD THURSDAY 30 JULY, 2020</b>
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DOCUMENT NUMBER	331863
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no funds available in Council's donation budget for 2020/21 financial year.
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 Advisory Committee Meeting held Thursday 30 July, 2020 <a href="#">↓</a>

**RECOMMENDATION**

- 1. The Minutes of the Access and Inclusion Committee Meeting held on Thursday 30 July, 2020 attached to the report, be received and noted.**
- 2. Council consider the recommendations contained within the Minutes.**

Introduction

The Minutes of the Access and Inclusion Committee Meeting held on Thursday, 30th July, 2020 are submitted for the information of Council and the community.

Discussion

Item 3.3 Business Access Audit has two recommendations for the consideration of Council:

1. Council consider donating Development Application Fees back for businesses that make access improvements.
- 2. Council apply for funding to assist businesses with access upgrades through the Heritage Places and Heritage Advice Grant Programs.**

# Minutes

## ACCESS AND INCLUSION COMMITTEE MEETING

**GUNDAGAI COUNCIL CHAMBER**

**3PM, THURSDAY 30th July, 2020**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ACCESS AND INCLUSION COMMITTEE MEETING  
HELD AT THE GUNDAGAI COUNCIL CHAMBER  
ON THURSDAY, 30 JULY 2020 AT 3PM**

**PRESENT:** Cr Charlie Sheahan, Lin Chaplin, Allan Young, Marjorie Taprell, Sharon Langman, Miriam Crane, Cheney Dewar

**23. 1 APOLOGIES**

Narelle Gilholme, Irene Booby, Gaye Duncan, Anthony Carroll, Wayne Bennett, Andrew Brock, Peggy Elliott

**24. 2 CONFIRMATION OF MINUTES**

**25. 2.1 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 23 JANUARY 2020**

**COMMITTEE RESOLUTION**

Moved: Ms Lin Chaplin  
Seconded: Mr Allan Young

**The Minutes of the Access and Inclusion Committee Meeting held on Thursday 23 January 2020 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**26. 3 REPORTS**

**27. 3.1 UPDATE ON LIFT & CHANGE FACILITIES**

Cr Sheahan will follow up at the workshop for an update on the status of this project, which has been long standing.

**28. 3.3 BUSINESS ACCESS AUDIT**

Mr Ben Lewis (Intereach Wagga office) has provided sticker templates for Council to adapt and is yet to provide further information on the process for the Audits or dates for completion. Miriam, to arrange for both town's main streets to be audited.

**RECOMMENDATION**

Moved: Mr Alan Young  
Seconded: Mrs Lin Chaplin

- 1. Council consider donating Development Application Fees back for businesses that make access improvements.**
- 2. Council apply for funding to assist businesses with access upgrades through the Heritage Places and Heritage Advice Grant Programs.**

**CARRIED**

**29. 3.4 SBS COURSES**

The courses through SBS attract fees. Miriam is awaiting a quotation from them.

**30. 3.5 INCLUSIVE PLAYSPACE AT ALBERT PARK**

Wayne provided an update to the meeting. Funding of \$200,000 has been obtained through the Everyone Can Play Grants. Funding has been matched by Council out of funds received through the sales of Southern Phone Company Shares. The process from here is supported by Variety Children's Charity and includes the preparation of a communication plan and project plan. Wayne will ensure that the Committee is heavily involved in the project.

**31. 3.6 DINNER IN THE DARK**

Southeastern Guide Dogs promotes "Dining in the Dark" events as a way to gain a new appreciation for the challenges facing the visually impaired whilst enjoying your meal and beverage blindfolded. Cheney is looking to organise one of these events at the Cootamundra Town Hall and will involve the Cootamundra Youth Council in organisation. It was suggested that we may need to provide a fundraising partner (such as the Red Cross) and a suitable local project to fundraise for.

**32. 3.7 PORTABLE RAMPS**

Eastern Riverina Arts Platform Project -Portable Event Access Ramps kits are now available to loan from council to help make venues accessible for those with disabilities. This gives the ability to hold events that may not have been possible previously due to access limitations. Events they may be used for include festivals, workshops, exhibitions etc.

The ramps can be booked and picked up for use and returned to council after the event has ended. For more information contact the Cootamundra or Gundagai Library on 1300 459 689

If any venues or shops were interested in purchasing the equipment to keep on their venue they can call Riverina Scooters and Mobility and contact Michael on (02) 69214444. Council will do a media release, put information in the newsletter and display the ramps at the libraries to make the general community aware of this.

**33. GENERAL BUSINESS**

Allan asked regarding the Jubilee Park Landscaping and what is envisaged and if the Committee needs to be involved. Wayne to send the committee members some detail. Also to advise if the Committee should be involved.

Miriam to contact Anthony Carrol and request that he include the Committee in the preparation of the Pedestrian Access Management Plan.

Allan advised the group that Elouera Association are hoping to install a cycle training park for Cootamundra.

Sharon is preparing a Fact Sheet on Footpath Dining and Trading to ensure local businesses make access easy for local residents.

**Next meeting to be held at 3pm Thursday 17<sup>th</sup> September 2020 via Teams (join from either office).**

**The minutes of this meeting were confirmed at the Access and Inclusion Committee Meeting held on 17<sup>th</sup> September 2020.**

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**CHAIRPERSON**

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**GENERAL MANAGER**

## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 ADOPTION OF DRAFT LOCAL STRATEGIC PLANNING STATEMENT

DOCUMENT NUMBER	331011
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b> 2.2 Strategic land-use planning is co-ordinated and needs-based
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are Policy implications associated with this report as the Local Strategic Planning Statement sets the broad land use planning framework from which the future direction and guidance of the local government area will be developed.
ATTACHMENTS	1. Local Strategic Planning Statement <a href="#">↓</a>

#### RECOMMENDATION

**Council adopt the Local Strategic Planning Statement attached to the report.**

#### Introduction

It is a legal requirement for each council to have in place a Local Strategic Planning Statement (LSPS) to guide the future land use and development of its area. The LSPS was placed on public exhibition in accordance with the provisions of Council's Community Participation Plan and was also circulated to Government agencies and other stakeholders. This report details the feedback received.

#### Discussion

In March, 2018 the NSW Government introduced the requirement for all councils to develop and implement a local strategic planning statement (LSPS) for their local government area. The LSPS is a 20 year vision of how land use will be developed and managed. Once implemented, the LSPS will be the key resource to understand how strategic and statutory plans will be implemented at the local level.

The LSPS must identify the planning priorities and strategies for their implementation. Cootamundra-Gundagai Regional Council invited the then Chief Planner, Mr Garry White, to a workshop to help Councillors and staff understand the new framework and how such a document could be developed and implemented.

In developing the LSPS, the strategic planning and landuse work undertaken, since the merger of the former Cootamundra and Gundagai Councils, was drawn upon to identify areas and issues of importance as well as to recognise existing gaps and develop measures to address the gaps. The

draft document was workshopped with Councillors and the NSW Department of Planning Industry and Environment to obtain a document that was placed on public exhibition.

Feedback received from Government Agencies was received with the issues and staff responses shown below. There were no public submissions received during the exhibition period. The attached LSPS that is presented for adoption include feedback received from Councillors as well as that from Government Agencies where noted.

**Submissions following Exhibition and Agency Consultation of LSPS**

Agency	No	Issue	Comment	Result
DPI Ag	1.1	Reword Action 4.1 to “consistency in zoning across the LGA”	This Action currently relates specifically to minimum lot sizes and permissible uses for agricultural lands. It is not unreasonable that all zones are consistent across the LGA	Suggest Action 4.1 read:  Achieve consistent zoning, lot size and uses across the LGA
	1.2	Minimum lot size in CGRC is 200ha for RU1 this should be maintained	This is not supported as there is no evidence that lot size equates to holding size or is an impediment to broadscale or commercial farm viability	Nil action
	1.3	Opening of zones can result in incompatible land uses; recommend that only uses compatible with primary production be permissible	RU1 primary production land is used for a variety of uses, many of which are emerging technologies. Closed zones make flexibility difficult; rather than close zones, strong zone objectives and narrative need to be in place to provide clarity.	Land use tables are to be written as open zones with clear zone objectives
	1.4	Buffer distance of 100m not reflective of DPI Guidelines	A series of buffer distances are contained within the guidelines, further separation distances are contained within the codes SEPP and Rural Living Handbook as well as within Schedule 3 of the Regulations.	It is suggested that buffer distances for intensive agricultural and horticultural industries be contained within a comprehensive DCP document.
	1.5	Remove dual occupancies as a way of achieving farm succession from LSPS and replace with secondary dwelling provisions	The difference between dual occupancies and secondary dwellings are essentially the size limitations placed on secondary dwellings. Attached dual occupancies are permitted within the Cootamundra LEP,	Attached dual occupancies will be permitted in the LEP.

			prohibited in Gundagai LEP. Secondary dwellings are able to be detached and are therefore more likely to impact upon the visibility and location of rural dwellings in the landscape.	
	1.6	Establish urban containment lines for towns and these be recognized in the LSPS	Urban containment is identified as an issue in the Cootamundra 2050 strategy and it is likely that a similar theme will emerge when Gundagai Town Strategy is developed	Include as an action item “identification of town limits and urban containment line” for both major towns. This will be further developed upon completion of the Gundagai Town Strategy.
Cancer Institute	2.1	Shade is important in the urban, rural and open space landscape with various benefits including cooling, aesthetics, less evaporation, improvements to health and wellbeing, reduced skin cancer	Natural shade is recognized as an important streetscape and play space feature as well as for cooling, evaporation and heat island reduction effects. Inclusion of tree canopy provision in urban environments are to be contained within a DCP.	Consider including trees in open space and streetscape plans. This also needs to be reflected in the community strategic plan, streetscape and open space masterplans
	2.2	Recognise ultra violet (UV) radiation from the sun as a natural hazard and include budget for correctly positioned shade throughout public areas, update DCP controls to require shade in commercial, recreational and public development and development adjoining public spaces; prepare a shade and UV protection strategy	The LSPS recognizes the role of trees in improving aesthetics, health and well being and cooling urban environments. For the most part the comments and recommendations from the Cancer Institute sit outside the LSPS process and perhaps are better placed within the CSP space for recreational and public areas.	Include an action for shade provision considerations in commercial, recreational and public space developments to be included in Council’s new development control plan.
	3.1	Consult with Aboriginal communities regarding cultural studies and connection to Country	This is an item in the LSPS	No change
	3.2	Undertake comprehensive review of non Aboriginal Heritage Study	This is an action item in the LSPS	No change
	3.3	Create linkages between culture, heritage and tourism	This is acknowledged in the LSPS and feeds into the economic development strategy	No change

Heritage NSW	3.4	Further articulation around heritage as it relates to local character	Narrative around this item to be strengthened	Strengthen narrative on heritage in LSPS
	3.5	Strengthen linkages between actions and priorities in relation to heritage	Narrative around this item to be strengthened	Strengthen narrative on heritage in LSPS
Biodiversity and Conservat'n Division	4.1	Commend Council for including Planning Priority 2 relating to heritage, suggest undertaking an oral history/anthropology study in partnership with the Aboriginal community	Oral history can be incorporated as part of the Aboriginal Heritage study identified in the plan	Include oral history/anthropology study in the action for the Aboriginal Heritage Study
	4.2	Consider using Aboriginal language which reflect Aboriginal cultural heritage values in place names of new developments and precincts	Recognising Aboriginal heritage is important, and the preservation of language is an important part of this; the inclusion of Aboriginal cultural heritage values must be undertaken in consultation with the Aboriginal community.	Include action to consult with the Aboriginal Community regarding including Aboriginal language and cultural heritage values in place naming.
	4.3	Avoid using the names of historical figures connected with Aboriginal persecution in place naming	As per item above. This is a policy position for Council and perhaps a policy of place naming be developed	No change
	4.4	Work with LALC to identify and group land holdings according to broad attributes and economic opportunity	This is beyond the scope of the LSPS process and should be examined in the wider context of Crown Land management	No change
	4.5	Prepare an Aboriginal Heritage Study and identify areas for further Aboriginal cultural value investigation in partnership with Local Aboriginal community	This is identified as an action item in the LSPS	No change
	4.6	Create opportunities for people to connect with Aboriginal cultural heritage values	This will be an outcome of the Aboriginal Cultural Heritage Study	No change
	4.7	Expand the scope of the LSPS to include provisions to protect remnants of native vegetation on all land.	Increased narrative around this item in the LSPS	Narrative around native vegetation and its importance as key habitat to be included
	4.8	Proposed forestry zone should prioritise the protection of threatened species and promote maintenance of their habitats. Expand Action 4.4 to include priorities to enhance	The rationale associated with Action 4.4 "develop a forestry zone, including bushfire management measure" relates more to the ability to harvest timber	Include explanation about the intent of a forestry zone.

		and connect patches of threatened species habitats.	and the management of the existing forests than the revegetation and provision of habitat. It is somewhat counterproductive to establish a forestry zone that prioritises the protection of threatened species when the sole purpose of the forest is for timber harvest.  Environment protection zones and reliance upon the provisions of the vegetation SEPP provide more appropriate mechanisms for the protection and enhancement of biodiversity and habitat.	
4.9	Develop a prospectus of stewardship sites in the LGA to allow for offsets required to mitigate impact on threatened species and their habitats	Such a prospectus would be one way to promote additional income opportunities for areas of significant vegetation at the same time protecting and enhancing existing remnant native vegetation sites	Include the development of a stewardship sites prospectus as a medium term action item in the LSPS.	
4.10	Planning Priority 14 should be expanded to include actions for Council to control clearing of native vegetation	Expanding this priority to include the need for consent for clearing of native vegetation will assist in Council discharging its duties under the Veg SEPP.	Vegetation controls within the LEP will allow Council to fully manage the removal of native vegetation and assist in preventing inappropriate or illegal removal of native and important vegetation. These provisions should be included in the comprehensive consolidated LEP. The narrative around this item is to be strengthened.	
4.11	Suggest Council map and characterise environmental values including vegetation likely to provide habitat for Koalas and other threatened species, identify areas of High	It is acknowledged that the ground truthing of vegetation, the type, distribution and condition will assist Council to prioritise the protection of	Include biodiversity assessment audit as a long term action item in the LSPS.	

	Environmental Value and take measures to avoid land use intensification on adjoining land. Undertake a biodiversity audit of Council managed land to identify opportunities for enhancement of biodiversity values.	areas of high value vegetation.	
4.12	Implement a biodiversity strategy for the LGA together with an LGA wide pest and weed management strategy	Expand on these items in the LSPS narrative as a way to introduce importance and raise awareness of these issues.	Include as long term actions in the LSPS.
4.13	Include priorities in relation to flood risk in the LSPS	Flood studies have been completed for Gundagai and are currently underway for Cootamundra. A follow up action from both studies will be the implementation of controls ensuring that development in flood prone areas is commensurate to the risk level of flooding.	Expand on action 5.5 in relation to flooding and developing flood related development controls for development based on risk.
4.14	Reword the rationale for Planning Priority 5.	Council needs to consider the carbon footprint of the LGA and develop a plan to reduce emissions.	Reword planning priority 5 to include correct referencing and projections as indicated in the Murray Murrumbidgee Climate Change Snapshot
4.15	Planning Priority 1 can be strengthened by implementing a range of urban design and land use planning strategies from the Urban Design for Regional NSW by the Government Architect	The NSW Urban Design for Regional NSW was adopted after the completion of the draft LSPS. Many of the design objectives are included in the LSPS, although some may be missing the associated narrative. The inclusion of the objectives from the Design (guide) relating to public private space interaction, history and culture, inclusion of walkable neighbourhoods and appropriate and sustainable use of materials and resources will strengthen this priority and	Strengthen the narrative around this priority to include linkages to the Design (guide) and implementation strategies to achieve the objectives of the Design (guide) including urban design for better performance (sustainability), better fit (contextualization and character recognition), better for community (inclusiveness),

			provide a framework for controls to be introduced via a variety of means including public and main street master planning, community strategic plan and a new development control plan	better for people (liveable and healthy), better value (community benefits), better working (functionality and fit for purpose), better look and feel (inviting and attractive)
4.16	Planning Priority 4 should refer to climate change data and assess the impact on agriculture	Reference is to be made to Action 23.4 of the Riverina Murray Regional Plan which encourages water sensitive urban design in new developments. This action relates to building drought resistant communities by providing targeted support to primary producers and communities to improve preparedness and improve decision-making.	Water sensitive urban design is one of many means in which drought resistance can be fostered in communities. Given the level of new development in the LGA it is perhaps better to focus upon other measures such as improving water efficiency and provision.	
4.17	Planning Priority 10 should include renewable energy and promotion of smaller scale renewable energy projects	There is mention within the LSPS to encourage alternate energy supplies and smaller scale projects	Strengthen narrative around alternate energy. Include as an action item review of landuse tables in the comprehensive consolidated LEP to permit small scale energy generation with appropriate controls to be contained within a development control plan.	
4.18	Planning Priority 15 adopt an integrated approach to water cycle management	Reference should be made to Actions within the Riverina Murray Regional Plan (13.3, 16.2 and 28.4). Item 13.3 of adopt an integrated approach to water cycle management is outside the sphere of the planning system and requires a much larger approach. Item 16.2 to incorporate the findings of the Riverina Murray Enabling Regional	Item 13.3 is a wider Council management tool. See item 14.6 above for response to water sensitive urban design. Strengthen the narrative around the importance of water for the economy and community and the need to appropriately manage water resources in priority	

			Adaptation Project into future land use and planning decisions and Item 28.4 incorporate water sensitive urban design into new development.	15 and include findings of Riverina Murray Enabling Regional Adaptation Project as a source of reference.
Housing Policy Team	5.1	Housing actions as proposed within the LSPS are supported and align with those of the Riverina Murray Regional Plan	Good to hear this agency supports our work to date	No change
Transport for NSW	6.1	Take account of Local Strategic Planning in Regional NSW and Future Transport 2056	<p>This document has six customer outcomes of customer focus, successful places, growing the economy, safety and performance, accessible services and sustainability. This document lists key initiatives for each LGA in NSW. For Cootamundra-Gundagai Regional Council area these initiatives are:</p> <p>Heavy Duty Pavement for the Hume Highway (funded by State &amp; Federal Govt);</p> <p>Inland Rail (funded by Federal Govt)</p> <p>Hume Highway improvements;</p> <p>Riverina Murray Regional Transport Plan;</p> <p>Corridor preservation for higher speed connections</p> <p>Support the delivery of Inland Rail;</p> <p>Higher Speed connections (east coast).</p> <p>The LSPS is not inconsistent with any of these initiatives and actively promotes many of these.</p>	It is suggested that the arterial road network by protected for higher speed connections by limiting development that is able to gain direct access from such roads. In developing a DCP combined access points and service roads are preferable for traffic generating development, industrial and tourist areas.
	6.2		The Transport 2056 document encourages a framework that achieves road space allocation to enhance safety and efficiency of movement and street environments that	The measures and objectives of this plan are to be taken into account in drafting a new development control plan.

			support streets as destinations.	
Department of Planning, Industry and Environm't (Planning)	7.1	<p>The LSPS is:</p> <ul style="list-style-type: none"> <li>• generally consistent with the legal requirements for Local Strategic Planning Statements;</li> <li>• not inconsistent with the Riverina Murray Regional Plan;</li> <li>• not inconsistent with matters of State or Regional significance;</li> <li>• appears to be in line with the Guidelines</li> </ul>		No change
	7.2	Clearer rationale to directly link associated actions	The rationale and actions, particularly in the technology theme of the document could be strengthened and include telecommunications infrastructure	Strengthen the narrative to link directly to outcomes and actions.
	7.3	Some actions and statements in the LSPS are perhaps better placed in the Community Strategic Plan as a community development activity	Items such as the use of social media to engage with the community is a wider community and Council issues and should be addressed as such.	Consider land use outcomes of social interaction such as telecommunication infrastructure, e sports facilities and community engagement channels such as training facilities and spaces for digital communications production.
	7.4	Provide rationale for Council to capitalize on its geographical location	Consider linking land use initiatives to identified items of geographical importance, such as inland rail and medical excellence.	Strengthen the narrative around the geographical advance of the LGA.
	7.5	Consider articulating that many of the actions in the LSPS will be undertaken as part of the development of a comprehensive, consolidated LEP, development control plan and contributions review	This is not clearly articulated in the document's implementation plan and should be included.	Include reference to the LEP implementation and development where appropriate
	7.6	Council have indicated areas where the Riverina Murray Regional Plan could be		Expand on this narrative

		strengthened to capitalize on Council's geographical proximity to other regions and this should be expanded in the narrative		
Councillor	8.1	Much of the heritage work has been completed	Acknowledged that much work has been done. It is proposed to review that work to examine what is working and where additional information is required.	Expanded narrative in relation to heritage
	8.2	Consultation is underway to develop and Agritourism strategy to recognize its importance, opportunity and value to our LGA. Suggestions to include corridors of experiences (e.g. food, wine, scenery, farm experiences) that markets the regional holistically.	Agritourism presents a valuable opportunity to market the wider region through corridors of experiences, stays, food and wine.	Agritourism is recognised in the Rural Lands Strategy whose implementation in totality is an action of the LSPS.



# Local Strategic Planning Statement

2020



Cootamundra Gundagai Regional Council Local Strategic Planning Statement  
Drafted 2020  
© Cootamundra-Gundagai Regional Council

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## What is a local strategic planning statement (LSPS)?

The Local Strategic Planning Statement (LSPS) plans for economic, social and environmental land use needs over the next 20 years. It sets clear planning priorities about what will be needed, such as jobs, homes, services and parks, where these should be best located and when they will be delivered. The LSPS sets short, medium and long-term actions to deliver the priorities for the community's future vision.

This LSPS has been prepared in accordance with clause 3.9 of the Environmental Planning and Assessment Act 1979 (the EP&A Act). The LSPS brings together and builds on planning work undertaken across the State and region as well as that found in Council's other plans, studies and strategies such as the Local Environmental Plan (LEP), Development Control Plans (DCP) and Contributions Plan. The LSPS will be used to update other key components of these plans. The LSPS sets out how strategic and statutory plans will be implemented at the local level.



## Policy context and consultation

The LSPS gives effect to the Riverina-Murray Regional Plan, implementing the directions and actions at a local level. It is also informed by other state-wide and regional policies including *Future Transport Plan 2056* and the *State Infrastructure Strategy*. The LSPS outlines how these plans will result in changes at the local level, such as new or improved transport connections.

The LSPS works with Council’s Community Strategic Plan (CSP), which has a similar but broader purpose on how Council will work to meet on the community’s needs. The LSPS’s planning priorities, strategic directions and actions provide the rationale for decisions about how we will use our land to achieve the community’s broader goals.

As CGRC’s LSPS is based on strategic work, significant community consultation has already been undertaken. The drafting and adoption of the LSPS has been done in accordance with Council’s Community Participation Plan (CPP) 2019.

Many of the outcomes and actions of the LSPS will inform the development, and become part of, Council’s comprehensive, consolidated Local Environmental Plan and suite of supporting documents, including Development Control Plan, Developer Servicing Plan and Development Contributions Plan.

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A vibrant region attracting people, investment and business through innovation, diversity and community spirit.

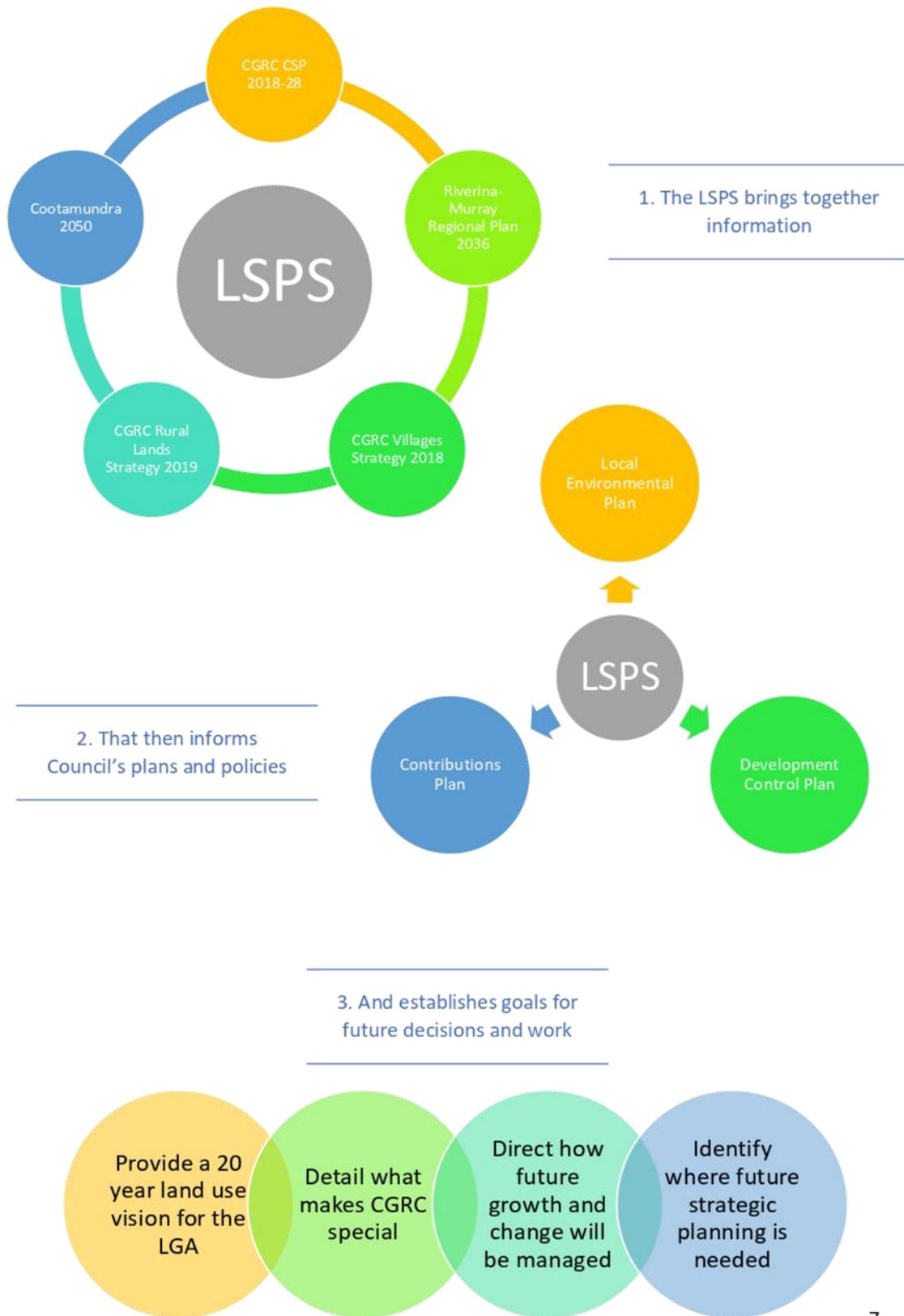
CGRC CSP 2018-28 Vision Statement

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Figure 1: The CSP sets strategic priorities for the whole of Council



## What is Cootamundra-Gundagai Regional Council?

Cootamundra-Gundagai Regional Council (CGRC) is the amalgamated local government area of Cootamundra Shire Council and Gundagai Shire Council. CGRC is 3,981 square kilometres and is the northern gateway to the Riverina District of New South Wales. It is home to a diverse landscape of steep hills and forestry in the east, lush Murrumbidgee valleys in the south and renowned, highly productive croplands to the North West. Interspersed between the scenic landscapes and natural beauty you will find historical towns, villages and rural communities, each unique in their own way.

Home to 11,141 people<sup>1</sup>, CGRC faces structural ageing concerns which if not adequately addressed will result in population decline within the next 20 years. Strategic work undertaken by Council, particularly the Villages Strategy 2018 and Cootamundra 2050 Strategy identifies a number of actions and opportunities for growth and industry development in the LGA. The LSPS also looks to capitalise on the strategic geographical advantage of the LGA. The proximity of the LGA to the major population centres of Wagga and Canberra and the benefit of major road and rail routes connecting the LGA to the wider region and strategic national transport routes places CGRC in a prime position to capitalise on this wider population access and transportation services. In addition, the natural beauty of the LGA with its iconic wattle and Murrumbidgee River as well as historical links to folklore and sporting legends makes CGRC attractive to tourists. The clean air, open space, easy access to larger centres and good transport linkages make the region attractive to tree changers and retirees alike.

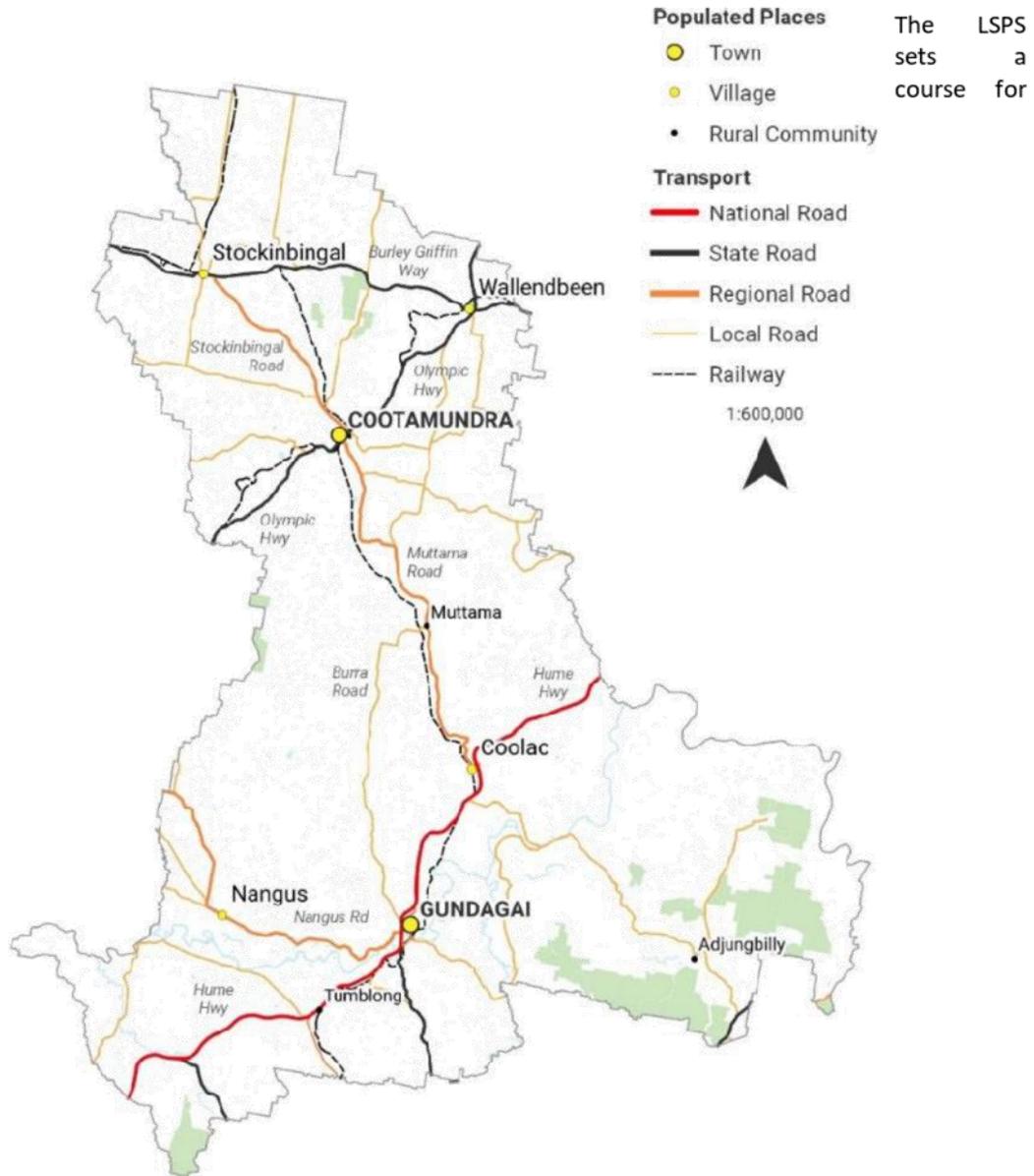
As indicated the LGA has a large ageing population whose housing and medical needs must be taken into consideration when planning for the future. In this regard the LSPS suggests measures to assist in way finding through street design, street furniture provision, walkable streets and adaptive housing controls. It should be noted that designing for an ageing population doesn't necessarily mean aged care facilities and ageing in place and staying home as long as possible offers many and varied opportunities. Council is keen to establish a medical centre of excellence in conjunction with regional universities where training and real life experience is provided to students in close proximity to universities and larger regional centres.

The strategic transport links and the development of the inland rail offer the opportunity for the LGA to increase its importance in freight movement. The inland rail will traverse the north western part of the LGA through Stockinbingal in close proximity to the Lake Cargelligo line. This offers an excellent opportunity for increasing the prominence and strategic importance of the region as a freight interchange, particularly in light of the major road transport routes of Hume Highway, Burley Griffin Way and Olympic Way as well as the proximity to the Sydney to Melbourne rail line.

Furthermore, CGRC is placed in the centre of regional food and wine trails that extend from Canberra through to Wagga and Albury. This central location positions producers of the LGA strategically to capitalise on the tourist and economic benefits of the region and market themselves as another stop on the already established trails.

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<sup>1</sup> 2016 Census

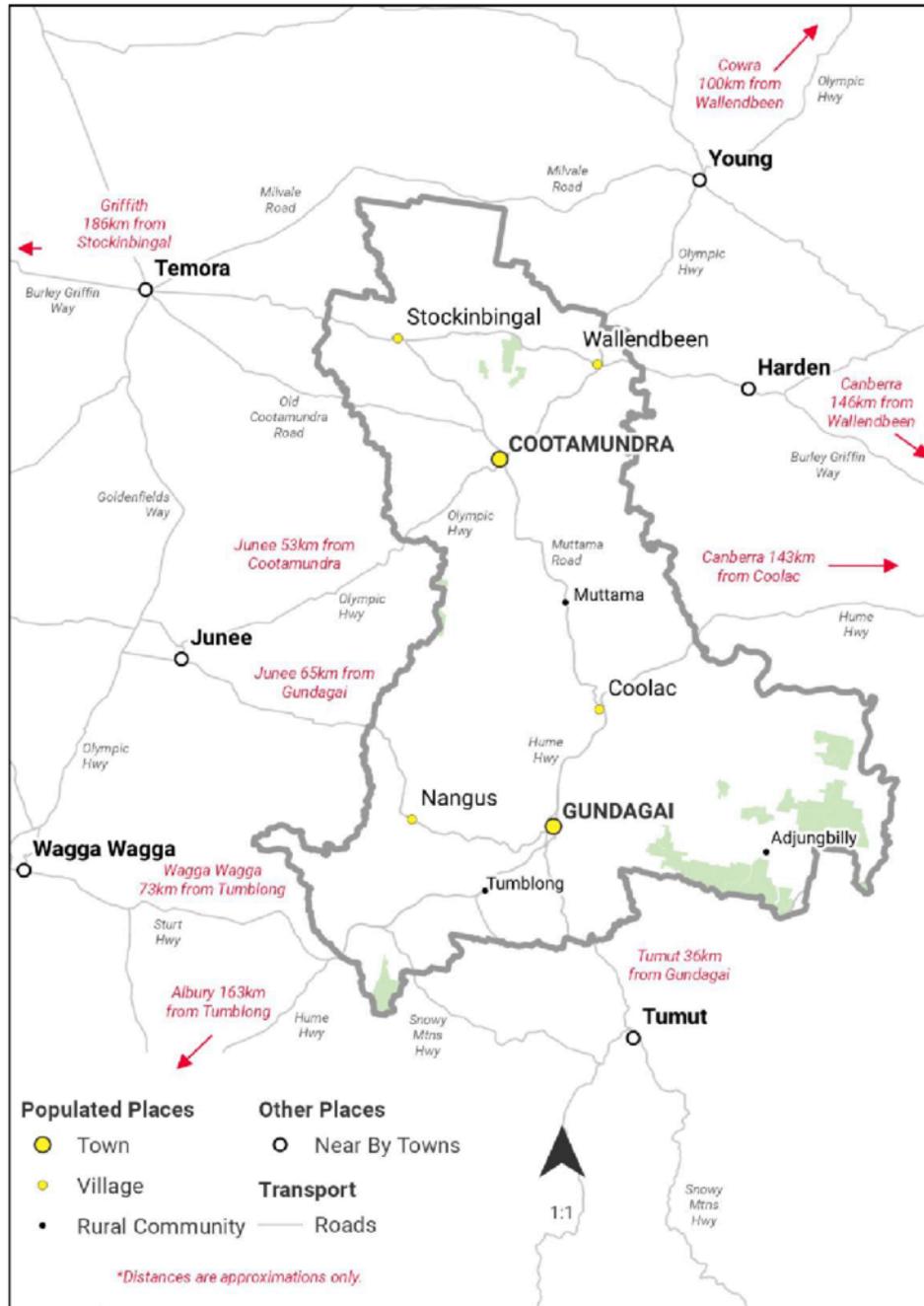


incorporating strategic work already completed by Council into plans and policies as well as identifying further work which needs to be undertaken. CGRC’s LSPS is organised under five themes to take advantage of the opportunities across the LGA and to better identify constraints and provide tailored, meaningful mitigation.

The five themes are:

1. Liveability,
2. Sustainability,
3. Productivity,
4. Technology, and
5. Infrastructure and Planning.

## Regional context map

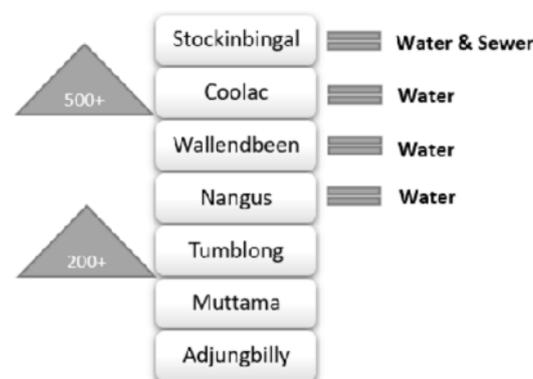


## Our towns and villages

As a merged Council with significant diversity in landforms, function, connectivity and community focus, a single theme or vision for the entire Cootamundra-Gundagai Regional Council Local Government Area would be unwieldy and not able to be easily implemented. In recognising this diversity Council split the focus of strategic land use planning into four key areas of the villages, Cootamundra, Gundagai and rural lands.

Our population is concentrated in the two main towns of Cootamundra and Gundagai which are supported by six villages of varying sizes. Each town and village is unique in character and seeks to be celebrated for its individual place in the region and population hierarchy.

**Village Residential Hierarchy Projection 2048\***



\*When future planned infrastructure services as indicated are provided

The future vision of each village or rural community guides the proposed land use planning actions and helps other decision makers in the allocation of resources such as services and infrastructure. The Villages Strategy (2018) provides the framework to deliver the community strategic plan’s vision of “A vibrant region attracting people, investment and business through innovation, diversity and community spirit.”

The Cootamundra 2050 strategy (2019), focusing on the township of Cootamundra, serves as the background document which informs the Cootamundra area component of the strategic land use planning work undertaken to date. The Strategy indicates that social aspects of community life are a high priority and planning controls that facilitate and encourage this are important. The Strategy identified important activity areas and identified future focus areas where infrastructure and facilities can be enhanced to stimulate growth and future development.

The work undertaken by Council in 2018 and 2019 to develop strategies for the villages and Cootamundra Township sets the strategic context in the future growth, role and function of these areas. The development of a similar strategy for Gundagai will be developed during 2020.

## Statistical information



11,260 People  
2018

398,181 ha



5,367 Dwellings  
2018/19

\$37,861,079 in building  
approvals 2018/19



943 SEIFA  
Index Score

41.8 % not in  
the labour  
force 2016



33.1% over 60  
years old 2016



60% of the workforce is fulltime <sup>2016</sup>

6.9% of people need day to day help due to a disability <sup>2016</sup>



25.9% of households have no internet connection <sup>2016</sup>

\$474 million in Gross Regional Product <sup>2018/19</sup>



Agriculture, Forestry and Fishing is the largest industry <sup>2018/19</sup>

Manufacturing generates the largest output with \$172 million produced - \$122 million of which is exported <sup>2018/19</sup>



1,275 Local Businesses <sup>2018</sup>

## Vision

In 2050, Cootamundra Gundagai Regional Council area will be a diverse community of agricultural production, service towns and historic places. We will celebrate our Indigenous and European heritage alongside our prowess in agricultural production and innovation.

CGRC will become a must visit destination of many sites, stories and successes for travellers and wanderers. It will be an attractive lifestyle alternative to Sydney and Canberra with a range of housing options within proximity to state of the art social, community and cultural facilities. All development and planning will be undertaken with consideration of sustainability and represent best practice in regional Australia and the world.

Put simply, CGRC’s vision is:

# “Opportunities through choice”



Figure 2: Sheridan Street in Gundagai offers a lot of options for locals and highway travellers



## Themes and Priorities

The 15 planning priorities of the LSPS are broken down into five distinct themes for ease of comprehension and implementation.

Some of these priorities are supported by existing strategic work, while other will need to be enhanced and supported through future strategic planning.

Many of the actions and outcomes of the LSPS will inform the development of Council’s comprehensive, consolidation planning controls

### Liveability

1. Opportunities for a variety of housing options
2. Opportunities to celebrate and protect our heritage
3. Opportunities to express and engage with arts and culture

### Sustainability

4. Opportunities to protect and enhance agricultural land
5. Opportunities to adapt to the changing climate
6. Opportunities to be a leader in waste recovery and contaminated land management

## **Productivity**

- 7. Opportunities to grow agricultural industries**
- 8. Opportunities to foster agritourism**
- 9. Opportunities to support the freight network**

## **Technology**

- 10. Opportunities to be a centre of medical excellence**
- 11. Opportunities for technology which has not yet been invented**
- 12. Opportunities for micro manufacturing**

## **Infrastructure and Planning**

- 13. Opportunities to promote active transport**
- 14. Opportunities to create a flexible local planning system**
- 15. Opportunities to provide quality utility services**

# Liveability

Liveability is the sum of a number of different factors which contribute to the quality of life and present opportunities for people to collaborate and consult about what they need, want and desire their community to be.

Liveability is a theme which permeates everything from infrastructure to education to recreation to employment. For the purpose of

the LSPS, liveability focuses on creation of “place” within our community; with place being the basis for economic productivity, civic pride and general wellbeing.

Focusing on housing, heritage and culture, the aim of this theme is to provide the basis for quality of life, which is comfortable, inviting and accepting.

## Planning Priorities:



# 1. Opportunities for a variety of housing options

## Rationale

Everyone needs somewhere safe to sleep at night. It is a cornerstone of our ability to function and contributes strongly to a sense of wellbeing and place.

Council often receives feedback from the community that there is a deficit in certain housing types and land. When undertaking the Rural Lands Strategy and Cootamundra 2050 Strategy it became clear that the majority of these concerns were perceived and not a reality; for example, large lot residential/acreages on the outskirts of town are often cited as being in demand with no supply. Analysis of this particular concern revealed that in reality there was almost 49 years' worth of supply of these types of lots.

The Cootamundra 2050 Strategy provided Council a clear direction from the community about how future Cootamundra township should look. The strategy also examined infrastructure provision and identified an urban containment area for Cootamundra. The Gundagai community will be given an opportunity in the latter half of 2020 to give Council direction on how a future Gundagai Township should look.

To demonstrate to industry and community that Council has planned for and provided opportunity for a variety of housing options, it is recommended that a land monitor be produced. A land monitor provides the additional function of being an advertisement for land availability and opportunity to investors and landowners.

Everyone faces different housing pressures, but affordable housing is a known pressure in our LGA and region. Council has the ability to encourage positive investment in quality, affordable housing by being flexible through minimum lot sizes, design standards and

payment of contributions, particularly headworks charges.

Housing is a complex field with a number of stakeholders including owners, builders, tenants, management agencies and ancillary service providers such as cleaners and landscapers. Everyone has individual needs related to their own house as well as their neighbours and community generally. Council will produce a flexible CGRC DCP, however, to ensure that CGRC continues to be a regional leader in best practice planning and responsive to industry needs, at a minimum the residential chapter/s of the DCP is to be reviewed and amended every two years.

Data shows that the predominant housing type in the LGA is single dwellings which accounts for 91.5% of housing stock which is some 11% higher than the average for NSW. Of those dwellings 73.6% are three bedroom or more, which is higher than the NSW and regional NSW average at 70.5% and 65% respectively. Conversely just over 5% of housing stock is made up of medium density housing and there is no high-density housing within the LGA. This is significantly lower than the state average at 14.3% and 2.5% respectively. The majority of medium density dwellings are located within the Cootamundra Township.

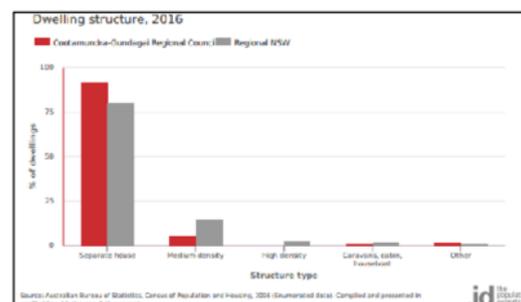


Figure 3: the predominant dwelling type is still stand alone dwellings; however, this is likely to change as the community continues to age

The LGA has, on average, 13.2% of the dwelling stock vacant and this is concentrated in the rural areas. This is not to be unexpected given the shrinking nature of the agricultural workforce in favour of mechanisation of agriculture and the predominant economic driver for the LGA being agriculture.

The increasing trend for single dwelling is continuing to be seen with applications for this type of dwelling being the most predominant type of housing application submitted and assessed. The trend, however, is somewhat contradictory to the household size with 70% of all households in the LGA being 1 or 2 person households. The state average for households of 2 persons or less is just over 55% and just over 64% for rural NSW. This is more pronounced in Cootamundra where the figure rises to 72%.

When these figures are considered in light of the population aged over 60 (33%) it can be seen that there is a likely to be a demand for smaller dwellings as the population ages and Council must be able to adapt to accommodate the changes.

Nonetheless there is an increasing demand for serviced residential and rural residential land. The affordability and liveability of the region make it attractive for returning former residents and retirees alike. The development of a land monitor will assist Council to stay abreast of, and respond to, the changing housing needs and demands.

Nonetheless, housing forms the majority of the built form of our towns and villages, its form, function, character and scale significantly contributes to the look and feel of a place. The design of streets, interpretation of

culture and heritage, and interaction of public and private open space can make places feel interesting and inviting or closed and inhospitable. To this end the NSW Government Architect's Urban Design for Regional NSW provides a framework and objectives for councils to consider in developing masterplans, revitalisation strategies and development controls to encourage healthy, liveable and visually appealing urban forms that are suited to the landscape and climate in which they are situated. The Design puts people and sustainability in the forefront of considerations.

**Actions:**

- 1.1. Undertake a Gundagai 2050 strategy to guide the future of the Gundagai Township.
- 1.2. Produce a land monitor every five years to ensure that there is an availability of different housing types across the community.
- 1.3. Implement a zero minimum lot size for the R3-Medium Density Residential Zone to encourage good design outcomes and maximise utilisation of space.
- 1.4. Review Section 7.11, 7.12 and Section 64 contributions plans to ensure that developers pay for the provision of infrastructure and facilities as appropriate.
- 1.5. Develop a chapter relevant to each village in the Development Control Plan.
- 1.6. Review and update the residential chapter/s of the DCP every two years to incorporate best practice and respond to local conditions.
- 1.7. Incorporate controls in DCP to build upon the framework and objectives of the Urban Design for Regional NSW as appropriate.



## 2. Opportunities to celebrate and protect our heritage

### Rationale

Heritage is a fundamental facet of the CGRC identity, not just as a sense of self and belonging but also as a driver of tourism, education and discovery. It tells them how of history and its visual representation contributes to the unique local character.

The Wiradjuri people have called the CGRC LGA home for thousands of years. There is a strong indigenous connection and identity associated with the area, particularly along the Murrumbidgee River and Muttama Creek.

European settlement provides heritage of the built form and stories of frontier living, with gold rushes, bushrangers, river crossings and the railways all shaping how the LGA has developed and contributing to the dominant identity of the towns and villages.

Places of indigenous significance, elaborate homesteads and ornate town centres are just a small segment of heritage. The heritage fabric of a place is all the physical material of a heritage item, including surroundings and contents which contribute to its heritage significance.

Heritage can often be viewed as a negative, being perceived as a “barrier” to development, an extra cost for people. In reality heritage can add value to the locality by raising amenity, creating an overarching theme or “vibe” as well as prompting maintenance and pride of place.

When considered in the initial design phase of development, heritage aspects can be absorbed into a project adding little to no extra cost. Furthermore, there are often grants and subsidies available for the adaptive reuse, restoration and maintenance of heritage items if certain criteria can be met.

Adapting and using heritage buildings breathes new life into not only the buildings themselves but also the street and wider area. Sensitive reuse that enhances the historic fabric of the building and how it sits within its surroundings presents opportunities for reinvigoration.

The National Trust of Australia has identified that heritage tourism is the fastest growing tourism sector with fifty percent of global tourism driven by heritage. The economic, social and environmental benefits of tourism are typically much greater than the initial investment.<sup>2</sup> An excellent example is the work done to refurbish Sheridan Street in Gundagai, with a number of new tourist and information facilities now experiencing greater foot traffic as a result of not only the civil works in the street, but the repainting of buildings and the increasing variety of commercial service outlets. Building on the work already undertaken to create connections and heritage walks that celebrate the unique local character should also be considered as part of revitalisation, promotion and recognition of natural, cultural and built heritage.

Council has undertaken some work on heritage assessment, however, is lacking a comprehensive assessment of the heritage fabric of the LGA, both indigenous and post settlement. To date the heritage work has been on identifying post-settlement built heritage has been undertaken, however it is acknowledged that this is incomplete. The LGA has strong links to many icons such as Don Bradman, The Dog on the Tucker Box and Cootamundra Wattle and the Murrumbidgee River and whilst some work has been undertaken for recognition at a local level the broader appeal and reach has not been fully investigated and realised. The natural themes of the River and Wattle are not only historically significant they offer a valuable opportunity to capitalise on their uniqueness

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<sup>2</sup> National Trust, *Australian Heritage Tourism Directions Paper*, June 2018.

in telling the story, both indigenous and post settlement, of the past and weaving those stories into current and future local character and stories.

Just as the work on post settlement heritage is incomplete, the work on Aboriginal cultural places, landscapes and heritage is also incomplete. Recognising, respecting and valuing the heritage of First Peoples is an important step in cross cultural understanding and communication. Respecting important cultural places and landscaping enriches the shared knowledge and can enhance the sense of belonging and pride. Opportunities to record pre settlement stories of cultural landscapes and way of life is valuable in preserving and enhancing indigenous knowledge and recognition. Oral history and anthropological studies should be used to assist in this regard. It is of course extremely important that this process is undertaken with sensitivity and in consultation with the local Aboriginal community. This sensitivity should extend to place naming and consideration of incorporating Aboriginal language in place identification.

The built form and high retention rate of streets and architecture of the Villages within

the LGA is a major factor in their local character which acts as an attractant to visitors and residents alike. Villages such as Wallendbeen and Stockinbingal, located on the Burley Griffin Way, can attract visitor stoppage were sensitive place making and urban renewal to occur. Given their strategic location these villages are likely to see an increase in population and it is important that this occurs in a manner that does not detract from the historic story telling of the built form.

**Actions:**

- 2.1. Undertake an Aboriginal Heritage and Cultural Places Study, including oral history and anthropological studies.
- 2.2. Create a series of recommendations for heritage walking trails across the local government area.
- 2.3. Review current local heritage items.
- 2.4. Support the adaptive reuse of heritage items for commercial and community purposes.
- 2.5. Support natural heritage themes of the Murrumbidgee River and Cootamundra Wattle.
- 2.6. Develop a series of precinct master plans to foster place making that recognise the unique character of heritage areas.



Figure 3: Historic Gundagai Train Station

### 3. Opportunities to express yourself and enjoy arts and culture

#### Rationale

Culture is a broad term used to describe the normative social behaviour of a society influenced by the lived and known experiences of its people. The regional culture of Australia is often commented on as typifying “Australian values” of mateship, egalitarianism, authenticity, optimism, humility, informality, easy-going, common sense and humour. Art is the expression of creative skill and imagination. This is often expressed via a visual medium; however, music is also synonymous with art. Art can be experienced via all five senses and affects people on an almost instinctive level through its emotive impact.

The arts are a conduit for community pride, civic participation, creating an inclusive culture, building resilient local economies as well as promoting health and wellbeing.

Artistic expression is often organic and can be stymied by prohibition of expression. Because of this many Councils such as City of Sydney have developed exempt development policies to allow for street art being “commissioned with the landowner’s consent, which is painted, marked or otherwise affixed to the outside of a building and visible from a public place. It may be art in the form of words, figures, shapes or lines but doesn’t include re-painting.” Under such policies street art does not require development consent.

Artistic expression and culture are starting points for placemaking or the concept that urban design and development should occur in response to how people want to use a space rather than focusing on vehicle movement and standalone design. Most importantly, placemaking is a process which reacts to and is informed by the people who use that space and so allowing for artistic and cultural

expression without the need for development consent in most circumstances can only contribute positively to placemaking.

Throughout consultation for the development of the Cootamundra 2050 strategy the community expressed a desire for recognition and creation of precincts. These precincts would enhance and foster the establishment of connective and creative spaces in a strategic manner that is able to be appreciated by the whole community.



Figure 4: Exhibition space at the Cootamundra Arts Centre

#### Actions:

- 3.1. Develop exempt provisions to allow for art to be expressed and installed without needing to seek development consent.
- 3.2. Develop a strategy of using feature street art, colour, vegetation and visual keys as way finding cues to assist active community participation of aged residents for as long as possible.
- 3.3. Investigate the feasibility of establishing and promoting a night-time arts and culture tourism economy through development controls and policies that facilitate multi use spaces.
- 3.4. Council will undertake a placemaking strategy to guide land use, events and activities in identified precincts.

### Sustainability

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Sustainability is a broad term which basically seeks to maintain systems, be they environmental, social or economic, in balance and harmony. These days, sustainability is a buzzword often connected to a lifestyle or existence which seeks to tread lightly on the earth to mitigate impact on the natural environment.

As a theme of the LSPS sustainability is focused on environmental outcomes and how these

can contribute to opportunities for economic and social improvement and well as improved amenity and landscapes.

Viewing global challenges such as waste and resource recovery and climate change as opportunities for innovation and targeted investment to create employment opportunities and attract new community members to the LGA.

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### Planning Priorities:



## 4. Opportunities to protect and enhance agricultural land

### Rationale

Rural land is often neglected from a planning perspective due to more pressing planning needs in larger centres. However, development on agricultural land often has a disproportionate impact on residential and economic activity of towns when compared to urban development, with intensive feedlots, quarries and landfills facilitated mostly on rural land. Furthermore, agricultural uses themselves such as piggeries, vineyards, feedlots and so on have a long-term impact on the use and viability of a site and surrounding lands.

Through the strategic planning process, controls and principles of development can be implemented for agricultural land to ensure the viability of the land into perpetuity as well as providing opportunities for emerging and new agricultural enterprises to establish in the area in a manner which is fair and equitable.

The proximity of markets, climate and topography make parts of the LGA suitable for forestry and plantation type development. This type of development adds an additional economic driver, whilst at the same time can be used to enhance biodiversity, wildlife habitat and corridors. However, the industry needs to be a considerate neighbour and have regard to the principals of ecologically sustainable forest management. This can include activities such as fire management, thinning or the harvesting of timber for a variety of products, weed and pest management.

The two former shires have varied terrain and soil quality which makes formulating one course of action or plan for rural land difficult. However, this should be viewed as an opportunity which makes CGRC more attractive and marketable to residents, visitors and prospective investors as a wide variation

of agricultural pursuits can be explored in this single local government area.

It is Council’s intention that the Rural Lands Strategy serve not only as a land use planning document, but as a plan for economic success and growth through the shared identity of agriculture. This leverages off what CGRC does best (agriculture), connections to logistic hubs and routes as well as capitalising on changing recreation and tourism trends.

### Actions:

- 4.1. Achieve consistency in zoning for agricultural land across the LGA.
- 4.2. Allow dual occupancies as an alternate to farm fragmentation.
- 4.3. Introduce setbacks from intensive agriculture development to reduce land use conflict.
- 4.4. Develop a Forestry zone, including appropriate bushfire management measures, as per the rural lands strategy.
- 4.5. Develop specific controls for solar farms and permissibility of landfills.
- 4.6. Support the development of an agribusiness centre at Coolac.



Figure 5: Cootamundra and District Tractor Pull 2013

## 5. Opportunities to adapt to the changing climate

### Rationale

It is undeniable that our summers are getting hotter and longer and rainfall is diminishing. Whether this is a result of industry and human activity on earth or just a natural phenomenon does not change the fact that by 2060 areas in CGRC will experience annual mean temperature increases of up to 2.5 degrees hotter and potentially up to 10 percent less annual rainfall.

As infrastructure and asset managers, local government is impacted by the changing climate, with increased risks of damage and shorter lifespans of assets due to severe weather events and unseasonable weather temperatures. The buildings, roads, bridges, footpaths, stormwater networks and other assets will be directly impacted as average

temperatures rise, droughts become longer and severe weather events such as floods and bushfire become more prevalent.

CGRC as a major employer and provider of services has an opportunity to respond to the changing climate by choosing fleet and plant which utilises new technologies. Council is in the prime position to provide infrastructure to support climate adaptation. Infrastructure such as electrical vehicle charging stations, solar street lighting, attractive and safe pedestrian connections, pedestrian based precincts, sensitive and appropriate stormwater management and wastewater reuse. Such infrastructure and leadership by Council can make such products commonplace and contribute to the long-term viability and growth of renewable and sustainable industries.

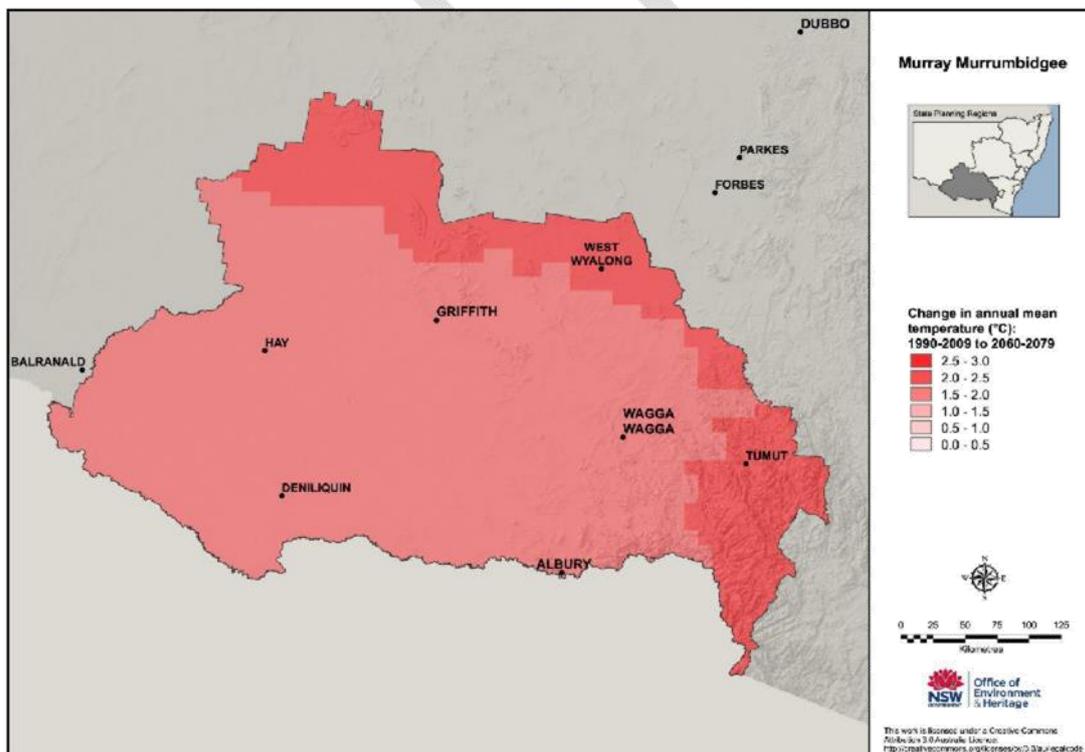


Figure 6: Change in annual mean temperature for Murray Murrumbidgee (source: Murray Murrumbidgee Climate Change Snapshot, AdaptNSW)

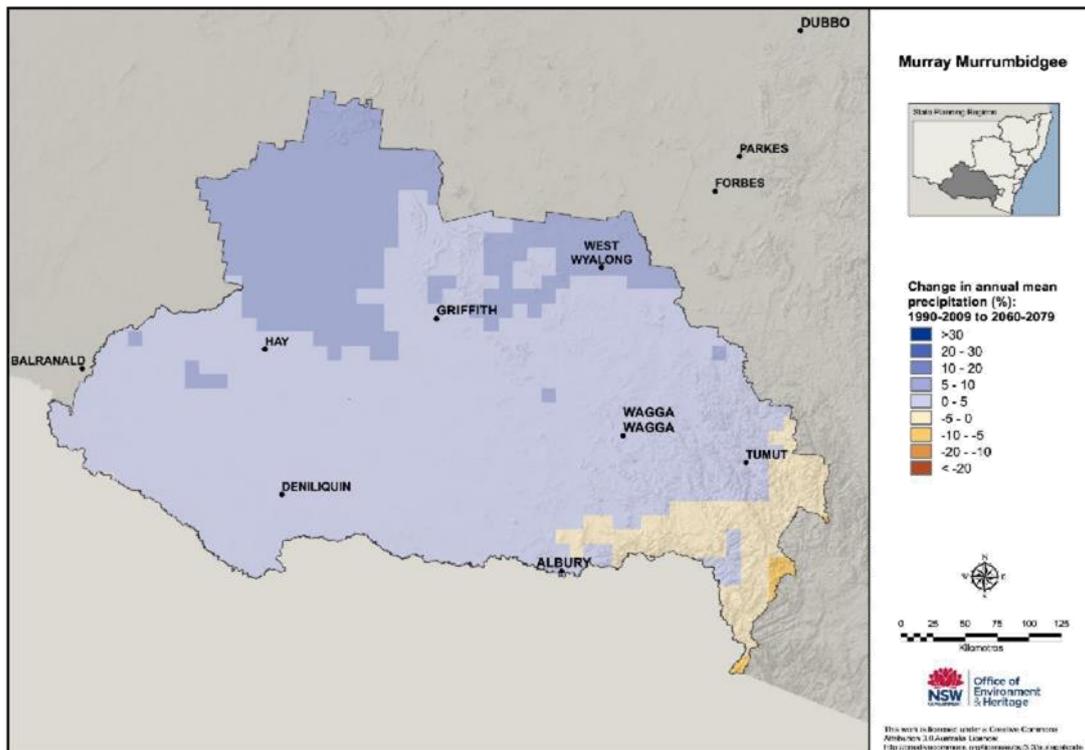


Figure 7: Change in annual mean precipitation for Murray Murrumbidgee (source: Murray Murrumbidgee Climate Change Snapshot, AdaptNSW)

Whilst the planning system cannot remedy or mitigate all impacts, through development controls and education, Council can influence building and construction practices to minimise waste and create buildings which are adaptable to a changing climate. Furthermore, development controls that provide for trees and vegetation not only add aesthetic appeal but assist in cooling environments. Trees and open spaces are increasingly proving to be highly regarded for their amenity with street trees adding value to properties. Establishing tree canopy targets for our towns and villages will help mitigate evaporation, cool the surrounding environment and contribute economically as a tourism and population growth driver.

With less rainfall it is important that residents become resilient to water shock. Improving water provision to Nangus and Coolac as well as reducing potential contamination by the provision of sewer at Stockinbingal are measures that Council can undertake to assist in this regard.

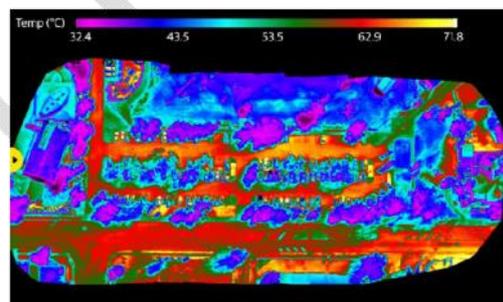


Figure 8: Infrared image showing the temperature of streets, buildings and parks - from the University of New South Wales

Whilst overall rainfall may be less there is increasing evidence that when it does rain it is likely to be in the form of major storm events and flooding. Council will need to undertake flood modelling and mapping for areas that are known to have flooded in the past to obtain a greater understanding of flood behaviour and potential risk. Ensuring damage from storm events are mitigated through upgraded stormwater networks, capture of rain, rainwater gardens, increased tree canopy, waterwise and drought tolerant plants to maintain cover should be considered.



Utilising treated wastewater on community and sporting fields is a waterwise method of maintaining amenity and urban cooling while minimising the need for reticulated water.

**Actions:**

- 5.1. Include climate controls in the development control plan for all development.
- 5.2. Develop controls for tree canopy within urban areas and include tree preservation controls in LEP.

- 5.3. Consider the climatic impact in Council reports as an environmental impact.
- 5.4. Develop a policy for residents to convert their verges to garden beds for storm water filtration, drought tolerant planting and/or water wise plantings.
- 5.5. Undertake flood modelling and mapping for additional areas within the LGA known to have been impacted by past flood events to develop appropriate land use controls based on risk



*Figure 9: Council's fenced dog park in Cootamundra is a prime site for treated wastewater to be irrigated and tree plantings for increased tree canopy, cooling and evaporation mitigation.*



## 6. Opportunities to be a leader in waste reduction, resource recovery and contaminated land management

### Rationale

Building materials account for about half of all solid waste worldwide.<sup>3</sup> Building and construction waste contributes significantly to CGRC’s landfills, particularly waste such as asbestos sheets which cannot be recycled. Reducing this starts at the initial building and design phase, for example examining and designing room sizes to take account of standard cladding and lining material sizes will reduce off cuts, waste, time and ultimately costs. Longevity of building materials and adaptability of buildings is also important to be considered at the initial concept and design stage.

Along with the building industry and government, Councils play an important role in encouraging change in building form, construction and function. Taking account of whole of life costs, including maintenance and demolition, and encouraging sustainable building practices can make significant differences to not only the built form of an area but also assist in managing landfill consumption rates.

Sorting construction material for potential reuse is another method of reducing waste with reuse possible for crushed concrete and bricks in pavement sub-base as well as resale of reclaimed timber, fittings and fixtures. Allowing for, and encouraging, resource recovery and recycling facilities to have the ability to retail direct from site, specific to the building industry, in existing light industrial areas is something to be examined in the development of Council’s LEP.

Similarly, the examination of the land use controls around the operation of Council’s waste management facilities to allow for resale of deposited material is to be undertaken during the development of the LEP.

Land contamination occurs due to an activity having taken place on the land which has impacted or changed the soil or environment so that certain activities would not be safe to be undertaken on that site unless remediated. As we learn from experience, contaminating land uses are more tightly controlled than they once were. There is still a legacy of contaminated site however, particularly in regional areas where it is often not economically viable to remediate a site. Without impetuous for remediation, such sites are left to deteriorate or remain undeveloped. This contributes to waste due to urban sprawl and the extension of infrastructure. A consolidated register of contaminated sites which records the history of previous land use, contamination level, remediation required, and possible future appropriate land uses is to be developed to assist in consolidating land uses and reducing the need for additional serviced land.

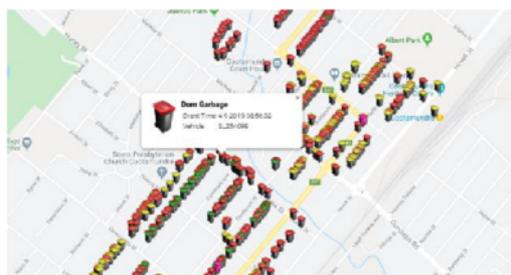


Figure 10: Council uses technology to better track the waste service. With development, this software could help reuse of building materials and reduce contamination.

<sup>3</sup> Australian Government Department of the Environment and Energy “Construction and demolition waste guide – recycling and re-use across the supply chain”

**Actions:**

- 6.1. Develop building waste controls for inclusion in Council’s Development Control Plan.
- 6.2. Review controls around permissibility of resource recovery, recycling and resale in certain existing industrial zones.
- 6.3. Create a consolidated contaminated land register.
- 6.4. Examine and review permissibility of resale facility at Council’s existing waste management facilities.
- 6.5. Develop a housing design policy to encourage and facilitate sustainable and adaptable building construction and design.
- 6.6. Develop controls around the reuse of second-hand building materials in Council’s Development Control Plan.
- 6.7. Partner with local land holders and EPA where possible to remediate sites within commercial and residential areas.



Figure 11: Contamination reduces the viability of waste recovery. Investment in community education and use of technology to sort waste are ways to mitigate this, however both are capital intensive.

# Productivity

Productivity is all about getting the most for the least effort. It is being industrious by making efficient use of labour, materials, money, land, information and energy to produce a service or good which provides a margin of profit.

CGRC has an abundance of natural resources which if carefully harnessed could provide an abundance of employment and opportunities for self-sustainment.

## Planning Priorities:



## 7. Opportunities to grow agricultural industries

### Rationale

While agriculture, forestry and fishing are the largest industry group in CGRC, it is manufacturing which has the greatest financial output. Considering the majority of our land and labour force is devoted to agriculture, it is extraordinary that manufacturing has the greatest output and while there are some manufacturing industries which are value adding to agricultural products, there is additional scope for growth in this sector.

The changing climate offers an opportunity to diversify with alternate crops which currently have a limited market due to transport constraints and lack of manufacturers due to a lack of scale in Australia. The opportunity

exists to create manufacturing and value add industries for crops which are not widespread in Australia but could cater to domestic and/or foreign needs.

Growth of agricultural industries is supported strongly in the CGRC Rural Lands Strategy. In order to support the opportunities to grow agricultural industries it is essential that the Rural Lands Strategy be implemented, and that further attention is given to the development of the industry with all required support to link transport and other infrastructure.

### Actions:

- 7.1. Implement the [CGRC Rural Lands Strategy](#) in full.



*Figure 12: Our longstanding stockyards face an uncertain future, however there has been significant investment and infrastructure put in place over many years already in place, Council could examine alternate and complimentary uses for these sites which could support the growth of agricultural industries locally?*

## 8. Opportunities to foster agritourism

### Rationale

Agritourism is an industry Council seeks to encourage not only because of the positive economic impacts of such development, but also because it provides an alternate source of income which improves the financial resilience of holdings and the community in challenging conditions.

Agritourism is a growing industry in Australia with visitor numbers to rural areas increasing by roughly 9% per annum and generating \$9.4 billion a year (see Agricultural Tourism Issues Paper).

Agritourism can be problematic however with the accumulative impacts of standalone enterprises and the ability for holdings to be diversified to cater to the growing agritourism market need to be supported in a manner which promotes innovation but safeguards the primacy of agricultural production in rural areas.

Growth of the CGRC agritourism sector is supported strongly in the CGRC Rural Lands Strategy. In order to support the opportunities to foster agritourism it is essential that the Rural Lands Strategy be implemented, and that further attention is given to the development of the industry with all required support to link transport and other infrastructure. To this end the capitalisation of the LGA’s strategic geographic location within the region to link into existing food, wine and experience trails in a wholistic manner for the advancement and promotion of the region overall is to be encouraged.

### Actions:

- 8.1. Implement the CGRC Rural Lands Strategy in full.
- 8.2. Implement the CGRC economic development strategy.
- 8.3. Develop a CGRC agritourism strategy.

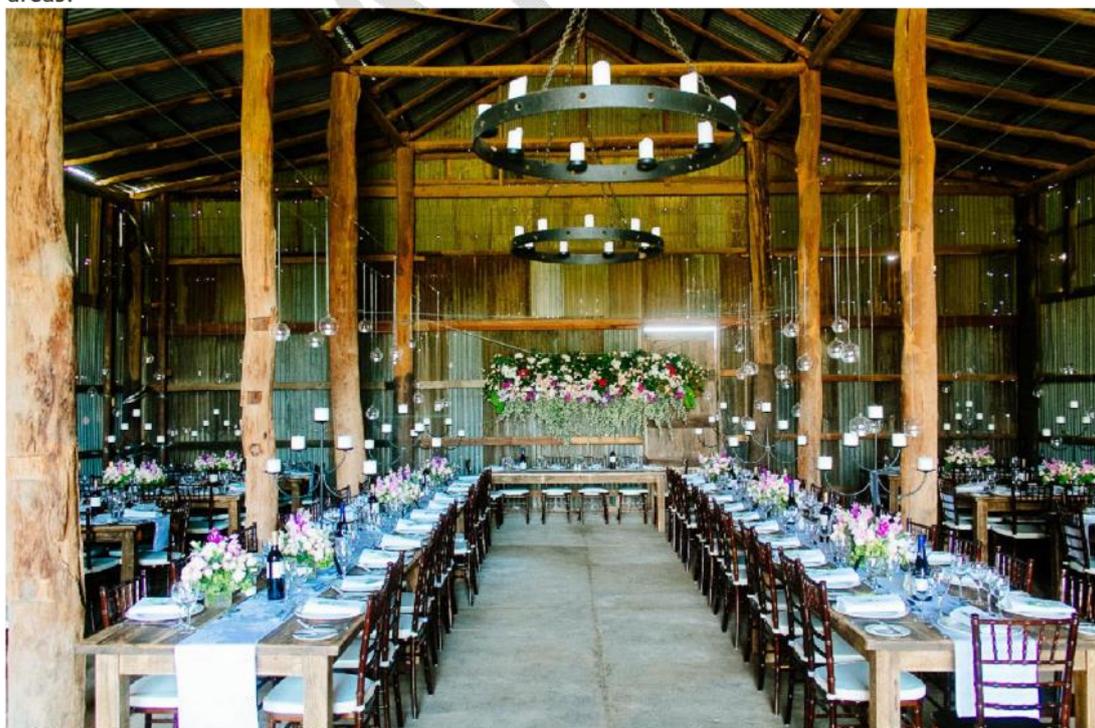


Figure 13: Opportunities to diversify farm income include hosting events, however farm tours, fruit picking and other experiences can be just as viable



## 9. Opportunities to support the freight network

### Rationale

CGRC has two towns and two villages which are located on key transport and freight corridors.

#### Cootamundra:

Cootamundra is uniquely located on the Sydney-Melbourne Railway Line, with the Lake Cargelligo Railway Line branching from Cootamundra and framing the northern fringes of the town. The Inland Rail which will connect Brisbane and Melbourne will run through Stockinbingal – approximately 20 kilometres from Cootamundra. The rail corridor of the Lake Cargelligo Railway Line between Cootamundra and Stockinbingal offers opportunities amongst relatively flat, undeveloped land which could facilitate the development of an inland port serving to transfer rail freight between the Inland Rail and the Sydney-Melbourne Line. Additionally, an inland port in Cootamundra could serve as a sorting facility for imports to Australia with space becoming an ever-increasing pressure in Sydney, Port Kembla and Newcastle. Containers could indiscriminately be loaded straight from ships to rail and taken to Cootamundra to be sorted and redirected onto the Sydney-Melbourne Line, Inland Rail or road. The Olympic Highway runs through Cootamundra and connection to the Hume Highway (30 minutes), Sturt Highway (1 hour) and the Newell Highway (1.5 hours) are nearby. Cootamundra offers a low capital investment site with the existing rail infrastructure and undeveloped land by either utilising the former Tumut Branch Line or land to the north-west along the Lake Cargelligo Railway Line.

Cootamundra has a number of advantages over other potential sites such as Parkes which is constrained by a significant number of low clearance constraints along the existing route from Sydney and Narromine lacks the rapid connection from Sydney afforded to Cootamundra.

In order for an inland port in Cootamundra to become a reality the concept needs to be represented consistently by Council to State and Federal agencies, logistic operators and other stakeholders. Investment in an inland port in Cootamundra supports regional development, places strategic logistic assets inland and reduces congestion of the rail network which in turn promotes the use of rail over road transport.

Cootamundra's strategic location on the major railway and road transport that offer opportunities for inland port facilities also make it an ideal position for examining the increased utilisation for air transport. This strategic location was recognised during WWII with the establishment of an aviation fuel depot. The importance of air transport was also recognised with the establishment of the No 1 Air Observers' School, the first of two in Australia that trained pilots, gunners and navigators.

Today the Cootamundra airport is used extensively ground based recreational activities as well as aviation pursuits and businesses. The relatively flat, undeveloped land surrounding Cootamundra together with existing and planned road and rail infrastructure provide excellent opportunities for the transport of goods, people and produce by air direct from Cootamundra.

#### Gundagai:

Gundagai is optimally positioned to take advantage of major connecting highways. Being located on the Hume Highway and having easy access to the Snowy Mountains and Sturt Highways, the expansion of road transport support industries to service this market offers good development opportunities for Gundagai.

South Gundagai offers an opportunity to connect to the Hume Highway's freight network, particularly the timber transport

industry via Gocup Road connecting to the Visy paper mill. The South Gundagai precinct, which is currently zoned B4 Mixed Use, offers flexible use options as well as being an open zone. There is the opportunity to examine other support in appropriate locations through the completion of a strategy for Gundagai. Further opportunities to support freight are currently under development and investigation at Coolac through rezonings and infrastructure provision as identified in the Villages and Rural Lands Studies.

**Stockinbingal:**

The proposed Inland Rail is a freight route which will connect regional areas to the ports of Brisbane and Melbourne. For the Cootamundra-Gundagai Regional Council area this means that primary producers and value add industries will have rail access to the ports of Brisbane, Sydney and Melbourne.

Stockinbingal has the capacity to establish an intermodal facility which could service the proposed Inland Rail, Lake Cargelligo Branch line (connecting to Griffith via Temora – Roto Line) and Burley Griffin Way. The existing grain depots at Stockinbingal could be further enhanced with opportunities for access to two more ports to be available through the proposed Inland Rail.



Figure 14: Potential industrial zoning to support Inland Rail at Stockinbingal

**Coolac:**

The land surrounding the Coolac and Muttama Road intersection is a highly trafficked area affording the most opportunity for highway service industries.

Noting that some service industries such as service stations, mechanics and pubs can be incompatible with residential precincts, careful consideration is required to ensure that the potential for land use conflict is minimised.

Furthermore, the Local Strategic Planning in Regional NSW and Future Transport 2056 document suggests that the arterial road network should be protected for higher speed connections by limiting direct connections to the network through appropriate design of connector and service routes.

**Actions:**

- 9.1. Implement the Cootamundra 2050 Strategy’s focus area of “Inland Port”
- 9.2. Apply initiatives from the CGRC Villages Strategy 2018 which target industrial and freight development.
- 9.3. Develop a masterplan for Coolac which targets highway freight and interchange facilities.
- 9.4. Undertake enabling works to improve storm water drainage across Coolac.
- 9.5. Develop a strategy to develop Stockinbingal as a rail and road interchange.
- 9.6. Incorporate measures into the DCP to require service and connector roads to limit disruption and potential for traffic conflict to the arterial road network.

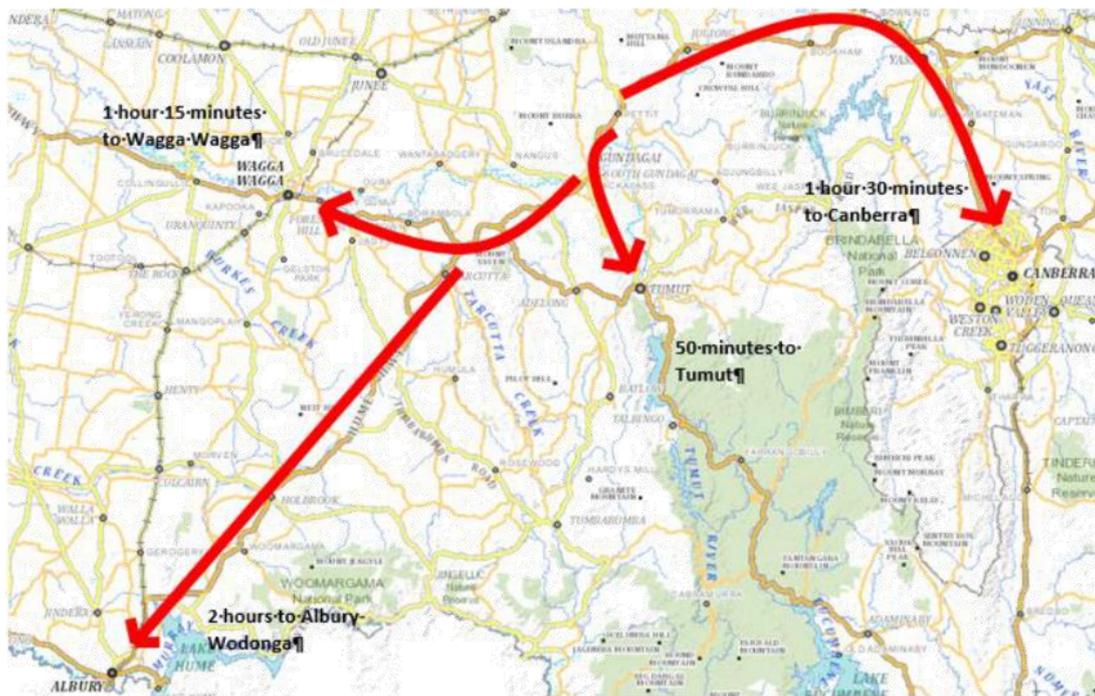


Figure 15: Increased road usage means that commuters and freight drivers are looking for an all-purpose rest and amenity locations – the above figure demonstrates the viability through travel times of Coolangubra as a service centre to freight.

## Technology

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The application of scientific knowledge for a practical purpose is known simply as “technology”. The rate of technological advancement is unprecedented with everyday activities being revolutionised with smart appliances, electric vehicles, social media and so on.

Achieving prosperity in the future is entwined with the allowing technology to grow and thrive in a place it was not before. Enabling the

environment through planning to facilitate assets and infrastructure which did not once exist is imperative.

People are key drivers for technology. Council needs to be a leader in this through a commitment to hire and train locals and upgrade and invest in new technologies in order to foster an industry and availability of skills and technology in our community.

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### Planning Priorities:



## 10. Opportunities for future technologies

### Rationale

The ability to predict future technology and assets is akin to writing science fiction. Anything is possible with the only limit being imagination, Wi-Fi and three phase power. Planning for the unknown is generally referred to as a “wicked problem”, with agreement that planning for uncertainty, coincidence and unexpected circumstance or opportunity is best dealt with by strengthening the flexibility of legislative instruments and improving communication with a condensed feedback loop.

Access to infrastructure with additional capacity is essential as it is unknown what requirements the next innovation will have as the way we build and operate will have to adapt to new climatic conditions, technological requirements and access to capital. Already the need for electric vehicle charge stations, ride sharing, telecommuting, drone delivery and on demand services have significantly altered traffic movement and human interaction.

Furthermore, leisure time has also altered significantly with the rise in e sports and digital communication requiring different facilities and infrastructure from the more traditional sports and gathering places. Businesses are increasingly using these new opportunities and becoming more reliant on social media and e business and less reliant on physical stores and hard catalogues. Open zone and flexibility in DCP requirements will permit adaptative responses to emerging and differing technology.

Increasing technological advances have also resulted in less reliance on grid provision of services such as electricity generation and telecommunications. It is therefore important that new planning controls allow flexibility for “off the grid” development with the

recognition that small scale energy production is now only feasible, but in some instances preferable to mains connection.



Figure 16: Aerial drone delivery will require access to a parcel receptacle. In a residential context this could be a simple addition to the existing mailbox, however when dealing in the commercial and industrial space this could require careful planning to avoid land use conflicts.

### Actions:

- 10.1 Identify sites for future electric vehicle fast charging points.
- 10.2 Review its community participation plan to include communication via social media and email as additional notification options.
- 10.3 Consider additions and alterations such as aerial delivery points be considered as exempt development.
- 10.4 Explore the possibility and risk involved in allowing off grid electricity production and storage via batteries as exempt development.

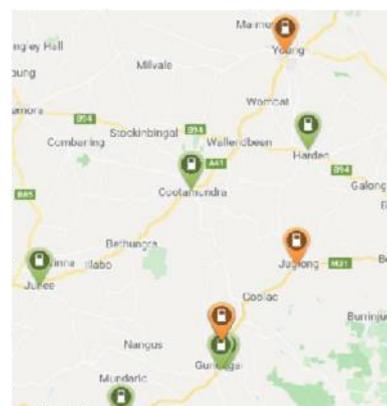


Figure 17: Electric vehicle charging points in the region as at 20/12/19. Orange denotes a fast charger.

## 11. Opportunities to be the centre of medical excellence

### Rationale

If all things remain the same, Cootamundra is likely to enter into severe population decline with a third of the population being over 65 and the increasing decline of all other age groups in the community (the over 65 aged group has grown from 989 people – 18% in 2001 to 1728 people – 30.5% in 2016). Growing the population is going to be tough, which in turn means less people to justify and pay for services and infrastructure.

National data trends emphasis an ageing population as a given, but Cootamundra faces this on an unprecedented scale (no other town in the Riverina beats Cootamundra's percentage of over 65-year olds). This challenge could be the potential spark to create an opportunity for growth and development of a medical industry focused on training frontline medical staff such as nurses, pathologists, medical administrators, care assistants and so on. This would complement the Rural Medical School to be located in Wagga Wagga which will facilitate doctor training from initial education to training and accreditation. The central location of CGRC on good transport routes and proximity to major university centres of Wagga and Canberra add to the value of a centre of medical excellence being located in Cootamundra.

### Education and Training:

Creating a hub for education and training of frontline medical staff will not only benefit Cootamundra by providing pathways for education and employment for youth and career changers, it will also help to address national and regional shortages in specialised medical staff. If Council, the Murrumbidgee Local Health District and education providers such as TAFE work together to provide a complete package such as residential schools for nursing and intensive summer courses for pathology collection, enrolled nursing, nutrition, allied health practice management,

indigenous health, pharmacy support and so on Cootamundra could become a destination education hub easily accessible from Sydney and Melbourne via the train.

### Assisted Ageing:

Leveraging off improved educational opportunities, further investment and partnership with research entities could position Cootamundra as a community which specialises in ageing with dignity. A combination of technology with aged care facilities to provide greater autonomy to residents and fully integrated neighbourhood which present no physical barriers to movement devices such as electric scooters, walking frames and the like would be the aspiration. Sufficient neighbourhood amenities such as ambulant toilets, adult change facilities, a hydrotherapy pool and quality meeting places would also assist in delaying rapid degeneration from social isolation.

In order to achieve this vision, Cootamundra needs to be developed in a manner which has physical connections across the community to allow for people of all abilities to access services. Consideration of the Heart Foundation's "Healthy by Design" principles need to be applied with better signage, lighting, shelter and fencing (including fencing of playgrounds) instigated in conjunction with creating more walkable and active neighbourhoods.

Encouragement and training of local businesses to become dementia friendly as well as retrofitting neighbourhoods with dementia markers which allow people's subconscious to instinctively orientate where they are, allowing people to maintain a level of independence for longer. This can be as simple as planting certain trees along certain road corridors, colour coding street signs, placing distance markers in the pavement and installing public art.

Opportunities for people to connect to animals is particularly important for the aged, however their circumstances may not necessarily allow for them to keep a companion animal. Not only should seating facilities be developed in the dog park on Hurley Street for dog owners, but attention of people coming to watch the dogs should be considered also. Developing an animal space in Jubilee Park like many regional towns is another opportunity which could be explored and complements the goal of cultural hub.

Housing:

Consideration of the residential chapter of the Development Control Plan needs to include adaptive building design which does not necessarily designate a development as being specifically for less abled people or aged people but rather should achieve benchmarks which would allow for ageing in place to occur. To encourage this, explorations of incentives such as reduced 7.12 contributions could be considered.

Consideration of door frame widths, ramps, floating sinks and level showers do not just cater for those who are confined to a wheelchair. Using a pram, sustaining a sporting injury and so on, can easily turn the average home into a complex obstacle course to navigate in and out of.

Mum and dad developers as well as professional developers need to be sold on the additional benefits of considering flexible design. Aside from the financial gain of having a greater audience in which to sell a property, the reality of considering these design elements during the initial concept stage means that the build is not made more expensive by these considerations.

**Actions:**

- 11.1. implement the Cootamundra 2050 Strategy’s focus area of “Centre of Medical Excellence.”



Figure 18: Cootamundra has a long history of medical training, with the former District Hospital a renowned educational hospital

## 12. Opportunities for micro-manufacturing

### Rationale

Micro manufacturing does not refer to the manufacture and production of tiny products – although that can be a by-product. Micro manufacturing is the inevitability that some products which were once produced in large factories or through assembly lines will be able to be produced with a machine the size of an office photocopier.

In the future, there will still be large factories to manufacture items in mass production such as phones, cars and so on, however there is an almost certainty that micro manufacturing will become more prevalent and cater for hard to find replacement parts or bespoke technology solutions. The push to manufacture locally and mitigate intellectual property theft will increasingly make micro manufacturing more and more viable and desirable as a local option.

12.4. .

### Actions:

- 12.1. Review the controls within its LEP to allow certain micro manufacturing and associated buildings to be permissible in commercial zones as well as industrial and mixed-use zones.
- 12.2. Allow micro manufacturing which does not involve the use of dedicated buildings and/or spaces and which does not produce offensive noise, odour or sound as a permissible use in the residential area as a home business.
- 12.3. Allow production facilities contained in modified shipping containers such as horticulture be permissible in industrial and mixed-use zones and as ancillary in commercial zones – for example microgreens for a restaurant.

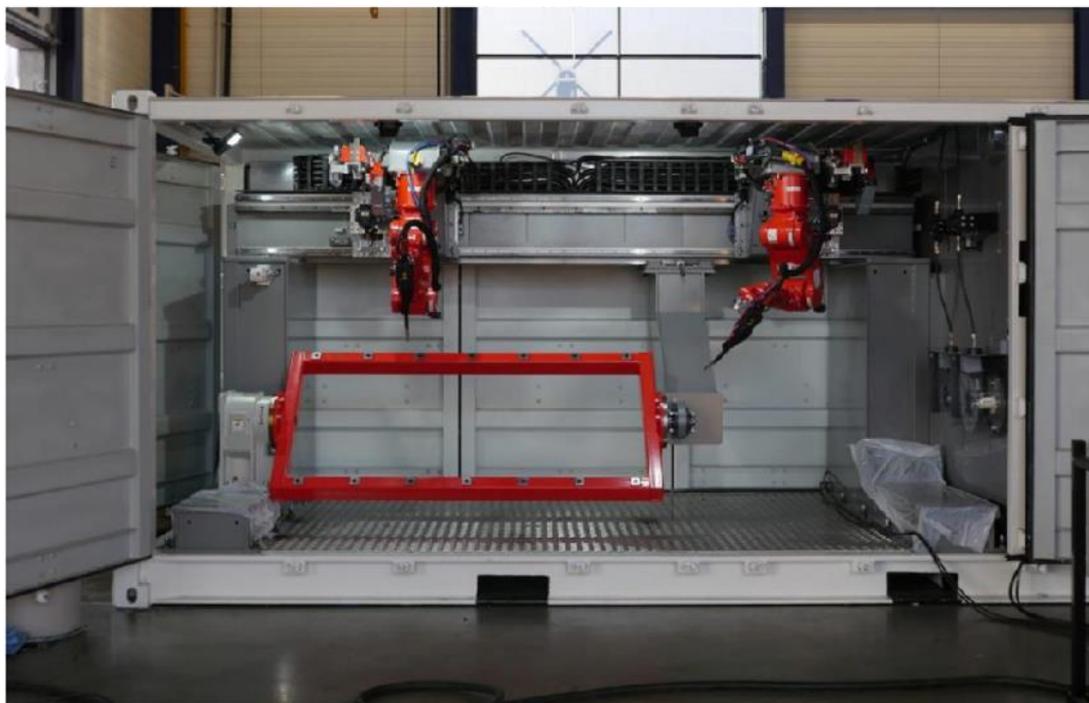
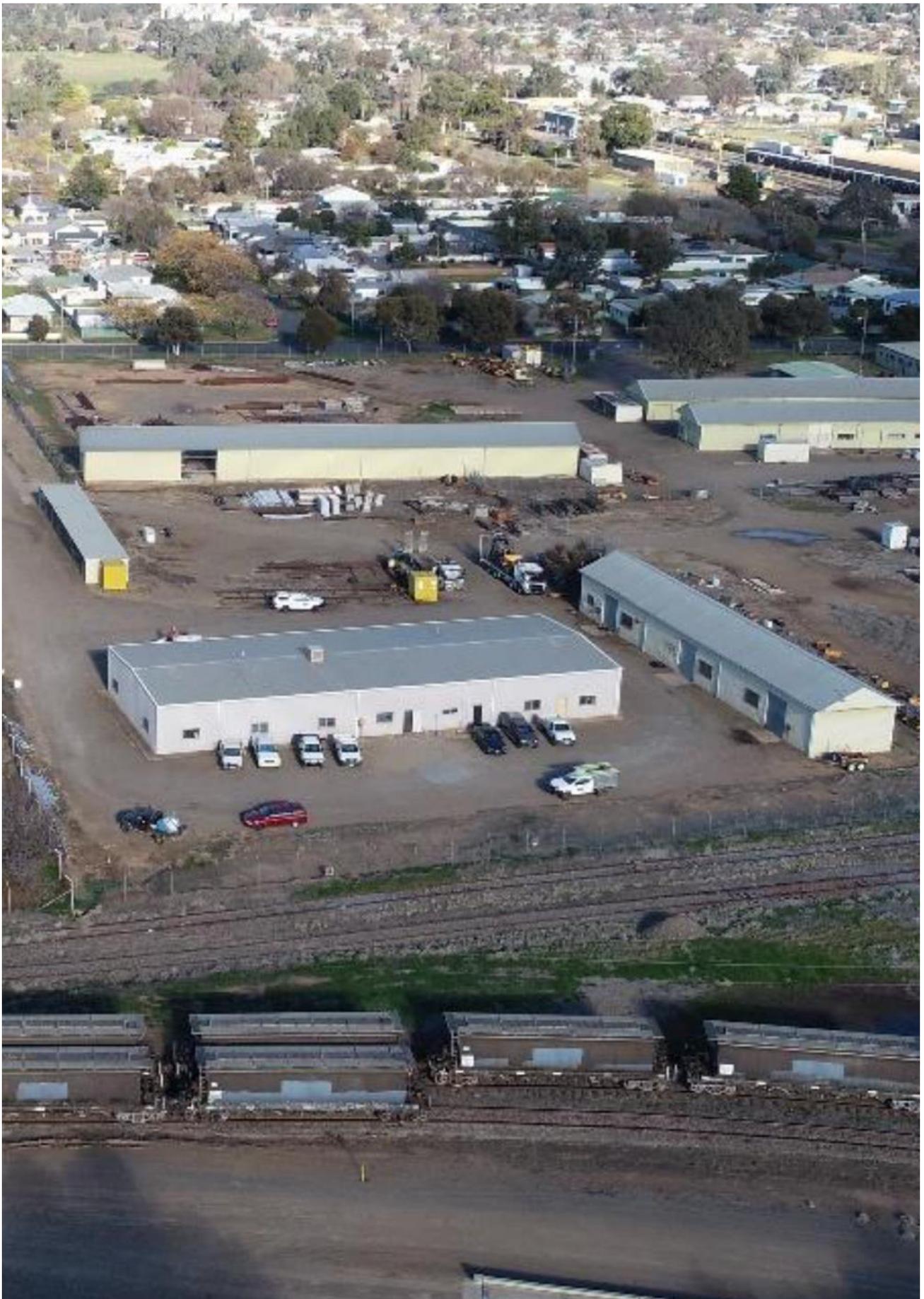


Figure 19: This additive manufacturing "toolbox" provides a portable manufacturing solution to site specific construction and design issues



## Infrastructure and Planning

Infrastructure and planning as a theme explores the physical elements of service provision and land use which Council manages on behalf of the community. It is often the

most visible of Council's services with roads and buildings looming large physically in people's everyday lives.

### Planning Priorities:



## 13. Opportunities to promote active living

### Rationale

Active Living NSW was established in April 2017 as a partnership between NSW Ministry of Health and the National Heart Foundation - NSW Division to support the physical activity and healthy built environment deliverables of the [NSW Healthy Eating and Active Living Strategy](#). It continues key pieces of work previously undertaken by the NSW Premier’s Council for Active Living (PCAL) to promote active living through influencing the physical and social environments in which communities live.

There is growing evidence that demonstrates that the way our built environment is designed and managed has an impact on physical activity. Cities, towns and neighbourhoods that are designed to encourage physical activity can have a significant, positive impact on the health of the community.

“Characteristics of the built environment influence physical activity... In particular, the built environment can shape travel behaviour, including the quantity of walking, cycling, public transport and car travel, as well as the amount of leisure time that is available for other healthy pursuits. The built environment can also facilitate opportunities for recreational physical activity, by providing well maintained and useful open spaces, in addition to safe and amenable streets for non-utilitarian walking and cycling.” ([NSW Healthy Built Environments Program Literature Review](#), 2011, p45).

There is significant opportunity in NSW at both a State and local level to promote healthy built environments that support physical activity, healthy eating and social inclusion.

“The built environment where we live, work and play has a key role in supporting our physical and mental health. Our cities and towns must be places where it is easy for us to

be active every day, as well as where we can easily access fresh and nutritious food - whether it be in local shops or from nearby farms or community gardens.” (Associate Professor Susan Thompson, Professor of Planning; Head of City Wellbeing Program, UNSW; Associate Director, City Futures Research Centre, UNSW). Similarly, the incorporation of trees into streetscapes and open spaces in a coordinated and masterplanned manner can assist in making places more useable, aesthetically pleasing as well lessening the heat island effect associated with urban environments.

### Actions:

- 13.1. Develop with RMS an active transport strategy which will examine how best to promote and increase cycling and walking within the LGA.
- 13.2. Implement the Cootamundra 2050 strategy with regards to establishing community garden spaces and promoting healthy living.
- 13.3. Implement the Cootamundra 2050 Strategy’s focus area of “Centre of Medical Excellence”.



## 14. Opportunities to create a flexible planning system

### Rationale

Striking the balance between a rigid and “flexible” planning scheme is worth considering in great detail, as planning fundamentally stands to mitigate ill effects for humans living and working in close proximity seen in the environmental health and building space. Being open to opportunities does not mean letting development proceed because someone is “giving it a go” and yet will cause significant public harm, however not being able to comply with every clause in a DCP does not mean that a development should be refused or held up for months.

The greatest focus in many Council planning departments and the NSW Government is on residential development, however in regional areas focusing on residential areas draws attention away from the drivers for residential growth being employment and access to services and community infrastructure.

Cootamundra is currently on track to experience a substantial population decline with a significantly aged population. Opportunities for employment, cultural and social infrastructure will encourage families and young people to stay, others to return and even more to consider a tree change to the town.<sup>4</sup> Cootamundra already has amenity and prestige compared to neighbouring towns such as Junee and Young which house large regional employers. The ability to offer part time, casual, flexible work opportunities in Cootamundra will mean that it becomes the natural choice for families with the primary caregiver able to tailor their employment around school and social commitments. To assist this, commercial development restrictions such as minimum parking requirements and hours of operation need to be considered holistically and not as a case by case benchmark.

<sup>4</sup> [Cootamundra 2050 Strategy](#)

Development in the towns, villages and rural lands of CGRC need to be guided by development controls and not restricted by them. Development should be encouraged in all instances except those which will cause harm or impact others unfairly or disproportionately.



Figure 20: With increasing concern about solar farms utilising prime agricultural sites, opportunities exist to establish solar farms (an industrial activity) in partnership with car parking.

Changing climatic conditions mean that stronger controls need to be in place to maximise passive solar heating and cooling of buildings to reduce energy consumption and water usage. Opportunities to increase shade in public open spaces, streetscapes, commercial areas and as integrated components of development of private land must be encouraged. The protection of existing trees in both the urban and rural landscape needs to be incorporated as sustainability elements of developments.

Similarly, protecting and enhancing remnant vegetation should not be viewed as a barrier to development. Offsetting and protecting areas of significant biodiversity value as stewardship sites can provide an additional source of income, enhance scenic values as well as providing habitat and biodiversity reserves. The development of a database of sites suitable for stewardship will not only provide owners and potential purchasers with knowledge and opportunities for offsetting,

enhancing and protecting significant vegetation, the process would also Council in ground truthing mapped areas and identify legislative and knowledge gaps.



*Figure 22: Valuing, enhancing and protecting areas with significant biodiversity values can provide additional income opportunities via stewardship programmes.*

**Actions:**

- 14.1. Create new LEP and DCP documents which combine the former Cootamundra and Gundagai Shires as CGRC to provide certainty and clarity for developers moving forward.
- 14.2. Apply more mixed-use zoning in town and village areas
- 14.3. Review residential land requirements through a residential land monitor.
- 14.4. Improve car parking across Cootamundra and Gundagai with elimination of rear to curb parking and centralised large council car parks, with capacity to be developed with decks in the future.
- 14.5. Ground truth vegetation mapping to create a database of sites suitable for offsetting, stewardship and areas where additional protection measures are required.

## 15. Opportunities to provide access to quality water and sewer infrastructure

### Rationale

CGRC manages two water networks and two sewer networks, with an additional sewer network proposed in the short to medium term.

#### Water

Council collects, treats and services Gundagai with water from the Murrumbidgee River. Provision of water to the tourism focused Five Mile on the Hume Highway and eventually Coolac would be as an extension to the Gundagai water network. The extension of this network would enable the land zoned for development to be adequately serviced to provide additional housing and support opportunities to the local community. A developer servicing plan to enable planning for future requirements of the network and provide funding is to be developed.

The Cootamundra water network is owned, maintained and managed by Council, with water bought in bulk from Goldenfields Water County Council (GWCC) and stored in reservoirs around town. Sourced again from the Murrumbidgee River, the source of water itself is generally viewed as reliable, however the need to pipe the water a significant distance means that the provision of water to Cootamundra is vulnerable to infrastructure breakdown and natural disaster more so than the Gundagai network. Additionally, Cootamundra's reservoirs store only two days of water, which requires a mitigation strategy in case of lack of supply. In order to realise the full development potential as outlined in the strategic planning documents, Council will need to develop a contributions plan for water infrastructure in the Cootamundra area.

The villages of Stockinbingal and Wallendbeen are serviced by GWCC, with the village of Nangus expected to be connected to the GWCC network via Oura in the near future.

It is acknowledged however that reliance on reticulated water without implementing water saving measures and good stormwater management is unsustainable. Water is important to the economy, particularly in terms of agricultural production, and community wellbeing; the whole community must be engaged in its conservation and appropriate and sustainable management. The Riverina Murray Enabling Regional Adaptation Project is a valuable reference document to assist Council and the community in sustainable water management.

#### Sewer

Council manages, treats and maintains the wastewater treatment facilities in both Cootamundra and Gundagai. The treatment plant in Gundagai poses a significant environmental risk in the event of a flood event and is being upgraded. Both sewer networks offer an ability to reuse treated wastewater.

Council seeks to service the village of Stockinbingal with sewer due to the high-water table, small lots and flood risk. None of these are new issues, however the construction of the inland rail between Stockinbingal and Illabo, offers a significant opportunity for growth in the village with employment opportunities. Industrial and commercial development as well as additional residential development will contribute significantly to the environmental risk already posed at Stockinbingal and so a sewer network has become necessary.

### Actions:

- 15.1. Create a contributions plan for water and sewer to ensure that zoned land is able to be adequately serviced.

## Implementation, Monitoring and Reporting

### Implementation

The LSPS sets the long-term land use strategy for CGRC LGA over the next 20 years. To achieve the vision of “opportunities through choice”, amendments need to be made to other Council plans which operate as Council’s delivery mechanism for planning. These plans will draw from the actions as outlined in this document and Council’s previous strategic planning documents including the rural lands strategy, the village strategy and Cootamundra 2050 strategy. These plans and their functions are described below:

- Local Environmental Plan (LEP)

LEPs are the principal statutory document which establishes the planning controls for an LGA. Through zoning, development standards and other local provisions the LEP provides the legal framework to ensure development is appropriate and reflects the communities vision for land use in the LGA.

- Development Control Plan (DCP)

Are non-statutory plans that provide detailed planning and design guidelines, and development controls to support the LEP.

- Contributions Plan

Division 6 of Part 4 of the *Environmental Planning and Assessment Act 1979* gives Council the power to collect contributions from developers toward public infrastructure required as a consequence of their development.

- Development Servicing Plan

CGRC looks after sewer, stormwater and water assets across the LGA (in partnership with Goldenfields Water County Council in some areas). In accordance with the Local Government Act 1993, Council is obligated to provide connection for new development to these services, however there is an onus on new development to pay a proportional fee related to their impact and the upgrade nexus caused by their development. This fee is generally referred to as a headworks charge.

### LEP amendments

Proposed developments which align to the strategic planning direction in the LSPS may require changes to development controls or land use zoning to occur before a development application can be submitted. In this case, an amendment to the LEP would be required.

Amendments to the LEP are subject to planning proposals in accordance with section 3.4 of the *EP&A Act 1979*. Planning proposals to amend the LEP may either be prepared by Council or by applicants. Alignment to the strategic direction within the LSPS will be a significant consideration when determining whether an LEP amendment will proceed.

More information on amendments to the LEP can be found in DPE’s *A Guide to Preparing Planning Proposals*.

## Monitoring and review

Council will monitor, review and report on its Local Strategic Planning Statement to ensure that its planning priorities are being achieved. Council will use the existing Integrated Planning and Reporting (IP&R) framework under the *Local Government Act 1993* for the purpose of monitoring implementation of the LSPS.

Council will commence its first full review of the LSPS in 2022 and again every four years to align the review period with Council's overarching community strategic planning and IP&R under the LG Act.

Regular reviews will ensure that the LSPS reflects the vision the community has for future of CGRC and is aligned to the latest trends and information available about the environment and the community's social and economic needs.

## Funding and investment

The LSPS will play an important role in Council's resourcing strategy, with preparation of strategies and studies required by this plan funded in the 4-year delivery program and annual operational plans.

## Existing governance arrangement and partnerships

CGRC forms the north eastern boundary of the Riverina-Murray Region. Neighbouring Councils of Temora, Junee, Snowy Valleys and Wagga Wagga are a part of the Riverina-Murray Regional Plan, however Wagga Wagga is not a member of the same joint organisation. Instead they are an associate member of the Canberra Region Joint Organisation (CRJO) and Snowy Valleys is a full member of the CRJO. CGRC, Temora and Junee are members of Riverina Eastern Regional Organisation of Councils (REROC). To the north-east, CGRC is bordered by Hilltops and Yass Valley who are a part of the South East Tablelands Regional Plan and members of the CRJO. This complicates CGRC's ability to execute supporting initiatives beyond its borders and to be actively promoted within the region as larger centres such as Wagga Wagga, Young and Canberra monopolise policymakers' time.

Much like the Riverina-Murray Regional Plan failed to deliver any meaningful directions or vision for CGRC, the reality of development in CGRC is that it is very much on its own. Being overlooked and still commanding access to major transport routes offers opportunity for CGRC to innovate outside of the boundaries of Regional Plans or Joint Organisations. The LSPS is a declaration of CGRC's vision and independence and offers the terms in which other Councils who wish to work with us may view. Council will continue to work hard to establish effective partnerships with State government agencies and other organisations to support the realisation of the plan.

Nonetheless Council will continue to engage with its neighbours, regional organisations and other stakeholders to put the vision and plans for CGRC forward. Council is actively committed to regional activities and supports initiatives such as regional library, regional arts and tourism. However, it is considered that connections could be strengthened to the benefit of the entire region by recognising the importance of CGRC in the strategic provision of good transport networks and linkages, including inland rail, varied terrain and farming opportunities, opportunities to provide niche medical training services as a result of the higher percentage of older citizens and recognition of national icons such as Cootamundra Wattle, Dog on the Tuckerbox and birthplace of Don Bradman.

## Implementation of Liveability

### Measures



### Opportunities for a variety of housing options

**CSP:**

- 2.2. Strategic land-use planning is co-ordinated and needs based.
- 3.2. Our built environment supports and enhance liveability.

**Riverina-Murray Regional Plan 2036:**

- 21. Align and protect utility infrastructure investment
- 22. Promote the growth of regional cities and local centres
- 23. Build resilience in towns and villages
- 25. Build housing capacity to meet demand
- 26. Provide greater housing choice
- 27. Manage rural residential development
- 28. Deliver healthy built environments and improved urban design

**Actions:**

By December 2020 Council will:

- 1.1. undertake a Gundagai 2050 strategy to guide the future of the Gundagai Township.

By December 2022 Council will:

- 1.2. produce a land monitor every five years to ensure that there is an availability of different housing types across the community.
- 1.3. implement a zero minimum lot size for the R3-Medium Density Residential Zone to encourage good design outcomes and maximise utilisation of space.
- 1.4. review Section 7.11, 7.12 and Section 64 contributions plans to ensure that developers pay for the provision of infrastructure and facilities as appropriate.
- 1.5. develop a chapter relevant to each village in the Development Control Plan.
- 1.6. review and update the residential chapter/s of the DCP every two years to incorporate best practice and respond to local conditions.
- 1.7. incorporate controls in DCP to build upon the framework and objectives of the Urban Design for Regional NSW as appropriate.

## Opportunities to celebrate and protect our heritage

### CSP:

- 1.2. Public spaces provide for a diversity of activity and strengthen our social connections
- 2.3. Tourism opportunities are actively promoted
- 3.1. The natural environment is valued and protected.

### Riverina-Murray Regional Plan 2036:

- 4. Promote business activities in industrial and commercial areas
- 7. Promote tourism opportunities
- 8. Enhance the economic self-determination of Aboriginal communities
- 22. Promote the growth of regional cities and local centres
- 29. Protect the region's Aboriginal and historic heritage

### Actions:

By December 2023 Council will:

- 2.1. undertake an Aboriginal Heritage and Cultural Places Study, including oral history and anthropological studies.
- 2.2. create a series of recommendations for heritage walking trails across the local government area.
- 2.3. review current local heritage items.
- 2.4. support the adaptive reuse of heritage items for commercial and community purposes.

By December 2025 council will:

- 2.5. support natural heritage themes of the Murrumbidgee River and Cootamundra Wattle.
- 2.6. develop a series of precinct master plans to foster place making that recognise the unique character of heritage areas.

## Opportunities to express yourself and enjoy arts and culture

### CSP:

- 1.1. Our community is inclusive and connected
- 1.2. Public spaces provide for a diversity of activity and strengthen our social connections
- 2.1. The local economy is strong and diverse
- 2.3. Tourism opportunities are actively promoted

### Riverina-Murray Regional Plan 2036:

- 4. Promote business activities in industrial and commercial areas
- 6. Promote the expansion of education and training opportunities
- 7. Promote tourism opportunities
- 22. Promote the growth of regional cities and local centres
- 23. Build resilience in towns and villages
- 28. Deliver healthy built environments and improved urban design

### Actions:

By December 2021 Council will:

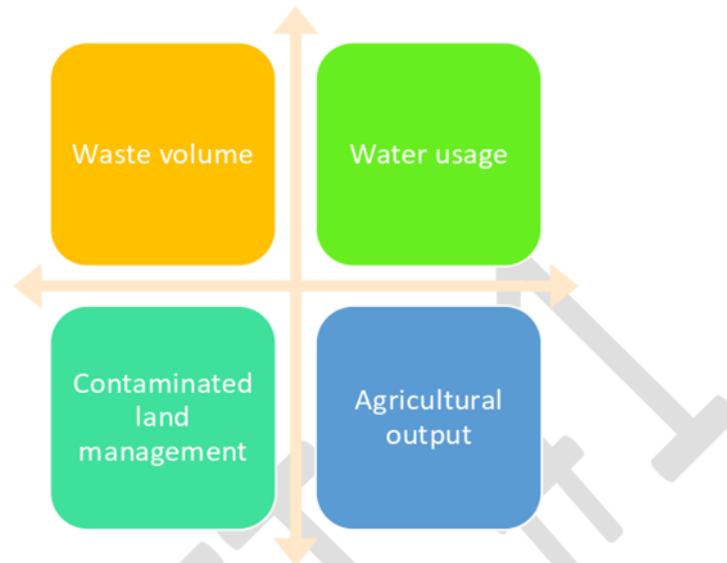
- 3.1. develop exempt provisions to allow for art to be expressed and installed without needing to seek development consent.

By December 2025 Council will:

- 3.2. develop a strategy of using feature street art, colour, vegetation and visual keys as way finding cues to assist active community participation of aged residents for as long as possible.
- 3.3. investigate the feasibility of establishing and promoting a night-time arts and culture tourism economy through development controls and policies that facilitate multi use spaces.
- 3.4. undertake a placemaking strategy to guide land use, events and activities in identified precincts.

## Implementation of Sustainability

### Measures



### Opportunities to protect and enhance agricultural land

**CSP:**

- 2.1. The local economy is strong and diverse
- 2.2. Strategic land-use planning is co-ordinated and needs-based
- 3.1. The natural environment is valued and protected

**Riverina-Murray Regional Plan 2036:**

- 1. Protect the region’s diverse and productive agricultural land
- 2. Promote and grow the agribusiness sector
- 14. Manage land uses along key river corridors
- 15. Protect and manage the region’s many environmental assets

**Actions:**

By December 2021 Council will:

- 4.1. achieve consistency in zoning for agricultural land across the LGA.
- 4.2 allow dual occupancies as an alternate to farm fragmentation.
- 4.3 introduce setbacks from intensive agriculture development to reduce land use conflict.
- 4.4 develop a Forestry zone, including appropriate bushfire management measures, as per the rural lands strategy.
- 4.5 develop specific controls for solar farms and permissibility of landfills.

By December 2025 Council will:

- 4.6 support the development of an agribusiness centre at Coolac.

## Opportunities to adapt to the changing climate

### CSP:

- 3.1. The natural environment is valued and protected
- 3.2. Our built environments support and enhance liveability
- 4.1. Decision-making is based on collaborative, transparent and accountable leadership
- 4.3. CGRC is a premier local government Council

### Riverina-Murray Regional Plan 2036:

- 10. Sustainably manage water resources for economic opportunities
- 13. Manage and conserve water resources for the environment
- 15. Protect and manage the region’s many environmental assets
- 16. Increase resilience to natural hazards and climate change
- 23. Build resilience in towns and villages

### Actions:

By December 2021 Council will:

- 5.1 include climate controls in the development control plan for all development.
- 5.2 develop controls for tree canopy within urban areas and include tree preservation controls in LEP.
- 5.3 consider the climatic impact in Council reports as an environmental impact.

By December 2024 Council will:

- 5.4 develop a policy for residents to convert their verges to garden beds for storm water filtration, drought tolerant planting and/or water wise plantings.
- 5.5 undertake flood modelling and mapping for additional areas within the LGA known to have been impacted by past flood events to develop appropriate land use controls based on risk.



*Cootamundra has an inundation problem – these photos are from 2007-2017*



## Opportunities to be a leader in waste reduction resource recovery and contaminated land management

### CSP:

- 3.1. The natural environment is valued and protected
- 3.2. Our built environments support and enhance liveability
- 4.1. Decision-making is based on collaborative, transparent and accountable leadership
- 4.3. CGRC is a premier local government Council

### Riverina-Murray Regional Plan 2036:

- 11. Sustainably manage water resources for economic opportunities
- 13. Manage and conserve water resources for the environment
- 15. Protect and manage the region’s many environmental assets
- 16. Increase resilience to natural hazards and climate change
- 23. Build resilience in towns and villages

### Actions:

By December 2021 Council will:

- 6.1. develop building waste controls for inclusion in Council’s Development Control Plan.
- 6.2. review controls around permissibility of resource recovery, recycling and resale in certain existing industrial zones.
- 6.3. create a consolidated contaminated land register.
- 6.4. examine and review permissibility of resale facility at Council’s existing waste management facilities.

By December 2025 Council will:

- 6.5. develop a housing design policy to encourage and facilitate sustainable and adaptable building construction and design.
- 6.6. develop controls around the reuse of second-hand building materials in Council’s Development Control Plan.
- 6.7. partner with local land holders and EPA where possible to remediate sites within commercial and residential areas.



## Implementation of Productivity

### Measures



### Opportunities to grow agricultural industries

**CSP:**

- 2.1. The local economy is strong and diverse
- 2.2. Strategic land-use planning is co-ordinated and needs-based

**Actions:**

- By December 2025 Council will:
- 7.1. implement the CGRC Rural Lands Strategy in full.

**Riverina-Murray Regional Plan 2036:**

- 2. Promote and grow the agribusiness sector
- 3. Expand advanced and value-added manufacturing
- 4. Promote business activities in industrial and commercial areas.
- 16 Increase resilience to natural hazards and climate change.
- 23. Build resilience in towns and villages.

## Opportunities to foster agritourism

### CSP:

- 2.1. The local economy is strong and diverse
- 2.2. Strategic land-use planning is co-ordinated and needs-based
- 2.3. Tourism opportunities are actively promoted

### Riverina-Murray Regional Plan 2036:

- 2. Promote and grow the agribusiness sector
- 7. Promote tourism opportunities
- 22. Promote the growth of regional cities and local centres

### Actions:

By December 2025 Council will:

- 8.1. implement the CGRC Rural Lands Strategy in full.
- 8.2. implement the CGRC economic development strategy.
- 8.3. develop a CGRC agritourism strategy.

## Opportunities to support the freight network

### CSP:

- 2.1. The local economy is strong and diverse
- 2.2. Strategic land-use planning is co-ordinated and needs-based
- 3.2. Our built environments support and enhance liveability

### Riverina-Murray Regional Plan 2036:

- 17. Transform the region into the eastern seaboard's freight and logistics hub
- 18. Enhance road and rail freight links
- 20. Identify and protect future transport corridors

### Actions:

By December 2025 Council will:

- 9.1. implement the Cootamundra 2050 Strategy's focus area of "Inland Port"
- 9.2. apply initiatives from the CGRC Villages Strategy 2018 which target industrial and freight development.
- 9.3. develop a masterplan for Coolac which targets highway freight and interchange facilities.
- 9.4. undertake enabling works to improve storm water drainage across Coolac.
- 9.5. develop a strategy to develop Stockinbingal as a rail and road interchange.
- 9.6. incorporate measures into DCP to require service and connector roads to limit disruption and potential for traffic conflict to the arterial road network.



## Implementation of Technology

### Measures



### Opportunities for future technologies

**CSP:**

- 2.1. The local economy is strong and diverse
- 2.2. Strategic land-use planning is co-ordinated and needs-based

**Riverina-Murray Regional Plan 2036:**

- 4. Promote business activities in industrial and commercial areas
- 22. Promote the growth of regional cities and local centres

**Actions:**

By December 2021 Council will:

- 10.1. identify sites for future electric vehicle fast charging points.
- 10.2. review its community participation plan to include communication via social media and email as additional notification options.

By December 2023 Council will:

- 10.3. consider additions and alterations such as aerial delivery points be considered as exempt development.
- 10.4. explore the possibility and risk involved in allowing off grid electricity production and storage via batteries as exempt development.

## Opportunities to be the centre of medical excellence

### CSP:

- 1.3. Our community members are healthy and safe
- 2.2. Strategic land-use planning is co-ordinated and needs-based
- 2.4. Our local workforce is skilled and workplace ready

### Riverina-Murray Regional Plan 2036:

- 5. Support the growth of the health and aged care sectors
- 6. Promote the expansion of education and training opportunities
- 22. Promote the growth of regional cities and local centres

### Actions:

By December 2025 Council will:

- 11.1. implement the Cootamundra 2050 Strategy's focus area of "Centre of Medical Excellence."

## Opportunities for micro-manufacturing

### CSP:

- 2.1. The local economy is strong and diverse
- 2.2. Strategic land-use planning is co-ordinated and needs-based

### Riverina-Murray Regional Plan 2036:

- 3. Expand advanced and value-added manufacturing
- 4. Promote business activities in industrial and commercial areas

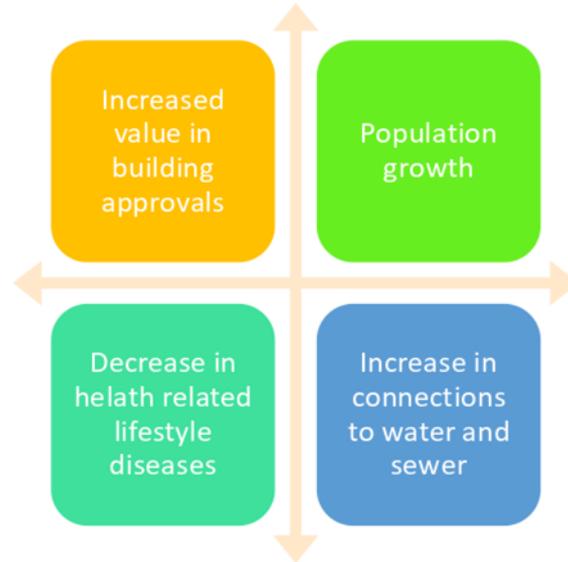
### Actions:

By December 2021 Council will:

- 12.1. review the controls within its LEP to allow certain micro manufacturing and associated buildings to be permissible in commercial zones as well as industrial and mixed-use zones.
- 12.2. allow micro manufacturing which does not involve the use of dedicated buildings and/or spaces and which does not produce offensive noise, odour or sound as a permissible use in the residential area as a home business.
- 12.3. allow production facilities contained in modified shipping containers such as horticulture be permissible in industrial and mixed-use zones and as ancillary in commercial zones – for example microgreens for a restaurant.

## Implementation of Infrastructure and Planning

### Measures



### To promote active living

**CSP:**

- 1.3. Our community members are healthy and safe
- 2.2. Strategic land-use planning is co-ordinated and needs-based
- 3.2. Our built environments support and enhance liveability
- 4.3. CGRC is a premier local government Council

**Riverina-Murray Regional Plan 2036:**

- 5. Support the growth of the health and aged care sectors
- 6. Promote the expansion of education and training opportunities
- 22. Promote the growth of regional cities and local centres
- 28. Deliver healthy built environments and improved urban design.

**Actions:**

By December 2025 Council will:

- 13.1. develop with RMS an active transport strategy which will examine how best to promote and increase cycling and walking within the LGA.
- 13.2. implement the Cootamundra 2050 strategy with regards to establishing community garden spaces and promoting healthy living.
- 13.3. implement the Cootamundra 2050 Strategy's focus area of "Centre of Medical Excellence"

## Opportunities to create a flexible planning system

### CSP:

- 2.1. The local economy is strong and diverse
- 2.2. Strategic land-use planning is co-ordinated and needs-based
- 3.2. Our built environments support and enhance liveability
- 4.1. Decision making is based on collaborative, transparent and accountable leadership
- 4.2. Active participation and engagement in local decision making
- 4.3. CGRC is a premier local government Council

### Riverina-Murray Regional Plan 2036:

- 4. Promote business activities in industrial and commercial areas
- 16. Increase resilience to natural hazards and climate change
- 22. Promote the growth of regional cities and local centres
- 23. Build resilience in towns and villages
- 26. Provide greater housing choice
- 28. Deliver healthy built environments and improved urban design

### Actions:

By December 2021 Council will:

- 14.1. create new LEP and DCP documents which combine the former Cootamundra and Gundagai Shires as CGRC to provide certainty and clarity for developers moving forward.
- 14.2. apply more mixed-use zoning in town and village areas
- 14.3. review residential land requirements through a residential land monitor.

By December 2024 Council will:

- 14.4. improve car parking across Cootamundra and Gundagai with elimination of rear to curb parking and centralised large council car parks, with capacity to be developed with decks in the future.
- 14.5. Ground truth vegetation mapping to create a database of sites suitable for offsetting stewardship and areas where additional protection measures are required.

## Opportunities to provide access to quality water and sewer infrastructure

### CSP:

- 2.2. Strategic land-use planning is co-ordinated and needs-based
- 2.3. Tourism opportunities are actively promoted

### Riverina-Murray Regional Plan 2036:

- 10. Sustainably manage water resources for economic opportunities
- 13. Manage and conserve water resources for the environment
- 23. Build resilience in towns and villages

### Actions:

By December 2021 Council will:

- 15.1 create a contributions plan for water and sewer to ensure that zoned land is able to be adequately serviced.

## References

### Relevant studies, plans and documents

CGRC Community Participation Plan 2019  
CGRC Rural Lands Strategy 2019  
CGRC Section 7.12 Fixed Development Consent Levy Contributions Plan 2018  
CGRC Villages Strategy 2018  
Cootamundra 2050 Strategy  
Cootamundra Development Control Plan 2013  
Cootamundra Local Environmental Plan 2013  
Draft GANSW Greener Places Design Guide 2019  
GANSW Better Placed Design Guide 2018  
Gundagai Local Environmental Plan 2011  
Murray Murrumbidgee Climate Change Snapshot 2014  
NSW Climate Change Policy Framework  
NSW Future Transport Strategy 2056  
Riverina Murray Enabling Regional Adaptation Project 2017  
Riverina-Murray Regional Plan 2036  
Urban Design for Regional NSW 2020

**8.4.2 PROPOSED HYDROXY AIRLISS COMBUSTION SYSTEM**

DOCUMENT NUMBER	332867
REPORTING OFFICER	Phillip McMurray, General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b> 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The Report on the Hydroxy Airless Combustion system be noted.**

Introduction

Following a recent presentation to Council on the 28th July, 2020 at a Councillor Workshop, Council officers are investigating the merits of entering into an appropriate agreement and facilitate the proposed Hydroxy Airless Combustion System project.

Whilst that information is being gathered to form a further report to Council, this report provides details of how the application may consider proceeding with the Planning process.

Discussion

In determining the appropriate planning pathway for this proposal, it is necessary to provide a Categorisation for the development. Categorisation is based on the predominant purpose of the proposal. This proposal has been categorised as a *waste and resource management facility* as demonstrated below:

It is understood that the primary definition of this process (in planning terms) is **waste and resource management facility** means any of the following:

- (a) a resource recovery facility,
- (b) a waste disposal facility,
- (c) a waste or resource transfer station,
- (d) a building or place that is a combination of any of the things referred to in paragraphs (a)–(c).

**waste disposal facility** means a building or place used for the disposal of waste by landfill, **incineration** (*emphasis added*) or other means, including such works or activities as recycling, resource recovery and other resource management activities, energy generation from gases, leachate management, odour control and the winning of extractive material to generate a void for disposal of waste or to cover waste after its disposal

The proposal is considered to be designated and integrated development; the trial would not be considered to be State Significant Development; however, the full scale model may be considered to be State Significant Development.

The proposal is considered to be **designated development** as defined in Schedule 3 of the Environmental Planning and Assessment Act, 1979:

**32 Waste management facilities or works**

- (1) *Waste management facilities or works that store, treat, purify or dispose of waste or sort, process, recycle, recover, use or reuse material from waste and;*
- (a) *that dispose (by landfilling, incinerating, storing, placing or other means) of solid or liquid waste;*
    - (i) *that includes any substance classified in the Australian Dangerous Goods Code or medical, cytotoxic or quarantine waste, or*
    - (ii) *that comprises more than 100,000 tonnes of “clean fill” (such as soil, sand, gravel, bricks or other excavated or hard material) in a manner that, in the opinion of the consent authority, is likely to cause significant impacts on drainage or flooding, or*
    - (iii) *that comprises more than 1,000 tonnes per year of sludge or effluent, or*
    - (iv) *that comprises more than 200 tonnes per year of other waste material, or*
  - (b) *that sort, consolidate or temporarily store waste at transfer stations or materials recycling facilities for transfer to another site for final disposal, permanent storage, reprocessing, recycling, use or reuse and;*
    - (i) *that handle substances classified in the Australian Dangerous Goods Code or medical, cytotoxic or quarantine waste, or*
    - (ii) *that have an intended handling capacity of more than 10,000 tonnes per year of waste containing food or livestock, agricultural or food processing industries waste or similar substances, or*
    - (iii) *that have an intended handling capacity of more than 30,000 tonnes per year of waste such as glass, plastic, paper, wood, metal, rubber or building demolition material, or*
  - (c) *that purify, recover, reprocess or process more than 5,000 tonnes per year of solid or liquid organic materials, or*
  - (d) *that are located:*
    - (i) *in or within 100 metres of a natural waterbody, wetland, coastal dune field or environmentally sensitive area, or*
    - (ii) *in an area of high watertable, highly permeable soils, acid sulphate, sodic or saline soils, or*
    - (iii) *within a drinking water catchment, or*
    - (iv) *within a catchment of an estuary where the entrance to the sea is intermittently open, or*
    - (v) *on a floodplain, or*
    - (vi) *within 500 metres of a residential zone or 250 metres of a dwelling not associated with the development and, in the opinion of the consent authority, having regard to topography and local meteorological conditions, are likely to significantly affect the amenity of the neighbourhood by reason of noise, visual impacts, air pollution (including odour, smoke, fumes or dust), vermin or traffic.*

(2) *This clause does not apply to:*

(a) *development comprising or involving any use of sludge or effluent if:*

(i) *the dominant purpose is not waste disposal, and*

(ii) *the development is carried out in a location other than one listed in subclause (1)(d), above, or*

(a1) *artificial waterbodies located on relevant irrigation land, or*

**Note.**

*The term **relevant irrigation land** is defined in clause 38.*

(b) *development comprising or involving waste management facilities or works specifically referred to elsewhere in this Schedule, or*

(c) *(Repealed)*

As a designated development an Environmental Impact Statement is required to be prepared. Schedule 2 of the Environmental Planning and Assessment Act, 1979 outlines the requirements for the process and preparation of Environmental Impact Statements. The first step in the process is for the applicant to make a written application to the Planning Secretary for the environmental assessment requirements with respect to the proposed statement.

The proposal is also considered to be **integrated development** as it requires an environmental protection licence from the NSW Environment Protection Authority. Depending on the selected site, additional referrals, approvals and licenses may be required. Division 4.8 of Part 4, Environmental Planning and Assessment Act, 1979 provides the approvals, licences and concurrences that constitute integrated development.

Furthermore, being a waste facility, the matter is one for which the Regional Planning Panel is the determining authority.

It is suggested that the applicant undertake a planning focus meeting with all stakeholders and agencies to provide a project overview, hear concerns and garner consolidated support.

**8.4.3 DEVELOPMENT APPLICATION APPROVED JULY 2020**

DOCUMENT NUMBER	332276
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b> 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with the provisions of the Environmental Planning and Assessment Act, 1979 and relation legislation.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The information on Development Applications Approved in July 2020 be noted.**

Introduction

The Development Applications Approved in July 2020 Report is submitted for information of the Council and community regarding development applications processed.

Discussion

The following development applications were approved by Cootamundra-Gundagai Regional Council in July 2020.

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
DA.2020.35	New Transportable Dwelling	Lot 202, DP1182787, 575 Nangus Road, Gundagai.
DA.2020.65	New Shed	Lot 2, DP533480, 24 Warren Street Cootamundra.
DA.2020.66	New Shed	Lot 18 Sec B, DP4840, 6-8 Betts Street Cootamundra.
DA.2020.73	Change of Use	Lot B, DP373166, 59 Olney Street Cootamundra.
DA.2020.76	New Storage Shed	Lot 3, DP262495, 44 O'Hagan Street Gundagai.
DA.2020.77	New Dwelling	Lot 1, DP1202121, 123 Salt Clay Road, Cootamundra.
DA.2020.82	Dwelling alterations/additions & new shed	Lot 12, DP38061, 151 Hanley Street, Gundagai.
DA.2020.83	New Shed	Lot 3, DP668490, 35 Parker Street, Cootamundra.

DA.2020.85	Dwelling alterations/additions	Lot 1, DP1103273, 36 Hanley Street, Gundagai.
DA.2020.86	New Shed	Lot 3, DP746100, 2 Rathmells Lane, Cootamundra.
DA.2020.87	New Dwelling	Lot 11, DP1021588, 1776 Adelong Road, Tumblong.
DA.2020.94	Dwelling alterations/additions	Lot 3, DP345971, 67 Hurley Street, Cootamundra.
DA.2020.98	New Dwelling	Lot 56, DP1173450, 10 Banjo Paterson Place, Gundagai.

**VALUE OF WORK REPORTED TO THIS MEETING: \$1,727,161.00**  
**VALUE OF WORK REPORTED YEAR TO DATE : \$1,727,161.00**

THIS TIME LAST YEAR:

VALUE OF WORK –July 2019 - \$1,812,139.00

VALUE OF WORK – YTD 2019 - \$1,812,139.00

**8.5 REGULATORY SERVICES**

Nil

## 8.6 ASSETS

8.6.1 INTEGRATED WATER CYCLE MANAGEMENT STRATEGY	
DOCUMENT NUMBER	332909
REPORTING OFFICER	Bill Moore, Consultant Engineer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b></p> <p>3.2 Our built environments support and enhance liveability</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"> <li>1. The Role and Purpose of the Project Reference Group <a href="#">↓</a></li> <li>2. Draft CGRC Integrated Water Cycle Management Issues Paper <a href="#">↓</a></li> </ol>

### RECOMMENDATION

1. **The Report on the Integrated Water Cycle Management Strategy and role and Purpose of the Project Reference Group and CGRC Integrated Water Cycle Management Issues Paper attached to the report, be received and noted.**
2. **Council determine the membership of the Project Reference Group including, if desired, potential community representatives.**

### Introduction

NSW water utilities, usually councils, are required to prepare and implement an Integrated Water Cycle Management (IWCM) Strategy. This Strategy is designed to guide and inform the operation of Council's water supply and sewerage schemes with a view to:

- 'Right-size' any necessary infrastructure projects and identify best-value IWCM scenario on a Triple Bottom Line (TBL) basis
- Water supply security and mitigation of exposure to drought and climate variability
- Sustainable water supply and sewerage implemented
- Fair pricing of services, appropriate water and sewerage tariffs, full cost recovery and strong pricing signals to encourage efficient use of services
- Drinking water quality is fit for purpose
- Recycled water is fit for purpose



The strategy will include a thirty (30) year Total Asset Management Plan (TAMP) and 30 year Financial Plan (FP) for water and sewerage assets. Combined with a Strategic Business Plan (SBP) the TAMP and FP are reviewed and updated every 4 years. An adopted and operational IWCM is essential for Council's ability to transfer funds from the water and sewerage funds to the general fund.

### Discussion

As part of the development of the IWCM, NSW Public Works Authority (PWA) has prepared a Draft Issues Paper (copy attached). This paper is the result of considerable investigation into the water and sewerage assets and operations in both Cootamundra and Gundagai along with a review of the provision of these services in the villages within the LGA.

The paper then highlights and discusses the shortfalls and failings discovered during this investigation that need to be addressed by Council; these Issues are summarised in a number of tables.

A copy of the Draft IWCM has been forwarded to the Department of Primary Industries and Environment – Water (DPIE Water) for comment.

The next stage in this process is to investigate options to address the listed issues and determine the most appropriate actions to be taken. To assist in the facilitation of this process, a Project Reference Group (PRG) is needed. The roles and responsibilities of members of this Group are set out in the attached Information Sheet 4.

Membership of the PRG will include representatives from PWA (the Consultants and Facilitators), DPIE Water (the Regulators) NSW Health and Goldenfields Water. Suggested other representatives are:

- Manager of Assets;
- 2 x Councillors;
- 2 x community representatives (1 each from Cootamundra and Gundagai);
- 2 x water and sewerage operational staff (1 each from WandS operations in Cootamundra and Gundagai).

It is recommended that Council note the draft Issues Paper (attached) and determine the membership of the Project Reference Group including, if required, potential community representatives.



Information sheet 4

## The role and purpose of the Project Reference Group

### WHAT IS A PROJECT REFERENCE GROUP?

A Project Reference Group (PRG) comprises key stakeholders that assist the Integrated Water Cycle Management (IWCM) process in developing a workable long term urban water service strategy. The PRG facilitates community involvement in identifying problems and evaluating solutions.

### THE ROLE OF THE PRG

Stakeholder input is required for the IWCM process to achieve its objectives. The PRG encourages discussion, debate and consideration of a wide variety of views and opinions. The key function of the PRG is to guide the IWCM process towards a solution that best meets community and customer expectations and needs.

Essentially, the PRG will:

- provide input on all existing and potential issues that affect the community relating to provision of the urban water service over the next 30 years
- help identify suitable options for managing these issues
- evaluate and compare scenarios built from mixes of options on the basis of their social, environmental and economic impacts (refer to Information Sheet 6)
- review the evaluation and comparison of scenarios in the IWCM Strategy to determine the preferred scenario to recommend for adoption and implementation by the water utility.

Involving the PRG throughout the IWCM process encourages local ownership and maximises the broader community acceptance of the IWCM outcomes. It also promotes transparency and public accountability.

### WHO SHOULD BE IN A PRG?

The PRG should represent a cross section of the community and foster ownership of the process across the utility and community. In broad terms, members should represent groups that are involved with the urban water service issues and the options and scenarios used to find solutions to the issues.

Membership of the PRG also includes urban water service related representatives from the utility, local council(s), relevant State Government agencies, technical advisers and in most cases a consultant.

Apart from technical and government members in the PRG, representation can come from the following interest/ community groups:

- environmental
- Indigenous community
- water service customers
- catchment management
- property developers
- local industry and business

The NSW Office of Water is a separate office within the Department of Environment, Climate Change and Water



## DUTIES OF PRG MEMBERS

PRG members:

- should be reasonably available to attend meetings and workshops
- should prepare for the meeting by reading material distributed in advance to ensure they understand what will be discussed at the workshop and are prepared to make decisions
- are encouraged to participate in discussions during the meetings by expressing their opinions and providing comments, suggestions and feedback on any matter relating to the IWCM process and documentation
- should present information representing their group, not simply their own opinion
- should support the consensus of the majority of the PRG
- should respect confidentiality, if required, of matters discussed in meetings
- should confirm the accuracy and integrity of minutes of meetings
- should disseminate information and outcomes from the meeting where possible.

## THE WORKSHOPS

PRG members must not be asked to undertake the technical aspects of the study. Technical work is the role of the consultant and/or utility. PRG members are to provide stakeholder input to the process and to represent the wider community. Technical aspects of the IWCM are put to the PRG for discussion, consideration and comment. This takes place during three stages of the IWCM process.

PRG members should be provided with the agenda and report(s) before each meeting. Prior to the first workshop, the consultant and/or utility should prepare a draft IWCM Evaluation, covering background information and descriptions of the urban water service issues.

## PRG WORKSHOP 1

Workshop 1 addresses issues. The objectives of workshop 1 are to:

- help the PRG understand the IWCM process
- outline the roles and responsibilities of representatives
- summarise the draft IWCM Evaluation findings, particularly the IWCM issues
- identify any other PRG related IWCM issues and discuss urban water service targets, including levels of service.

Concerns or uncertainty about targets, including levels of service, may require a separate PRG workshop.

The consultant and/or utility then complete the IWCM Evaluation. The issues are compared to work being done already or formally adopted by the utility, by developing the 'business as usual' scenario. The consultant (and/or utility) then prepares a list of all technically feasible options to address remaining issues not covered by the 'business as usual' scenario.

## PRG WORKSHOP 2

Workshop 2 addresses considering options. The objectives of workshop 2 are to:

- consider the list of all feasible options to address the remaining issues
- remove any options not considered to be locally suitable (short-listing)
- identify relevant community objectives that can be included in the comparison of full scenarios ('traditional' and 'integrated') if a Detailed IWCM Strategy is developed.

Short-listing options provides for removal of those options that, after careful consideration, are clearly not locally suitable, not relevant, or are not financially justified on their own or when compared to other options to solve an issue on the basis of social, environmental and economic considerations.

As the final cost of a scenario, reflected in the Typical Residential Bill (TRB), is highly relevant to the water service customers, options with high costs should be further considered, especially where they are required only to address issues related to targets or agreed levels of service that are not essential for the local water utility. Such options may need to be reviewed to see whether the related issue and target are essential or if they could be reduced or removed. Undertaking this step prior to formally developing the preliminary scenarios can help in keeping the final cost of the TRB at a more affordable level.

The consultant/utility then bundles sufficient short-listed options into scenarios to address the remaining IWCM issues. Not all the available short-listed options will normally be required when building scenarios. No set number of scenarios is required, as long as the IWCM process is followed and at least two 'integrated' scenarios are developed if a Detailed Strategy is undertaken. The number of scenarios needed to address the remaining issues relate to the type of issues and type of short-listed options available. Consideration should be given to preparing a 'simplified' scenario if there will be no new significant capital works within the next 10 years. Use of this scenario only requires the development of a Simplified IWCM Strategy.

## PRG WORKSHOP 3

Workshop 3 addresses scenarios. The objectives of workshop 3 are to:

- review the IWCM scenarios developed using the short-listed options and confirm that all the IWCM issues are addressed (Simplified and Detailed IWCM strategies)
- consider the additional benefits of the full scenarios based on community objectives if a detailed IWCM Strategy is developed
- review the full scenarios if a detailed IWCM Strategy has been developed and rank them to show the best scenario – the one that addresses the issues and provides the best overall social, environmental and economic outcomes.

No comparison is required with the 'business as usual' or 'simplified' scenarios.

In addition to these PRG workshops, other meetings may be needed for the steering committee and/or government agencies on specific matters.

**DUTIES OF THE PRG CONVENER**

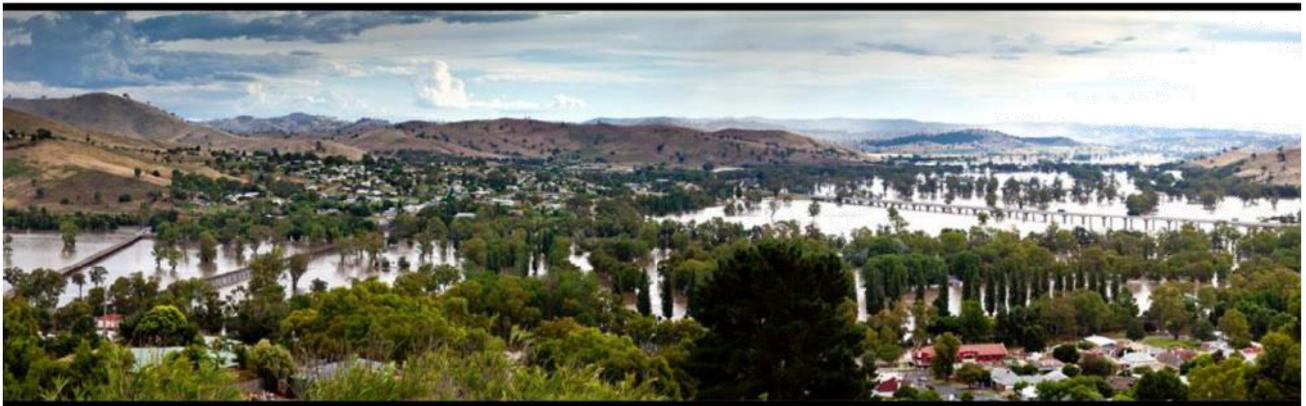
The PRG convener’s duties are to:

- organise the PRG workshops
- ensure the agenda is prepared and sent to all members before the scheduled meeting
- ensure that all relevant material for the meeting is provided in advance to all PRG members
- ensure that minutes of completed workshops are taken appropriately and a draft is distributed to PRG members before the next meeting
- ensure that the meeting flows smoothly and focuses on the agenda items
- ensure the timeliness of the meeting
- ensure the meeting venue is convenient and accessible
- ensure opportunity is available for every member present to express their opinion.

The NSW Office of Water recommends that all PRG meetings are independently facilitated to maximise the opportunity for each member to contribute effectively.

**FURTHER INFORMATION**

For further information, or to discuss any aspect of the Integrated Water Cycle Management process, please contact your NSW Office of Water regional Water Utility Officer. Contact details can be found on the ‘Contact Us’ page of [www.water.nsw.gov.au](http://www.water.nsw.gov.au). For more general IWCM enquiries or information email [information@water.nsw.gov.au](mailto:information@water.nsw.gov.au).



## Cootamundra-Gundagai Regional Council

### Integrated Water Cycle Management Issues Paper



Report Number: WSR-18035  
June 2020

*A division of the Department of Finance, Services and Innovation*

# Cootamundra-Gundagai Regional Council

## Gundagai Region

### Integrated Water Cycle Management

### Issues Paper

Report Number: WSR-18035

Document Control

Version	Author	Reviewer	Approved for issue	
			Name	Date
Draft V1	G. Clemens	G. Fernandes	Glenn Fernandes	10/08/2018
Draft V2	J Blaikie	G. Fernandes	Glenn Fernandes	13/09/2019
Draft V3	J Blaikie	G. Fernandes	Glenn Fernandes	14/02/2020
Draft V4	J Blaikie	G. Fernandes	Glenn Fernandes	22/05/2020
Draft V5	J Blaikie	W. Moore	Glenn Fernandes	1/06/2020

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Cover image: Flooding at Gundagai in Dec 2010 ([http://www.ozbc.net/tr\\_murdec2010.html](http://www.ozbc.net/tr_murdec2010.html))

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Report No. WSR-18035

Asset Advisory | Heritage | Project + Program Management | Assurance | Procurement | Engineering | Planning | Sustainability  
 Developments | Buildings | Water Infrastructure | Roads + Bridges | Coastal | Waste | Emergency Management | Surveying



## Executive Summary

In May 2016 Gundagai Shire amalgamated with Cootamundra Shire to form Cootamundra-Gundagai Regional Council (CGRC). The Local Government Area (LGA) is in the South West Slopes area of NSW, north-west of Canberra. Cootamundra-Gundagai Regional Council provides reticulated water and sewerage services to Gundagai and Cootamundra. Council commissioned the preparation of an IWCM Strategy to comply with the NSW Government's Best-Practice Management of Water Supply and Sewerage Framework. This report provides a summary of the issues and all the outcomes from items 2 to 7 of DPIE Water's IWCM checklist.

### Water Supply and Sewerage Schemes

Council supplies potable water through the Gundagai and Cootamundra water supply schemes. Water supply to the villages of Stockinbingal and Wallendbeen is reticulated by Goldenfields Water County Council (GWCC). Council provides reticulated sewerage services to the town of Gundagai and Cootamundra.

The villages of Nangus, Muttama, Tumbalong, Coolac, Burra and Gundagai rural have private water supplies and on-site sewage management systems. Stockinbingal and Wallendbeen also have on-site sewage management systems.

### Population and demographic projections

The projections for the Gundagai service area are limited to an initial estimated community population and a final population for a low growth scenario and a high growth scenario.

**Table S1: Projected permanent population in Gundagai**

2017	2047 Low growth scenario	2047 High growth scenario
1,751	2,123	2,420

The serviced area, customer locations and growth strategy were able to be defined for Cootamundra and therefore the serviced population and dwelling projections were able to be undertaken. A small amount of growth has been forecast in the serviced population for Cootamundra and the projected serviced population is summarised in Table S2.

**Table S2: Projected serviced permanent population in Cootamundra**

Service	2018	2019	2024	2029	2034	2039	2044	2049
Water	5,559	5,561	5,574	5,586	5,599	5,612	5,625	5,637
Sewer	5,574	5,576	5,589	5,602	5,614	5,627	5,640	5,653

### Water Demand Analysis and Projection

A water demand analysis is undertaken to calculate the unit demands, estimate the non-revenue water and forecast the following demands:

- Average (rainfall) year demands – for revenue planning
- Dry year demands – to assess drought security
- Peak day demands – to assess system reliability.

Information on the water consumption patterns for the three schemes is provided in Table S3

**Table S3: CGRC water consumption patterns**

Scheme	Unit	Gundagai	Cootamundra
Residential to non-residential demand split	%	77%:23%	78%:22%
Non-revenue water	L/connection/day	120	81
Unit consumption per person	L/person/day	338	272
Unit residential average internal demand	L/connection/day	383	406
Unit residential peak day demand	L/connection/day	2,964	1,237

The 30-year forecasts for the Gundagai water supply based on Council's growth forecast are provided in Table S4.

**Table S4: Water demand forecast – Gundagai WSS**

	2017 Estimate	Low Growth Scenario	High Growth Scenario
Peak day demand (ML/day)	3.8	4.2	4.5
Average year Production (ML/year)	493	542	582
Dry year Production (ML/year)	556	613	658

The 30-year forecasts for the Cootamundra water supply based on Council's growth forecast are provided in Table S5.

**Table S5: Water demand forecast – Cootamundra WSS (ML)**

	2018	2019	2024	2029	2034	2039	2049
Average year	755.0	755.8	759.8	763.9	768.0	772.1	780.5
Dry year	849.1	850.5	857.6	864.7	871.9	879.1	893.8
Peak day	6.5	6.5	6.6	6.6	6.7	6.7	6.8

**Sewer load analysis and projections**

A sewer load analysis is undertaken to assess the unit loadings and the average dry weather flow for the sewerage schemes. The results of the sewer load analysis are summarised in Table S6.

**Table S6: Assessed sewer flows and loadings**

	Gundagai STP	Cootamundra STP
ADWF (kL/day)	500	1,350
Sewer Equivalent People (EP)	2,500	6,518
Residential : Non-residential EP split	58%:42%	78%:22%
Hydraulic loading (L/EP/day)	200	207

The 30-year sewer load forecasts for the Gundagai sewerage scheme based on Council's nominated growth, are provided in Table S7

**Table S7: Sewer load forecast – Gundagai sewerage scheme**

	2017	2047 low growth	2047 high growth
Total EP	2,500	2,871	3,168
Projected ADWF (kL/day)	500	574	634

The 30-year sewer load forecasts for the Cootamundra sewerage scheme based on Council's projected growth are provided in Table S8

**Table S8: Sewer load forecast – Cootamundra sewerage scheme**

	2018	2019	2024	2029	2034	2039	2049
Total EP	6,543	6,554	6,608	6,662	6,716	6,769	6,876
Projected ADWF (kL/day)	1,352	1,355	1,366	1,377	1,388	1,399	1,421

**IWCM Issues**

The water and sewerage system issues that have been identified through the analyses are outlined in Table S9 to Table S11.

**Table S9: General IWCM issues**

Issue Type	Target for Compliance	Issue
Regulatory	Environmental Planning and Assessment Act 1979	Updates to LEP and related documents are required to document expected growth and enable the: <ul style="list-style-type: none"> <li>- Documentation of the expected number of new dwellings</li> <li>- Identification of suitable development areas</li> <li>- Re-zoning of land if any is required</li> </ul>
	Local Government Act 1993	Council has not complied with annual reporting requirements (No data available for 2017/18 in the DPIE Water database on 1 October 2019)
	Work Health and Safety Act 2011	<ul style="list-style-type: none"> <li>- Regular safety inspections of facilities are not undertaken by staff and management</li> <li>- It is not known whether Council has implemented policies and procedures needed to comply with the due diligence requirements</li> </ul>
Contractual agreements	Agreement with Goldenfields Water	<ul style="list-style-type: none"> <li>- Council does not compile annual reports for Goldenfields Water specified in the water supply agreement</li> </ul>
Levels of Service	CRM	Information required to assess performance against LOS is not available
	Drought security	<ul style="list-style-type: none"> <li>- The drought level of service for Cootamundra is different to that of Gundagai</li> </ul>



Issue Type	Target for Compliance	Issue
Business performance	Development Contributions	There are no development contributions charged in Gundagai
	Development rates	There is no growth strategy for Gundagai
	Maintenance and renewals	There has been substantial underinvestment in maintenance and renewals

**Table S10: Water supply system issues**

Issue Type	Target for Compliance	Issue
<b>Gundagai Water Supply</b>		
Performance	Data collection	<ul style="list-style-type: none"> <li>- Manually collected flow data is prone to errors and difficult to compile, visualise and analyse</li> <li>- Records show more water is sold than produced, therefore there is an issue with either the production meter or the customer meters</li> </ul>
	Renewals	<ul style="list-style-type: none"> <li>- The raw water pumping system has components requiring maintenance</li> <li>- Substantial sections of the trunk mains are in very poor condition</li> </ul>
<b>Cootamundra Water Supply</b>		
Regulation	Public Health Act 2010	Low frequency manual testing of chlorine residual increases the duration of low chlorine concentration events
	Work Health and Safety Act 2011	Re-chlorination is undertaken using pool chlorine, this is a hazardous activity for staff
Contractual agreement	Goldenfields Water	<p>Agreement requires review to ensure</p> <ul style="list-style-type: none"> <li>- consistency between values and units</li> <li>- consistency between sections of the document</li> <li>- drought security conditions are appropriate</li> <li>- NRW target can be reached affordably</li> </ul> <p>Council is unable to demonstrate compliance with peak day flow limits due to lack of consistent daily bulk supply monitoring</p> <p>Council has not submitted annual reports Goldenfields Water as required by the agreement</p>

Issue Type	Target for Compliance	Issue
Performance	Data collection	<ul style="list-style-type: none"> <li>- Manually collected flow data is prone to errors, has lots of missing points and is difficult to compile, visualise and analyse</li> <li>- Many water meters are nearing the end of their economic life</li> </ul>
	Renewals	<p>Reservoir 1</p> <ul style="list-style-type: none"> <li>- Internal fixtures corroded</li> <li>- Pipework is at end of service life</li> <li>- Telemetry “would benefit from modernisation”</li> </ul> <p>Reservoir 2</p> <ul style="list-style-type: none"> <li>- Valves and pipework at end of service life</li> <li>- Requires detailed internal inspection to assess corrosion</li> </ul> <p>Customer meters</p> <ul style="list-style-type: none"> <li>- 30% of the customer meters were installed in 2002/03 and are expected to reach the end of their economic life in the next few years</li> </ul>
	Outage resilience	Reservoir capacity is less than peak day demand, there is little buffer in the event of bulk supply difficulties
Levels of Service	Main breaks	Very high frequency of main break
	Drought	<ul style="list-style-type: none"> <li>- Cootamundra has spent 40% of the last 17 years on water restrictions</li> <li>- Drought security different to Gundagai</li> </ul>

**Table S11: Sewerage system issues**

Issue Type	Target for Compliance	Issue
Regulatory	License	<ul style="list-style-type: none"> <li>- Non-compliances due to failure to undertake required sampling or report results of sampling</li> <li>- Council unable to locate annual returns including the flow records for reuse schemes</li> </ul>
	RWMP	Council does not have recycled water management systems for the effluent reuse schemes
	Backflow / cross connection policy	Backflow / cross connection policy required, policy must include the regular testing of devices and the logging of test results
<b>Gundagai Sewerage Scheme</b>		
Performance	Power reliability	Blackouts frequently occur during floods
	Flooding	<ul style="list-style-type: none"> <li>- STP is located on flood prone land and was inundated during the 2010 and 2012 floods</li> <li>- Royal SPS is located on flood prone land</li> </ul>
	Maintenance	<ul style="list-style-type: none"> <li>- Cleaning of Maccas SPS required</li> <li>- Package SPS near Primary School in poor condition for age</li> </ul>
	Renewals	<ul style="list-style-type: none"> <li>- Boys Club SPS internal fixtures</li> <li>- Maccas SPS internal fixtures</li> <li>- Primary School SPS electricals</li> </ul>



Issue Type	Target for Compliance	Issue
Performance	STP	<ul style="list-style-type: none"> <li>- The trickling filter heads no longer functioning,</li> <li>- The trickling filter tank cracked and leaking</li> <li>- The inlet works were very labour intensive to maintain, and not performing their role effectively</li> <li>- Maturation ponds were very green indicating inefficient nutrient removal</li> <li>- The clarifier had ceased to function</li> <li>- Sedimentation flow weir is ineffective when one or both SPS pump to the STP</li> <li>- There is no inflow meter</li> </ul>
Levels of Service	Telemetry	Limited SPS telemetry means that Council cannot monitor operations to ensure that LOS are maintained
Regulatory	Section 60 approval	Council does not have Section 60 approval for the Gundagai STP
	Wet weather performance	STP shutdown during major floods
<b>Cootamundra sewerage scheme</b>		
Performance	SPS	Pump stations require vegetation management to ensure safe access and enable inspection
		Betts ST <ul style="list-style-type: none"> <li>- internal fixtures are corroded and need replacement</li> <li>- the dry well appeared wet</li> <li>- would "benefit from refit"</li> </ul>
		Airport PS allows stormwater into the system due as the lid is flooded during wet weather and leaks
		Kings Drive PS valves require replacement
	Rising main	sewer rising main from the Betts Street SPS may have no functional gas release valves, increasing corrosion of the STP inlet works
	Wet weather	Very high infiltration in 2016/17, no evidence that cause has been identified or remediated
	STP	<ul style="list-style-type: none"> <li>- alum dosing system is in poor condition</li> </ul>
Regulatory	OSSM waste	Only septic effluent can be accepted and that discharged to be in the present "old" sludge lagoon. Council needs to have an approved agreement with the discharger, and that agreement needs this DPIE Water concurrence.
	STP	<ul style="list-style-type: none"> <li>- Grease trap waste was received at STP and this is not allowed</li> <li>- Council does not know if the STP has Section 60 approval</li> </ul>
	SPS	Backflow prevention devices require annual testing and the results must be logged
	Liquid trade waste policy	Policy yet to be implemented



**Table S11: Un-serviced and partly serviced communities**

Issue Type	Target for Compliance	Issue
Public Health	OSSM	<ul style="list-style-type: none"> <li>- OSSMs are not inspected</li> <li>- Lot sizes in Stockinbingal and Wallendbeen are insufficient to meet the buffer areas distances for OSSMs</li> </ul>



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## 1 The IWCM Strategy

### 1.1 Purpose

The Integrated Water Cycle Management (IWCM) Strategy addresses two elements of the Best-Practice Management of Water Supply and Sewerage Framework and is a local water utility's (LWU's) 30-year strategy for the provision of appropriate, affordable, cost-effective and sustainable urban water services that meet community needs and protect public health and the environment. A local water utility's (LWU's) peak planning documents for its water supply and sewerage businesses are its current IWCM Strategy and its current SBP. The IWCM Strategy and SBP need to be prepared every 8 years on a rotation of every 4 years.

The IWCM Strategy:

- Identifies the water supply and sewerage needs of a LWU
- 'Right sizes' any infrastructure projects and determines their priority
- Identifies the lowest level of stable Typical Residential Bill (TRB) to meet the levels of service
- Includes a 30-year Total Asset Management Plan and Financial Plan.

### 1.2 Process

The process of preparing an IWCM Strategy follows the 2014 Department of Industry (DoI) Water IWCM Strategy Check List and broadly includes the following:

- Preparation of an IWCM Issues Paper
- Evaluation of feasible options
- Creation of IWCM Scenarios
- Triple bottom line assessment of the scenarios
- Developing the IWCM Strategy
- Preparation of a Total Asset Management Plan and Financial Plan.

### 1.3 IWCM Issues Paper

The IWCM Issues Paper presents the analysis that have been undertaken and summarises the IWCM Issues that have been identified through the analysis. The following are inputs to the IWCM Issues Paper:

- Water Service Objectives and Targets
- Growth strategy
- Existing systems
- Water cycle analysis
- Existing system performance assessment
- Assessment of unserved areas.

Public Works Advisory (PWA) has been engaged to complete the IWCM Strategy for the communities in the Cootamundra Gundagai Local Government Area (LGA).

## 2 Introduction

### 2.1 Cootamundra-Gundagai Regional Council

In May 2016 Gundagai Shire amalgamated with Cootamundra Shire to form Cootamundra-Gundagai Regional Council (CGRC). The Local Government Area (LGA) is in the South West Slopes area of NSW, north-west of Canberra and the closest regional centre is Wagga Wagga.

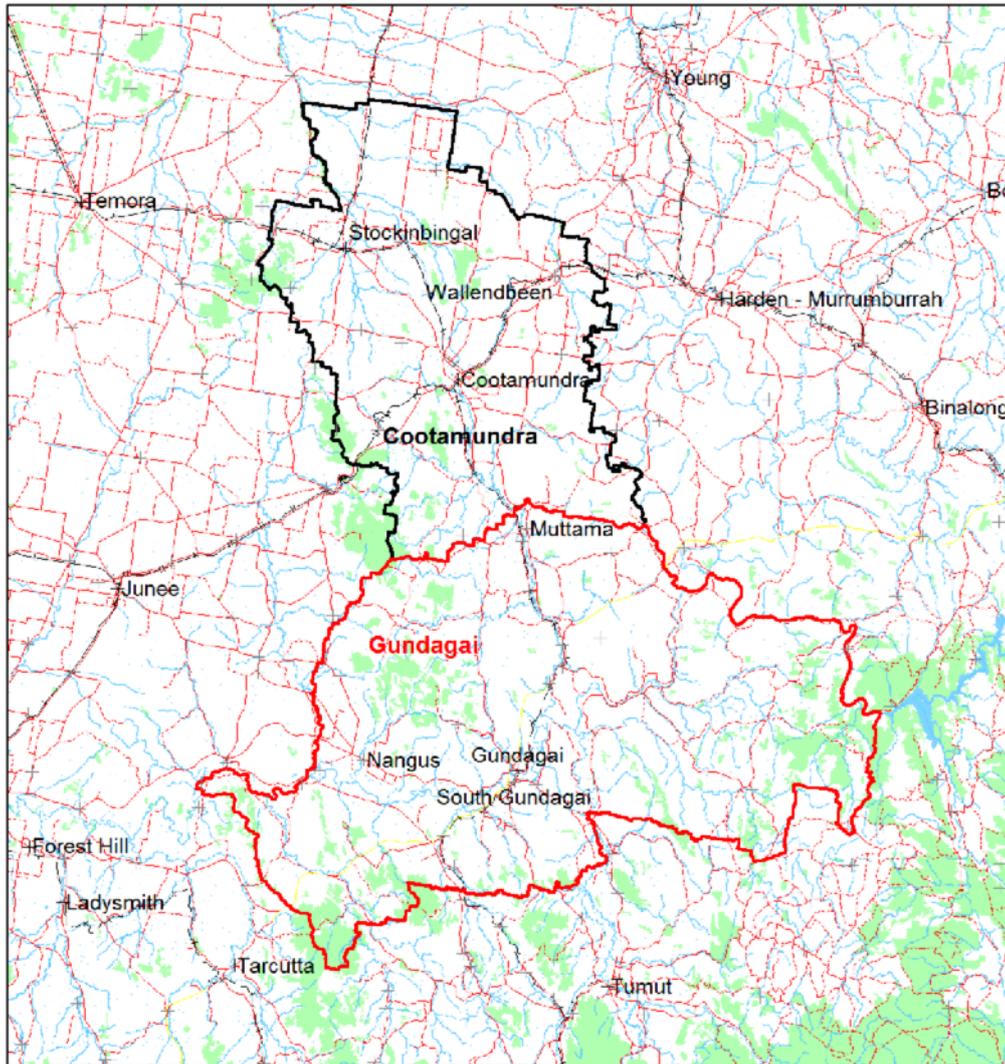


Figure 2-1: Map of Cootamundra-Gundagai Regional Council area

### 2.2 Communities

Cootamundra-Gundagai Regional Council provides reticulated water and sewerage services to Gundagai and Cootamundra. Several other communities and some rural areas are supplied

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Asset Advisory | Heritage | Project + Program Management | Assurance | Procurement | Engineering | Planning | Sustainability  
 Developments | Buildings | Water Infrastructure | Roads + Bridges | Coastal | Waste | Emergency Management | Surveying



with potable water by Goldenfields Water County Council (Goldenfields or GWCC) or private water supplies. The serviced and unserviced communities are listed in Table 2-1.

**Table 2-1: Communities by former Council and Services**

Former LGA Name	Area (km2)	Community	Water supply	Sewerage
Cootamundra Shire Council	1,524	Cootamundra	Cootamundra	Cootamundra
		Stockinbingal	Goldenfields Water County Council	On-site sewage management systems
		Wallendbeen	Goldenfields Water County Council	
		Cootamundra Rural	Some Goldenfields Water County Council, some private	
Gundagai Shire Council	2,458	Gundagai	Gundagai	Gundagai
		Nangus	Private	On-site sewage management systems
		Muttama	Private	
		Tumalong	Private	
		Coolac	Private	
		Burra	Private	
		Gundagai Rural	Private	

## 3 Operating environment

The delivery of urban water services including water supply, sewerage and stormwater services is subject to many legislative and regulatory requirements, guidelines, contractual obligations for delivery of services and other external and internal factors, collectively referred to as the operating environment. An IWCM issue will arise if there is a failure to meet the legal obligations or agreed levels of service in water supply and sewerage servicing including:

- Legislative and regulatory requirements (health requirements, WHS, EPA Licence)
- Levels of service targets (as agreed with customers)
- Contractual and agreed arrangements (for example conditions defined in a Memorandum of Understanding (MoU))
- Best Practice Management criteria

The operating environment compliance situation is analysed in this section to identify the IWCM issues.

### 3.1 Regulatory and Contractual Compliance Requirements

Council operates two sewage schemes (Gundagai and Cootamundra), one water scheme (Gundagai) and one water reticulation system (Cootamundra) under the Local Government Act, 1993. The residents outside the designated service areas are responsible for their own on-site sewerage management systems (OSSMS) and either supplied with water by Goldenfields or are required to provide their own water.

The Local Government Act and other pieces of legislation influence the way in which Council can provide the urban water and wastewater services and have specific implications for the operation of the schemes. Table 3-1 provides the details of the status of compliance with the legislative and regulatory requirements by the Council.

**Table 3-1: Legislative requirements**

Key Legislative Framework and their main purposes	Council current performance and future targets
<b>Local Government Act (1993)</b>	
<p>This Act aims to provide the legal framework for an effective, efficient, environmentally responsible, and open system of Local Government including the provision, management and operation of water supply and sewerage works and facilities. It covers:</p> <ul style="list-style-type: none"> <li>- Section 60 - proposal approvals for water or sewage treatment works construction and for effluent and biosolids reuse</li> <li>- Section 61 - inspections of water and sewage treatment works</li> <li>- Section 64 - developer charges</li> <li>- Section 68 - provide an approval to applications to discharge trade waste to Council's sewerage system</li> <li>- Section 90 (2) - concurrence on liquid trade waste approvals</li> <li>- Section 428 - annual reporting</li> </ul>	<p>These Legislative and regulatory targets are generally met by Council.</p> <p><b>Section 60</b></p> <ul style="list-style-type: none"> <li>- Council has approval for the Gundagai water treatment plant</li> <li>- Council does not have approval for the Gundagai sewage treatment plant as it was built prior to 1993.</li> <li>- Cootamundra sewage treatment plant was upgraded significantly in 1993/94, Council is unsure whether Section 60 approval was applied for or granted. <b>Issue</b></li> </ul> <p><b>Section 61</b></p> <ul style="list-style-type: none"> <li>- Council complies with the DPIE Water inspections requirements</li> <li>- Inspection report noted that grease trap waste was being accepted at Cootamundra STP this is not allowed <b>Issue</b></li> </ul> <p><b>Section 64</b></p> <ul style="list-style-type: none"> <li>- There are no developer charges plan for Gundagai <b>Issue</b></li> <li>- Cootamundra has a developer charges plan, and fees are charged</li> </ul> <p><b>Section 68</b></p> <ul style="list-style-type: none"> <li>- Council is in the process of implementing trade waste charges See Section 9.4</li> </ul> <p><b>Section 428</b></p> <ul style="list-style-type: none"> <li>- Council has not complied with annual reporting requirements (No data available for 2017/18 in the DPIE Water database on 1 October 2019) <b>Issue</b></li> </ul>



Key Legislative Framework and their main purposes	Council current performance and future targets
<b>Environmental Planning and Assessment Act (1979) (incl. the EPA Regulation 2000).</b>	
<p>This Act aims to encourage proper management of resources, the orderly use of land, the provision of services, and the protection of the environment. It covers:</p> <ul style="list-style-type: none"> <li>- Local Environmental Plans (LEP)</li> <li>- Environmental Impact Statement (EIS)</li> <li>- Reviews of Environmental Factors (REF)</li> </ul>	<p>Council generally complies with EPA act. Preparation of DCP under Section 72 of the EPA act and supplements provisions of Gundagai Local Environmental Plan 2011 and Cootamundra Local Environmental Plan 2013.</p> <p>Updates to LEP required for Gundagai to account for expected growth. <b>Issue</b></p> <p>EIS for effluent reuse schemes completed</p>
<b>Public Health Act (2010)</b>	
<p>This Act aims to promote, protect and improve public health; by providing safe drinking water to the community. It requires a Local Water Utility to have a Drinking Water Management Plan (DWMP) in place. Councils performance against the DWMP was checked by:</p> <ul style="list-style-type: none"> <li>- reviewing the raw water quality received at the plant</li> <li>- the performance of the plant against the critical control points</li> <li>- review of the reticulated water quality</li> </ul> <p>The Act also requires that utilities ensure that all water provided is “safe”, for non-potable water, this is interpreted as:</p> <ul style="list-style-type: none"> <li>- water must be fit for purpose</li> <li>- appropriate facilities and management systems must be in-place to ensure that public health is protected</li> </ul>	<p>Council has an overall DWMS with separate subplans for the Cootamundra supply scheme and the Gundagai supply scheme.</p> <p>The system was completed in March 2019 and so no annual reviews have been undertaken yet.</p> <p>Council does not have a Recycled Water Management System (RWMS) for the recycling schemes, though the end user agreement with the Gundagai Golf Course appears to cover most of the requirements See Section 6.3. Council is in the process of constructing a new STP at Gundagai and a RWMS will be prepared along with Section 60 approval, when finalising the new STP. <b>Issue</b></p>
<b>Water Management Act (2000)</b>	
<p>This Act promotes the sharing of responsibility for the sustainable and efficient use of water between the NSW Government and water users and provides a legal basis to manage NSW water planning, allocation of water resources and water access entitlements.</p>	<p>Cootamundra-Gundagai Regional Council has water licenses to extract water from the Murrumbidgee regulated water to supply the town of Gundagai. See Section 5.2</p> <p>The supply for Cootamundra is included in the Goldenfields Water Access License y.</p>
<b>Protection of the Environment Operations Act (1997)</b>	
<p>This Act introduces an approach to protect the environment. It is a powerful tool for regulating sewerage and trade waste by local water utilities and facilitating compliance with the utility’s conditions of approval for liquid trade waste discharges to the sewerage system.</p>	<p>Council has an EPA licenses for the STPs at Gundagai (license number 1721) and Cootamundra (license number 1603). There have been several compliance <b>issues</b> in recent years.</p>



Key Legislative Framework and their main purposes	Council current performance and future targets
	Council has Pollution Incident Response Management Plans for the Gundagai and Cootamundra STPs.
<b>Work Health and Safety Act 2011 and WHS Regulation 2011</b>	
<p>This Act has an objective to provide a consistent framework to secure the health and safety of workers and workplaces. SafeWork NSW provides guidance to employers on the recommended steps to ensure compliance with their obligations under the act and regulation.</p>	<p>Council does not undertake regular WHS inspections at the plants, (see section 16.1.2). <b>Issue</b></p> <p>It is unknown whether Council has implemented any of the other policies and/or procedures to ensure that they are meeting their obligations under the act. <b>Issue</b></p>

### 3.2 Contractual agreements

#### 3.2.1 Water Supply Agreement Between Goldenfields Water County Council and Cootamundra-Gundagai Regional Council

The Water Supply Agreement Between Goldenfields Water County Council and Cootamundra-Gundagai Regional Council was implemented on 1 November 2016 and is scheduled for review by 1 November 2020. The full agreement is included in Appendix A.2.

Council must compile annual reports for Goldenfields Water detailing:

- residential commercial, industrial, and agricultural demand
- analysis of residential usage
- for top 10 customers:
  - number of each connections
  - size of each connection
  - water usage

**Issue:** Council is does not appear to compile these reports

The levels of service to be provided by Goldenfields are:

- Drought security:
  - in the event that Goldenfields allocation is reduced due to drought, the bulk customer will incur a pro-rata reduction
- Average annual demand:
  - 200 kL/residential property
- Peak day demand:
  - 2.5 kL/property
- Water quality:
  - water of a quality that meets the Australian Drinking Water Guidelines (ADWG)
- Interruptions
  - Provide 7 days' notice of planned bulk supply interruption
  - Maximum of 24 hours interruption of supply for planned interruptions
  - Maximum of 16 hours interruption of supply for unplanned interruptions
- Goldenfields limit of responsibility
  - the downstream end of the Goldenfields meter, on the inlet pipe of the reservoir

The parties will co-operate in the preparation of the drought management plan, the levels of restrictions and water conservation measures will be consistent between the regional and the local drought management plan

The agreement has several **issues** including:

- discrepancies between units and values, for example peak day demand target is listed as 2.5% of the average day rather than 250% of average day or 2.5 kL/property per day
- discrepancies between sections, for example the average annual demand is listed as 200 kL/property in the levels of service section, and 200 kL/residential property in the performance targets section
- the drought security condition does not account for the difference between the estimated dry year demand and the unrestricted licensed extraction, this means that it is more onerous than necessary to meet the restricted licensed extraction as long as the dry year demand is lower than the unrestricted licensed extraction.

The levels of service and performance targets in Table 3-2 will be used in this IWCM.

**Table 3-2: Assumed Goldenfields levels of service and performance targets**

Parameter	Unit	Target
Water losses	% of bulk supply	5%
Average annual residential consumption	kL/assessment	200
Peak day residential consumption	kL/assessment	2.5
Total annual bulk water supplied	ML/year	1400-1800

### 3.2.2 End user agreement with Bidgee Banks Golf Course

Council supplies the Bidgee Banks Golf Course with treated effluent for irrigation. The main conditions of the end user agreement between Council and the Bidgee Banks Golf Course are:

- Irrigation may commence between 8 PM and 9 PM after all players are off the course
- Irrigation must cease before 3 AM
- There must be a minimum withholding period of 4 hours
- Effluent irrigation of other sporting facilities will cease
- Signs warning that effluent irrigation is undertaken, and the relevant hygiene principles should be followed are to be displayed
- There are specific rules for effluent irrigation during wet and/or windy weather
- Inspections by greenkeepers are to be undertaken daily
- Golf Club is to allow water quality and soil monitoring to be undertaken by those engaged by Council

## 4 Water Services Objectives and Targets

### 4.1 Objectives

A typical list of objectives relevant to the management of the urban water services has been provided in Table 4-1 and Table 4-2 for consideration by Council staff and the Project Reference Group (PRG). Each objective has one or more Service Standard (or Design Basis) drawn from legislation, best practice guidelines, and industry practice.

It should be noted that the objectives and targets would have a direct and significant influence on the future direction and management of the urban water services, hence allowing the identification of issues. Further it is noted that meeting agreed objectives and targets incurs cost, which needs to be recovered through typical residential bills and developer charges, and hence needs to be considered in the context of the community's preferences and ability to pay (i.e., affordability). Thus, it is expected that CGRG will use the draft typical list as the starting point in its consultation with the PRG/Community and establish through the consultation process an agreed set of objectives and the associated Key Performance Indicators (KPIs) and targets.



**Table 4-1: Cootamundra-Gundagai Shire Council's Water Supply Service Objectives and Targets – Draft**

Objective	Service Standard (Design Basis)	Performance Indicator	Cootamundra Target	Gundagai Target
<b>Water supply security</b>				
Adequate potable water for current and future generations with reasonable level of restrictions	Surface Water – 5/10/10 rule based on 95 <sup>th</sup> percentile dry year demands: <ul style="list-style-type: none"> <li>Water restrictions are in place for no more than 5% of the time</li> <li>Water restrictions occur on average once every 10 years</li> <li>During water restrictions, demand is reduced by 10%</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of restrictions</li> <li>Total percentage duration of drought related restrictions</li> <li>Average number of drought related Level 3 restrictions.</li> </ul>		
Water extraction licence limits not exceeded	Projected town water supply extraction is within the upper limit of the water extraction licence and meets any license conditions.	<ul style="list-style-type: none"> <li>Annual volume of water extracted.</li> </ul>	N/A	1,250 ML/year
<b>Drinking water quality</b>				
Protects public health	<ul style="list-style-type: none"> <li>100% compliance with the ADWG for health based parameters.</li> <li>Compliance with the DWMS</li> </ul>	<ul style="list-style-type: none"> <li>Number of boil water alerts</li> <li>Non-compliances reported in annual DWMS audit.</li> </ul>		
Aesthetically fit for purpose	% compliance with the ADWG for aesthetic parameters	Number of customer complaints: <ul style="list-style-type: none"> <li>Discoloured water complaints</li> <li>Complaints of taste</li> <li>Complaints of odour</li> </ul>		

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Objective	Service Standard (Design Basis)	Performance Indicator	Cootamundra Target	Gundagai Target
<b>Reliability of supply infrastructure</b>				
Limit supply interruptions	Asset condition rating (default rating 2)	Number of unplanned service interruptions due to asset failure: <ul style="list-style-type: none"> <li>Main breaks</li> <li>Water service failure</li> </ul>		
Maintain Continuous Service Availability	Workforce resourcing	Response time to incidents <ul style="list-style-type: none"> <li>Major main burst</li> <li>Minor main burst</li> <li>Water service failure</li> </ul>		
Maintain adequate pressure	Treatment and distribution system capacity designed to supply 95 <sup>th</sup> percentile Peak Day Demand.  Minimum pressure at customer tap of 15m when delivering 0.1 L/s and meeting the Peak Day Demand.	Number of incidents causing complaints about pressure.		
Provide adequate firefighting capability	System can supply 10 L/s for 4 hours when supplying peak day demands while maintaining adequate pressure.	Percentage of urban area with firefighting facilities.  Percentage of system capable of meeting fire engine requirements.		



**Table 4-2: Cootamundra-Gundagai Shire Council's Sewerage Service Objectives and Targets – Draft**

Objective	Service Standard (Design Basis)	Performance Indicator	Cootamundra Target	Gundagai Target
<b>Reliability of collection and treatment infrastructure</b>				
Maintain Continuous Service Availability	Asset condition rating (default rating 2)	Number of unplanned service interruptions due to asset failure: <ul style="list-style-type: none"> <li>• Backup of sewage into properties</li> <li>• Overflow due to pump failure</li> <li>• Main blockage/collapse</li> </ul>		
	Workforce resourcing	Response time to incidents <ul style="list-style-type: none"> <li>• Moderate/major spill</li> <li>• Minor spill/blockage</li> </ul>		
<b>Protect the Environment and Receiving waters</b>				
System Performance	<ul style="list-style-type: none"> <li>• Compliance with the EPL</li> <li>• Contain 8 hours sewage load @ADWF within each SPS</li> <li>• Rainfall event with a 20% AEP</li> <li>• Compliance with biosolids guidelines</li> <li>• Reduce effluent discharge from the STP</li> <li>• Minimise odours</li> </ul>	<ul style="list-style-type: none"> <li>• Non-compliances with EPL</li> <li>• Number of overflows @ADWF</li> <li>• Number of overflows for the selected rainfall event</li> <li>• Non-compliances</li> <li>• % effluent reuse</li> <li>• Number of odour complaints</li> </ul>		
Effluent reuse quality	Comply with the Recycled Water Management System (RWMS)	<ul style="list-style-type: none"> <li>• Non-compliance to the RWMS</li> </ul>		

## 4.2 Customer relationship management (CRM) system

Council provided a summary of the customer complaints and inquiries that relate to water and wastewater in Cootamundra and Gundagai for the period from September 2016 to 26 September 2019. The information provided was:

- Records enquiries:
  - Water Meters – 1
  - Effluent Water (enquiry regarding volume of treated effluent used on Gundagai Golf Course) – 1
  - General Water Supply – 76
- Service Requests:
  - Sewerage Issues – 200
  - Water Mains – 170
  - Water Meters – 482
  - Water Pressure – 23
  - Water Quality – 270.

This information is insufficient to assess performance against the levels of service.

## 5 Water Supply Systems

### 5.1 Water catchments

Cootamundra and Gundagai lie in the Murrumbidgee River Catchment. The major dam upstream of Cootamundra and Gundagai is Burrinjuck (south-west of Yass), Gundagai is further downstream and so can also access flows from Blowering (south-east of Tumut).

#### 5.1.1 Murrumbidgee Catchment

The Murrumbidgee catchment in southern NSW has many significant wetland habitats of international ecological importance and a diverse climate, ranging from the alpine conditions of the Snowy Mountains to the semi-arid conditions of the Riverina Plains.

The catchment is 84,000 square kilometres, with land use dominated by extensive agriculture and grazing occupying 64 per cent of the catchment. Major water users include local water utilities, forestry, tourism, and agriculture, including rice, dairy, wool, wheat, beef, lamb, grapes and citrus.

The Murrumbidgee catchment is shown in Figure 5-1.

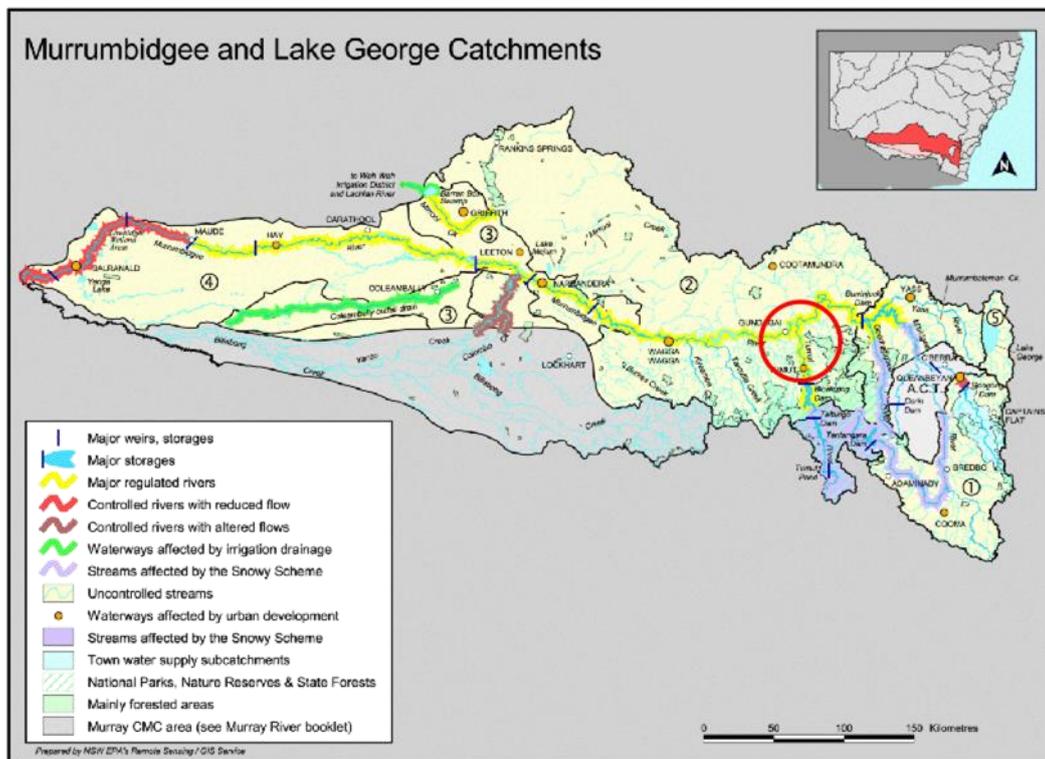


Figure 5-1: Murrumbidgee River Catchment

#### 5.1.2 Murrumbidgee Regulated River Water Source Water Sharing Plan

Gundagai extracts water from the Murrumbidgee River section managed under the Water Sharing Plan for the Murrumbidgee Regulated River Water Source 2016, this plan is due for renewal or replacement in 2026. A map of the catchment upstream Gundagai is included in Figure 5-2.

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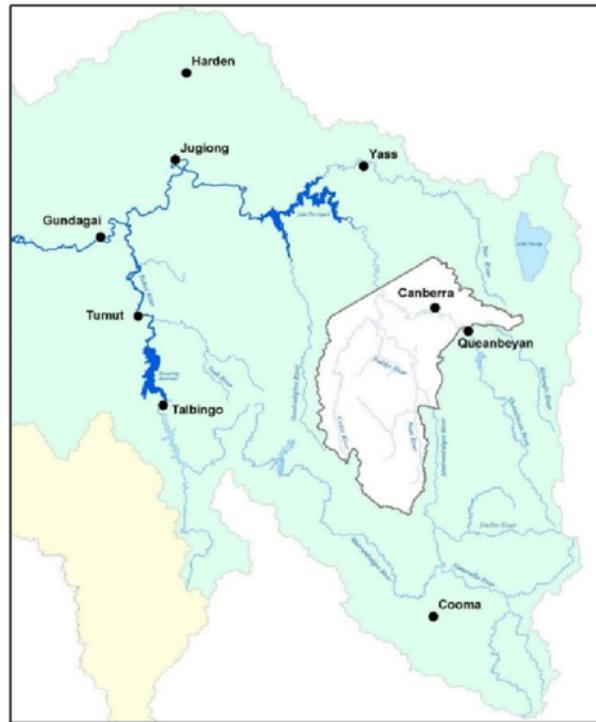


Figure 5-2: Murrumbidgee Regulated River Water Source upstream of Gundagai

Cootamundra is supplied with water extracted from the Murrumbidgee River, slightly downstream of Jugiong.

### 5.2 Gundagai Water Licensing

Council has an annual LWU license allocation to extract 1,250 ML/year of water from the Murrumbidgee River for water supply to Gundagai. Details of the licenses are given in Table 5-1.

Table 5-1: Council owned Water Access Licenses

License Number	Category	Nominated Works Approval	Purpose	Allocation (ML/year)	Expiry Date	Kind of Approval
WAL6455	Local Water Utility	<u>40WA400007</u> 1 x 250 mm centrifugal pump	Town Water Supply	1,250	01 July 2024	Water Supply Works
WAL13622	Regulated River (General Security)	<u>40CA400792</u> 1 x 80 mm centrifugal pump	Irrigation	51	30 June 2027	Water Supply Works and Water Use

### 5.3 Gundagai water restriction policy

Council implements water restrictions for customers of the Gundagai water supply in accordance with their *Water Restrictions Policy* when water in the dams drops below a certain level. The first level of water restrictions is voluntary and not particularly onerous on the residents, but Council's experience has been that as soon as the level 1 restrictions notification is posted, residents of Gundagai respond with a very significant decrease in consumption. The highest level of restriction implemented in Gundagai in past years is given in Table 5-2.

**Table 5-2: Highest Level of Water Restriction in past years**

2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
2	1	None	1	3	2	3	1	None	None	None	1

The water restriction policy for Gundagai is included in Appendix A.1

### 5.4 Gundagai Water Supply Scheme Description

The installation of the reticulated water system for Gundagai Shire began in the early 1900's, the initial system consisted off an untreated water supply pumped from the Murrumbidgee River via a raw water pump station.

Raw water is now sourced from a point just upstream of the original supply point, where it's treated, pumped to elevated service storages and then supplied to the Gundagai urban area along with adjacent rural-residential and highway commercial areas. (1)

#### 5.4.1 Raw Water Source

The raw water source for the Gundagai water supply system is the Murrumbidgee River, the extraction point is downstream of Burrinjuck Dam and the junction with the Tumut River.

#### 5.4.2 WTP Description

The treatment process at the Gundagai WTP comprises the following process steps:

- raw water is dosed with alum sulphate as it enters the WTP to aid coagulation and flocculation
- dosed water flows to the clarifier where it undergoes settling
- clarified water is filtered through two 3-layer media filters (the media filters use a layer each of coal, fine sand and gravel)
- filtered water undergoes pH correction using a lime slurry
- filtered water undergoes disinfection by chlorination
- disinfected water is fluoridated
- treated water is sent to an onsite holding tank prior to reticulation
- backwash water from the filters and sludge solids from the clarifier are disposed of in two sludge lagoons
- supernatant from the sludge lagoons is released back into the Murrumbidgee River, downstream of the intake point.

A schematic of the WTP and reticulation network is presented in Figure 5-3

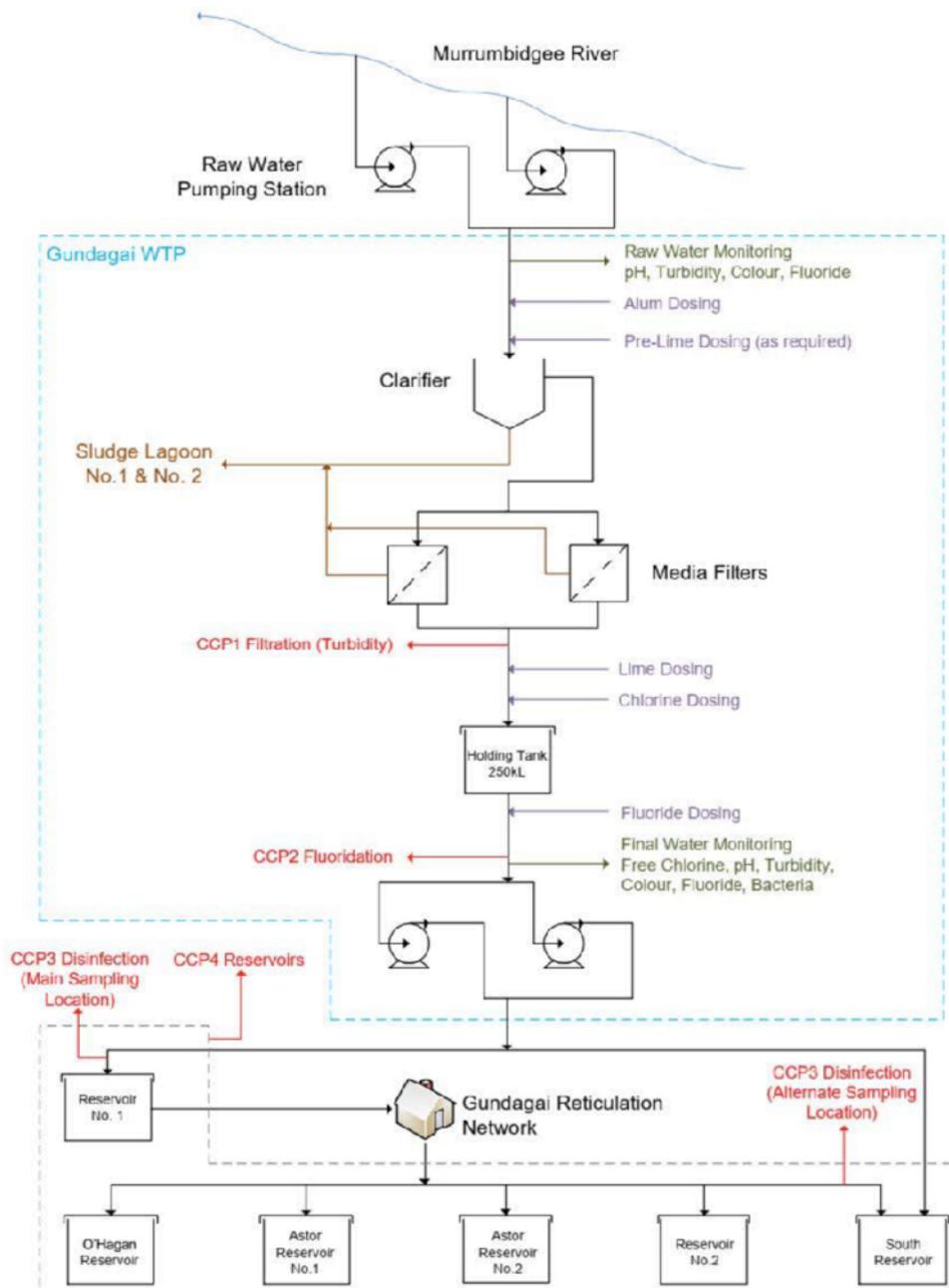
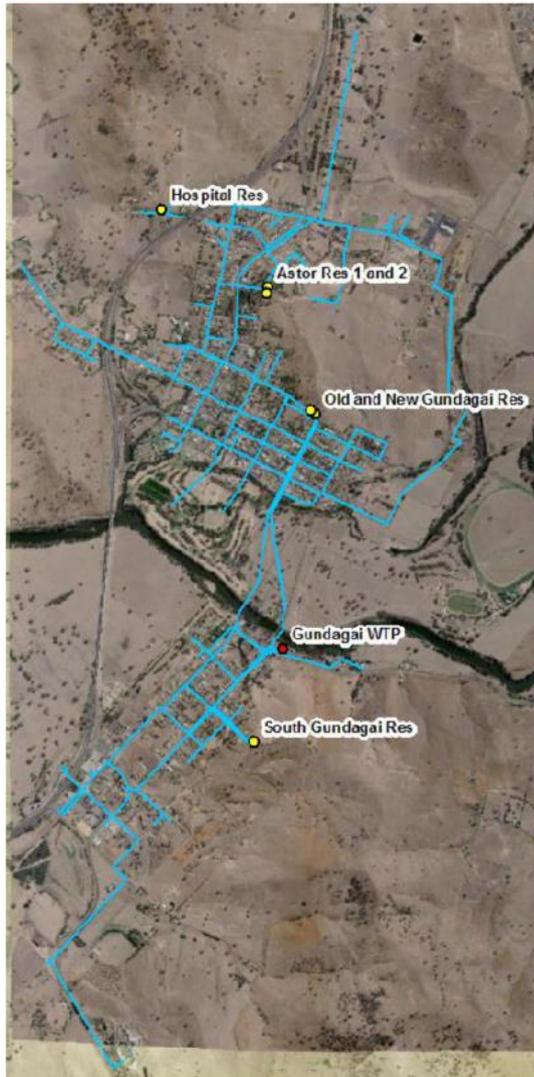


Figure 5-3: Gundagai WTP and Reticulation schematic

**5.4.3 Distribution**

From the WTP, water is pumped directly to the New Gundagai Reservoir atop Mt. Parnassus, and from there it is distributed by gravity to a further five reservoirs. The downstream reticulation system then distributes the water in a single pressure system over the whole network. This is shown in Figure 5-4 with the reservoir capacities.



Reservoir	Capacity (ML)
New Gundagai Reservoir	2.27
Old Gundagai Reservoir	0.91
Astor Reservoir 1	0.45
Astor Reservoir 2	1.20
South Gundagai Reservoir	0.45
Hospital Reservoir	0.14
<b>Total</b>	<b>5.42</b>

**Figure 5-4: Gundagai Water Supply Scheme Overview**

Council has advised that they are interested in using raw water directly from the Murrumbidgee to irrigate the parks and gardens in Gundagai. Currently irrigation is done using treated water.

### 5.5 Cootamundra Water Supply

Goldenfields Water County Council supplies bulk potable water to Cootamundra sourced from the Murrumbidgee River on the downstream side of Jugiong. A schematic diagram of the Goldenfields Jugiong supply is shown in Figure 5-5. Goldenfields holds the water extraction licenses for the bulk supply scheme.

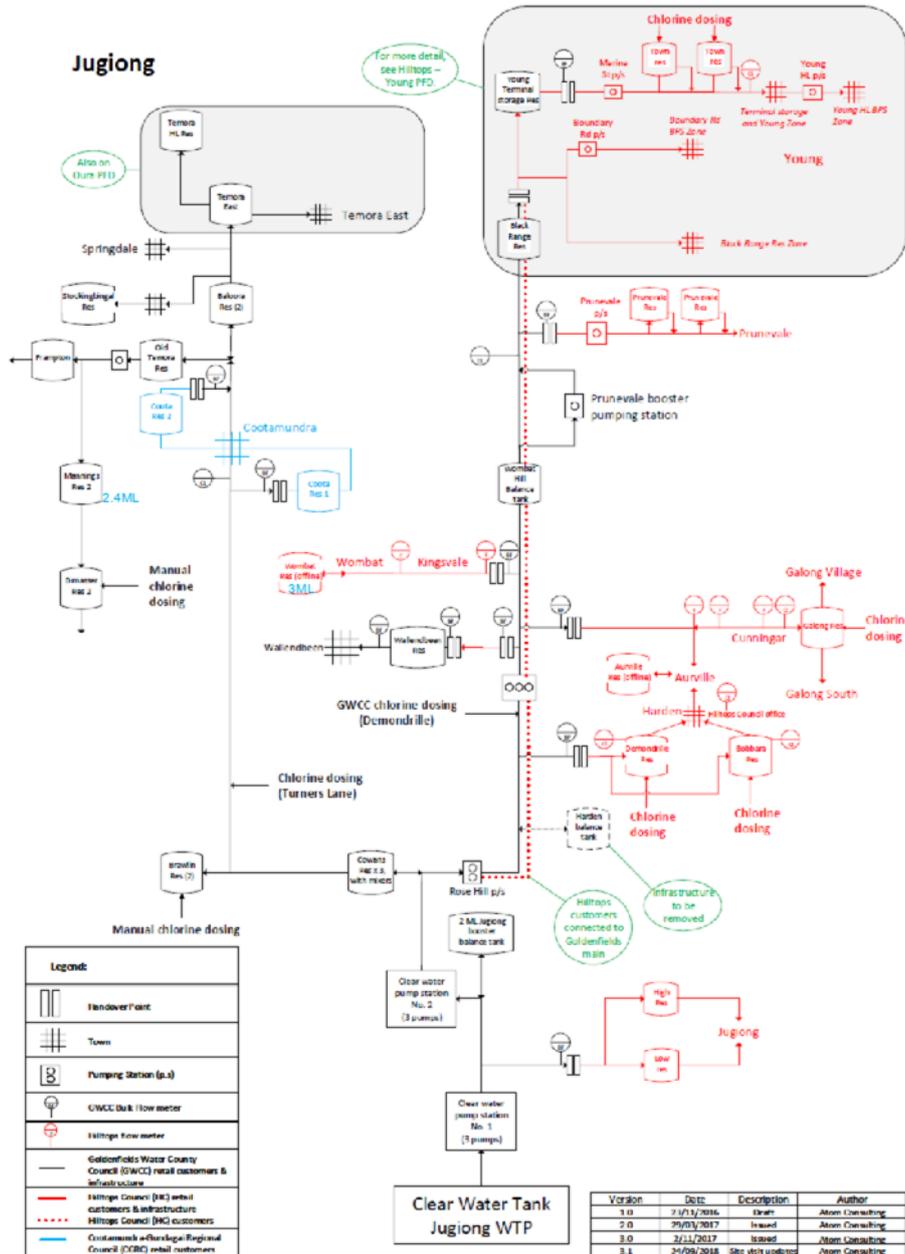


Figure 5-5: Schematic diagram of the GFCC Jugiong water supply scheme



Drought water restrictions implemented in Cootamundra are the same as those implemented for other users supplied by the Goldenfields' Jugiong supply. Council may also implement water restrictions for operational reasons, for example the need to take a reservoir offline or bulk supply interruption.

Goldenfields Water has implemented drought water restrictions based on:

- license allocations
- discussions with DPIE Water and WaterNSW on the forecast availability of water
- notifications from DPIE Water on catchment wide restrictions
- demand management policies.

Between 2002/03 and 2011/12 water restrictions were implemented for 69% of the time under several policies with different naming schemes and requirements. Given the number of systems used the following categories have been used in the graph (Figure 5-6):

- 0 – no restriction on domestic garden irrigation (31% of the time, mostly during winter)
- 1 – restrictions on the use of fixed hoses and sprinklers, no restrictions on hand held hoses (50% of the time)
- 2 – restrictions on the use of hand held hoses, fixed hoses and sprinklers (16% of the time)
- 3 – no domestic garden irrigation (3% of the time).

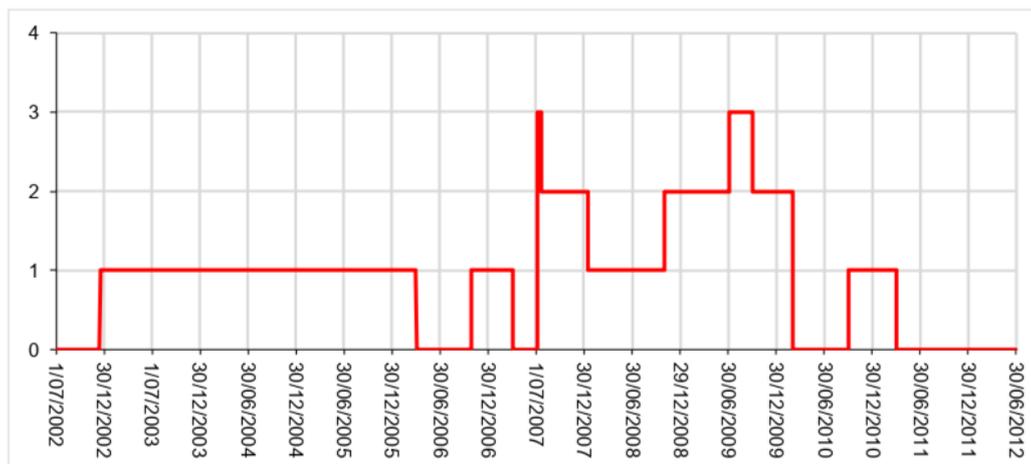


Figure 5-6: Cootamundra water restriction history

## 5.6 Urban Stormwater

### 5.6.1 Gundagai urban stormwater

Council has advised that due to the small size of the Gundagai town, they have not had a need for a formal stormwater plan.

Stormwater flow in Gundagai has been managed through street gutters which direct flows towards Morleys Creek or other water courses which then flow into the Murrumbidgee River.

Council charges a stormwater levy of \$25 per assessment in town area to be used for stormwater infrastructure.

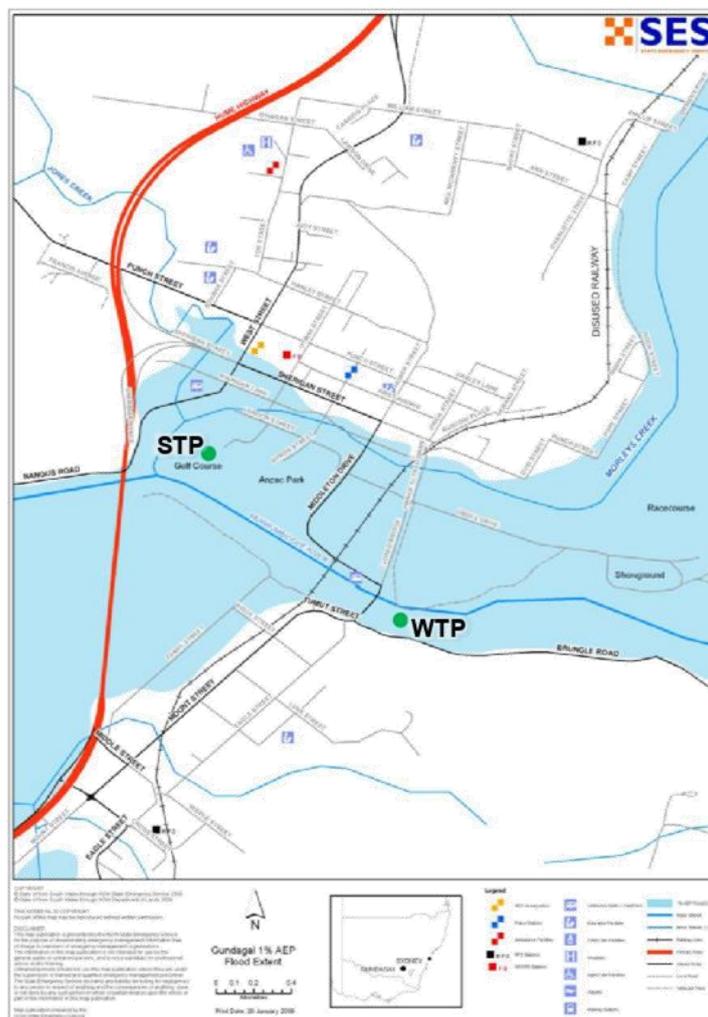
**5.6.2 Gundagai flood study**

The Murrumbidgee River at Gundagai is subject to significant flooding. The following flood levels by flood Annual Exceedance Probability (AEP) are defined by the SES (2):

- 20% AEP 8.53 m (215.659 mAHD)
- 10% AEP 9.4 m (216.529 mAHD)
- 5% AEP 10.05 m (217.179 mAHD)
- 1% AEP 11.3 m (218.429 mAHD)

Gundagai Shire experienced major flooding in December 2010 (peak at 10.2 m) and March 2012 (peak at 10.9 m), resulting in major impacts on infrastructure including damage to roads, bridges and recreational areas.

The facilities within the 1% AEP flood extent include the water treatment plant and the sewage treatment plant. The 1% AEP flood map is included in Figure 5-7.



**Figure 5-7: Gundagai 1% annual exceedance probability flood extent**

**5.6.3 Cootamundra urban stormwater**

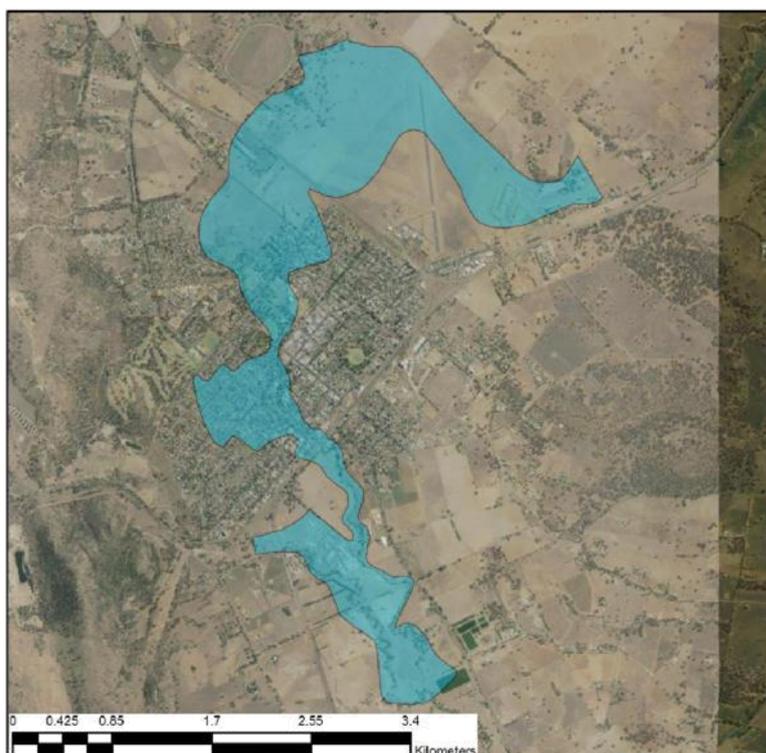
In 2018, Council commissioned a Stormwater Priority Assessment Report (3). The main projects planned for Cootamundra are:

- Floodplain Risk Management Plans for Cootamundra and Stockinbingal
- inspection and drain cleaning in Cootamundra
- Adam Street and McGowan Street, Cootamundra – Construct a small levee or grassed earth bank on the road reserve along fence line to separate mainstream flood waters from local water
- Continue the construction of concrete “v” drain and grassed channel sides at various locations throughout Cootamundra
- Southee Circle, Cootamundra. CCTV inspection of pipes. Analyse stormwater capacity and overland flow paths. Design improvements to minimise flooding risk.

Council proposes to fund these projects partly from the money granted under the NSW Government’s Stronger Communities Fund, other grants and some Council funds.

**5.6.4 Cootamundra Flood study**

Cootamundra is on the banks of Muttama Creek and has a relatively small catchment of 160 km<sup>2</sup>. Cootamundra is prone to flash flooding and has an extensive flood planning area in the LEP, mapped in Figure 5-8, the flood planning area is the 1% AEP + 0.5mAHD.



**Figure 5-8: Cootamundra Flood Planning Area**

CGRC has appointed WMAwater to undertake a detailed flood study for Cootamundra.

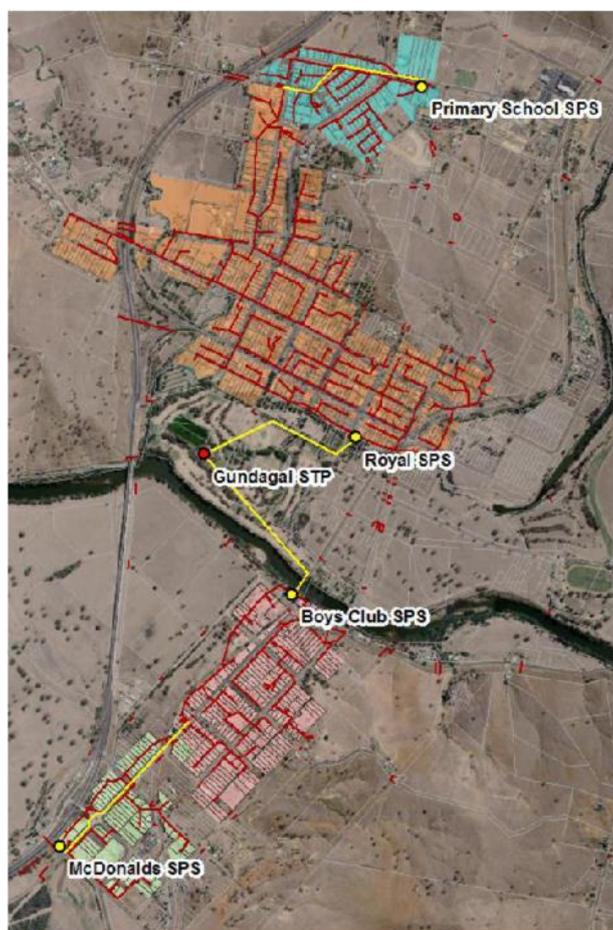
## 6 Gundagai Sewerage Scheme

The original Gundagai Sewerage System was commissioned in 1923 with a conventional gravity system of predominantly VC pipe and one SPS to transfer sewage to the Gundagai STP. As the town grew, the serviced area was extended to the north and south, including the town on the southern side of the Murrumbidgee river.

### 6.1 Sewage Collection and Transfer

Sewage is pumped to the STP from the northern side of Gundagai by the *Royal SPS*, and from the southern side by the *Boys Club SPS*.

There are two additional SPS; the *Primary School SPS* which pumps from the northern edge of town to the gravity catchment of the Royal SPS, and the *McDonalds SPS* which pumps from the southern edge of town to the gravity catchment of the Boys Club SPS. This is shown in Figure 6-1.



**Figure 6-1: Gundagai Sewerage Scheme service area and catchments**

All existing pumping stations are based upon fixed speed submersible pumps with one duty and one standby pump providing 100% standby capacity, operated in alternating fashion.

## 6.2 STP Description

The original Gundagai STP was commissioned in 1923 and was based on the biological filtration process (trickling filters) for secondary treatment. In 1970, to cater for the connection of South Gundagai, the STP was upgraded to include a humus tank and maturation ponds.

Gundagai STP is thought to have a capacity of 0.5 ML/day, based on the standard design criteria at the time of its construction in the 1970s.

The current plant consists of the following process units:

- an inlet structure
- one Imhoff tank and one primary sedimentation tank
- two trickling filters
- one humus tank
- two sludge digesters
- five sludge drying beds
- two maturation ponds

An overview of the process is shown in Figure 6-2.

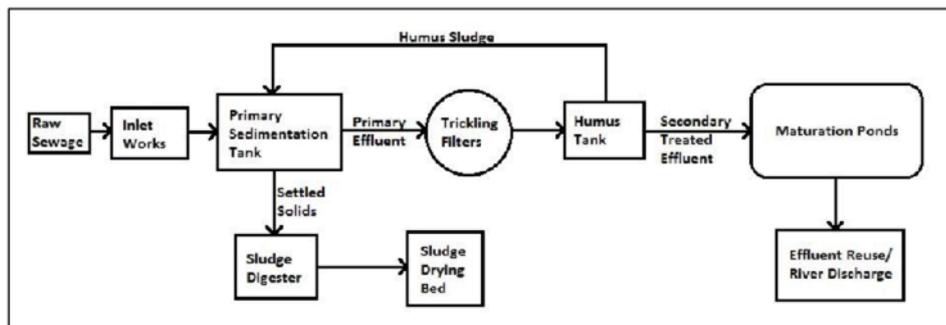


Figure 6-2: Gundagai STP – Existing process flow diagram

## 6.3 Effluent Management

Council currently reuses all effluent produced from the STP for irrigation of the town’s golf course and adjacent sports grounds. Effluent is pumped from the maturation ponds to a storage at the golf course. In addition to this, there are significant evaporative losses from the maturation ponds and on-course water storage, which has meant that no effluent is discharged under normal operation. The only time that effluent is discharged to surface water is when there is a flood and the golf course storage overflows, which Council advises has only happened around twice during the last 20 years.

Council has drafted a new draft end user agreement which is currently being developed in consultation with the golf club. Council does not have Section 60 approval for the Gundagai STP, or a RWMP for the effluent reuse scheme. **Issue**

## 6.4 Biosolids Management

Council currently disposes of their biosolids at the local landfill.

## 6.5 STP EPA License Requirements

The EPA license for Gundagai STP (number 1721) specifies monitoring at the following points:

1. Effluent quality monitoring – Final Tertiary pond discharge pipe, monitoring of quality is conducted quarterly using grab sample methods
2. Total volume monitoring – Discharge pipe leading from the humus tank to the tertiary effluent ponds, frequency of measurement is daily using flow meter and continuous logger
3. Discharge to utilisation – Surrounding golf course and adjoining sports fields
4. Effluent volume monitoring – Flow meter downstream of effluent reuse pump station, continuous monitoring using magnetic flow meter

The volumetric must be recorded daily at Point 4 by a magnetic flow meter, and daily during any discharge at Point 2 by a flow meter. The volumetric flow at Point 4 (effluent volume monitoring) must not exceed 5,000 kL/day.

Point 1 is monitored quarterly by grab sample for BOD, conductivity, total nitrogen, oil and grease, pH, total phosphorus, thermotolerant coliforms and total suspended solids. The only licensed concentration limit is that thermotolerant coliforms must not exceed the 100-percentile limit of 1,000 CFU/100mL.

## 7 Cootamundra Sewerage Scheme

### 7.1 Sewage Collection and Transfer

The Cootamundra township sewage collection system comprises approximately 58 km of gravity main and 3.2 km of rising main. Sewage is pumped into the main catchment by 3 small SPS, servicing the airport and two non-residential developments to the south of the town. The catchment boundaries are mapped in Figure 7-1 and the system hierarchy and known capacities are summarised in Table 7-1.

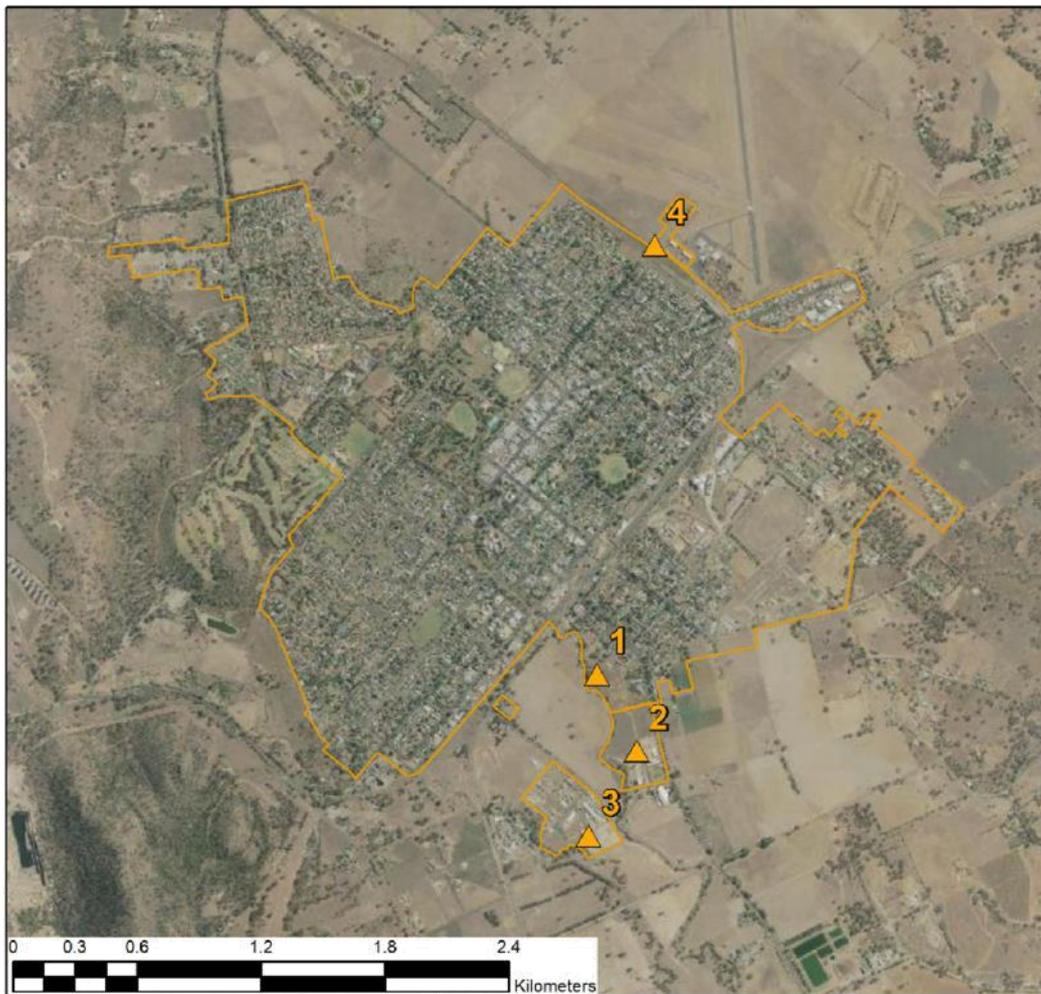


Figure 7-1: Cootamundra Sewerage Scheme Service Area and SPS Catchments

**Table 7-1: Cootamundra SPS hierarchy**

SPS 2 (Strikers)	SPS 1 (Betts St)	STP ADWF 2,700 kL/day (30 L/s) PWWF 230 L/s Storm bypass for flows > 100 L/s Storm flow storage 80 ML
SPS 3 (King St)		
SPS 4 (Airport) ADWF 0.6 L/s PWWF 4 L/s		

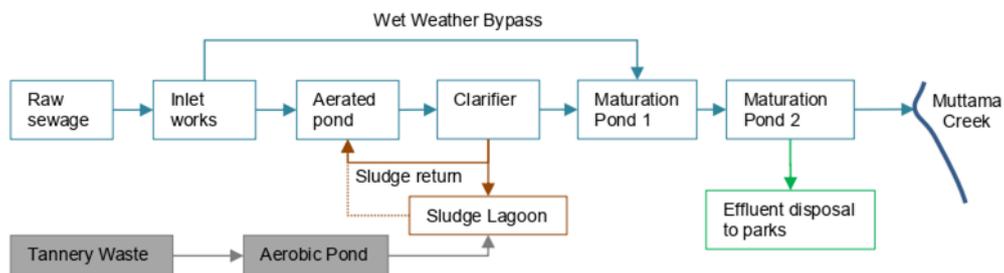
**Table 7-2: Cootamundra SPS and rising main data**

SPS	Rising Main Length (m)	Rising Main Diameter (mm)	Pump well diameter (m)	Pump well depth (m)	Individual pump flow rates (L/s)	Maximum wet weather flow rate (L/s)
1	2500	375	2.74	12.2	59.2	133
2	450	80	1.80	4.75	Council has no records	
3	525	80	1.80	6.20	Council has no records	
4	350	80	1.80	3.40	Council has no records	

## 7.2 STP Description

The Treatment Works was constructed in 1980 with an anaerobic lagoon to accept the waste from the tannery and the overflow plus the towns domestic sewage to be treated in an aerated lagoon and maturation pond. The augmentation commissioned in 1992/3 converts the aerated lagoon to an extended aeration tank which is operated as a continuous system with a clarifier providing separation and solids recirculation, the augmentation also included a new inlet works, a new tertiary effluent pond, and facilities for the chemical removal of phosphorous from the influent.

A schematic diagram of the plant is provided in Figure 7-2 and the design capacity and load is summarised in Table 7-3. The design data was sourced from the 1993 Cootamundra Sewerage – Sewerage Treatment Works Guidelines for Operation.



**Figure 7-2: Cootamundra STP schematic diagram**

**Table 7-3: Cootamundra STP Design Data**

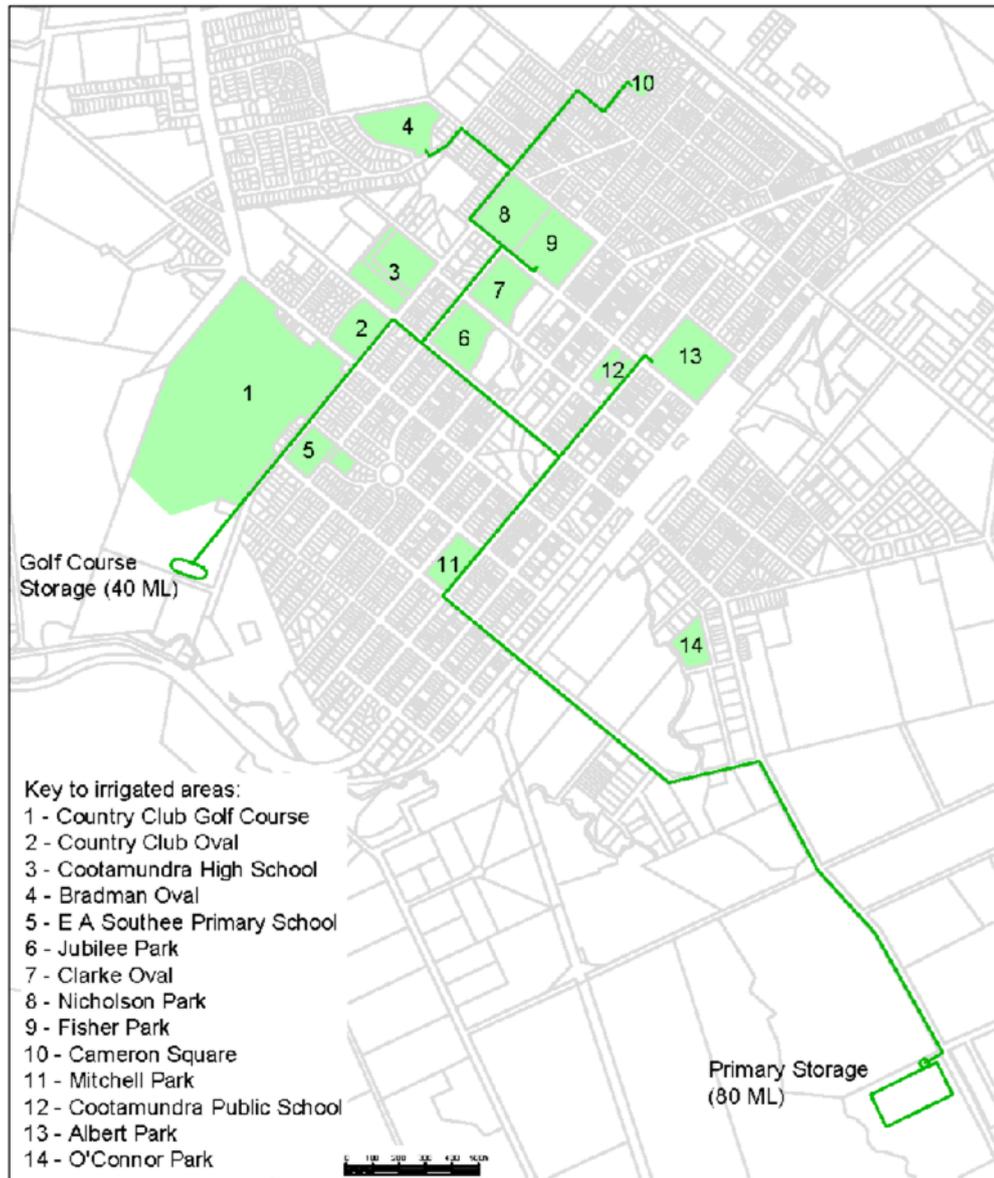
Design data		Units	Design criteria	Capacity
	Ultimate capacity	EP		12,000
Unit loading	Flow	L/EP/day	240	
	BOD <sub>5</sub>	g/EP/day	70	
	Suspended solids	g/EP/day	70	
	Total Nitrogen	g/EP/day	10	
	Total Phosphorus	g/EP/day	2	
Flows at ultimate capacity	ADWF	L/s		34
	PDWF	L/s	2xADWF	68
	PWWF	L/s	7 x ADWF	230
Received Inflow Distribution	Flow to aeration tank at dry weather flow	L/s		100
	Flow to aeration tank at wet weather flow	L/s		120
	Flow bypassed at wet weather discharge	L/s		110
Design effluent characteristics	BOD <sub>5</sub>	mg/L		20
	Suspended solids	mg/L		30
	Total Nitrogen	mg/L		15
	Ammonia Nitrogen	mg/L		10
	Total Phosphorus	mg/L		1
	Oil and Grease	mg/L		10
	pH			6.5-5.8
Inlet works	Design flow	L/s		230
Flume	Design maximum flow	L/s		120
Aeration Tank	Volume	m <sup>3</sup>		6200
Sludge lagoon	Design capacity	EP		22,000
Anaerobic pond	Volume	m <sup>3</sup>		6,400
Effluent ponds	Volume – older pond	m <sup>3</sup>		30,000
	Volume – newer pond	m <sup>3</sup>		14,000

### 7.3 Effluent Management

Council reuses effluent at many of the parks and schools in and around Cootamundra.

In April 2002, the Cootamundra Effluent Re-use Scheme was commissioned. This scheme recycles treated effluent using automated underground irrigation systems in Cootamundra's parks, gardens and road reserves. Council has EPA approval for the use of treated effluent to irrigate open space in several schools, though Council is unable to locate the effluent application records that must be submitted to the EPA this is an **issue**.

The re-use dam, on Gundagai Rd has 80 ML of storage and the Golf Course has an additional 40 ML storage. These storages enable the watering of the parks and gardens to continue in most dry periods.



**Figure 7-3: Cootamundra effluent reuse system**

## 7.4 Biosolids Management

The biosolids from the Cootamundra STP are stored on site. Testing of the biosolids shows that there is still a high chromium content even though the tannery has closed. This may indicate that there is infiltration from the old tannery site into the biosolids storage site.

The sludge stabilisation grade can be determined from the process used to treat the sludge. For an extended aeration plant like Cootamundra, the biosolids may meet the Grade B requirements if "at least 20 days continuous or intermittent extended aeration including aerobic digestion time followed by six (6) months storage of biosolids in a lagoon or equivalent process." Council does not know if this requirement is met, this is a **data gap**.

The contaminant concentration of the dried biosolids is used to determine the contaminant grade. Council is unable to locate the test results; this is a **data gap**.

## 7.5 STP EPA License Requirements

The EPA license for Cootamundra STP (number 1603) specifies monitoring at the following points:

1. Wet-weather overflow – measured at the spillway of the of the wet weather storage pond
2. Treated effluent flow – measured at the outlet weir of maturation pond 2
3. Mitchell Park reuse effluent flow and soil quality monitoring
4. Albert Park reuse effluent flow and soil quality monitoring
5. Jubilee Park reuse effluent flow and soil quality monitoring
6. Clarke Oval Reserve reuse effluent flow and soil quality monitoring
7. Fischer Park reuse effluent flow and soil quality monitoring
8. Bradman Oval reuse effluent flow and soil quality monitoring
9. Cameron Square Park reuse effluent flow and soil quality monitoring
10. Nicholson Park reuse effluent flow and soil quality monitoring
11. Country Club Oval reuse effluent flow and soil quality monitoring
12. Effluent quality and volume monitoring at the outlet from the 80 ML wet weather storage pond to the pump station for effluent utilisation
13. EA Southlee Public School reuse effluent flow and soil quality monitoring
14. Cootamundra High School reuse effluent flow and soil quality monitoring
15. Cootamundra Public School reuse effluent flow and soil quality monitoring
16. Mitchell Park groundwater monitoring using piezometer
17. Albert Park groundwater monitoring using piezometer
18. Jubilee Park groundwater monitoring using piezometer
19. Clarke Oval Reserve groundwater monitoring using piezometer
20. Bradman Oval groundwater monitoring using piezometer
21. Nicholson Park groundwater monitoring using piezometer
22. Country Club Oval groundwater monitoring using piezometer

- 23. EA Southlee Public School groundwater monitoring using piezometer
- 24. Cootamundra High School groundwater monitoring using piezometer
- 25. Cootamundra Public School groundwater monitoring using piezometer

There is no groundwater monitoring point listed in the license for Fischer Park or Cameron Square Park.

The assessable pollutant load limits are summarised in Table 7-4. Total pollutant fees have varied dramatically and are generally either <\$5/year or between \$1000 and \$5000/year.

- Low pollutant fees (<\$5) were charged in 2017/18, 2015/16, 2014/15, 2013/14
- Medium pollutant fees (\$5-\$1000) were charged in 2008/09
- High pollutant fees (\$1000-\$5000) were charged in 2016/17, 2012/13, 2011/12, 2010/11, 2009/10, 2007/08, 2006/07, 2005/06, 2004/05.

**Table 7-4: Assessable pollutant load limits**

Assessable Pollutant	Load limit (kg/year)
BOD (Enclosed Water)	3,950
Nitrogen (total) (Enclosed Water)	10,650
Oil and Grease (Enclosed Water)	5,700
Phosphorus (Enclosed Water)	400
Total suspended solids (Enclosed Water)	5,100

The reuse water quality for all sites must meet the criteria in Table 7-5 at all times.

**Table 7-5: Reuse water quality standard**

Pollutant	Unit	100 percentile concentration limit
Biochemical Oxygen Demand	mg/L	30
Faecal Coliforms	colony forming units per 100 mL	10
pH	pH	5.5-9.5

The maximum annual effluent overflow volume measured at Point 1 is 600 ML/year.

## 8 Asset Performance and Issues

### 8.1 Asset Valuation

Council's most recent water and sewerage asset revaluation was undertaken in 2017 (4), the current replacement cost for each system and asset class is summarised in Table 8-1 and Table 8-2.

**Table 8-1: Cootamundra asset valuation summary**

System	Asset Class	Current Replacement Cost (CRC) (\$K)	Accumulated Depreciation (\$K)	Written Down Current Value (WDCV) (\$K)	WDCV
					CRC
Water	Reservoir 1	1,628	863	765	47.0%
	Reservoir 2	1,125	567	558	49.6%
	Reticulation	11,735	7,901	3,834	32.7%
	<b>Total</b>	<b>14,488</b>	<b>9,331</b>	<b>5,157</b>	<b>35.6%</b>
Sewerage	Gravity Reticulation	21,217	15,234	5,982	28.2%
	Rising Mains	519	129	391	75.3%
	SPS 1 Betts St	2,019	789	1,230	60.9%
	SPS 2 Strikers	166	35	130	78.7%
	SPS 3 King Dr	181	40	141	77.8%
	SPS 4 Airport	151	31	120	79.6%
	WWTP – Biological Treatment	2,399	927	1,471	61.3%
	WWTP – Chemical Dosing	124	58	66	53.1%
	WWTP – Effluent Storage	2,062	458	1,604	77.8%
	WWTP – Preliminary Treatment	205	102	102	50.0%
	WWTP – Primary Sedimentation	740	241	499	67.5%
	WWTP – Process	638	228	410	64.2%
	WWTP – Siteworks	82	33	49	60.0%
	WWTP – Sludge Dewatering	240	75	165	68.7%
	WWTP – Trade Waste	199	78	121	61.0%
	<b>Total</b>	<b>30,942</b>	<b>18,458</b>	<b>12,483</b>	<b>40.3%</b>

**Table 8-2: Gundagai asset valuation summary**

System	Asset	Current Replacement Cost (CRC) (\$K)	Accumulated Depreciation (\$K)	Written Down Current Value (WDCV) (\$K)	WDCV
					CRC
Water	Raw water PS	715	243	472	66.0%
	WTP – Chemical Dosing	450	204	246	54.6%
	WTP – Clearwater	247	64	183	73.9%
	WTP – Disinfection	120	33	88	72.9%
	WTP – Filtration	2,049	476	1,573	76.8%
	WTP – Primary Clarification	773	201	572	74.0%
	WTP – Process	1,673	557	1,116	66.7%
	WTP – Siteworks	679	140	539	79.3%
	WTP – Pump Station	144	38	106	73.3%
	Reservoirs	3,086	1,368	1,718	55.7%
	Reticulation	351	31	321	91.3%
	Trunk	2,407	1,514	894	37.1%
	<b>Total</b>	<b>12,695</b>	<b>4,869</b>	<b>7,826</b>	<b>61.6%</b>
Sewerage	Gravity Reticulation	7,461	4,923	2,538	34.0%
	Rising Mains	601	391	210	35.0%
	SPS Boys Club	144	38	106	73.3%
	SPS Feeder Primary School	44	9	35	78.5%
	SPS McDonalds	153	40	113	73.8%
	SPS Primary School	196	57	139	70.9%
	SPS Royal	769	283	487	63.3%
	WWTP – Biological Treatment	566	444	122	21.6%
	WWTP – Effluent Storage	488	148	339	69.6%
	WWTP – Preliminary Treatment	33	22	12	34.7%
	WWTP – Primary Sedimentation	402	298	104	25.8%
	WWTP – Secondary Sedimentation	261	156	106	40.4%
	WWTP – Siteworks	46	14	32	70.0%
	WWTP – Sludge Dewatering	150	83	67	44.5%
	WWTP – Sludge Storage	318	254	64	20.0%
	Treated Effluent PS	42	13	30	70.0%
<b>Total</b>	<b>11,675</b>	<b>7,173</b>	<b>4,502</b>	<b>38.6%</b>	

## 8.2 Asset management system

The asset condition description as stated in the Integrated Planning and Reporting Manual for local government in NSW, is outlined in Table 8-3.

**Table 8-3: Asset condition rating as stated in the IP&R Manual**

Level	Condition	Description
1	Excellent	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Satisfactory	Maintenance work required
4	Poor	Renewal required
5	Very Poor	Urgent renewal/upgrading required

The assets of concern (**issues**) are highlighted in red.

**Table 8-4: Cootamundra asset condition rating**

System	Asset Class	Current Replacement Cost (CRC) (\$K)	Condition Rating				
			1	2	3	4	5
Water	Reservoir 1	1,628	0.0%	24.3%	73.7%	2.0%	0.0%
	Reservoir 2	1,125	0.0%	0.0%	98.1%	1.9%	0.0%
	Reticulation*	11,735	6.1%	11.0%	16.3%	31.9%	34.8%
	<b>Total</b>	<b>14,488</b>	<b>4.9%</b>	<b>11.6%</b>	<b>29.1%</b>	<b>26.2%</b>	<b>28.2%</b>
Sewerage	SPS 1 Betts St	2,019	11.7%	78.6%	0.0%	9.7%	0.0%
	SPS 2 Strikers	166	86.7%	13.3%	0.0%	0.0%	0.0%
	SPS 3 King Dr	181	84.5%	15.5%	0.0%	0.0%	0.0%
	SPS 4 Airport	151	95.7%	4.3%	0.0%	0.0%	0.0%
	Gravity Reticulation	21,217	3.5%	7.9%	14.1%	14.0%	60.5%
	Rising Mains	519	14.2%	85.8%	0.0%	0.0%	0.0%
	WWTP – Biological Treatment	2,399	0.0%	98.0%	0.0%	2.0%	0.0%
	WWTP – Chemical Dosing	124	0.0%	31.0%	69.0%	0.0%	0.0%
	WWTP – Effluent Storage	2,062	77.9%	22.1%	0.0%	0.0%	0.0%
	WWTP – Preliminary Treatment	205	0.0%	0.0%	100%	0.0%	0.0%
	WWTP – Primary Sedimentation	740	0.0%	100.0%	0.0%	0.0%	0.0%
	WWTP – Process	638	13.4%	86.6%	0.0%	0.0%	0.0%
	WWTP – Siteworks	82	0.0%	100.0%	0.0%	0.0%	0.0%
	WWTP – Sludge Dewatering	240	0.0%	93.5%	6.5%	0.0%	0.0%
	WWTP – Trade Waste	199	0.0%	100.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>30,942</b>	<b>10.3%</b>	<b>27.2%</b>	<b>10.6%</b>	<b>10.4%</b>	<b>41.5%</b>	

\*Council is currently undertaking an extensive water main replacement program.

**Table 8-5: Gundagai asset condition rating**

System	Asset	Current Replacement Cost (CRC) (\$K)	Condition Rating				
			1	2	3	4	5
Water	Raw water PS	715	46.8%	32.6%	20.5%	0.0%	0.0%
	WTP – Chemical Dosing	450	3.8%	90.4%	5.8%	0.0%	0.0%
	WTP – Clearwater	247	39.5%	60.5%	0.0%	0.0%	0.0%
	WTP – Disinfection	120	29.2%	70.8%	0.0%	0.0%	0.0%
	WTP – Filtration	2,049	79.1%	19.0%	1.9%	0.0%	0.0%
	WTP – Primary Clarification	773	69.9%	30.1%	0.0%	0.0%	0.0%
	WTP – Process	1,673	0.0%	100.0%	0.0%	0.0%	0.0%
	WTP – Siteworks	679	93.3%	6.7%	0.0%	0.0%	0.0%
	WTP – Pump Station	144	49.5%	45.1%	5.4%	0.0%	0.0%
	Reservoirs	3,086	3.9%	58.6%	37.4%	0.0%	0.0%
	Reticulation	351	15.0%	82.7%	2.3%	0.0%	0.0%
	Trunk	2,407	14.7%	10.6%	35.1%	3.0%	33.4%
	<b>Total</b>	<b>12,695</b>	<b>30.6%</b>	<b>44.4%</b>	<b>17.5%</b>	<b>0.6%</b>	<b>6.3%</b>
	Sewerage	Gravity Reticulation	7,461	2.8%	10.3%	35.0%	0.2%
Rising Mains		601	2.2%	0.0%	70.0%	0.0%	27.8%
SPS Boys Club		144	49.5%	45.1%	5.4%	0.0%	0.0%
SPS Feeder Primary School		44	85.3%	14.7%	0.0%	0.0%	0.0%
SPS McDonalds		153	53.3%	41.6%	5.1%	0.0%	0.0%
SPS Primary School		196	21.2%	78.8%	0.0%	0.0%	0.0%
SPS Royal		769	7.0%	93.0%	0.0%	0.0%	0.0%
WWTP – Biological Treatment		566	0.0%	0.0%	0.0%	100.0%	0.0%
WWTP – Effluent Storage		488	0.0%	100.0%	0.0%	0.0%	0.0%
WWTP – Preliminary Treatment		33	0.0%	29.4%	0.0%	70.6%	0.0%
WWTP – Primary Sedimentation		402	0.0%	22.3%	0.0%	36.3%	41.4%
WWTP – Secondary Sedimentation		261	0.0%	31.1%	0.0%	68.9%	0.0%
WWTP – Siteworks		46	0.0%	100.0%	0.0%	0.0%	0.0%
WWTP – Sludge Dewatering		150	0.0%	15.2%	84.8%	0.0%	0.0%
WWTP – Sludge Storage		318	0.0%	0.0%	0.0%	100.0%	0.0%
Treated Effluent PS		42	0.0%	100.0%	0.0%	0.0%	0.0%
<b>Total</b>		<b>11,675</b>	<b>4.4%</b>	<b>21.8%</b>	<b>27.2%</b>	<b>10.7%</b>	<b>35.9%</b>

The NSW Code of Accounting Practice and Financial Reporting (5) states that the *Estimated cost to bring to satisfactory standard (BTS)* should be measured against the condition rating of 2 'Good', unless Council has undertaken consultation with their community and has agreed to a

different condition level for council's assets. Council does not have a target asset condition rating, this is a **data gap**.

The main assets of concern in Cootamundra are the reservoirs, the sewer reticulation, and the WWTP chemical dosing system.

The Gundagai STP is currently in poor condition, Council expects to call tenders for the construction of a new STP by mid-2020 and may include a new SPS and rising mains subject to the availability of funds. The other assets of concern in Gundagai are the reservoirs, trunk mains and gravity sewers.

### 8.3 Replacement cost and cost to bring to satisfactory standard

The amalgamation of the Councils and the changing reporting requirements have greatly influenced the availability of asset condition and valuation data. Table 8-6 provides the water supply and sewerage gross replacement costs as well as the "Estimated cost to bring assets to a satisfactory standard". These values are obtained from Special Schedule 7 of the financial statements from the 2015/16, 2016/17 and 2017/18 annual reports.

**Table 8-6: Gross replacement cost and cost to bring assets to a satisfactory standard**

Service	Indicator	Financial Year			
		2015/16		2016/17	2017/18
		CSC	GSC	CGRC	CGRC
Water	Gross replacement cost (\$'000)	15,576	18,050	30,569	31,580
	Estimated cost to bring assets to a satisfactory standard (\$'000)	725		5,926	6,452
Sewerage	Gross replacement cost (\$'000)	38,267	15,141	47,789	50,127
	Estimated cost to bring assets to a satisfactory standard (\$'000)	585	-	9,561	8,853

### 8.4 Asset performance indicators

The asset performance indicators with the Code of Accounting Practise and Financial Reporting benchmark for the water supply and sewerage assets are presented in Table 8-7 and Table 8-8. These values are obtained from Special Schedule 7 of 2014/15, 2015/16, 2016/17 and 2017/18 Financial Statements. All indicators not meeting the benchmarks are highlighted in red.



**Table 8-7: Cootamundra Gundagai water asset performance indicators**

Indicator	Financial Year						Benchmark
	2014/15		2015/16		2016/17	2017/18	
	CSC	GSC	CSC	GSC	CGRC	CGRC	
Infrastructure Renewals Ratio $= \frac{\text{Asset renewals}}{\text{Depreciation, amortisation and impairment}}$	32.8%	9.9%	0.0%	10.4%	45.2%	80.6%	> 1
Infrastructure Backlog Ratio $= \frac{\text{Estimated cost to bring assets to a satisfactory standard}}{\text{Net carrying amount of infrastructure assets}}$	18.1%	0.0%	18.5%	0.0%	40.6%	43.6%	< 0.02
Asset Maintenance Ratio $= \frac{\text{Actual asset maintenance}}{\text{Required asset maintenance}}$	1.03	0.73	1.13				> 1
Cost to bring assets to agreed service level $= \frac{\text{Estimated cost to bring assets to an agreed service level set by Council}}{\text{Gross replacement cost}}$					0.0%	20.4%	
Capital expenditure ratio $= \frac{\text{Annual Capital Expenditure}}{\text{Annual Depreciation}}$	0.33	0.10					

**Table 8-8: Cootamundra Gundagai sewer asset performance indicators**

Indicator	Financial Year						Benchmark
	2014/15		2015/16		2016/17	2017/18	
	CSC	GSC	CSC	GSC	CGRC	CGRC	
Infrastructure Renewals Ratio $= \frac{\text{Asset renewals}}{\text{Depreciation, amortisation and impairment}}$	0%	258%	256%	51.6%	88.5%	256%	> 1
Infrastructure Backlog Ratio $= \frac{\text{Estimated cost to bring assets to a satisfactory standard}}{\text{Net carrying amount of infrastructure assets}}$	2.99%	0%	2.86%	0.00%	43.7%	38.2%	< 0.02
Asset Maintenance Ratio $= \frac{\text{Actual asset maintenance}}{\text{Required asset maintenance}}$	1.03	1.19	0.92	0.00	0%	0%	> 1



Indicator	Financial Year						Benchmark
	2014/15		2015/16		2016/17	2017/18	
	CSC	GSC	CSC	GSC	CGRC	CGRC	
Cost to bring assets to agreed service level $= \frac{\text{Estimated cost to bring assets to an agreed service level set by Council}}{\text{Gross replacement cost}}$					0%	17.7%	
Capital expenditure ratio $= \frac{\text{Annual Capital Expenditure}}{\text{Annual Depreciation}}$	0.33	2.58					

The following water asset **issues** are of note:

- the infrastructure renewals ratio has been consistently under the benchmark, indicating that insufficient renewals have been undertaken
- the infrastructure backlog ratio has been generally over the benchmark indicating that a portion of the assets have a condition rating that is worse than Council's agreed condition rating. These are mostly the trunk mains at Gundagai and the reticulation mains at Cootamundra.

The following sewerage asset **issues** are of note:

- the infrastructure renewals ratio has been frequently under the benchmark, indicating that insufficient renewals have been undertaken
- the infrastructure backlog ratio has been generally over the benchmark indicating that that a portion of the assets have a condition rating that is worse than Council's agreed condition rating. These are the gravity reticulation at Cootamundra and Gundagai, and the STP at Gundagai.
- the asset maintenance ratio has generally been below the benchmark indicating that insufficient maintenance has been undertaken.

## 8.5 Department of Primary Industry inspection

The Senior Water & Wastewater Treatment Officer of DPI-Water (now DPIE Water) – Cootamundra Office, inspected the Cootamundra and Gundagai sewage treatment plants on the 5<sup>th</sup>-6<sup>th</sup> February 2018. The key results of the inspection were:

### Policy

- Under no circumstances is grease trap waste allowed to be received at a STP. Issue
- A trade waste policy must be prepared and implemented to protect the sewerage system infrastructure, offer WH&S protection for staff and to ensure that the plant does not exceed the licence conditions. Issue
  - A backflow / cross connection policy must be prepared and implemented to reduce the potential contamination risks for the drinking water. **Issue**

### Gundagai STP

- This works continues to be operated and maintained as best as can be expected given its deteriorated condition and it is a credit to Council's Operators that this works continues to produce a satisfactory effluent.
- The bio-filter plant at Gundagai has good ammonia to nitrate conversion. The BOD (33 mg/L) however, is slightly elevated above the desired level of 20 mg/L. This BOD level; would have reduced further in the tertiary ponds.

### Cootamundra STP

- The operation, maintenance and presentation of this plant were found to be satisfactory. The activated sludge plant at Cootamundra is producing a high quality effluent.
- Only septic effluent can be accepted and that discharged to be in the present "old" sludge lagoon. Council needs to have an approved agreement with the discharger, and that agreement needs this Department's concurrence. Issue

### Cootamundra SPS

- The sewer pump stations, particularly, the Betts St PS, needs attention. The grounds were severely overgrown. Issue
- Presently the stormwater drainage at the airport PS allows excess stormwater to enter this pump station adding unnecessary infiltration into the system. The pump station needs to be raised and lids secured to reduce this infiltration. Issue
- backflow protection devices must be tested annually and that test results recorded. This is a required as per AS3500. Any backflow event must be investigated and fixed. Issue

## 9 Financial Performance and Issues

### 9.1 Water Supply Fees and Charges

Prior to 2008 Council allowed each user to use up to 350 kL/year after which they would be charge for usage, in line with Historical local government practices at the time. Following asset valuations and the strategic business planning undertaken by Council, a three-tier usage charge was implemented to ensure that Council had the funds to replace worn assets and so they were less dependent on funding assistance.

CGRC's most recent water supply fees and charges, obtained from Council's website, are given in Table 9-1.

The CGRC Typical Residential Bill for water supply was \$632 in 2016/17, which is lower than the state median of \$814 for similar size LWUs (1,501 to 4,000 connections). (6)

**Table 9-1: Gundagai water supply fees and charges**

		Residential		Non-Residential	
2017/18	Water Access Charge – per year <sup>1</sup>	Residential	\$209.00	Meter Size 20 mm <sup>1</sup>	\$209.00
		Vacant Residential	\$209.00	Meter Size 50 mm	\$1,307.00
				Meter Size 100 mm	\$5,225.00
	Usage Charge – per kL	0 to 300 kL/year	\$1.54	All usage	\$2.09
301 to 500 kL/year		\$2.09			
Over 500 kL		\$3.58			
2019/20	Water Access Charge – per year <sup>1</sup>	Residential	\$230.00	Meter Size 20 mm <sup>1</sup>	\$230.00
		Vacant Residential	\$230.00	Meter Size 50 mm	\$1,441.00
				Meter Size 100 mm	\$5,760.00
	Usage Charge – per kL	0 to 300 kL/year	\$1.70	All usage	\$2.30
		301 to 500 kL/year	\$2.30		
		Over 500 kL	\$3.95		

<sup>1</sup> – Water access charges not shown for other meter sizes – 25, 32, 40 and 80 mm

**Table 9-2: Cootamundra 2019/20 water supply fees and charges**

		Residential	Non-Residential	Community
Water Access Charge – per year <sup>1</sup>	Meter Size 20 mm	\$371.00	\$439.00	\$219.00
	Meter Size 50 mm	\$2,316.00	\$2,740.00	\$1,369.00
	Meter Size 100 mm	\$9,266.00	\$10,961.00	\$5,481.00
	Strata	\$371.00	\$439.00	
	Vacant	\$371.00	\$439.00	\$219.00
	Fire service	-	\$0.00	
Usage Charge – per kL		\$2.25	\$2.47	\$1.86

<sup>1</sup> – Water access charges not shown for other meter sizes – 25, 32, 40 and 80 mm

## 9.2 Sewerage Fees and Charges

CGRC's most recent sewerage fees and charges, obtained from Council's website, are given in Table 9-3.

The CGRC Typical Residential Bill for sewerage was \$412 in 2016/17, which is lower than the state median of \$560 for similar size LWUs (1,501 to 4,000 connections). (6)

**Table 9-3: Gundagai 2017/18 sewerage fees and charges**

		Residential		Non-Residential	
2017/18	Sewer Access Charge – per year <sup>1</sup>	Occupied	\$751.00	Meter Size 20 mm <sup>1</sup>	\$197.00
		Vacant Residential	\$118.00	Meter Size 50 mm	\$1,230.00
				Meter Size 100 mm	\$4,916.00
2019/20	Usage Charge – per kL	No usage charge		All non-res	\$2.98
				Minimum non-residential charge	\$751.00
2019/20	Sewer Access Charge – per year <sup>1</sup>	Occupied	\$800.00	Meter Size 20 mm <sup>1</sup>	\$210
		Vacant Residential	\$126.00	Meter Size 50 mm	\$1,311
				Meter Size 100 mm	\$5,241
	Usage Charge – per kL	No usage charge		All non-res	\$3.17
				Minimum non-residential charge	\$800

1 – Sewer access charges not shown for other meter sizes – 25, 32, 40 and 80 mm

**Table 9-4: Cootamundra 2019/20 water supply fees and charges**

		Residential	Non-Residential	Community
Sewer Access Charge – per year <sup>1</sup>	Meter Size 20 mm	\$454.00	\$267.00	\$133.00
	Meter Size 50 mm	\$454.00	\$1,669.00	\$833.00
	Meter Size 100 mm	\$454.00	\$6,675.00	\$3,338.00
	Vacant	\$227.00	\$227.00	\$113.50
Usage Charge – per kL		\$2.58	\$2.58	\$2.58
Minimum annual charge			\$454.00	\$454.00

1 – Water access charges not shown for other meter sizes – 25, 32, 40 and 80 mm

## 9.3 Developer contributions

The development contributions for Cootamundra water supply headworks are payable by Council to Goldenfields. The Cootamundra reticulated water supply and sewage developer contributions are summarised in Table 9-5 and the Equivalent Tenement (ET) definitions used by Goldenfields to estimate the charges for multi-unit and non-residential developments are summarised in Table 9-6.

There are no development contributions charged in Gundagai, this was not an issue before the merger as Gundagai had less than 4,000 connections, the merged Council area has over 4,000 and therefore development contributions plans are required under the best practice guidelines.

**Issue**



**Table 9-5: Development Contributions per ET**

Service		2016/17	2017/18	2018/19	2019/20
Water	Goldenfields charge	\$7,135	\$7,491	\$7,643.01	\$7,948.73
Sewer		\$4,471	\$4,605.13	\$4,789.34	\$4,980.91

**Table 9-6: Goldenfields ET Definitions**

Multi-unit development	1 Bedroom unit	0.50 ET/unit
	2 Bedroom unit	0.75 ET/unit
	3 Bedroom unit	1.00 ET/unit
Non-residential development*	The maximum of	1 ET or 1 ET/250 kL/year 1 ET/4 kL/peak day

\* Proposed industrial developments where the future use is unknown are to use the NSW Water Directorate guidelines Ets per gross hectare for Unknown Future Use – Medium to calculate the Charge.

### 9.4 Liquid Trade Waste Policy

The Liquid Trade Waste (LTW) Policy from the former Cootamundra Shire Council has been adopted for the area of Gundagai. Council is the initial stages of developing a new LTW Policy for the amalgamated LGA, however it is expected to only have minimal changes from the Cootamundra Policy.

**Table 9-7: 2019/20 liquid trade waste**

	Cootamundra	Gundagai
Grease trap disposal fee	\$60.00	
Reinspection fee	\$133.00	
Septic tank disposal fee	\$42.00	
Trade waste annual fee	\$231.00	\$231.00
Trade waste usage charge for Category 2 businesses	\$4.00	\$4.00

Charges have been implemented for Gundagai. The category 2 LTW customers are generally:

- retailers
  - food
  - concrete
  - fuel
  -
- service providers
  - accommodation
  - medical (excluding pharmacies)
  - mechanical
  - parts of schools
  - town swimming pool.

Council is currently (as of September 2019) in the process of implementing the LTW scheme in Cootamundra.

### 9.5 Financial Performance Comparison

The financial performance of Council's water and sewer business are compared with other utilities of a similar size. At the time of the 2015/16 performance report, Council provided:

- water to 4,040 properties, fitting in the 4,000 to 10,000 property utility range
- sewerage to 3,700 properties, fitting in to the 1,500 to 4,000 property utility range.

The water utility performance is summarised in Table 9-8 and the sewerage utility performance is summarised in Table 9-9.

**Table 9-8: Financial Performance Comparison – Water**

Indicator	Year	LWU Performance	Median for LWU with 4,000 to 10,000 properties
Residential fixed charge	2016/17	\$328	\$180
Residential usage charge	2016/17	\$1.99 per kL	\$1.85 per kL
OMA Cost (OMA)	2015/16	\$0.89 per kL	\$1.09 per kL
Typical Developer Charge	2016/17	\$6,180 per ET	\$6,300 per ET
Typical Residential Bill (TRB)	2016/17	\$632	\$666
Return on Assets	2015/16	1.4%	1.9%
Economic Rate of Return (ERR)	2015/16	1.0%	2.0%
Residential Revenue from Usage Charges	2015/16	59% of residential bills	74% of residential bills

**Table 9-9: Financial Performance Comparison – Sewerage**

Indicator	Year	LWU Performance	median for LWU 1,500 to 4,000 sewered properties
Residential fixed charge	2016/17	\$412	\$560
OMA Cost (OMA)	2015/16	\$121	\$181
LTW Usage Charge	2016/17	\$3.00 per kL	\$1.72 per kL
Typical Developer Charge	2016/17	\$3,580 per ET	\$4,200 per ET
Typical Residential Bill (TRB)	2016/17	\$412	\$560
Return on Assets	2015/16	1.7%	1.6%
Economic Rate of Return (ERR)	2015/16	1.6%	1.3%

## 10 Gundagai Growth Strategy

The detailed population analysis is given in Appendix B.

### 10.1 Historical Population

The ABS undertake the Census of Population and Housing every 5 years and calculates the Estimated Resident Population (ERP) as of 30 June each year. The historical pattern for the Gundagai LGA ERP is shown in Figure 10-1.

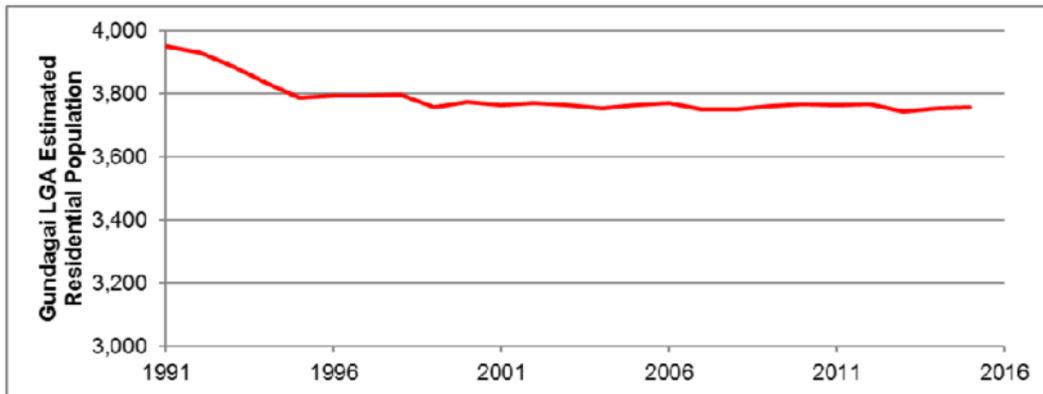


Figure 10-1: Gundagai LGA Estimated Residential Population

The LGA population dropped by about 5% from 3,951 in 1991 to 3,762 in 2001, but since then remained almost unchanged for the next fifteen years, reaching 3,756 in 2015.

### 10.2 Visitor Population

Gundagai’s location halfway between Sydney and Melbourne makes it a popular stopping point for travellers. The ABS data set “Tourism Accommodation, Australia” (catalogue number 8635.0) indicates that on average 36% of beds are occupied and 55% of rooms are occupied

With an estimated capacity of 456 people in the motel and pub rooms, at 36% of beds occupied this equates to an average visitor population of around 140 people. If all beds, cabins and caravan sites are occupied, the peak population is approximately 600 people.

### 10.3 Population Projections

The NSW Department of Planning and Environment 2014 projection estimated that the population of Gundagai LGA was expected to decrease by an average of 0.4% per year between 2011 and 2031.

Council expects an increase in population over the next 30 years because of the following factors:

- Additional residents associated with the expansion of the abattoir
- Growth in tourism services with new initiatives already seeing greater numbers of day visitors
- Possible gold mine opening in the region
- Increased retirement and aged care industry as people move to Gundagai as a “tree change” destination

Council plans to cater for this growth with a short-term development, however this growth is not yet documented in any plan. **Issue**

Council has provided two growth scenarios which they believe may be achieved in the next 30 years. These are given in Table 10-1 with growth scenarios provided in terms of equivalent tenements (ET) by each SPS catchment.

**Table 10-1: Council nominated growth projections for Gundagai – ET**

	2017 ET	Low Growth ET	High Growth ET
Royal SPS	697	755	845
Primary School SPS	101	140	175
Boys Club SPS	261	325	330
McDonalds SPS	77	85	90
<b>Sum</b>	<b>1,136</b>	<b>1,305</b>	<b>1,440</b>

The growth projections are converted to equivalent people (EP) by multiplying ET by the household size of 2.2. The EP projections by each SPS catchment are given in Table 10-2.

**Table 10-2: Council nominated growth projections for Gundagai – EP**

	2017 EP	Low Growth EP	High Growth EP
Royal SPS	1,533	1,661	1,859
Primary School SPS	222	308	385
Boys Club SPS	574	715	726
McDonalds SPS	169	187	198
<b>Sum</b>	<b>2,499</b>	<b>2,871</b>	<b>3,168</b>

The population of other communities in the former Gundagai Shire is expected to not change of the next 30 years.

## 11 Cootamundra Growth Strategy

The detailed population analysis is provided in Appendix C.

### 11.1 Historical Population

The historical population trends for the former Cootamundra Shire and the Cootamundra SA2 (the current ABS area very similar to the old Shire) are shown in Figure 11-1.

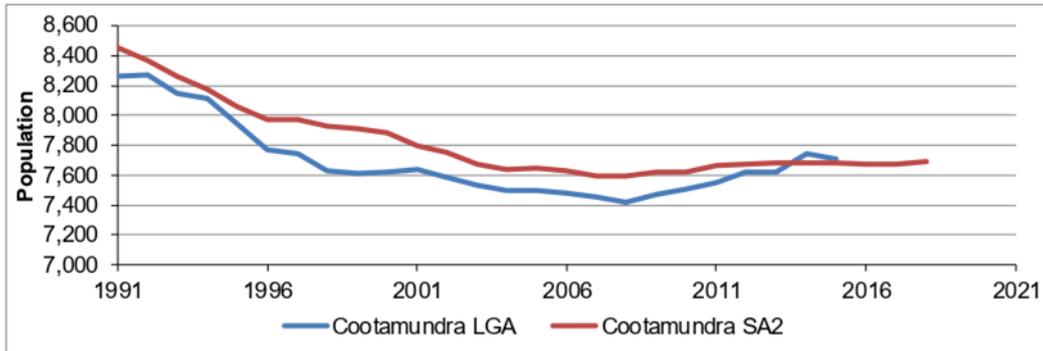


Figure 11-1: Cootamundra Estimated Residential Population

### 11.2 Visitor Population

Cootamundra has an estimated commercial visitor accommodation capacity of 450 people with an average of about 106 occupants. The number of visitors tends to peak around public holidays, especially Christmas and Easter. A high proportion of the visitors (estimated to be 40% by Council) stay with friends and relatives.

There are many major events each year, most held at the showground or the airport. The events at the airports are of particular interest as the airport is served by one of the small pumped sewerage catchments.

### 11.3 Population Projections

The NSW Department of Planning and Environment provides LGA based population projections. The most recent projection (2016) is for the merged Shire, the previous projection (2014) was prior to the merger.

The NSW Department of Planning and Environment 2014 projection estimated that the population of Cootamundra Shire was expected to decrease by 0.67% per year for the period 2011 to 2031.

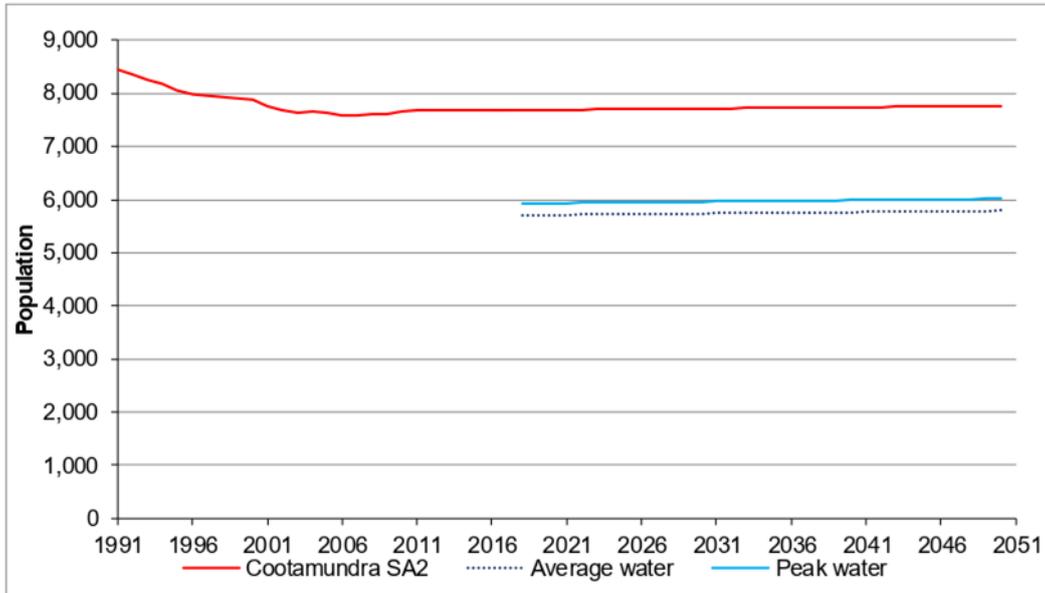
The 2016 NSW Department of Planning and Environment projection provided three estimates for the period 2016 to 2036, named the “Low” (- 0.87% per year), “Main” (- 0.54% per year) and “High” (- 0.25% per year).

For the IWCM, the population and dwelling growth was developed using the following principles to project the population and dwellings in Cootamundra:

- a growth rate of 0.2% dwellings per year based on the recent growth in residential meters
- household size decreasing at 0.145% per year based on the NSW Planning Projection

- percentage of dwellings occupied remains flat
- all serviced dwelling growth is connected to both the water supply and sewerage scheme
- growth in non-private dwelling population and visitor populations in line with private dwelling population growth.

This resulted in a serviced population growth rate of 0.045% per year and an SA2 growth rate of 0.032% per year. The population projection for Cootamundra SA2 and the population served by Cootamundra water supply is graphed in Figure 11-2.



**Figure 11-2: Population projection for Cootamundra SA2 and the population served by Cootamundra water supply**

There are currently 11 dwellings served by the Cootamundra water supply that are not sewered. It is estimated that these dwellings house about 26 people.

**Table 11-1: 2016 serviced population and dwelling estimate from Census data**

	Water and sewer			Water Only			Total connected to water supply		
	People	Occupied Dwellings	Total Dwellings	People	Occupied Dwellings	Total Dwellings	People	Occupied Dwellings	Total Dwellings
<b>Houses, townhouses and flats</b>	<b>5,318</b>	<b>2,474</b>	<b>2,778</b>	<b>26</b>	<b>10</b>	<b>11</b>	<b>5,344</b>	<b>2,484</b>	<b>2,789</b>
Aged care	116	0	0	0	0	0	116	0	0
Hospital	30	0	0	0	0	0	30	0	0
Average visitor	106	0	0	0	0	0	106	0	0
Peak visitor	325	0	0	0	0	0	325	0	0
<b>Average</b>	<b>5,570</b>	<b>2,474</b>	<b>2,778</b>	<b>26</b>	<b>10</b>	<b>11</b>	<b>5,596</b>	<b>2,484</b>	<b>2,789</b>
<b>Peak</b>	<b>5,789</b>			<b>26</b>			<b>5,815</b>		

## 12 Gundagai Water Demand Analysis and Issues

A water demand analysis is undertaken to calculate the unit demands, estimate the non-revenue water and forecast the following demands:

- Average (rainfall) year demands – for revenue planning
- Dry year demands – to assess drought security
- Peak day demands – to assess system reliability.

The 30-year forecasts based on Council’s nominated growth, are then used to determine the issues in meeting the nominated water supply security, and reliability objectives of the urban water supply system. The water demand analysis uses the water production data (that is the water delivered into the system), and the customer billing data.

The outcomes of the analysis and the issues are summarised below. Details of the analysis are provided in Appendix D.

### 12.1 Production Data

Council provided daily production data from the Gundagai WTP for the period 1<sup>st</sup> January 2014 to 31<sup>st</sup> December 2016. The data was given as a daily flow rate of treated water produced from the water treatment plant. The historical water production of Gundagai is shown in Figure 12-1.

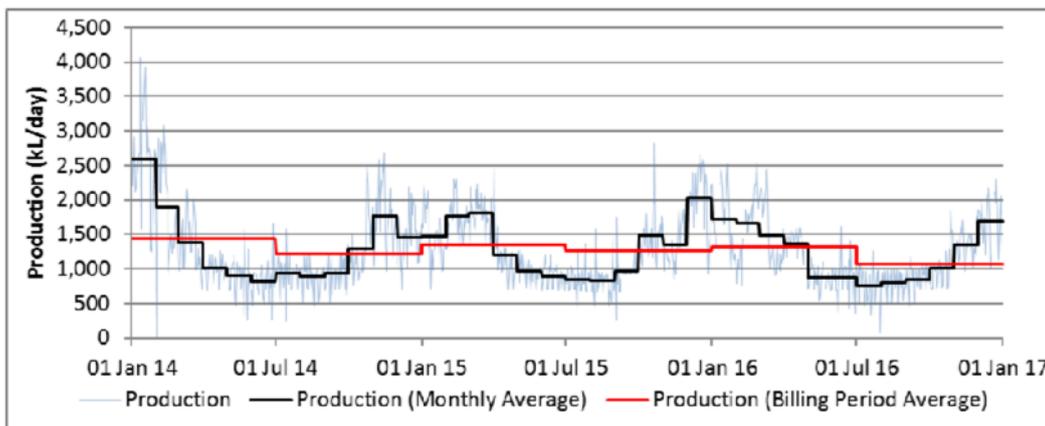


Figure 12-1: Gundagai Water Supply Historical daily production

Council’s records are based upon a lot of manually collected records that:

- are prone to errors
- makes the compilation of data difficult and therefore visualisation and analysis are undertaken infrequently.

Council has engaged PWA to look at and make recommendations about upgrading its SCADA system which will include electronic data gathering and storage. **Issue**

An analysis of the production data showed that the consumption patterns are typical for the region with the consumption being highly dependent on the weather relating to lawn watering and the use of evaporative coolers.

### 12.2 Metered Consumption

Water meters are read twice per year for the following billing periods:

- billing period 1 – 1<sup>st</sup> July to 31<sup>st</sup> December
- billing period 2 – 1<sup>st</sup> January to 30<sup>th</sup> June

Council is currently in the process of switching over to a quarterly reading and billing periods.

Water meter billing data was provided by Council for the 2013/14 financial year to the 2016/17 financial year. The analysis of the meter data is provided in the Appendix. The key findings are:

- The total annual demand over the last four years has been fairly constant, at around 450 ML/year
- The residential to non-residential demand split is about equal – 52 % to 48%.
- The number of residential assessments has increased only from 882 to 888 over this period. The total number of connections has decreased from around 1,250 to 1,220, likely due to removal of unused meters.
- The average day consumption for an active residential assessment is 400 L with an estimated peak day consumption of 2,960 L.
- Three major users were identified – the Meat processor (16% of town demand), Gundagai swimming pool (3% of town demand), and The Five Mile highway service centre with food court billed to “Lionis Holding Pty Ltd” (5% of town demand).

The historical average daily demand including these user classes is shown in Figure 12-2. The “Misc.” category shown includes demand from Schools, Caravan Parks and the Pool.

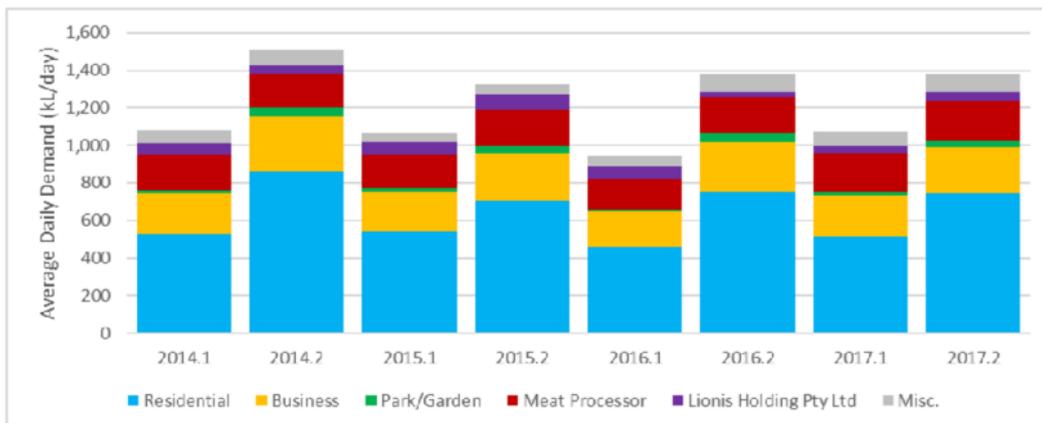


Figure 12-2: Historical average daily water demand (kL/day)

### 12.3 Non-revenue Water

Non-revenue water (NRW) is made up of a number of components including:

- unbilled authorised consumption which includes water used for fire-fighting and operational uses for example mains flushing
- apparent losses including illegal connections and metering inaccuracies
- real losses, mostly leakage from the network.

It has been identified that there are metering issues for the Gundagai water supply scheme which has led to the metered demand being greater than the metered production. The issue could exist with the production metering, demand metering or both. **Issue** and **data gap**.

For the water demand projections, an NRW allowance of 120 L/connection/day has been used. This is around the value of NRW reported to DI Water in the Benchmarking reports and is higher than the 2015/16 state-wide median NRW of 92 L/connection/day. A revised production for these schemes was calculated, given in the Appendix.

## 12.4 System Demands

### 12.4.1 Peak day system demand

Peak period analysis was undertaken on daily production data from the Gundagai WTP. The peak day persistence patterns for the years of available data is shown Figure 12-3.

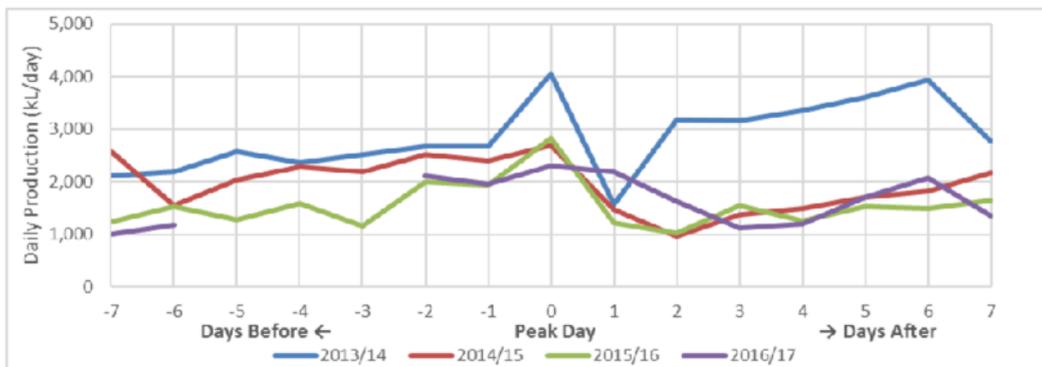
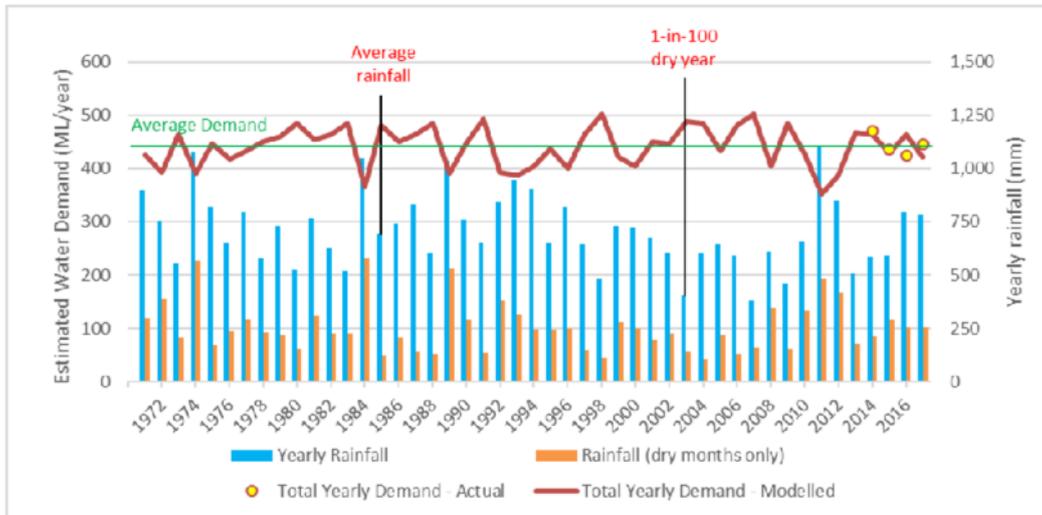


Figure 12-3: Gundagai WTP – Peak Day Production Pattern

The highest Gundagai WTP production on record was 4.1 ML/day, which occurred on 12 January 2014. The event is approximately 3.2 times the average day production of 1.3 ML/day.

### 12.4.2 Annual system demand

A water production model was developed, which closely relates to the recorded production within the data set provided. The details of the method used are discussed in Appendix D.3. This modelled demand is then hindcast over 45 years of available historical climate data to provide a larger data set from which the average and dry year could be estimated. The hindcast is presented in Figure 12-4.



**Figure 12-4: Modelled and actual total user demand showing average and dry years**

The hindcast allows Council to pick the service standard (design basis) for the ‘Water Supply Security’ and ‘Reliability’ objectives that have been selected for the system. For this assessment, the 95<sup>th</sup> percentile has been considered. Based on the model the selected demands are:

Based on the hindcasting model, the corrected demands are:

- Average year demand – 438 ML/year
- Dry year demand (highest from hindcast) – 502 ML/year

### 12.5 Water Supply Projections

The main components of the projections for use in capacity assessment and secure yield assessment are given in Table 12-1. Further details for the demand forecast are provided in Appendix D.

**Table 12-1: Water Projections Summary**

	2017 Estimate	Low Growth Scenario	High Growth Scenario
Peak day demand (ML/day)	3.8	4.2	4.5
Average year Production (ML/year)	493	542	582
Dry year Production (ML/year)	556	613	658
Dry year Extraction (ML/year)	584	644	691

### 12.6 Water Supply Infrastructure Capacity Assessment

#### 12.6.1 Drought security

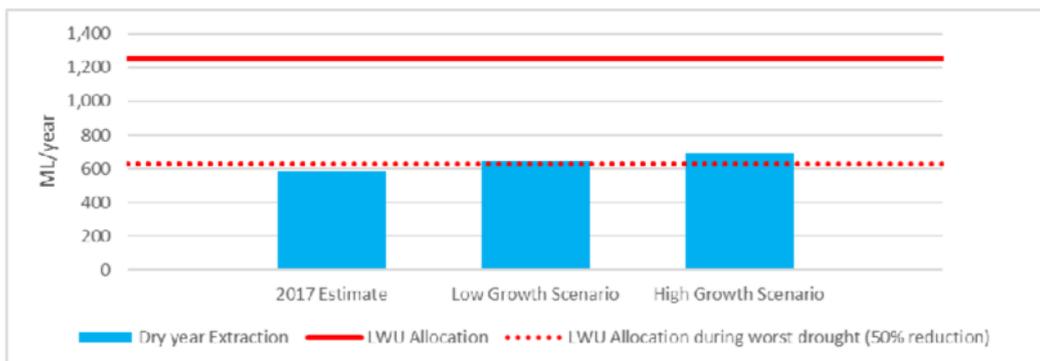
DPIE Water has assessed the frequency and duration of droughts in the Murrumbidgee regulated river system to better understand the drought resilience of the river and investigate

the security of urban water needs (7). Modelling of the river and storages was undertaken over the period 1892 to 2014 using conservative assumptions, and a threshold 1 July combined storage volume of 600 GL was adopted as a drought trigger.

Six droughts where LWU allocations were likely to be reduced were identified over this period. The highest reduction in allocation was 50%.

If LWU allocations were to be reduced to 50%, Council’s current LWU allocation of 1,250 ML would be reduced to 625 ML.

Figure 12-5 shows the estimated 2017 and future dry year extraction under the low and high growth scenarios.



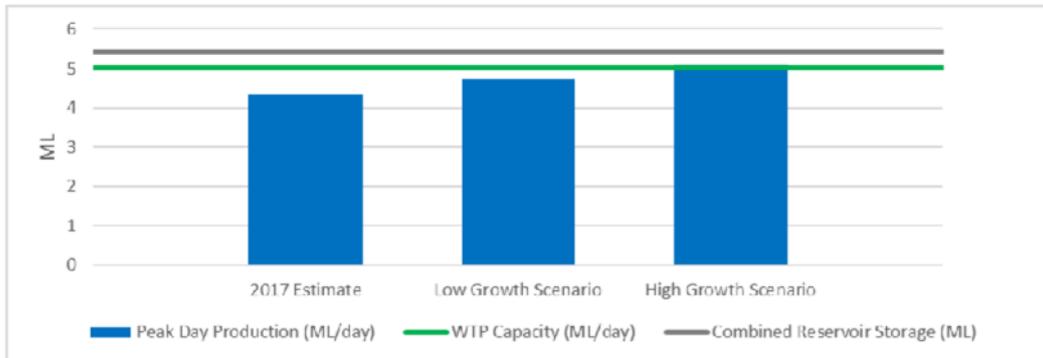
**Figure 12-5: Gundagai projected unrestricted dry year extraction and license limit**

The projected dry year extraction is well below the full LWU entitlement, however if the allocation is reduced by 50% because of an extreme drought, the extractions under both the low and high growth scenarios will exceed it by about 10%. A 10% reduction in demand is generally regarded as an achievable and reasonable level of water restriction during drought, it is the target level of service for NSW local water utilities that source their supply from un-regulated water sources.

**12.6.2 Headworks Capacity**

The Gundagai WTP has a capacity of 5.0 ML/day and the total capacity of Council’s reservoirs is 5.4 ML – see Figure 5-4.

Figure 12-6 shows the estimated 2017 and future peak day production under the low and high growth scenarios.



**Figure 12-6: Gundagai projected peak day production and headworks capacity**

The projected dry year extraction is below the combined reservoir capacity in both growth scenarios, however the WTP Capacity is slightly exceeded in the high growth scenario.

## 13 Cootamundra Water Demand Analysis and Issues

A water demand analysis is undertaken to calculate the unit demands, estimate the non-revenue water and forecast the following demands:

- Average (rainfall) year demands – for revenue planning
- Dry year demands – to assess drought security
- Peak day demands – to assess system reliability.

The 30-year forecasts based on Council’s nominated growth, are then used to determine the issues in meeting the nominated water supply security, and reliability objectives of the urban water supply system. The water demand analysis uses the water production data (that is the water delivered into the system), and the customer billing data.

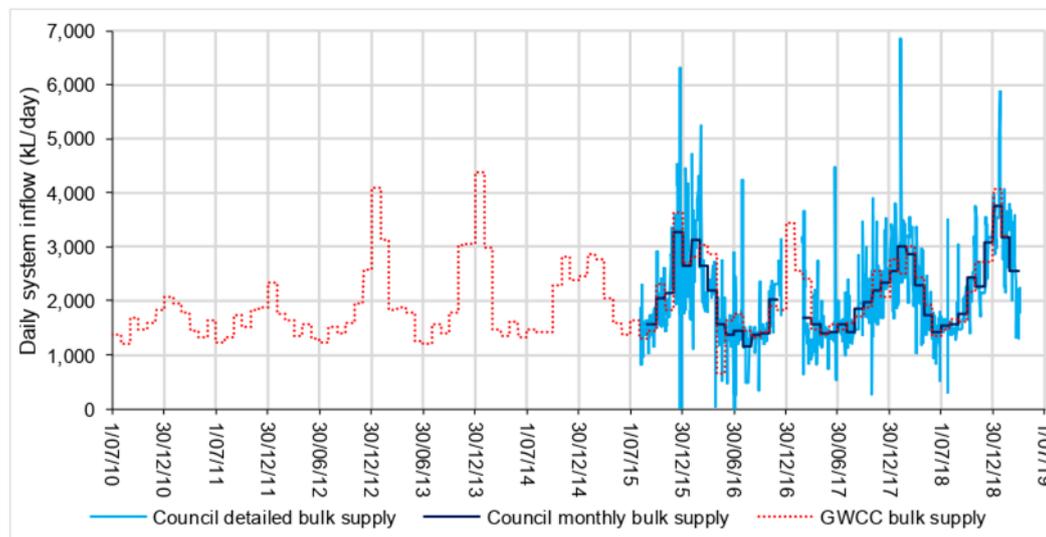
The outcomes of the analysis and the issues are summarised below. Details of the analysis are provided in Appendix E.

### 13.1 Production Data

Council provided two sets of bulk supply data:

- Monthly water sales data from Goldenfields Water County Council (Goldenfields) from July 2010 to February 2019
- Metered bulk supply for each of the connections to the Goldenfields network for August 2015 to March 2019 (this data is collected on most working days).

The recorded system inflows are graphed in Figure 13-1.



**Figure 13-1: Cootamundra bulk supply records**

The It appears that there is an error in the Goldenfields sales data for May 2016.

Council’s records are based upon manually collected data. This data is:

- more prone to errors than automatically collected data

- has lots of gaps between 2 and 26 days where the total flow is known but the daily variation is not
- is missing the entire of summer 2016/2017.

This is an **issue** and **data gap** as the daily variability in inflow is not continuously able to be assessed.

### 13.2 Metered Consumption

Customer water meters are generally read four times per year, in August, November, February and May. Data was provided for the period between in November 2013 and November 2018. The daily metered demand by user category is graphed in Figure 13-2.

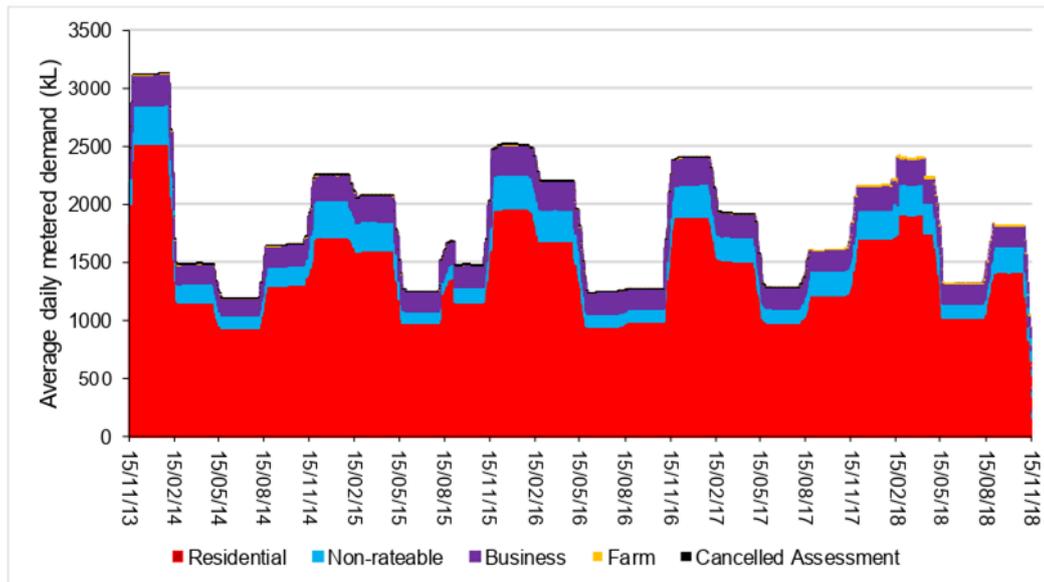


Figure 13-2: Cootamundra historical metered water demand

The key findings are:

- the major water users in Cootamundra use a relatively small percentage of the total metered use (10.4%) and a comparatively small total volume (1.76 ML/day) compared to other towns of similar size
- the residential to non-residential demand split is about 78% to 22%
- the number of residential assessments has only increased by 53 over the period of data supplied
- there are about 1% more residential meters than there are residential assessments, therefore the data analysis for residential use was done on a per water meter basis but will be reported using the term active residential property
- The average day consumption for a sewered active residential property is 585 L with an estimated peak day consumption of 1,237 L (un-sewered properties use slightly more, 595 L on an average day and 1,426 L on a peak day).

### 13.3 Non-revenue Water

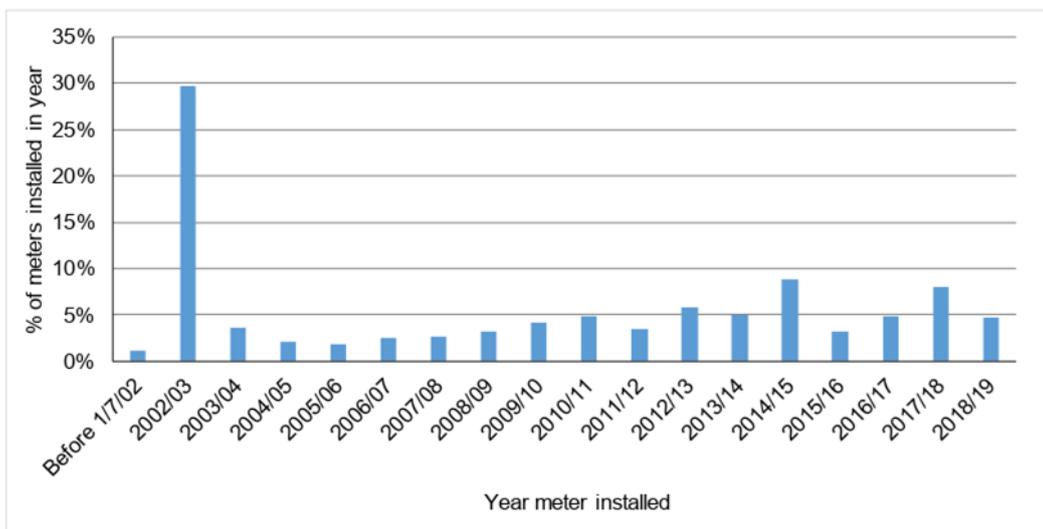
Non-revenue water (NRW) represents the difference between the volume of water delivered into a network and the billed consumption. NRW is made up of many components, as shown in Table 13-1.

**Table 13-1: Components of system water demand**

<b>System Input Volume (WTP Production)</b>	<b>Authorised consumption</b>	Metered billed Authorised Consumption		Accounted for water	Revenue Water
		Un-metered billed authorised consumption (common in NSW non-potable supplies)			
	<b>Water Losses</b>	Unbilled Authorised Consumption e.g. flushing, firefighting, public open spaces		Un-accounted for Water	Non-Revenue Water
		Apparent Losses	<ul style="list-style-type: none"> <li>▪ Unauthorised Consumption</li> <li>▪ Metering inaccuracies</li> </ul>		
	Real Losses	<ul style="list-style-type: none"> <li>▪ Leakage on trunk and/or distribution mains</li> <li>▪ Overflows at storage tanks</li> <li>▪ Leakage on service connections</li> </ul>			

Non-revenue water in Cootamundra averaged 81 L/meter/day. This is surprising low given the high rate of mains breaks in the town.

The age profile of the meters installed in Cootamundra is graphed in Figure 13-3.



**Figure 13-3: Age profile of Cootamundra meters**

Between January 2014 and December 2018, Council has replaced between 3% and 9% of the meters per year, an average of 6% per year. A 2012 study (8) paper on Understanding non-registration in domestic water meters concluded that the optimum cumulative flow for meter replacement was 3,500 to 7,000 kL, at the average residential metered demand of 214 kL/year this converts to an optimal replacement age of between 16 and 33 years. Council's current program will eventually result in an average meter age at replacement of about 17 years, though the very high proportion of meters installed in 2002/03 is likely to lead to a high number of meters failing and reaching the end of their economic life in the next few years. **Issue**

### 13.4 System Demands

#### 13.4.1 Annual system demand

A water production model was developed, which closely relates to the recorded production within the data set provided. The details of the method used are discussed in Appendix E.3. The modelled demand was hindcast over the 48 years of available historical climate data to provide a larger data set from which the average and dry year could be estimated. The hindcast results are graphed in Figure 13-4.

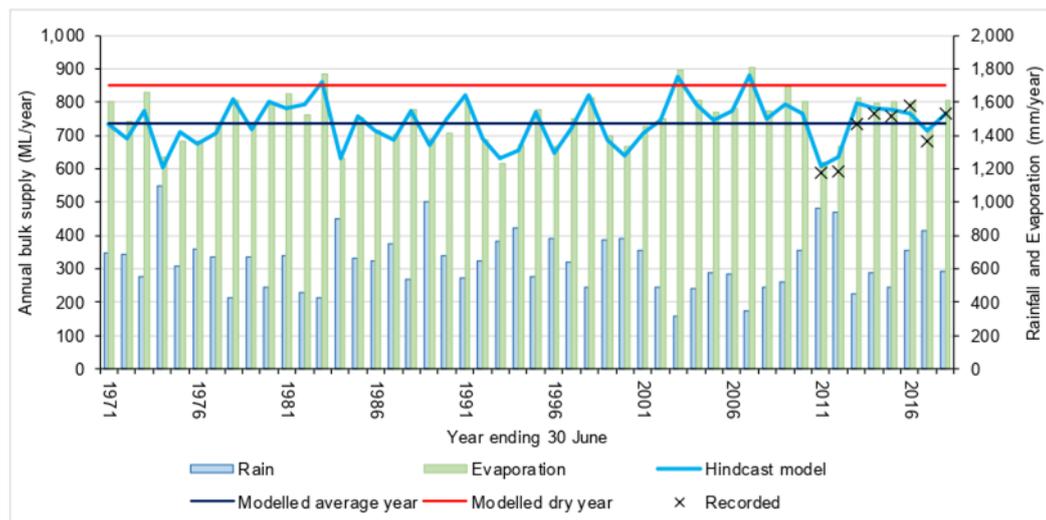


Figure 13-4: Hindcast bulk supply

Based on the hindcasting model, the corrected demands are:

- Average year demand of 737 ML/year
- Dry year demand (highest from hindcast) of 879 ML/year
- Dry year demand (95<sup>th</sup> %ile from hindcast) of 849 ML/year
- Average day peak week demand of 5.1 ML/day
- Peak day demand of 6.3 ML/day.

The hindcast results allow Council to pick the service standard (design basis) for the 'Water Supply Security' and 'Reliability' objectives that have been selected for the system. For this assessment, the 95<sup>th</sup> percentile has been considered.

### 13.4.2 Peak day system demand

Peak period bulk supply was difficult to assess due to the lack of daily data, especially over the late December through January period, therefore the results are less reliable than usual. Recorded peak day demands were between 5.8 and 6.9 ML/day.

### 13.5 Water supply projections

The main components of the projections for use in capacity assessment and secure yield assessment are given in Table 13-2.

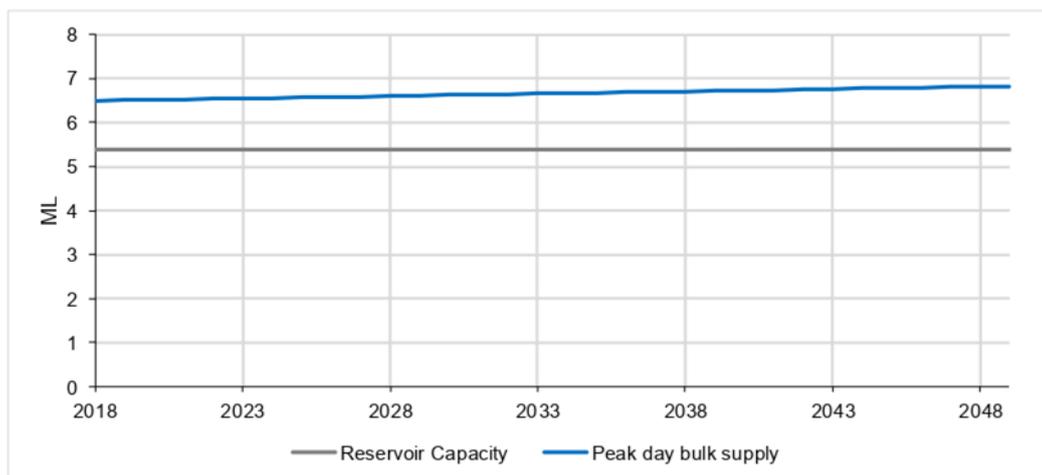
**Table 13-2: Water Projections Summary (ML)**

		2018	2019	2024	2029	2034	2039	2049
Metered demand	Average year	658.7	659.3	662.4	665.6	668.8	672.0	678.5
	Average day	1.80	1.81	1.81	1.82	1.83	1.84	1.86
NRW	Average year	96.4	96.5	97.4	98.3	99.2	100.1	101.9
	Average day	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Bulk Supply	Average year	755.0	755.8	759.8	763.9	768.0	772.1	780.5
	Average day	2.07	2.07	2.08	2.09	2.10	2.11	2.14
	Dry year	849.1	850.5	857.6	864.7	871.9	879.1	893.8
	Average day peak week	5.06	5.07	5.11	5.15	5.19	5.23	5.32
	Peak day	6.50	6.51	6.56	6.61	6.67	6.72	6.83

### 13.6 Water Supply Infrastructure Capacity Assessment

#### 13.6.1 Reservoirs

The peak day demands for Cootamundra is greater than the town’s reservoir capacity of 5.4 ML (Figure 13-5). This is an **issue** as Council may not be able to meet the levels of service when supplying peak demands and may also affect the reliability of supply in the event of interruption to bulk supply (for example mains break).



**Figure 13-5: Cootamundra bulk supply peak demand**

### 13.6.2 Drought performance

The 1990 NSW Water Supply Investigation Manual (9) defines drought security in terms of:

- percentage of time spent on restrictions (the target is generally 5%)
- percentage of years with water restrictions applied (the target is generally 10% of years)
- percentage reduction in demand due to restrictions during drought (the target is generally 10%).

Together this makes up the 5/10/10 rule used to assess drought security for country town water supplies sourcing water from un-regulated rivers. There is no equivalent rule for country town water supplies sourcing water from regulated rivers.

Between July 2002 and June 2012 Cootamundra spent 69% of the time on water restrictions though restrictions have not been applied again (full allocations were available in July 2019, the beginning of the 2019/20 water year). For some of this period, Goldenfields Water was implementing summer water restrictions as a routine measure, though it is not clear whether Goldenfields Water implemented routine restrictions to address system capacity limitations or with another aim. **Issue**

### 13.7 Compliance with Goldenfields Water agreement

The Goldenfields Water levels of service and performance targets are assessed in Table 13-3, the targets are discussed in Section 3.2.1. The agreement is included in Appendix A.2.

**Table 13-3: Assessment of Compliance with Goldenfields Water Bulk Supply Agreement**

Parameter	Unit	Target	Actual
Water losses	% of bulk supply	5%	12%
Average annual residential consumption	kL/assessment	200	188 for all dwellings 214 for occupied dwellings
Peak day residential consumption	kL/assessment	2.5	Unable to assessed – best estimate is 1.237 for occupied sewerred dwellings 1.426 for occupied un-sewerred dwellings
Total annual bulk water supplied	ML/year	1400-1800	588 to 788 ML/year (2011 to 2018)

Based on the assessment in section 13.3, the current water loss of 12% of bulk supply does not meet the Goldenfields Water bulk supply agreement. However, the non-revenue water per connection is better than the state-wide medium. **Issue**

The lack of consistent daily bulk supply data does mean that Council is currently unable to provide reliable evidence of compliance with the peak day extraction limit. **Issue**

The Cootamundra performance targets require revision as they are either out of date or cannot be monitored with current equipment. **Issue**

The water allocation for Cootamundra is combined with the other customers of the Goldenfields Jugiong supply, a total of 5,590 ML/year (2,795 ML/year at 50% allocation). The annual production for the Jugiong supply is graphed in Figure 13-6. Given that the un-restricted dry year demand is significantly greater than the 50% of the allocation, far more severe restrictions are likely to be required for the customers on the Jugiong Supply including Cootamundra to meet the drought allocation than the Gundagai customers. Therefore, the drought security for Cootamundra is different to that of Gundagai. **Issue**

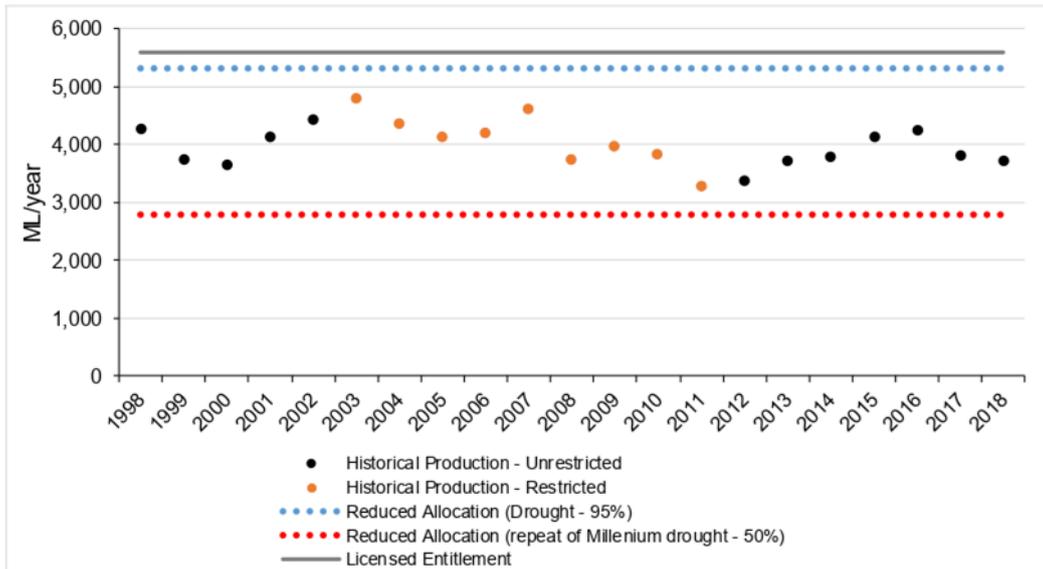


Figure 13-6: Historical production for the Goldenfields Jugiong Supply

## 14 Gundagai Sewer Load Analysis and Issues

### 14.1 Historical Sewage Flows

There is no inflow meter at Gundagai STP, and therefore historical sewage inflow could not be assessed using the conventional method of comparing historical inflow and rainfall data. **Issue** Several other data sources were used to achieve an estimate of sewer flow.

The full analysis is given in Appendix G, which shows sewer flows estimated from:

- Metered humus tank outflow
- 72-hour flow monitoring
- Sewage pump station pump run time
- Billing data

### 14.2 Sewer System Flow Analysis

#### 14.2.1 Average Dry Weather Flow

The estimated ADWF calculated from water billing data is presented in Table 14-1.

**Table 14-1: ADWF (kL/day) estimated from water billing data**

Billing Year	2014	2015	2016	2017
Residential	270	261	262	263
Non-res	185	164	177	191
<b>Total</b>	<b>454</b>	<b>426</b>	<b>439</b>	<b>453</b>

Based on the above information, and the ADWF estimated from the other methods in Appendix G, the estimated current ADWF is **500 kL/day**.

Based on a 2017 EP of 2,500 an estimated current sewage loading of **200 L/EP/day** is calculated. This is within the normal range of sewage loadings.

#### 14.2.2 Peak Dry Weather Flow

The results of the 72-hour monitoring give a peaking factor “r value” of 2.0 for Gundagai STP, as can be seen in Figure 14-1. Since the flow was measured at the outlet of the humus tank instead of the inlet works, it may not exactly represent the peak in the inflow. The peaking factor is multiplied by the instantaneous ADWF to obtain the instantaneous Peak Dry Weather Flow (PDWF).

Calculated values based on the methodology in the PWA sewer design manual, give an estimated peaking factor of 2.3 for Gundagai STP. This peaking factor has been adopted as a conservative estimate.

At the nominated ADWF of 500 kL/day, or 5.8 L/s, the estimated PDWF is **13.3 L/s**.

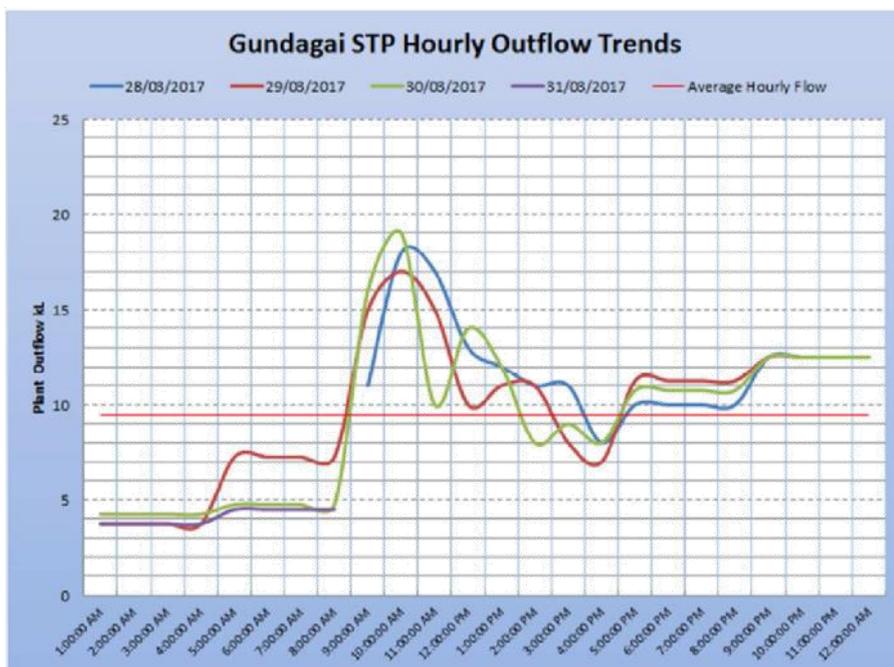


Figure 14-1: Monitored Gundagai STP diurnal flow

**14.2.3 Peak Wet Weather Flow**

No STP inflow data is available for wet days, however the maximum flow rate to the STP would be the combined pump rates of the pumps in the two SPS which pump to the STP. Council plans to upgrade these two SPS, however there is limited data available for estimating peak flows to the SPS which would be used to size new pumps.

Formulas in the PWA sewer design manual provide a method to calculate PDWF and PWWF from ET. The ET and EP for each pump station is taken from Section B.3.2. ADWF for each SPS was estimated based on **200 L/EP/day**. The results are given in Table 14-2.

**Table 14-2: Estimated peak flows to sewer pump stations**

	2017 Total ET	2017 Total EP	ADWF (kL/day)	Peaking factor 'r'	PDWF (L/s)	PWWF (L/s)	PWWF / ADWF
Royal SPS	798	1,756	351	2.4	9.6	55.9	13.8
Boys Club SPS	338	744	149	2.7	4.6	24.2	14.0
<b>Total</b>	<b>1,136</b>	<b>2,499</b>	<b>500</b>	<b>2.3</b>	<b>13.1</b>	<b>78.9</b>	<b>13.6</b>

Note: The Royal SPS and Boys Club SPS have an estimated pump duty of 10 L/s and 5 L/s respectively.

For the sizing of the new pumps, a PWWF to ADWF ratio of 10 has been nominated.

### 14.3 Tourist population effects

Visitor contribution to STP inflow could not be assessed due to insufficient data. However, since it was estimated that visitors do not have a significant impact on water demand, it is also assumed that they have minimal impact on sewage load.

### 14.4 Biological and Nutrient Loading

Biological and nutrient loading was assessed by PWA as part of the 2017 sewer inflow assessment. An ISCO automatic sampler was used for collection of time-based composite samples during the 72-hour monitoring period, samples from the inlet chamber to the Imhoff tank. The results are given in Appendix G.5.

Based on these results, the following was observed of the sewage from the Gundagai sewerage scheme:

- Ratio of COD to BOD was approximately 2, which is typical for domestic sewage.
- Concentrations of BOD<sub>5</sub> and SS present medium to high strength domestic sewage
- Concentrations of nutrients are considered typical for domestic sewage.
- Raw sewage alkalinity presents high strength domestic sewage, which can provide sufficient buffering for biological nitrification.

### 14.5 Sewer System Flow Projections

Future ADWF to the SPS and STP under the low and high growth scenarios was estimated by multiplying the projected sewer EP (Table 10-2) by the estimated current sewage loading of 200 L/EP/day.

The projected sewage load is given in Table 14-3. The ADWF to the Royal and Boys Club SPS includes the contribution from their respective upstream SPS.

**Table 14-3: Projected ADWF to SPS and STP (kL/day)**

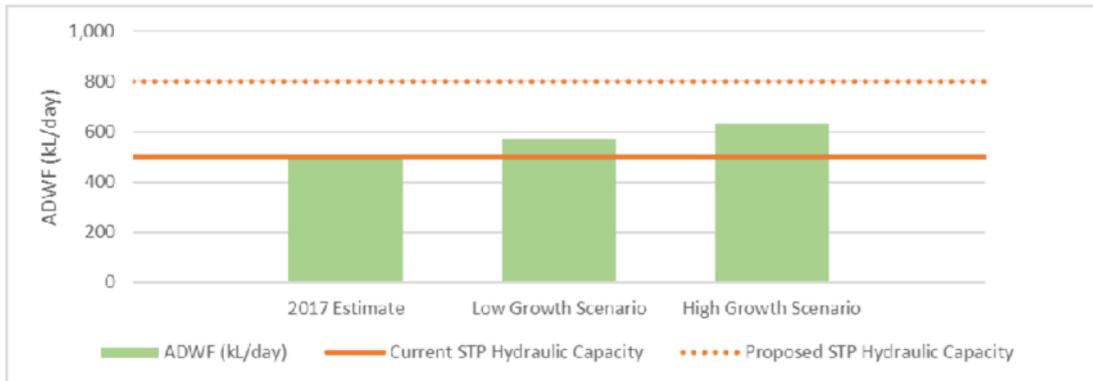
	2017 ADWF	Low Growth ADWF	High Growth ADWF
Royal SPS	351	394	449
Primary School SPS	44	62	77
Boys Club SPS	149	180	185
McDonalds SPS	34	37	40
<b>Total to STP</b>	<b>500</b>	<b>574</b>	<b>634</b>

### 14.6 Sewerage Infrastructure Capacity Assessment

#### 14.6.1 STP Performance

Council is in the design stages for a new STP for Gundagai to be constructed at the site of the existing Gundagai STP. Council is interested in the new STP having a capacity of 0.6 ML/day, with the ability to expand it to 0.8 ML/day. Council is also interested in treating part of the sewage from the abattoir at the STP.

Figure 14-2 shows the estimated 2017 and future ADWF under the low and high growth scenarios. The figure also shows the design capacity of the proposed 0.8 ML/day ADWF STP that Council is currently in the process of planning.



**Figure 14-2: Gundagai projected ADWF and STP design capacity**

Council has advised that the current power supply is quite reliable with blackouts being infrequent, and only lasting a couple of hours when they do occur. There is no history of SPS overflows during blackouts. The issue of power supply during future floods with the new plant is an **issue** that Council is currently pursuing with the local energy supplier.

Council has advised that the condition of STP has deteriorated in recent years, primarily due to age and flood damage. Recent evaluations have assessed the plant as having a high probability of physical failure during the next significant flood. Council has also noted that an upgrade to the sedimentation flow weir is required as it is currently ineffective when one or both SPS pump to the STP. **Issue**

During the major flooding events in December 2010 and March 2012 Gundagai STP was inundated leading to shutdowns of the treatment facilities for periods of three to five days, with raw sewerage entering the Murrumbidgee River during these times. (10) **Issue**.

## 15 Cootamundra Sewer Load Analysis and Issues

Details of the analysis undertaken are discussed in Appendix H.

### 15.1 Historical Sewage Flows

Manually collected daily sewage flow data was provided for the period from 1 July 2014 to 26 May 2019, the time of day for each entry was not recorded. The Cootamundra STP inflow data is graphed in Figure 15-1 along with the daily rainfall and the average metered water demand for seweraged customers. The following points are notable:

- the winter water sales to seweraged customers average 1,245 kL/day, the ADWF would be expected to be similar
- during Autumn 2016 there are periods where there appears to be significant exfiltration with flows received by the STP significantly lower than the winter water sales, this may indicate that there are large sections of leaky network draining sewage into the local aquifer when the water table is low.
- between July 2016 and May 2017 there appears to be an extended period of significant infiltration, this may indicate that there are large sections of leaky network draining the local aquifer when the water table is high
- Council believes that the low flows in Autumn 2018 are associated with a bulk meter error
- the STP inflow data is collected manually, therefore there may be “long days” and “short days”.

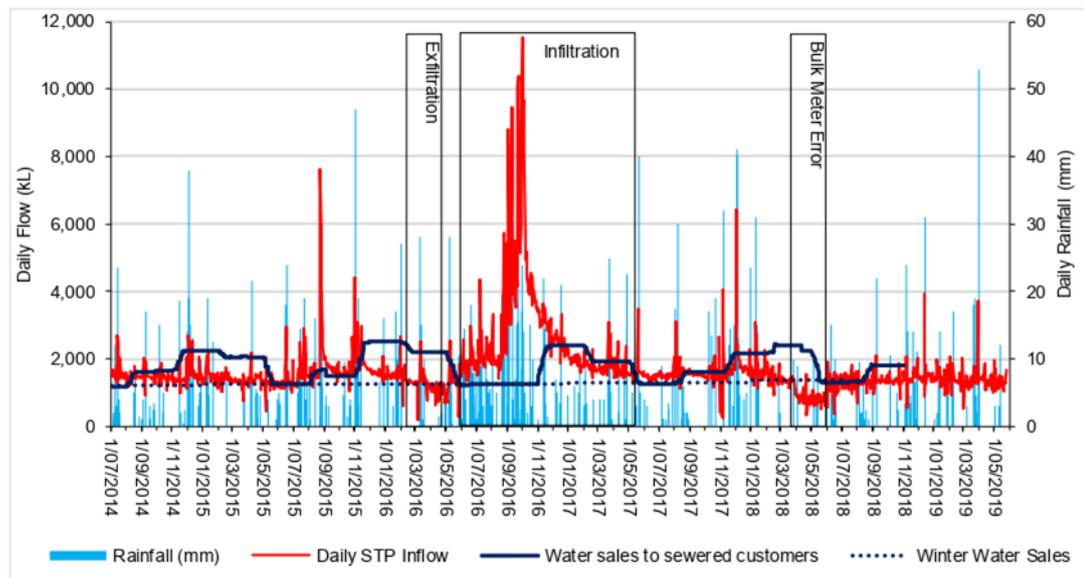


Figure 15-1: Cootamundra STP inflow

In most well sealed sewerage schemes, the flow would be expected to peak shortly after a wet weather event and then decrease to the ADWF over the next 5 to 10 days, rather than over several months.

Council has stated that “About 15km of sewer have been relined over the last 5 years. Relining was undertaken for structural purposes as well as to inhibit root intrusion but an obvious added benefit has been the reduction in ground water infiltration.” This program appears to have been reasonably effective with all flows from June 2018 onwards appearing within the expected range.

### 15.2 Influent quality

Council has not undertaken any 72hour monitoring in recent years. As the effluent quality meets the EPA license requirements, the plant is in good condition, and the plant is currently servicing a much smaller population than it was designed for.

### 15.3 ADWF, EP and ET

The initial ADWF, EP and ET loads at the STP was estimated using both the metered influent volumes between July 2018 and May 2019 and the winter metered water sales to sewer properties from 2014 to 2018.

Using the winter metered water sales to sewer properties, the 2018:

- ADWF is estimated to be 1.352 ML/day
- unit EP sewage flow is estimated to be 207 kL/day
- total ET is estimated to be 3,032
- total EP is estimated to be 6,520.

Using the metered influent volumes, the ADWF was estimated to be:

- 1.34 ML/day when using the rainfall measured at the STP
- 1.35 ML/day when using the SILO rainfall data.

As the ADWF estimated using both methods are very similar and the metered demands are used to develop the unit flows and non-residential loads, the results of the metered demand based ADWF assessment will be used in the projections.

### 15.4 Peak Dry Weather Flow

The peak dry weather flow is the estimated peak instantaneous flow on a dry day. Calculated values based on the methodology in the PWA sewer design manual, give an estimated peaking factor of 2.00 for Cootamundra STP.

At the nominated ADWF of 1.352 ML/day (15.65 L/s), the estimated PDWF is 31.32 L/s.

### 15.5 Peak Wet Weather Flow

As all of the Cootamundra sewage is pumped to the STP from Betts St the design wet weather flow for the STP will be equal to the pump running at capacity for 24 hours. In 2005, Public Works Advisory completed the specification of two new pumps (to be used 1 duty and 1 standby configuration) for Betts Street, the design flow rate in the specification was 59.2 L/s. Council staff do not believe that the pump replacement occurred.

The observed peak daily wet weather flow was 11.5 ML/day (133 L/s or 9.1 ADWF), measured on the 30/09/2016. It appears that a large proportion of this flow was related to high ground water levels as this was at the end of a relatively wet fortnight and the depth of rain on the high flow day and the day before was substantially lower than the major event a week before. It then took over 7 months for the flows to recede to the ADWF. This was part of a very wet 6-month period, there were 6-month periods nearly as wet in 2012, 1974 and 2011. Given that the daily flow data was collected manually and therefore may have been collected over slightly more than

24 hours. Two conclusions can be formed from this event as the inflow exceeded the capacity of the pump specification therefore:

- Either the duty and standby pump were operating in parallel, or
- The installed pump capacity is not known and does not match the pumps specified in 2005.

This is a **data gap**.

### 15.6 Tourist population effects

The peak visitor population is estimated to be 4% higher than the average population.

The daily dry weather flow records for the period between 17 June 2018 and 25 May 2019 are highly variable probably due to time of day variations in data recording, this conclusion is based on very high flow days occurring just before or after very low days on several occasions. Therefore, the average daily flow was calculated for rolling dry weeks. The flow varied between a minimum of 1.123 ML/day and a maximum of 1.480 ML/day, this occurred during the week ending 7 January 2019 and is a 9% increase on the average. This week was quite warm so differentiating between additional air-conditioning bleed, swimming pool filter backwash and visitor loads is not possible.

As the STP is sized for 12,000 people and the current assessed load is about 6,500 EP, there is plenty of spare STP capacity to cope with visitor numbers.

Of greater concern is the capacity of SPS 4 (airport) to cope with visitor numbers at events held at the airport.

### 15.7 Forecast ADWF

Future ADWF, projection was undertaken at an SPS and STP level (Table 15-1).

**Table 15-1: Projected ADWF**

	SPS	2018	2019	2024	2029	2034	2039	2049
ADWF (kL/day)	1 (STP)	1,352	1,355	1,366	1,377	1,388	1,399	1,421
	2	4.68	4.68	4.69	4.70	4.71	4.73	4.75
	3	10.0	10.1	10.1	10.1	10.1	10.1	10.2
	4	0.93	0.93	0.93	0.93	0.94	0.94	0.94

## 16 Gundagai Infrastructure Performance Assessment

The performance of the Gundagai water supply and sewerage infrastructure was assessed to determine the current and any future issues.

### 16.1 Regulatory Compliance Issues

#### 16.1.1 Performance against EPA Licence Conditions

Recent non-compliances with EPA license conditions are summarised in Table 16-1.

Most non-compliances are due to inadequate flow monitoring at the STP. **Issue.**

**Table 16-1: Gundagai STP license non-compliances**

Year ending	Type of non-compliance	No. of times occurred
30 April 2017	None	
30 April 2016	Sewer overflow at Royal Pumping station due to operator misjudgement regarding stop return valve. New training procedure put in place to prevent recurrence	1
30 April 2015	Total volume and effluent volume monitoring not undertaken. Effluent monitoring company not notified of new requirements. New testing requirements to be implemented.	1
30 April 2014	Effluent volume monitoring magnetic flowmeter not operational due to electrical connection not completed by Essential Energy.	1
30 April 2013	Monitoring of Effluent: Switching to monitoring of effluent volumes by magnetic flow metres not achieved by required date. Flow meters now in place.	1
30 April 2012	None	
30 April 2011	None	
30 April 2010	None	

#### 16.1.2 Work Health and Safety Requirements

As an employer, Council is required to undertake due diligence activities to ensure that workers and visitors are safe while they are at work. The SafeWork NSW (11) states that procedures should include:

- provision of training, supervision and instruction to workers about health and safety.
- consultation with workers about health and safety.
- ensuring that health and safety representatives receive required training.
- immediately report notifiable incidents to SafeWork NSW.
- comply with SafeWork NSW inspector directions for example compliance with notices such as improvement, prohibition or other notices.
- regularly review or audit your businesses policies, procedures and practices.

Council does not currently undertake regular inspections of the treatment plants or other infrastructure. **Issue** and **data gap**

## 16.2 Performance against nominated Levels of Service

Council has advised that in general, there are few problems being experienced in the Gundagai reticulation systems despite the age of some of the infrastructure. There are few mains breaks and a need to replace a small amount of the water Gundagai infrastructure is anticipated during the IWCM period. Council has a prioritised list of sewerage sections that are scheduled to be replaced in the next 10 years.

Due to the sloping nature of Gundagai, the sewer mains can be laid a lot shallower than for a number of other western towns. The reticulation system has a history of only few broken mains and tree root chokes possible due to the high rock content of the soils on which the town was built.

The Customer Relationship Management (CRM) system does not effectively capture sufficient information to assess performance against the LOS. **Issue**. The information required includes:

- date and time of initial contact
- contact method (email, phone, in person to office, in person to staff in field)
- time taken for initial response
- category of contact (complaint/request for rectification, account information request, general information request)
- category of response
- time of completion.

## 16.3 Best Practice Compliance

### Compliance with LWU Circular 18

Council has addressed all requirements of LWU Circular 18. The Circular specifies the requirements for the following three barriers to assure the safety of each water supply and to prevent microbial contamination.

#### Barrier 1: Effective Disinfection

Monitoring of factors which affect disinfection

The CCPs developed in the DWMS are implemented to ensure that water leaving the Gundagai WTP consistently achieves effective disinfection. The adjustment and critical limits have also been set to achieve effective primary disinfection and to maintain a suitable chlorine residual in the reticulation to prevent re-contamination.

Achieve minimum chlorine contact time (C.t.)

ADWG recommends a turbidity of  $\leq 1$  NTU during disinfection and a chlorine contact (C.t.) of  $\geq 15$  mg.min/L with a pH of between 6.5 and 8.5.

Council has advised that chlorine contact is maintained in accordance with the set procedures for the operation of the plant and is monitored in terms of dosed levels and chlorine residual levels. Council advises that to date there have not been any significant problems that the operators can recall once the new plant was fully commissioned and Council got passed the teething stages.

#### Barrier 2: Distribution System Integrity

Council undertakes weekly inspection of all reservoirs and if any problems are identified the appropriate actions are taken. Council has advised that there have not been any recent problems identified.

**Barrier 3: Maintain a Free Chlorine Residual in the Water in the Distribution System**

Council takes water samples from different locations around Gundagai in accordance with the drinking water quality management plan.

Council has advised that chlorine residuals in the system have not proven to be a big problem due to the small size of the reticulation system. The 2016/17, 2017/18 and 2018/19 results from the monitoring program were analysed for compliance with the drinking water guidelines, the percentage compliance and number of exceptions in each year are summarised in Table 16-2.

**Table 16-2: Gundagai ADWG Compliance**

	2016/17		2017/18		2018/19	
	% compliance	Exception Count	% compliance	Exception Count	% compliance	Exception Count
Free Chlorine	86.27%	7	93.75%	3	93.62%	3
Total Chlorine	100.00%	0	100.00%	0	100.00%	0
Total Coliforms	98.04%	1	100.00%	0	97.87%	1
Fluoride	98.68%	4	100.00%	0	100.00%	0

**16.4 Water Quality Performance**

**Raw Water Quality**

The raw water quality varies depending upon river flow and the nature of releases from the upstream dam, as high-volume releases can stir up sediment and increase turbidity. Council has advised that typically the turbidity of the river can be down as low as 10 NTU when there are only small releases from the dam, but this can rise to around 100 – 500 NTU during significant river releases and >1,000 NTU during significant floods.

Council has advised that it is common practice for the operators to turn off the WTP during even minor flood events to allow the worst of the water quality to pass, then resume WTP operation when water quality has improved. This does not have a significant impact on the town, as consumption is reduced during the wet period associated with flooding, and Council’s reservoirs can provide up 3 to 4 days’ supply.

**Water Treatment Plant – CCP Analysis**

No data has been provided by Council to assess the performance against the CCPs. The plant is relatively new. **Issue**

**16.5 Sewer Catchment Performance**

Council is proceeding with plans to upgrade the Royal and Boys Club SPS, therefore no analysis has been done on the existing SPS as they will be assessed as part of the upgrade.

Council has only limited telemetry data on its current pumping stations and has engaged Public Works Advisory to address telemetry shortfalls. **Issue**

### 16.6 Condition inspection

As a part of the 2017 asset revaluation (4) the above ground assets were inspected, several issues were identified, these are summarised in Table 16-3. The report also concluded:

- the Gundagai sewer reticulation is showing good condition for age, with minimal pipelines in condition grade 5
- minor defects can be addressed through programmed maintenance.

**Table 16-3: Issues Identified during Condition Inspection – Gundagai**

Asset	Key inspection results
River water inlet works	- no issues were identified during the condition inspection
WTP	- no issues were identified during the condition inspection
Reservoirs	- no items of concern were identified
Boys Club SPS	- internal fixtures are corroded, and renewal is recommended
Maccas SPS	- the wet well was observed to be dirty, cleaning recommended - the internal fixtures are corroded, and renewal of these items is recommended
Primary School SPS	- has old electricals and an old well, which could not be opened at the time of the condition inspection
Package SPS near Primary School	- whilst it is only ten years old, it was observed during the condition inspection to be in fair condition only
Royal SPS	- is located in a flood prone location
STP	- the trickling filter heads were no longer functioning, - the trickling filter tank is cracked and leaking - the inlet works were very labour intensive to maintain, and not performing their role effectively - maturation ponds were very green indicating inefficient nutrient removal - the clarifier had ceased to function

## 17 Cootamundra Infrastructure Performance Assessment

The performance of the water supply and sewerage infrastructure was assessed to determine the current and any future issues.

### 17.1 Regulatory Compliance Issues

#### 17.1.1 Performance against EPA Licence Conditions

Recent non-compliances with EPA license conditions are summarised in Table 16-1.

Most non-compliances are due to failure to undertake required testing or failure to report. **Issue.**

**Table 17-1: Cootamundra STP license non-compliances**

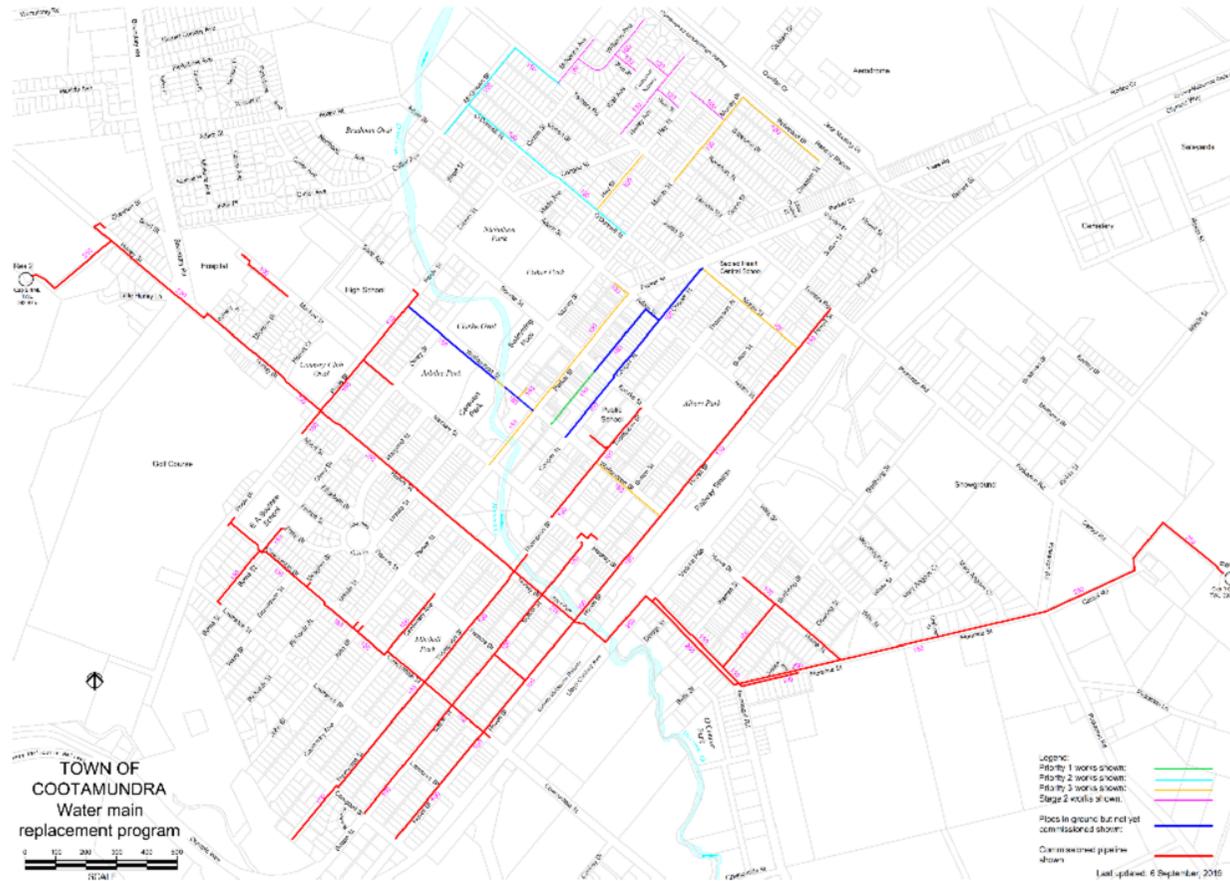
Year ending	Type of non-compliance	No. of times occurred
30-Apr-19	No annual report submitted	
28-Feb-15	Incorrect samples obtained resulting in soil samples not being analysed for all required pollutants.	1
28-Feb-14	Concentration limit for faecal coliforms at monitoring point 12 exceeded. Unknown cause.	1
28-Feb-13	Faecal coliforms exceeded the 100-percentile concentration limit of 200 cfu/100mL once during the reporting period.	1
28-Feb-11	Sample for point 10 was not obtained during period due to oversight.	1
28-Feb-09	Some shortfall in number of Piezometer readings	3
28-Feb-07	Faecal Coliforms at P1 – above the 100-percentile limit on two occasions at 1300 cfu/100mL and 270 cfu/100mL The pH results from 8 Jan 2007 were 9.7 at P12 and 9.6 at P1. The 100-percentile concentration limit for pH is 9.5	2 1
28-Feb-06	Suspended Solids at Monitoring Point 1 – Reading was 98 mg/L on sample date. Limit for Monitoring Point 1 is 40 mg/L.	1
28-Feb-05	Monitoring Points 1 and 12: The pH exceeded the limit of 9.5 on one occasion.	1
29-Feb-04	Exceed pH limit on 1 occasion. Exceed total suspended solids limit on 1 occasion	1 1

#### 17.1.2 Work Health and Safety Requirements

As an employer, Council is required to undertake due diligence activities to ensure that workers and visitors are safe while they are at work. See 16.1.2 for discussion of requirements.

### 17.2 Performance against nominated Levels of Service

Cootamundra water supply currently experiences main breaks frequently with 6 or more breaks in a week occurring several times a year. Council is currently undertaking a \$5.5-6 million program of main replacements targeting 18 km of cast iron (CI) and asbestos cement (AC) water mains, as well as the associated galvanised steel customer connections. A map of the completed replacements and the scheduled replacements is included in Figure 17-1.



**Figure 17-1: Cootamundra pipe replacement program**

Hunter New England | South Coast | Riverina Western | North Coast | Sydney

Report No. WSR-18035

Asset Advisory | Heritage | Project + Program Management | Assurance | Procurement | Engineering | Planning | Sustainability  
Developments | Buildings | Water Infrastructure | Roads + Bridges | Coastal | Waste | Emergency Management | Surveying

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## 17.3 Best Practice Compliance

### Compliance with LWU Circular 18

LWU Circular 18 specifies the requirements for the following three barriers to assure the safety of each water supply and to prevent microbial contamination.

#### Barrier 1: Effective Disinfection

Effective disinfection of the bulk supply is the responsibility of Goldenfields Water. Council currently undertakes free and total chlorine monitoring as part of the NSW Health Drinking Water Quality Assurance Programme, these samples are collected manually, this is an **issue** as it increases the time to respond to potentially hazardous events when compared to automated monitoring systems.

Council is investigating options on water quality monitoring at the handover point for parameters such as pH, turbidity, free and total chlorine (e.g. data sharing from Goldenfields Water or installation of online monitoring equipment).

#### Barrier 2: Distribution System Integrity

Council undertakes weekly inspection of all reservoirs and if any problems are identified the appropriate actions are taken. Council has advised that there have not been any recent problems identified.

Council also monitors the reservoirs weekly for:

- Free Chlorine residual
- Total Chlorine
- pH
- Turbidity
- Temperature.

#### Barrier 3: Maintain a Free Chlorine Residual in the Water in the Distribution System

Manual re-chlorination is undertaken at the Cootamundra reservoirs, this is an **issue** as it is a hazardous activity for staff and the low frequency of testing increases the potential duration of low chlorine residual events. CGRC are investigating the installation of automated re-chlorination systems to improve control of chlorine residual in the network.

Council takes water samples from different locations around Cootamundra in accordance with the drinking water quality management plan. The samples are tested for:

- Free Chlorine residual
- Total Chlorine
- pH
- Fluoride.

The building surveyor is responsible for undertaking the water sampling required under the NSW Health Drinking Water Quality Monitoring Program. The 2016/17, 2017/18 and 2018/19 results from the monitoring program were analysed for compliance with the drinking water guidelines, the percentage compliance and number of exceptions in each year are summarised in Table 17-2.

**Table 17-2: Cootamundra ADWG Compliance**

	2016/17			2017/18			2018/19		
	% compliance	Samples collected	Exception Count	% compliance	Samples collected	Exception Count	% compliance	Samples collected	Exception Count
Free Chlorine	42.00%	50	29	82.86%	35	6	78.26%	23	5
Total Coliforms	94.12%	50	3	97.44%	39	1	100.00%	23	0
Fluoride	98.90%	365	4	97.53%	365	9	97.22%	395	11

### 17.4 Condition inspection

As a part of the 2017 asset revaluation (4) the above ground assets were inspected, several issues were identified, these are summarised in Table 17-3.

**Table 17-3: Issues Identified during Condition Inspection – Cootamundra**

Asset	Key inspection results
Reservoir No 1	<ul style="list-style-type: none"> <li>- internal fixtures appeared corroded</li> <li>- telemetry would benefit from modernisation</li> <li>- renewal work is required on pipework</li> </ul>
Reservoir No 2	<ul style="list-style-type: none"> <li>- valves and pipework at this reservoir are old</li> <li>- internal fixtures are starting to show signs of corrosion</li> <li>- It is recommended that the reservoir be dived or emptied and inspected to best ascertain internal condition</li> </ul>
SPS 1 (Betts St)	<ul style="list-style-type: none"> <li>- would benefit from a refit</li> <li>- internal fixtures are corroded and need replacement</li> <li>- the dry well appeared wet, with leakage from an unknown source</li> </ul>
Airport SPS	<ul style="list-style-type: none"> <li>- no items of concern were identified at this SPS</li> </ul>
Kings Dr SPS	<ul style="list-style-type: none"> <li>- valves appeared corroded and will be due for replacement in the next 5 to 10 years</li> </ul>
Strikers SPS	<ul style="list-style-type: none"> <li>- no items of concern were identified at this SPS</li> </ul>
SPS 1 to STP rising main	<ul style="list-style-type: none"> <li>- The sewer rising main from the Betts Street SPS may have no functional gas release valves, and the resulting gas build-up is adversely affecting the life expectancy of STP preliminary works.</li> </ul>
STP	<ul style="list-style-type: none"> <li>- alum dosing system is in poor condition</li> </ul>

Asset	Key inspection results
	<ul style="list-style-type: none"> <li>- trade waste appeared to be disposed of in a separate pond onsite. This pond did not appear to be lined, and there is a potential for land contamination. This is not an ideal long-term solution.</li> </ul>

The asset revaluation report (4) also provided the following information:

- The water pipeline assets were assessed using where breakage history and anecdotal evidence. It was noted that “Older sections of the (Cootamundra) water reticulation system are now reaching end of life and should be progressively replaced if Council is to avoid multiple burst pipelines”.
- The Betts Street sewer rising main is of concern. It is a critical asset in the system because it is the sole outfall for the urban catchment. It is understood that this pipe has previously burst. Council should monitor this pressure pipeline and consider replacing it due its critical role in the sewer network when renewing the Betts Street SPS.
- The gravity sewer pipelines in Cootamundra are in reasonable condition for age. A cohort of VC sewer pipes laid in the 1930’s is now reaching end of life.

## 18 Unserved communities

Council is currently preparing a database of all on-site sewage management systems in the LGA. There is currently no inspection program. **Issue**

### 18.1 Unserved dwellings in Gundagai Town

Gundagai is the only town in the former Gundagai Shire which has a reticulated water supply and sewerage service. Council has advised that there is a small number of properties that have a water connection in the urban area that are not economically viable to service with a conventional gravity sewerage system as is provided for the rest of the township. Council will look at options such as pressure sewerage systems over time, but the residents have not been pressuring Council in relation to these properties and they are not leading to any known problems in terms of their onsite systems.

### 18.2 Unsewered dwellings in Cootamundra Town

There are properties with homes and businesses around the edges of Cootamundra that are served with water but are not sewered. Almost all of these properties are well over the minimum size required for the safe operation of a septic tank OSSMS. The notable exceptions are 3 properties near the bend in Carool Rd.

### 18.3 Partly serviced rural communities

The following communities are provided with water by Goldenfields Water but are not sewered:

- Stockinbingal – 91 dwellings
- Wallendbeen – 47 dwellings

Stockinbingal is located on the combined floodplain of Bland and Dudauman Creeks. Dudauman Creek joins Bland Creek downstream of the village, at which point the combined catchment is some 210 km<sup>2</sup>. Flooding occurred in September 2016, testing the towns flood mitigation works that were constructed in 1987/88. There were anecdotal reports of the surcharging of sewage from septic tanks and transpiration beds.

**Table 18-1: OSSMS assessment of Stockinbingal and Wallendbeen**

Parameter	OSSMS Requirement	Risk if requirement not met	Stockinbingal	Wallendbeen
Lot Size	Minimum 4,000 to 5,000 m <sup>2</sup>	Public health risk (human contact), Environmental contamination (insufficient area for sustainable disposal)	Lot sizes in the middle of town are less than 1,000 m <sup>2</sup>	Lot sizes in the middle of town are less than 1,000 m <sup>2</sup>
Buffer distance to permanent surface water	Minimum 100 m	Contamination of surface water	The creeks are ephemeral, town is flood prone	The creeks are ephemeral, town experiences minor flooding,



Parameter	OSSMS Requirement	Risk if requirement not met	Stockinbingal	Wallendbeen
Site Drainage	Well drained	Resurfacing hazard – Public health risk (human contact)	Soil is clay loam.	Soil is clay loam. Suitability for absorption trench systems varies over the town

The small lot sizes are an **issue** as buffer distances between OSSMs and dwellings cannot be maintained.

The draft Wallendbeen Village Strategy (2017) states “priorities to support growth include an immediate audit of all septic systems installed in Wallendbeen by Council’s Environmental Health Officer”. As of September 2019, no audit has been undertaken.

The draft Stockinbingal Village Strategy (2017) states:

- Sewer is not available, with most residents utilising a septic system.
- With a number of quarter acre lots in single ownership with dwellings constructed, concern is held for the effectiveness and compliance of absorption trench septic systems.
- Stockinbingal is mapped as being flood prone throughout the residential area and groundwater is believed to be close to the surface in some areas
- Septic system audit of all dwellings, working to bring all septic systems up to code until a sewer (system) can be implemented.

As of September 2019, no audit has been undertaken, though Council reports that there are anecdotal reports that “the village of Stockinbingal has overflows from septic tanks during wet weather”.

In 2018, Council commissioned the Stockinbingal Sewerage Scheme Options Study Report, this report concluded that a pressure sewerage collection system with a package IDEA type treatment plant as the preferred servicing strategy for the Stockinbingal village. A concept design for this system is currently being undertaken.

### 18.4 Unserviced rural communities

The following villages are unserviced:

- Nangus – 45 dwellings
- Tumblong – 30 dwellings
- Muttama – 20 dwellings
- Coolac – 12 dwellings
- Burra – 10 dwellings

The only water supply to properties in these villages is from rainwater tanks, which can be topped up in dry periods by the purchase of treated water from the Gundagai system (or possibly the Cootamundra System in the case of Muttama).

These villages rely on on-site sewage management systems (OSSMS) such as septic tanks to treat their sewage. There are also an estimated six or seven properties in the town of Gundagai that are not connected to the sewerage system as it has not yet been economical. Council will

investigate extending the sewerage scheme to these properties, which may be a pressure sewer system.

OSSMS are inspected by Council in accordance with industry practice (Local Govt /EPA manual). Council has advised that OSSMS are in general well maintained with only a small number of minor problems noticed in the inspection process. There were no signs of runoff nor any obvious percolation of this water to any water table and in addition there was no runoff sighted from any of the properties.

In addition to the above the properties where these systems are installed are large and the villages have soil that is suitable for onsite disposal including evaporation / transpiration beds and that is supported by relatively low overall rainfall and high summer temperatures leading to good overall evaporation. The properties in the villages are sufficiently large to allow generous beds to be provided.

Council believes that the village of Nangus is expected to grow significantly given its proximity to Gundagai. Council has resolved to provide a reticulated water supply to this village, following which it is expected to grow to around 120 ET by 2040. For the remainder of the villages, Council expects development will be limited to one or two ET additional by 2040, if any development is to occur at all.

Council and Goldenfields Water have commissioned a feasibility study into options for the provision of reticulated water supply to Nangus. The following options are being considered:

1. extend the existing Gundagai's potable water supply to Nangus
2. connection to Goldenfields' Tenandra scheme at Oura Road to supply Nangus
3. connection to Goldenfields' Tenandra scheme near Tenandra reservoirs and utilize the existing easement
4. connection to Goldenfields' Tenandra reservoir and use the local terrain to determine the alignment to Nangus
5. river extraction including treatment process
6. ground water extraction including treatment process
7. do nothing 'status quo'.

Report anticipated February 2020.

## 19 IWCM Issues

The IWCM issues are summarised in the following tables.

**Table 19-1: General IWCM Issues**

Issue Type	Target for Compliance	Issue
Regulatory	Environmental Planning and Assessment Act 1979	Updates to LEP and related documents are required to document expected growth and enable the: <ul style="list-style-type: none"> <li>- Documentation of the expected number of new dwellings</li> <li>- Identification of suitable development areas</li> <li>- Re-zoning of land if any is required</li> </ul>
	Local Government Act 1993	Council has not complied with annual reporting requirements (No data available for 2017/18 in the DPIE Water database on 1 October 2019)
	Work Health and Safety Act 2011	<ul style="list-style-type: none"> <li>- Regular safety inspections of facilities are not undertaken by staff and management</li> <li>- It is not known whether Council has implemented policies and procedures needed to comply with the due diligence requirements</li> </ul>
Contractual agreements	Agreement with Goldenfields Water	<ul style="list-style-type: none"> <li>- Council does not compile annual reports for Goldenfields Water specified in the water supply agreement</li> </ul>
Levels of Service	CRM	Information required to assess performance against LOS is not available
	Drought security	<ul style="list-style-type: none"> <li>- The drought level of service for Cootamundra is different to that of Gundagai</li> </ul>
Business performance	Development Contributions	There are no development contributions charged in Gundagai
	Development rates	There is no growth strategy for Gundagai
	Maintenance and renewals	There has been substantial underinvestment in maintenance and renewals

**Table 19-2: Water supply system Issues**

Issue Type	Target for Compliance	Issue
<b>Gundagai Water Supply</b>		
Performance	Data collection	<ul style="list-style-type: none"> <li>- Manually collected flow data is prone to errors and difficult to compile, visualise and analyse</li> <li>- Records show more water is sold than produced, therefore there is an issue with either the production meter or the customer meters</li> </ul>
	Renewals	<ul style="list-style-type: none"> <li>- The raw water pumping system has components requiring maintenance</li> <li>- Substantial sections of the trunk mains are in very poor condition</li> </ul>



Issue Type	Target for Compliance	Issue
<b>Cootamundra Water Supply</b>		
Regulation	Public Health Act 2010	Low frequency manual testing of chlorine residual increases the duration of low chlorine concentration events
	Work Health and Safety Act 2011	Re-chlorination is undertaken using pool chlorine, this is a hazardous activity for staff
Contractual agreement	Goldenfields Water	<p>Agreement requires review to ensure</p> <ul style="list-style-type: none"> <li>- consistency between values and units</li> <li>- consistency between sections of the document</li> <li>- drought security conditions are appropriate</li> <li>- NRW target can be reached affordably</li> </ul> <p>Council is unable to demonstrate compliance with peak day flow limits due to lack of consistent daily bulk supply monitoring</p> <p>Council has not submitted annual reports Goldenfields Water as required by the agreement</p>
Performance	Data collection	<ul style="list-style-type: none"> <li>- Manually collected flow data is prone to errors, has lots of missing points and is difficult to compile, visualise and analyse</li> <li>- Many water meters are nearing the end of their economic life</li> </ul>
	Renewals	<p>Reservoir 1</p> <ul style="list-style-type: none"> <li>- Internal fixtures corroded</li> <li>- Pipework is at end of service life</li> <li>- Telemetry "would benefit from modernisation"</li> </ul> <p>Reservoir 2</p> <ul style="list-style-type: none"> <li>- Valves and pipework at end of service life</li> <li>- Requires detailed internal inspection to assess corrosion</li> </ul> <p>Customer meters</p> <ul style="list-style-type: none"> <li>- 30% of the customer meters were installed in 2002/03 and are expected to reach the end of their economic life in the next few years</li> </ul>
	Outage resilience	Reservoir capacity is less than peak day demand, there is little buffer in the event of bulk supply difficulties
Levels of Service	Main breaks	Very high frequency of main break
	Drought	<ul style="list-style-type: none"> <li>- Cootamundra has spent 40% of the last 17 years on water restrictions</li> <li>- Drought security different to Gundagai</li> </ul>

**Table 19-3: Sewerage system Issues**

Issue Type	Target for Compliance	Issue
Regulatory	License	<ul style="list-style-type: none"> <li>- Non-compliances due to failure to undertake required sampling or report results of sampling</li> <li>- Council unable to locate annual returns including the flow records for reuse schemes</li> </ul>
	RWMP	Council does not have recycled water management systems for the effluent reuse schemes
	Backflow / cross connection policy	Backflow / cross connection policy required, policy must include the regular testing of devices and the logging of test results
<b>Gundagai Sewerage Scheme</b>		
Performance	Power reliability	Blackouts frequently occur during floods
	Flooding	<ul style="list-style-type: none"> <li>- STP is located on flood prone land and was inundated during the 2010 and 2012 floods</li> <li>- Royal SPS is located on flood prone land</li> </ul>
	Maintenance	<ul style="list-style-type: none"> <li>- Cleaning of Maccas SPS required</li> <li>- Package SPS near Primary School in poor condition for age</li> </ul>
	Renewals	<ul style="list-style-type: none"> <li>- Boys Club SPS internal fixtures</li> <li>- Maccas SPS internal fixtures</li> <li>- Primary School SPS electricals</li> </ul>
	STP	<ul style="list-style-type: none"> <li>- The trickling filter heads no longer functioning,</li> <li>- The trickling filter tank cracked and leaking</li> <li>- The inlet works were very labour intensive to maintain, and not performing their role effectively</li> <li>- Maturation ponds were very green indicating inefficient nutrient removal</li> <li>- The clarifier had ceased to function</li> <li>- Sedimentation flow weir is ineffective when one or both SPS pump to the STP</li> <li>- There is no inflow meter</li> </ul>
Levels of Service	Telemetry	Limited SPS telemetry means that Council cannot monitor operations to ensure that LOS are maintained
Regulatory	Section 60 approval	Council does not have Section 60 approval for the Gundagai STP
	Wet weather performance	STP shutdown during major floods
<b>Cootamundra sewerage scheme</b>		
Performance	SPS	Pump stations require vegetation management to ensure safe access and enable inspection
		Betts ST <ul style="list-style-type: none"> <li>- internal fixtures are corroded and need replacement</li> <li>- the dry well appeared wet</li> <li>- would "benefit from refit"</li> </ul>
		Airport PS allows stormwater into the system due as the lid is flooded during wet weather and leaks
		Kings Drive PS valves require replacement

Issue Type	Target for Compliance	Issue
	Rising main	sewer rising main from the Betts Street SPS may have no functional gas release valves, increasing corrosion of the STP inlet works
	Wet weather	Very high infiltration in 2016/17, no evidence that cause has been identified or remediated
	STP	- alum dosing system is in poor condition
Regulatory	OSSM waste	Only septic effluent can be accepted and that discharged to be in the present "old" sludge lagoon. Council needs to have an approved agreement with the discharger, and that agreement needs this DPIE Water concurrence.
	STP	- Grease trap waste was received at STP and this is not allowed - Council does not know if the STP has Section 60 approval
	SPS	Backflow prevention devices require annual testing and the results must be logged
	Liquid trade waste policy	Policy yet to be implemented

**Table 19-4: Un-serviced and partly serviced communities**

Issue Type	Target for Compliance	Issue
Public Health	OSSM	- OSSMs are not inspected - Lot sizes in Stockinbingal and Wallendbeen are insufficient to meet the buffer areas distances for OSSMs

### 19.1 Data gaps

Some data gaps have been identified during the analysis. These have been outlined in Data gaps/inconsistencies.

**Table 19-5: Data gaps/inconsistencies**

Area	Data gap/inconsistency
Gundagai Water	- Negative NRW - Information to check CCP performance
Cootamundra water	Reservoir inflow data is not collected daily for both reservoirs
Cootamundra sewerage system	- SPS pump flow rates not known - Biosolids stabilisation grade unknown - Biosolids contamination test results unable to be located
All	- It is not known if Council is meeting its obligations under the WHS act and regulation - What is Council's target condition rating?

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## Appendices

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## Appendix A Policies, agreements and restrictions

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## A.1 Gundagai water restriction policy

The policy was adopted on the 28<sup>th</sup> of May 2019

### Introduction

This Procedure details how the Gundagai Local Water Utility (Gundagai LWU) implements Water Restrictions for the purpose of water conservation, demand management and drought management. The Mayor and General Manager have been delegated authority to implement and vary water restriction levels in accordance with the Council's Policy.

### Introducing a Level of Water Restriction

The following table indicates when a level of water restriction may be introduced

Trigger	Restriction level introduced
The storage in Blowering Dam or Burrinjuck Dam falls below 50%	1
The storage in Blowering Dam or Burrinjuck Dam falls below 30%	2
The storage in Blowering and Burrinjuck Dams fall below 20% or Water allocation reduced to 50%	3
The storage in Blowering and Burrinjuck Dams fall below 10 % or Water allocation reduced to 30%	4
The Murrumbidgee River flow falls below 200 ML/day for a period 7 days or more or Water Allocation reduced to 25%	5
The Murrumbidgee River Flow falls below 100 ML/day for 7 days or more or Water allocation reduced to <20%	6

The Mayor and General Manager have delegated authority to impose a Restriction Level different to the above Trigger levels if it is considered necessary.

### Revoking a Level of Water Restriction

Revoking the water restriction levels shall be the reverse of the above provided the dam levels or flows are likely to be sustained in the immediate future.

### Variation of Water Restriction Level

The Mayor and General Manager shall determine which water restriction level will be implemented. This will be reported to the next Council meeting.

### Communication Strategies

Whenever a level of water restriction is introduced or varied, the General Manager will arrange for appropriate advertising to be placed. During the period of the restrictions the advertising will be repeated monthly.

The current level of water restrictions will be displayed on Council's website and on signs displayed at the approaches to town.

For level 3 and above radio and television ads will be placed as determined by the General Manager. For level 4 and above a letter box drop of every house and business in the Gundagai

LWU area will be undertaken. The General Manager may elect to undertake a letterbox drop for lower level restrictions if he considers that it would be desirable and could enhance compliance.

Whenever water restrictions are revoked or downgraded, similar advertising will be undertaken as deemed appropriate by the General Manager.

### **Dealing with Breaches of Water Restrictions**

Consumers who are detected breaching water restrictions which are in place at that time will be dealt with as follows:

- a) For the first observed breach, a warning notice from the General Manager
- b) For a second observed breach, a Penalty Infringement Notice will be issued under S.637 of the Local Government Act 1993.
- c) For breaches in excess of two – both the appropriate fine as in b) above and a restriction of water flow to the property, in accordance with Regulation 144(f) of the Local Government (General) Regulation 2005, will be the penalty.

Gundagai LWU will utilise the services of the Infringement Processing Bureau for the purpose of processing all fines issued.

### **Resourcing Activities associated with Water Restrictions**

The General Manager will allocate sufficient skilled personnel and other resources to ensure that all procedures are carried out in a timely and professional manner.

### **Restriction Philosophy**

The current restriction triggers are based on minimising our impact on the Murrumbidgee River system during times of drought and ensuring that in the event that the river drops to minimal flow, supply for essential use will be available and last as long as possible.

### **Restriction Levels**

Details of Restriction Levels are shown in APPENDIX 1

The Mayor and General Manager may vary Restriction Level descriptions if considered necessary.

### **Exemptions**

Exemptions may be available for the various domestic, commercial or industrial purposes. The General Manager will determine if the application has merit and if adequate supply is available prior to issuing an exemption. Consumers must have a valid exemption or they shall be liable to a penalty. An Exemption Permit form is attached in APPENDIX 2

### **Public Parks, Sporting Grounds, Public Swimming Pool and School Grounds**

Irrigation water shall be limited as shown below. Sprinklers shall be controlled to ensure that water is not wasted on paved areas or roads.

Level	Permissible use
1	No restriction on fixed irrigation sprinklers provided that they are on a timer and controlled so that there is no pooling or runoff
2	Fixed irrigation sprinklers, night time use on a timer, controlled so that there is no pooling or runoff
3	Fixed irrigation sprinklers, night time use on a timer, controlled so that there is no pooling or runoff, no more than 3 times per week.
4	Fixed irrigation sprinklers, night time use on a timer, controlled so that there is no pooling or runoff, no more than once per week.
5	No irrigation permitted
6	No irrigation permitted. No topping up of Public Swimming Pool. (May need to close for operational or health reasons.)

## Appendix 1

The following restrictions are for all domestic, commercial and industrial consumers in the Gundagai LWU.

### Level 1 Voluntary

- no watering with fixed hoses or sprinklers between restriction times
- Washing of vehicles on lawns with a hose provided the use of a hose with a trigger cut off nozzle
- Water runoff onto roads or gutters banned
- Council Ranger will advise and warn anyone not co-operating.

### Level 2 Mandatory

- Fixed hoses and sprinklers banned between restriction times\*
- Fixed hoses and sprinklers to be on a timer
- Washing of vehicles on lawns with a hose permitted provided the use a trigger cut off nozzle
- Hosing of paths and driveways banned
- Water runoff onto roads or gutters banned

### Level 3 Mandatory

- Fixed Hoses and sprinklers banned
- Odds and evens relating to street number and date. No watering on 31st.
- One hand held hose per property before or after restriction times\*
- Fixed micro sprays and dripping systems maximum of 15 minutes before or after restriction times\*
- Washing of vehicles on lawns with a hose permitted provided the use a trigger cut off nozzle before or after restriction times\*. Washing with bucket at other times.
- Hosing of paths and driveways banned
- Water runoff onto roads or gutters banned
- Filling or topping up of Swimming Pools only permitted if cover is fitted

### Level 4 Mandatory

- Fixed Hoses and sprinklers banned
- Odds and evens relating to street number and date. No watering on 31st
- One hand held hose per property before or after restriction times\* for a maximum of ½ hour
- Fixed micro sprays and dripping systems maximum of 15 minutes before or after restriction times\*
- Washing of vehicles on lawns with buckets.
- Hosing of paths and driveways banned
- Water runoff onto roads or gutters banned
- Filling or topping up of Swimming Pools banned.

### Level 5 Mandatory

- Outside use of hoses banned
- Bucket watering only
- Washing vehicles banned
- Limitations placed on commercial and industrial usage

### Level 6 Mandatory

- No outside use of town water
- Use of recycled grey water, rainwater tank water or bore water only for outside use
- Limitations placed on internal domestic use
- Limitations placed on commercial and industrial use.

**\*Restriction Times 1 October to 31 March 9am to 6pm 1 April to 30 September 9am to 4pm**



**Appendix 2**

**WATER RESTRICTION EXEMPTION PERMIT**

Name of Applicant: \_\_\_\_\_

Address \_\_\_\_\_

Address that the exemption applies to \_\_\_\_\_

\_\_\_\_\_

Commercial/Industrial \_\_\_\_ Residential \_\_\_\_

Signature of Applicant \_\_\_\_\_

Details of Exemption \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Limitations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_ General Manager

Date exemption in force from: \_\_\_\_\_ to: \_\_\_\_\_



**A.2 Goldenfields agreement**



**Goldenfields Water County Council**

84 Parkes Street, P.O. Box 220  
 TEMORA NSW 2666  
 T: (02) 6977 3200  
 F: (02) 6977 3299  
 E: office@gwcc.nsw.gov.au  
 W: www.gwcc.nsw.gov.au  
 ABN: 54 357 453 921

Our Reference: G95300505

30 November 2016

**Mr Ken Trethewey**  
 General Manager  
 Cootamundra Gundagai Regional Council  
 PO Box 420  
 COOTAMUNDRA NSW 2590

Dear Ken

**Re: Water Supply Agreement**

Please find enclosed signed water supply agreement between Goldenfields Water County Council and Cootamundra-Gundagai Regional Council.

Please accept my apologies for the delay in forwarding the signed copy.

Yours faithfully

Phillip Rudd  
 General Manager



## **Water Supply Agreement**

### **Between**

**Goldenfields Water County Council**

**And**

**Cootamundra-Gundagai Regional Council**

**October 2016**

## Acknowledgement

The preparation of this agreement was funded by NSW Health.



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# 1 Administration

## 1.1 Parties

This Agreement is between:

- Goldenfields Water County Council ("Goldenfields") And
- Cootamundra-Gundagai Regional Council ("Cootamundra-Gundagai")

Cootamundra-Gundagai is referred to as "bulk customer" in the Agreement.

## 1.2 Purpose

Goldenfields supplies bulk water to Cootamundra Town.

The purpose of this Agreement is to define roles and responsibilities for the management of water supply within the area of operations of the parties.

## 1.3 Term

The Agreement commences on 1 November 2016 and will continue until terminated, or superseded by a new agreement.

Termination by either party requires a 12 month written notice.

## 1.4 Structure

This is a two party agreement comprising the common terms of agreement between all both parties. Specific items relevant to each party are listed in the three Annexures. The parties are responsible to keep the Annexures current.

## 1.5 Representatives

- Operators – responsible for the managing and coordinating day-to-day activities
- Management Committee – responsible for managing the Agreement, planning and review.
- Executive Committee – Step in to resolve issues beyond the Management Committee

Representatives from each party are listed in Clause 1 of each Annexure.

## 1.6 Review

The Management Committee will review the Agreement every four years. Goldenfields will initiate the review.

## 2 Protocol

### 2.1 Communication

The communication lines are listed in Clause 1 of each Annexure.

### 2.2 Information Collection and Sharing

#### 2.2.1 Measurement of Bulk Supply

Goldenfields will measure the supply to each of the bulk customer using flow meters / meter at all the points of supply.

Goldenfields will verify the bulk water supply mag flow meters annually, or more frequently if required.

#### 2.2.2 Measurement of Usage

The bulk customer will collect and maintain records of water usage by customers. Annual reports describing relevant data will be prepared by the bulk customer and made available to Goldenfields upon request. The data will include residential, commercial, industrial, and agricultural demand, analysis of residential usage, size of connection, number of connections and usage by the top 10 customers.

#### 2.2.3 Water Quality

Goldenfields will monitor water quality as described within its Drinking Water Management System (DWMS).

### 2.3 Complaints

Water quality complaints and failures will be recorded in the format shown in Appendix A. The bulk customers will forward details of complaints that they consider to be caused by the bulk supply to Goldenfields as they arise.

### 2.4 Information Sharing

Information relevant to the management and performance of the water supply of all parties will be made available to the other parties. Specific reports are listed in Section 4.

## 2.5 Operations

### 2.5.1 Communication Lines

Operational communication lines will be, primarily, between officers listed in Clause 1 of the Annexures.

Each party will set up a group email address within its respective Council. All emails are to be directed through the group email address of each party. It will be the responsibility of each party to keep their respective group email address up to date.

### 2.5.2 Notification of Departure from Targets and Incidents

Water supplied by Goldenfields will be in accordance with the Goldenfields DWMS.

Goldenfields will notify the bulk customers of any departure from the target water quality or quantity as soon as practicable and within the following targets:

- Planned: minimum 7 days.
- Unplanned: maximum 1 hour after the incidence is observed by Goldenfields.

The bulk customers will notify Goldenfields:

- Activities that may affect Goldenfields, eg line flushing: minimum 7 days
- Other incidents relating to the bulk water supply: as soon as the incidence is observed by, or reported to, them.

Notification will be in person or by phone. The notifying party will ensure that the notification is received by an appropriate person. Notifications will be repeated by email or letter; with a record kept by both parties of the time and nature of the notification, and the personnel involved.

## 3 Quantity and Security

### 3.1 Levels of Service

Goldenfields will supply, and plan to supply, water to meet the requirements of the bulk customers, based on projections established in accordance with Clauses 4.4 and 4.5.

The levels of service to be provided by Goldenfields are:

- ❑ Drought security: In the event that Goldenfields allocation is reduce due to drought, the bulk customer will incur a pro-rata reduction.
- ❑ Average annual demand: 200 kL/property
- ❑ Peak day demand: 2.5 kL/property

### 3.2 Demand Management

Water demand will be managed in accordance with demand management plans, prepared by each party, in compliance with the latest issue of the DPI Water Best-Practice Management guidelines.

Goldenfields is responsible for preparing and implementing an Integrated Water Cycle Management Plan (IWCM). The bulk customers are responsible for preparing a local demand management plan containing strategies and actions specific to their operations. The local plans will be sub-plans to the IWCM plan.

The parties will always consider operational efficiencies when planning current and future servicing needs.

### 4.1 Drought Management

#### 4.1.1 Drought Management Plans

Goldenfields is responsible for preparing and implementing a Drought Management Plan in accordance with guidelines issued by DPI Water. The plan will be prepared in consultation with, and using input from, the bulk customers.

The bulk customers are responsible for preparing local drought management plans containing strategies and actions specific to them. The local plans will be sub-plans to the regional plan.

The parties will co-operate in the preparation of the drought management plans.

The levels of restrictions and water conservation measures will be consistent between the regional and the local drought management plans.

#### **4.3.1 Restrictions**

Restrictions on the demand may be imposed if the supply of water is reduced due to a breakdown, drought or other reason.

The restrictions will be applied in accordance with the drought management plans or as directed by the governing body at the time.

#### **4.4 Planning**

The bulk customers will advise Goldenfields of relevant changes in their Environmental Planning Strategies. (Le Spatial plans, LEP's, DSP's and the approval of any proposed extension of growth in water supply)

## 5 Accountability

This Clause lists the obligations of all parties.

### 5.1 Primary Obligations

Goldenfields will:

- Supply to the bulk customers at the supply points sufficient quantities to meet demands, subject to restrictions which may apply from time to time.
- Supply water to the bulk customer of quality that meets the Australian Drinking Water Guidelines (ADWG).

The bulk customers will:

- Manage their infrastructure to best preserve disinfection residuals downstream of the supply points.
- Pay invoices presented by Goldenfields, for water and services provided by Goldenfields.
- Not exceed peak daily demands.

### 5.2 Testing and Metering

Sampling and testing will be carried out by Goldenfields at the locations and frequencies listed in the Goldenfields DWMS.

The testing protocol is as follows:

Water quality:

- Regulated samples will be taken and tested, at a NATA accredited laboratory, at the expense and discretion of Goldenfields.
- Test results will be made available to all parties upon request.

Water quantity:

- Goldenfields is responsible for installing, maintaining, reading meters at the supply points to the bulk customers.
- The readings will be available to the bulk customers upon request.

### 5.3 Responsibility for Infrastructure

The points of supply listed in the Annexures are the limits of responsibility for the infrastructure between the parties.

For reservoirs owned by the bulk customers: the limit of responsibility is the downstream end of the Goldenfields meter, on the inlet pipe of the reservoir.

For reservoirs owned by Goldenfields: the limit of responsibility is at the outlet of the reservoir, or at the downstream end of the Goldenfields meter, if the meter is installed downstream of the reservoir.

#### 5.4 Reporting

The parties will provide the reports listed in this Clause, as well as other reports and documents that are considered relevant.

Goldenfields:

- Water quantities supplied to the bulk customer: Monthly invoice.
- Water quality testing results: GWCC DWMS

Bulk customers:

- Complaints: Forward GWCC based complaints as they arise.
- Environmental planning instruments, land use strategies and population forecasts: When updated.
- Developer Chargers: 6-Monthly (See annexure C for further information)

Monthly reports will be provided by the 15 of each month, covering the previous month. Annual reports will be provided by 31 July covering the previous financial year.

#### 5.1 Compliance

The parties will need to comply with legislative and other NSW Best Practice requirements to demonstrate that they operate efficiently and effectively.

These requirements include:

- Water quality: Water supplied by Goldenfields should meet the latest standard of ADWG.
- Environmental protection: the parties' water supply operations need to comply with environment protection licences, and other environmental requirements.
- Water extraction: Goldenfields needs to comply with the requirements of its water access licences.
- Efficiency: the parties will work diligently to meet the targets listed in the Annexure. Over time additional requirements may be introduced which affect the operations of the parties.
- Bulk customer will take active role and every consideration in protecting water extraction areas from potential risks.

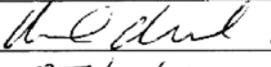
All parties will aim to comply with all statutory and legal requirements.

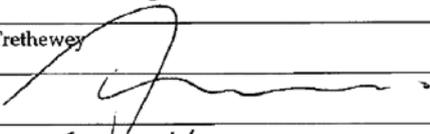
## 6 Dispute Resolution

Disputes should be handled at the lowest possible level. If unresolved, disputes will be escalated as follows:

- Operators Committee level
- Management Committee level
- Executive Committee level

## 7 Signatures

For Goldenfields Water County Council	Title	General Manager
	Name	Phillip Rudd
	Signature	
	Date	27/10/16

For Cootamundra-Gundagai Regional Council	Title	Interim General Manager
	Name	Ken Trethewey
	Signature	
	Date	26.10.16

## Appendix A - Future Issues for Consideration

It is intended that issues that may be resolved over the next few years are listed here, with action plan and responsibilities. These issues may include:

- Online Water Quality Measurement at each major connection

## Annexure A - Goldenfields Water

### A1. Communication Lines - Goldenfields

Forum/Role	Goldenfields	Meeting Frequency
Operators Committee	Business Hours – GWCC Office After Hours – GWCC Duty Officer	N/A
Management Committee	Operations Manager & Production and Services Manager	Annually
Senior Executive Committee	General Manager	As required

### A2. Performance Target - Goldenfields

Service	KPI	Target
Water Quality	Water quality parameters	Parameters meet Goldenfields DWMS
Dirty Water Complaints	Number per year caused by Goldenfields	0
Taste and Odour Complaints	Number per year caused by Goldenfields	0
Construction Activities	Impact on environment	No adverse impact on environment
Interruptions to Supply	Notice for planned interruption to bulk supply	7 days
	Maximum duration of interruption to supply	24 hours (planned) 16 hours (unplanned)

## Annexure B – Cootamundra-Gundagai Regional Council

### B1. Communication Lines – Cootamundra-Gundagai

Forum/Role	Cootamundra-Gundagai	Meeting Frequency
Operators Committee	Asset Managers Phil McMurray, Harry Sahota	N/A
Management Committee	Water Managers Mark Ellis, Harry Sahota	Annually
Senior Executive Committee	General Manager Ken Trethewey	As required

### B2. Performance Targets – Cootamundra-Gundagai

Parameter	Unit	Current	Target	Time
Water losses	L/connection/day	7%	5%	
Average annual residential consumption	kL/property	207	200	
Total annual demand	ML	1400-1800		
Peak daily demand	% of average	Not known	2.5	
Daily demand	% of average	Not known	2.5	

### B3. Points of Supply – Cootamundra-Gundagai

Supply will be at the following reservoirs:

Include schematics of each supply points

## Annexure C – Developer Charges

GWCC reviewed its 2011 Developer Service Plan (DSP) in 2014 which contains two areas

- Area A including Oura, Mt Arthur, Hylands Bridge, Mt Daylight and Jugiong Retail Service Areas.
- Area B Bulk customers (Councils) for the Jugiong Bulk Service Area.

The following table sets out the GWCC Developer Charges for the next four years.

DSP Name	2015/16	2016/17	2017/18	2018/19
GWCC Retail DSP Area A (per ET*)	\$7,429	\$7,800	\$8,190**	\$8,600**
GWCC Bulk DSP Area B (per ET*)	\$6,470	\$7,134	\$7,491**	\$7,866**

- \* The Equivalent Tenement (ET) is 250 Kilolitres per year
- \*\* shown are recommended subject to GWCC Board approval

- The standard Residential 20mm connection’s Developer Infrastructure Charge is 1 ET.
- The minimum Charge is 1 ET.

For Multi-Residential Lots (Medium Density and Dual Occupancy) requirements are as follows:

- 1 Bedroom 0.50 ETs per Unit
- 2 Bedroom 0.75 ETs per Unit
- 3 Bedroom 1.00 ETs per Unit.

The Council is to raise Developer Infrastructure Charges (Charge) using the GWCC Bulk (DSP) Area B Charge for all new and any altered water service connections.

The Charge will not apply to any existing lot as at 1 January 1990 where a water rate or water charge was payable to the Council for that lot.

The Charge is to be raised (per lot) if the land is sub-divided from the original lot.

The Council shall consult with GWCC for all Non Residential developments. The developer will be required to provide their annual volume. The Charge is calculated by dividing the annual volume by 250 kilolitres to determine the number of ETs. Exceeding the annual volume may require the payment of additional Developer Infrastructure Charges.

Proposed industrial developments where the future use is unknown are to use the NSW Water Directorate guidelines ETs per gross hectare for Unknown Future Use – Medium to calculate the Charge.

Where a proposed development includes an existing connection, the average of that connection’s last six year’s consumption will be base for determining the additional Charge.

The Charge for High Use Industrial Developments will be calculated on the annual volume. A deduction will be applied for constant (non-peak) demands on the GWCC system. The Council will be required to maintain any restrictor so as not to exceed the agreed flow.

New Non Residential Rural developments require on-site storage tank(s) to maintain continuity of supply. The minimum capacity shall be sufficient for 72 hours but not less than 10,000 litres. This is additional to any fire-fighting requirements of the Council or other Authorities. All tanks must remain operationally connected to Council’s supply at all times.

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GWCC and Cootamundra - Gundagai Regional Council Water Supply Agreement-  
Gundagai Regional Council

Due to on-site storage requirements the water supply shall be considered a non-potable supply. The water supply service is to be directly connected to the storage tank (via the shortest possible route) with no other connections between the water meter and the tank.

The Council is not to allow irrigation of horticultural crops without the prior approval of GWCC.

It will be the Council's choice, whether to pass on the Charge to the developer/ land owner, or to fund the Charge themselves.

The Council within 28 days after 31 December and 30 June submit to GWCC a statement detailing the location and size of all new or altered developments made during the preceding 6 months. The Council will also make the appropriate payment, less 3% commission to GWCC.

### A.3 Cootamundra water restrictions 2002/03 to 2011/12

- 5 December 2002 to 1 April 2003 – Daytime fixed hoses restricted use of fixed hoses for a total of three hours per property per day
- 5 April 2003 to 3 October 2003
  - 1 hose/tap connected to an unattended irrigation system per property between the hours of 6AM to 7AM and 6PM to 9PM
  - 1 hand held hose per property at any time
- 4 October 2003 to 22 February 2006
  - handheld hoses at any time
  - 11AM to 5PM use of any unattended fixed hose or sprinkler prohibited
  - 11PM to 5AM use of any unattended fixed hose or sprinkler only allowed with timers
  - 5PM to 11PM and 5AM to 11AM use of any unattended fixed hose or sprinkler allowed
- 23 February 2006 to 1 April 2006 – ‘Level A restrictions’ fixed hoses and sprinklers banned between 9AM and 5PM daily (23 February 2006 decision made to implement Level A restrictions during daylight savings every year)
- 29 October 2006 to 30 November 2006 – ‘Level A restrictions’ fixed hoses and sprinklers banned between 9AM and 5PM daily
- 1 December 2006 to 4 April 2007 – ‘Level C restrictions’ unattended fixed hose or sprinklers permitted only between 5AM to 9AM and 5PM to 9PM
- 7 July 2007 to 19 July 2007 – Level 4 restrictions applied by DI Water (DWE at the time)
  - all domestic garden watering and pool filling prohibited
  - hard surfaces may only be washed using a bucket
- 20 July 2007 to 13 January 2008
  - domestic garden watering restricted to 1 hour per day using a hand held hose
  - pool filling prohibited
  - hard surfaces may only be washed using a bucket
- 14 January 2008 to 31 October 2008 – ‘Level A restrictions’ fixed hoses and sprinklers banned between 9AM and 5PM daily
- 1 November 2008 to 5 July 2009 – Level 1 restrictions – all domestic garden watering using sprinklers, fixed hoses and fixed sprinkler systems is permitted only from 6.00PM to 8.00PM daily
- 6 July 2009 to 3 October 2009 – no outside watering
- 4 October 2009 to 3 April 2010 a ban on all outside watering between 8.00am and 6.00pm
- 3 October 2010 to 2 April 2011 ‘Level A restrictions’ fixed hoses and sprinklers banned between 9AM and 5PM daily.
- In October 2011 Goldenfields announced that they had made a policy change and would no longer be enforcing summer water restrictions as a routine measure.



Cootamundra Gundagai Regional Council

Draft IWCM issues paper

## Appendix B Gundagai Population and Demographic Analysis

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## B.1 Historical population

### B.1.1 LGA Population

The ABS undertakes the Census of Population and Housing every 5 years and calculates the Estimated Resident Population (ERP) as of 30 June each year (released in March of the subsequent year). The ERP is corrected for a number of factors that can cause the Census results to be inaccurate and is revised about two years after a census is undertaken to account for the results of the Census.

The historical population is graphed in Figure B-1. The LGA population dropped by about 5% from 3,951 in 1991 to 3,762 in 2001, but since then remained almost unchanged for the next fifteen years, reaching 3,756 in 2015.

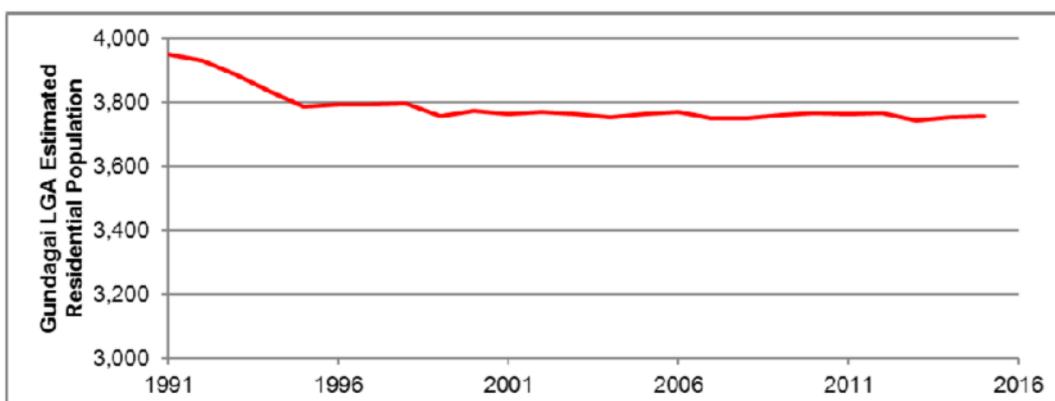


Figure B-1: Gundagai LGA Estimated Residential Population

### B.1.2 Community Growth

Table B-1 outlines the historical Gundagai Urban Centre population and dwellings recorded by ABS in the past four Censuses. Due to seasonal variation in population and slight changes in statistical area boundary, this data is an estimate only.

Table B-1: Historical Population and Occupied Private Dwelling of Gundagai Urban Centre

	1991	1996	2011	2016
<b>People</b>	<b>1,989</b>	<b>1,998</b>	<b>1,926</b>	<b>1,925</b>
Occupied Private Dwellings	773	808	781	769
Unoccupied Private Dwellings	94	40	116	100
<b>Total dwellings</b>	<b>867</b>	<b>848</b>	<b>897</b>	<b>869</b>
Household Size	2.3	2.4	2.3	2.2
% Household Occupied	89.2%	95.3%	87.1%	88.5%

Source: ABS Quickstats

2016 Census Meshblock data gives an estimated 1,474 people living in Gundagai and 461 people living in South Gundagai. The 2016 meshblock data also gives a population of 101 in Nangus and 37 in Muttama.

Around 90% of occupied dwellings are separate houses, with the rest being flats, unit or apartments or semi-detached dwellings such as town houses.

## B.2 Visitor Contribution

Gundagai is located a little over 4 hours' drive from Sydney and about 5 hours' drive from Melbourne. This location makes it a popular stopping point for travellers. The Gundagai Tourism Strategy (12) provides the following information:

- Gundagai enjoys 90,000 domestic visitor nights per annum
- The majority of visitors are on holiday (32,000/49%) or 'Visiting Friends and Relatives' (16,000/25%)
- The majority of visitors are adult couples (travelling without children).

The commercial visitor accommodation available in Gundagai is summarised in Table B-2.

**Table B-2: Visitor accommodation**

Class	Units	Unit type	Capacity
Motel	175	Room	436
Pub	16	Room	20
Cabins	14	Cabins	70
Caravan park	41	Sites	82
<b>Total</b>			<b>608</b>

The ABS data set "Tourism Accommodation, Australia" (catalogue number 8635.0) indicates that:

- on average 36% of beds are occupied and 55% of rooms are occupied
- peak visitor numbers occur during the Easter holiday, during the Christmas holiday period and during September/October.

With an estimated capacity of 456 people in the motel and pub rooms, at 36% of beds occupied this equates to an average visitor population of around 140 people. If all beds, cabins and caravan sites are occupied, the peak population is approximately 600 people.

## B.3 Projections

### B.3.1 State Government Projections

The NSW Department of Planning and Environment provides LGA based population projections. The most recent projection (2016) is for the merged Shire, the previous projection (2014) was prior to the merger.

The NSW Department of Planning and Environment 2014 projection estimated that the population of Gundagai LGA was expected to decrease by an average of 0.4% per year between 2011 and 2031.

### B.3.2 Nominated Growth

Council has advised that typically 5 to 6 detached dwellings are built in Gundagai each year as new homes.

Council expects an increase in population over the next 30 years because of the following factors:

- Additional residents associated with the expansion of the abattoir
- Growth in tourism services with new initiatives already seeing greater numbers of day visitors
- Possible gold mine opening in the region
- Increased retirement and aged care industry as people move to Gundagai as a “tree change” destination

Council plans to cater for this growth with a short-term development, however this growth is not yet documented in any plan. **Issue**

Council has provided two growth scenarios which they believe may be achieved in the next 30 years. These are given in Table B-3 with growth scenarios provided in terms of equivalent tenements (ET) by each SPS catchment.

**Table B-3: Council nominated growth projections for Gundagai - ET**

	2017 ET	Low Growth ET	High Growth ET
Royal SPS	697	755	845
Primary School SPS	101	140	175
Boys Club SPS	261	325	330
McDonalds SPS	77	85	90
<b>Sum</b>	<b>1,136</b>	<b>1,305</b>	<b>1,440</b>

The growth projections are converted to equivalent people (EP) by multiplying ET by the household size of 2.2. The EP projections by each SPS catchment are given in Table B-4.

**Table B-4: Council nominated growth projections for Gundagai - EP**

	2017 EP	Low Growth EP	High Growth EP
Royal SPS	1,533	1,661	1,859
Primary School SPS	222	308	385
Boys Club SPS	574	715	726
McDonalds SPS	169	187	198
<b>Sum</b>	<b>2,499</b>	<b>2,871</b>	<b>3,168</b>

The population of other communities in the former Gundagai Shire is expected to not change of the next 30 years.



Cootamundra Gundagai Regional Council

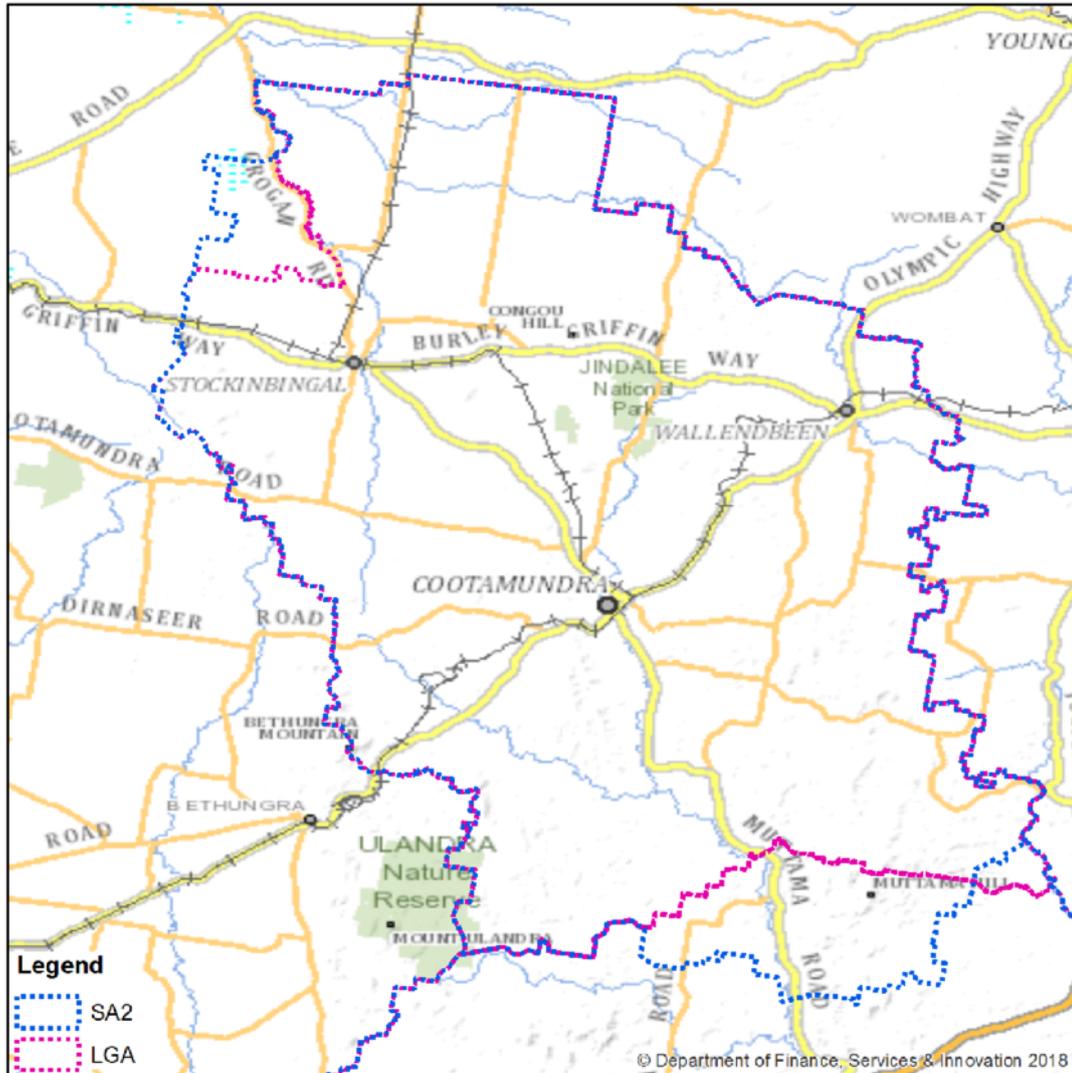
Draft IWCM issues paper

## Appendix C Cootamundra Population and Demographic Analysis

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### C.1 Historical Shire Population

The ABS provides ERP data for both LGAs and Statistical Area Level 2s (SA2s). The Cootamundra SA2 is quite similar to the Cootamundra LGA boundary and data continues to be produced for the SA2.



**Figure C-1: Cootamundra LGA and SA2 boundaries**

The population in the LGA and the SA2 are graphed in Figure C-1. This shows that the population in Cootamundra SA2 has been relatively stable since about 2003, with the population averaging 7,653 people (varying between 7,591 and 7,687).

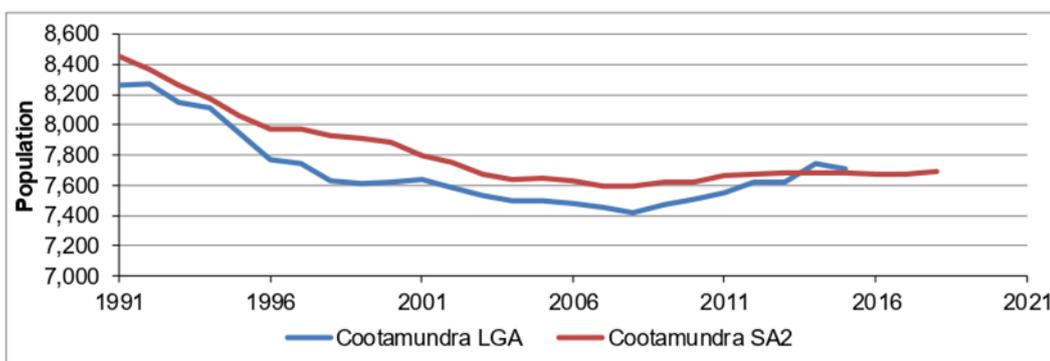


Figure C-2: Cootamundra LGA and SA2 historical population

### C.2 Historical Community Growth

The historical population for each of the communities in former Cootamundra Shire has been estimated using the census data from 1991 to 2016 and is summarised in Table C-1. Due to slight changes in ABS geography, thoroughness and reporting methods, this data should be used carefully, for example the 2001 census has a large discrepancy between the ERP and the total population from the smaller units, therefore the apparent drop in the population in 2001 in Cootamundra is probably an error.

Table C-1: Historical population for communities in the former Cootamundra Shire

	1991	1996	2001	2006	2011 MB	2016 MB
Cootamundra	6,389	5,879	5,283	5,565	5,538	5,642
Stockinbingal	261	255	232	222	248	204
Wallendbeen	166	148	165	163	127	116
Cootamundra rural	1,157	1,175	1,234	1,365	1,395	1,449
<b>Total</b>	<b>7,973</b>	<b>7,457</b>	<b>6,914</b>	<b>7,315</b>	<b>7,308</b>	<b>7,411</b>
LGA ERP	8,264	7,769	7,635	7,483	7,546	
SA2 ERP	8,458	7,974	7,798	7,630	7,664	7,673

### C.3 Visitor Accommodation

Council's 2019 Draft Tourism and Economic Development Strategy summarises the accommodation providers in Cootamundra (Table C-2) and the major events (Table C-3)

**Table C-2: Cootamundra visitor accommodation providers**

Accommodation type	Provider name	Bookable Spaces	Estimated capacity	Average occupants
Caravan Park	Cootamundra Caravan Park	64	160	21
Motel	Bradman Motor Inn	20	44	13
	Cootamundra Gardens Motel	23	50	15
	Cootamundra Heritage Motel	25	62	17
	Southern Comfort Motor Inn	19	44	13
	Wattle Tree Motel	15	37	10
Guesthouse	Elm and Wren	21	44	14
Self contained	Woodie's Cottage	1	9	3
<b>Total</b>			<b>450</b>	<b>106</b>

**Table C-3: Cootamundra major events**

Event	Location	Time of year
Antique Car Rally	Airport	March
Bachelor and Spinster Ball	Showground	Easter
Coota Beach Volley Ball Festival		A weekend in February
Cootamundra Annual Classic (Cycling)	Road race	Last Sunday in August
Cootamundra Show	Showground	3rd weekend of October
Drag Racing	Airport	
Father's Day Swap Meet	Showground	1st Sunday in September
Haycarters (Cycling)	Road race	2nd Saturday in May
Local Unlimited	Arts Centre	May
Make it Local		Quarterly
The Cootamundra Cup	Turf Club	October long-weekend

The events at the airport are of particular note as the airport is served by one of the small pumped sewerage catchments.

The number of visitors tends to peak around public holidays, especially Christmas and Easter. A high proportion of the visitors (estimated to be 40% by Council) stay with friends and relatives.

#### **C.4 Non-private and Retirement Dwellings**

There are two nursing homes and a hospital in Cootamundra, their names and capacity are summarised in Table C-4.

**Table C-4: Cootamundra non-private dwellings**

Accommodation type	Provider name	Capacity
Hospital	Cootamundra Health Service	30
Nursing home	Cootamundra Nursing Home	61
	Southern Cross Cootamundra	55

Cootamundra Nursing Home is co-located with the 25 unit Adina Court retirement village. There is a plan for the construction of two more units. At the time of the 2016 Census there were 27 people living in the retirement village.

Wattle Grove Retirement Village has 32 homes (duplexes with very small gardens) and a community hub. This development was not complete at the time of the 2016 Census.

### C.5 Serviced Population and Dwellings

The 2016 serviced population and dwelling estimate was calculated using the 2016 Census data, visitor accommodation data and Council’s service area maps. The results are summarised in Table C-5. In May 2016 there were 2,717 residential meters of which 89% were active, this is very similar to the percentage of dwellings occupied. The number of residential meters is slightly lower than the number of total number of dwellings, this is due to the group metering of some of the flats and townhouses.

The number of water only dwellings appears to be too high as there are only 11 un-sewered meters/assessments. Therefore, it is assumed that the difference between the water supply and sewerage service area is smaller than that mapped by Council. For the projection, it is assumed that only 11 dwellings are un-sewered and the additional people and dwellings are sewerred.

**Table C-5: 2016 serviced population and dwelling estimate from Census data**

	Water and sewer			Water Only			Total connected to water supply		
	People	Occupied Dwellings	Total Dwellings	People	Occupied Dwellings	Total Dwellings	People	Occupied Dwellings	Total Dwellings
Houses, townhouses and flats	5,242	2,444	2,744	102	39	45	5,344	2,484	2,789
<b>Corrected houses, townhouses and flats</b>	<b>5,318</b>	<b>2,474</b>	<b>2,778</b>	<b>26</b>	<b>10</b>	<b>11</b>	<b>5,344</b>	<b>2,484</b>	<b>2,789</b>
Aged care	116	0	0	0	0	0	116	0	0
Hospital	30	0	0	0	0	0	30	0	0
Average visitor	106	0	0	0	0	0	106	0	0
Peak visitor	325	0	0	0	0	0	325	0	0
<b>Average</b>	<b>5,570</b>	<b>2,474</b>	<b>2,778</b>	<b>26</b>	<b>10</b>	<b>11</b>	<b>5,596</b>	<b>2,484</b>	<b>2,789</b>
<b>Peak</b>	<b>5,789</b>			<b>26</b>			<b>5,815</b>		

## C.6 Population growth

### C.6.1 State Government Projection

The NSW Department of Planning and Environment provides LGA based population projections. The most recent projection (2016) is for the merged Shire, the previous projection (2014) was prior to the merger.

The NSW Department of Planning and Environment 2014 projection estimated that the population of Cootamundra Shire was expected to decrease by 0.67% per year for the period 2011 to 2031.

The 2016 NSW Department of Planning and Environment projection provided three estimates for the period 2016 to 2036, named the “Low” (- 0.87% per year), “Main” (- 0.54% per year) and “High” (- 0.25% per year).

### C.6.2 Population and Dwelling Forecast

The following principles were used to project the population and dwellings in Cootamundra:

- a growth rate of 0.2% dwellings per year based on the recent growth in residential meters
- household size decreasing at 0.145% per year based on the NSW Planning Projection
- percentage of dwellings occupied remains flat
- all serviced dwelling growth is connected to both the water supply and sewerage scheme
- growth in non-private dwelling population and visitor populations in line with private dwelling population growth.

This resulted in a serviced population growth rate of 0.045% per year and an SA2 growth rate of 0.032% per year.

The population forecast is summarised in Table C-6, the dwelling, residential meter and residential assessment forecasts are summarised in the Table C-7 and the forecast household size and percentage of dwelling occupied are summarised in Table C-8.

**Table C-6: 2016 serviced population forecast**

		2018	2019	2024	2029	2034	2039	2044	2049
Water & Sewer	Private dwelling population	5,425	5,427	5,440	5,452	5,464	5,477	5,489	5,502
	Non-private dwelling population	149	149	149	150	150	150	151	151
	Average visitor	108	108	108	108	109	109	109	109
	Peak visitor	331	332	332	333	334	335	335	336
	Average sewered	5,682	5,684	5,697	5,710	5,723	5,736	5,749	5,762
	Peak sewered	5,905	5,908	5,921	5,935	5,948	5,962	5,975	5,989
Water only	Private dwelling population	26	26	26	26	26	26	26	26



		2018	2019	2024	2029	2034	2039	2044	2049
Total	Private dwelling population	5,451	5,453	5,466	5,478	5,490	5,503	5,515	5,528
	Non-private dwelling population	149	149	149	150	150	150	151	151
	Average visitor	108	108	108	108	109	109	109	109
	Peak visitor	331	332	332	333	334	335	335	336
	Average water	5,708	5,710	5,723	5,736	5,749	5,762	5,775	5,788
	Peak water	5,931	5,934	5,947	5,961	5,974	5,988	6,001	6,015
SA2 ERP		7,687	7,689	7,702	7,714	7,726	7,739	7,751	7,764

**Table C-7: Serviced private dwelling, residential meter and residential assessment projection**

		2018	2019	2024	2029	2034	2039	2044	2049
Occupied dwellings	Water & Sewer	2,531	2,535	2,560	2,584	2,609	2,634	2,659	2,685
	Water only	10	10	10	10	10	10	10	10
	Total	2,541	2,545	2,570	2,594	2,619	2,644	2,669	2,695
Total dwellings	Water & Sewer	2,787	2,792	2,820	2,849	2,877	2,906	2,935	2,965
	Water only	11	11	11	11	11	11	11	11
	Total	2,798	2,803	2,831	2,860	2,888	2,917	2,946	2,976
Total residential meters	Water & Sewer	2,715	2,721	2,749	2,777	2,806	2,835	2,864	2,893
	Water only	11	11	11	11	11	11	11	11
	Total	2,726	2,732	2,760	2,788	2,817	2,846	2,875	2,904
Active residential meters	Water & Sewer	2,353	2,358	2,382	2,407	2,431	2,456	2,482	2,507
	Water only	10	10	10	10	10	10	10	10
	Total	2,363	2,368	2,392	2,417	2,441	2,466	2,492	2,517
Assessments	Water & Sewer	2,687	2,693	2,721	2,749	2,778	2,806	2,836	2,865
	Water only	11	11	11	11	11	11	11	11
	Total	2,698	2,704	2,732	2,760	2,789	2,817	2,847	2,876

**Table C-8: Serviced private dwelling statistics projection**

		2018	2019	2024	2029	2034	2039	2044	2049
Household size	Water & Sewer	2.144	2.141	2.125	2.110	2.094	2.079	2.064	2.049
	Water only	2.613	2.613	2.613	2.613	2.613	2.613	2.613	2.613
	Average	2.146	2.143	2.127	2.112	2.096	2.081	2.066	2.051
% occupied	Water & Sewer	86.7%	86.7%	86.7%	86.7%	86.7%	86.7%	86.7%	86.7%
	Water only	90.9%	90.9%	90.9%	90.9%	90.9%	90.9%	90.9%	90.9%
	Average	86.7%	90.8%	90.8%	90.7%	90.7%	90.6%	90.6%	90.6%



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## Appendix D Gundagai Water Demand Analysis

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The objective of the water demand analysis is to determine the non-revenue water, the unit demands per connected active residential property, the unit non-residential demands, and to project the 30-year peak day, average year and dry year water demands. The methodology to undertake this analysis is outlined below:

- analysis the historical water supply data from flow records and consumption data from customer billing database
- correct the demands for historical factors and trends such as unaccounted for water, water restrictions, water efficiency, pricing and climate change variability
- determine the unit annual and peak day potable and non-potable demands per active connected residential property
- estimate the number of equivalent active connected residential properties for the non-residential assessments by proportioning each non-residential consumption with the unit demand per active residential property
- determine the trend corrected unrestricted annual dry year, annual average and peak day demand
- project the 30-year unrestricted annual dry year, average year and peak day potable and non-potable water demands.

## D.1 Data provision and summary

### D.1.1 Production Data

Council provided daily production data from the Gundagai WTP for the period 1<sup>st</sup> January 2014 to 31<sup>st</sup> December 2016. The data was given as a daily flow rate of treated water produced from the water treatment plant.

The historical water production of Gundagai is shown in Figure D-1.

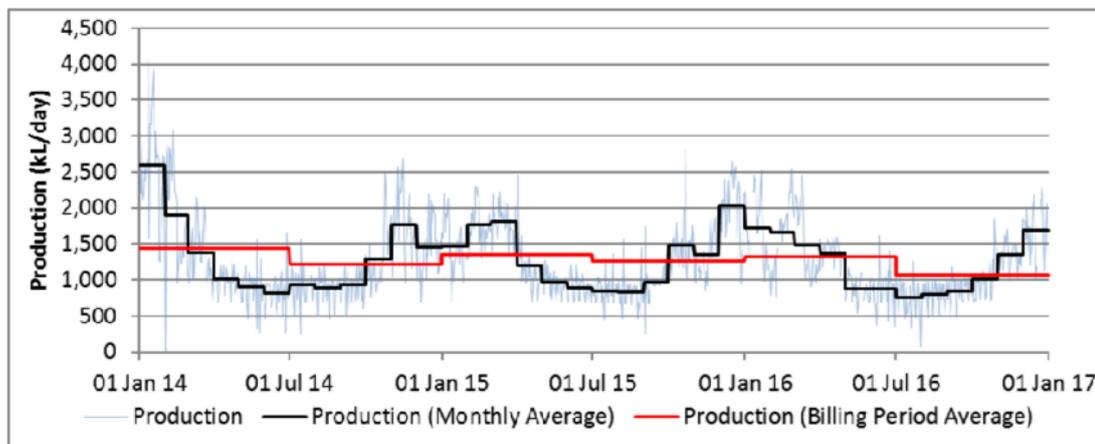


Figure D-1: Gundagai Water Supply Historical daily production

Council’s records are based upon a lot of manual records that makes the compilation of data difficult. Council has engaged PWA to look at and make recommendations about upgrading its SCADA system which will include electronic data gathering and storage. **Issue**

The historical average daily production and total yearly production from the billing data is summarized in Table D-1. The average daily production over the whole period is 1,273 kL/day.

**Table D-1: Average daily production and total yearly production**

Billing Year	2014		2015		2016		2017		
Billing Period	1	2	1	2	1	2	1	2	
Average Daily Production (kL/day)	No read	1,436	1,211	1,345	1,257	1,323	1,064	No read	
Calendar Year	2013		2014		2015		2016		2017
Total Yearly Production (ML/year)	No read	483		475		437		No read	

**D.1.2 Customer Meter Data**

Water meter billing data was provided by Council for the duration of 2013/14 financial year to the 2016/17 financial year. Water meters are read twice per year for the following billing periods:

- billing period 1 - 1<sup>st</sup> July to 31<sup>st</sup> December
- billing period 2 - 1<sup>st</sup> January to 30<sup>th</sup> June

Council is currently in the process of switching over to a quarterly reading and billing periods.

Each assessment is assigned to one or more meters, which are tagged as either a residential or business meter in the billing data. There are also several meters which are tagged as “Non-rateable” which do not have any recorded demand. The historical number of connections is given in Table D-2.

**Table D-2: Historical number of connections**

Billing Year	2014		2015		2016		2017	
Billing Period	1	2	1	2	1	2	1	2
Residential	987	1,006	945	956	948	963	951	951
Business	169	167	171	173	173	174	188	175
Non-rateable	92	92	92	91	90	93	96	96
<b>Total</b>	<b>1,248</b>	<b>1,265</b>	<b>1,208</b>	<b>1,220</b>	<b>1,211</b>	<b>1,230</b>	<b>1,235</b>	<b>1,222</b>

The ratio of residential to business connections is about 85:15, which is typical for a town of this size. The number of residential connections is decreasing which is expected to be due to removal of meters from assessments with several meters. However, the total number of residential assessments has actually increased slightly from 882 to 888 over this period. The number of active residential assessments has remained relatively unchanged

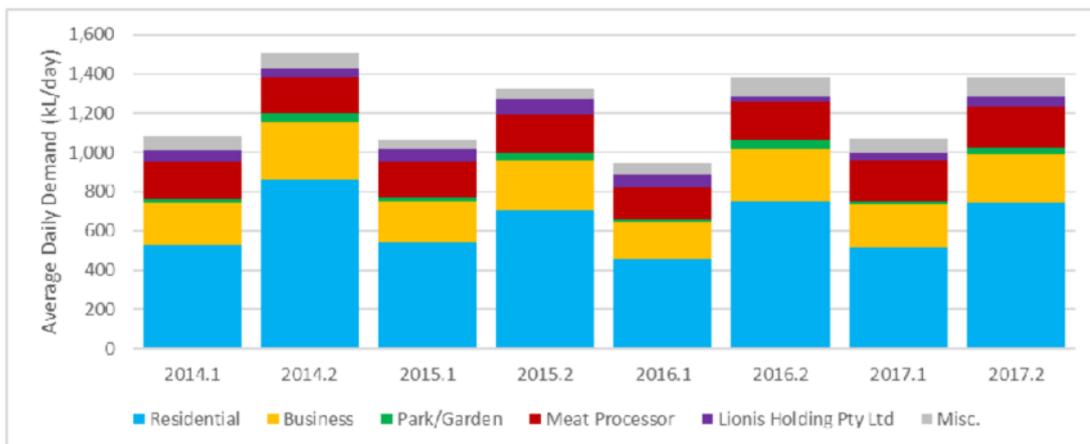
The historical average daily demand is given in Table D-3.

**Table D-3: Historical average daily water demand (kL/day)**

Billing Year	2014		2015		2016		2017	
Billing Period	1	2	1	2	1	2	1	2
Residential	529	859	542	706	458	753	516	747
Business	551	646	527	621	487	625	554	634
Non-rateable	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1,080</b>	<b>1,505</b>	<b>1,069</b>	<b>1,327</b>	<b>945</b>	<b>1,378</b>	<b>1,070</b>	<b>1,380</b>

Using the lot and DP reference for each assessment, some business assessments were identified which could be categorised as Parks/Gardens (4 assessments), School (5 assessments), Caravan Park (2 assessments) and Pool (1 assessment). Two significant non-residential users were identified – the Meat Processor and The Five Mile highway service centre (Lionis Holding Pty Ltd).

The historical average daily demand including these user classes is shown in Figure D-2. No user demand was recorded for non-rateable connections. The “Misc.” category shown includes demand from Schools, Caravan Parks and the Pool.



**Figure D-2: Historical average daily water demand (kL/day)**

## D.2 Non-Revenue Water

Non-revenue water (NRW) is made up of a number of components including:

- unbilled authorised consumption which includes water used for fire-fighting and operational uses for example mains flushing
- apparent losses including illegal connections and metering inaccuracies
- real losses, mostly leakage from the network.

NRW has been estimated using the monthly production, estimated monthly metered consumption and the total number of connections. The NRW for the Gundagai water supply scheme is given in Table D-4.

**Table D-4: Non-revenue Water for Gundagai water supply scheme**

Billing Year	2014		2015		2016		2017	
Billing Period	1	2	1	2	1	2	1	2
Demand (kL/day)	1,080	1,505	1,069	1,327	945	1,378	1,070	1,380
Production (kL/day)	No read	1,436	1,211	1,345	1,257	1,323	1,064	No read
NRW (kL/day)	N/A	-69	142	18	312	-55	-6	N/A
<b>NRW (L/connection/day)</b>	N/A	<b>-55</b>	<b>118</b>	<b>15</b>	<b>257</b>	<b>-45</b>	<b>-5</b>	N/A

It has been identified that there are metering issues for the Gundagai water supply scheme which has led to the metered demand being greater than the metered production. The issue could exist with the production metering, customer demand metering or both, this is an **Issue**. A revised production for these schemes is calculated in Section D.3.2.

For the water demand projections, an NRW allowance of 120 L/connection/day has been used. This is close to the value of NRW reported to DPIE Water in the Benchmarking reports, and is higher than the 2015/16 state-wide median NRW of 92 L/connection/day. For the approximately 1,240 connections in Gundagai, this equates to an NRW of around 150 kL/day or 55 ML/year.

### D.3 Water Production Assessment

#### D.3.1 Modelled Water Production

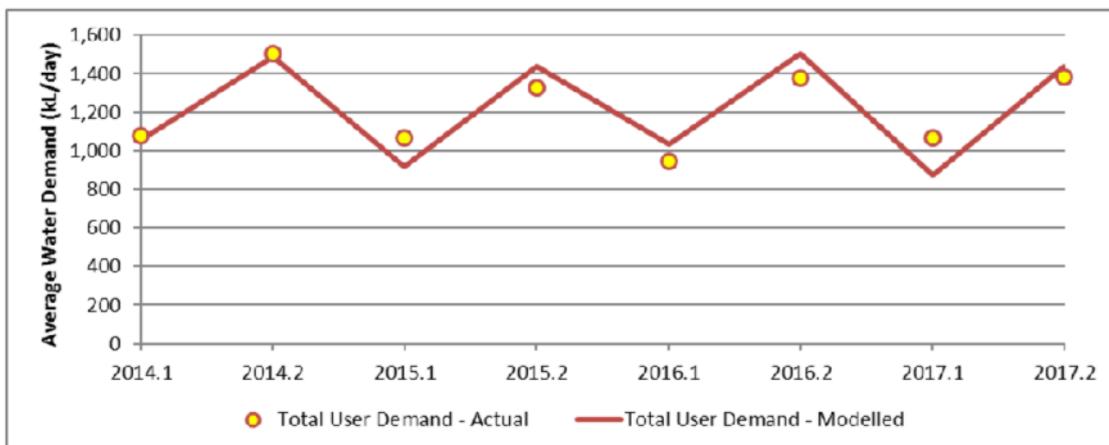
The water production data is analysed to determine the impact of historical factors and trends such as climate, water restrictions, water efficiency, pricing and climate change and variability. The aim of the analysis is to develop a model which, when input with historical factors/trends, will output a modelled production that approximately matches the actual historic production data. The model then hindcasts the water production for the years of climate data available.

As explained in Section D.2, a negative NRW is calculated for the system, which indicates errors in production metering at the WTP. Therefore, a water production model was not developed as the readings are dubious, instead production is estimated from correcting customer demand.

#### D.3.2 Production Estimated from Metered Demand Analysis

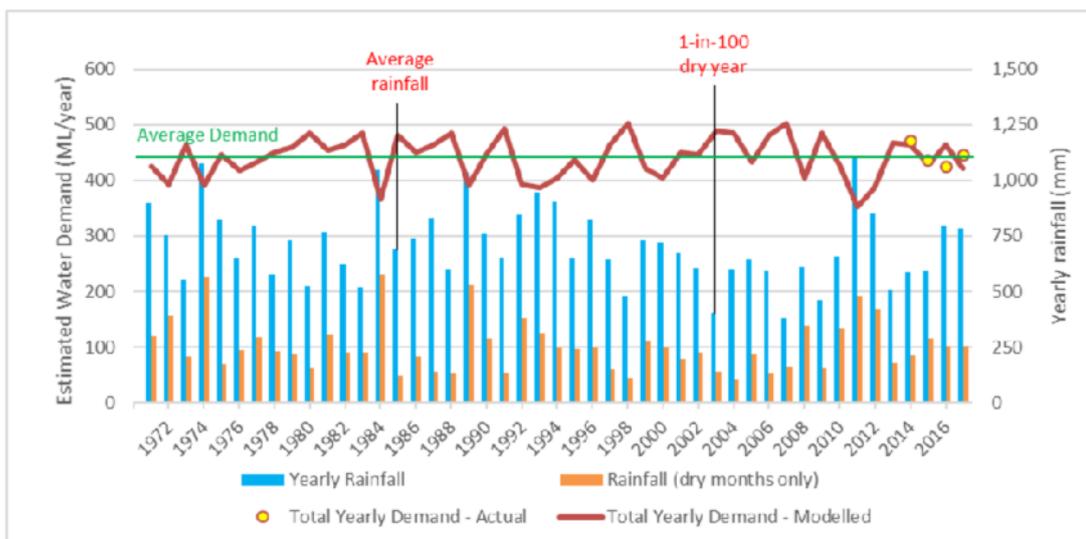
As the analysis could not be done on the water production data, the customer metered data was analysed to develop a model for the user demands.

The model developed for the total user demand pattern, which shows a good fit with actual user demand data, is shown in Figure D-3. The model assumed lawns were only irrigated in the months December to April as these are the driest months. This significantly improved the fit of the model compared with if it was assumed lawns were irrigated year round.



**Figure D-3: Modelled and actual quarterly user demand**

The model then hindcasts the demand using historical climate data obtained from SILO (rainfall, max daily temperature, and evaporation). This is shown in Figure D-4.



**Figure D-4: Modelled and actual total user demand showing average and dry years**

Analysing rainfall patterns from more than one hundred years of SILO daily rainfall data, it was determined that the 692 mm of rainfall in the year 1985 was approximately the average yearly rainfall, and the 403 mm of rainfall in 2003 was approximately a 1-in-100 (99<sup>th</sup> percentile) dry year. However, 1985 had a higher than average hindcast water demand due to the low rainfall from December to April when people are watering their lawns.

The hindcast demand of 438 ML in the year 1995 is closer to the average yearly demand. The hindcast demand of 502 ML in the years 1998 and 2007 is the highest calculated, an increase of +15% on the average demand. The climates from these years are used as the average and dry year climates for estimating climate dependent demands.

Assuming an NRW of 55 ML/year (see Section D.2) gives an estimated average and dry year production of around 495 ML and 560 ML respectively.

### D.3.3 Peak Day Analysis

Peak period analysis was undertaken on daily production data from the Gundagai WTP. The peak day persistence patterns for the years of available data is shown Figure D-5.

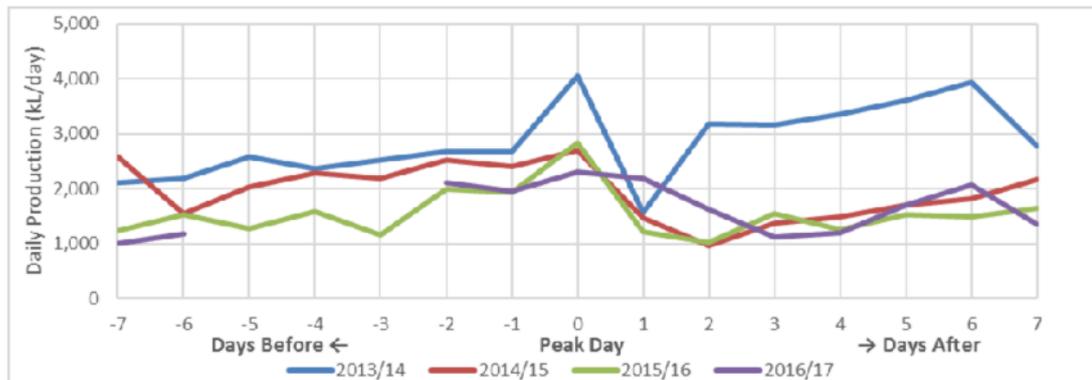


Figure D-5: Gundagai WTP – Peak Day Production Pattern

The highest Gundagai WTP production on record was 4.1 ML/day, which occurred on 12 January 2014. The event is approximately 3.2 times the average day production of 1.3 ML/day. A value of 3.2 has been adopted as the average day to peak day ratio for the Gundagai Water Supply Scheme.

The 4.1 ML/day event was preceded by several days of increasing production followed by a sharp increase 2.7 ML/day the day before to 4.1 ML. In other years, the peak event was also preceded by several days of increasing production but without the sudden sharp peak in production. These two persistence patterns are given in Table D-5.

Table D-5: Peak day persistence pattern (as % of peak day production)

Days around peak day	-7	-6	-5	-4	-3	-2	-1	Peak day	1	2	3	4	5	6	7
Sharp Increase (Jan 2014)	52	54	63	58	62	66	66	100	39	78	78	83	89	97	68
Gradual Increase (Nov 2014)	96	58	76	85	82	94	89	100	55	36	51	56	63	68	81

### D.4 Metered Demand Assessment

Similar to the analysis for the water production data, customer user data was assessed for climate dependence in order to calculate an average and dry year demand.

#### D.4.1 Demand by User Class

The total yearly metered demand by user class is given in Table D-6.

**Table D-6: Total Yearly Metered Demand by User Class (ML/year)**

User Class	2013/14	2014/15	2015/16	2016/17
<b>Residential</b>	<b>253</b>	<b>228</b>	<b>221</b>	<b>230</b>
Non-residential				
Business	92	84	83	84
Park/Garden	13	11	11	9
School	6	5	5	6
Caravan Park	9	6	5	6
Pool	12	9	17	19
Meat Processor	68	68	64	76
Lionis Holding Pty Ltd	19	27	17	16
<b>Total Non-residential</b>	<b>218</b>	<b>209</b>	<b>203</b>	<b>217</b>
<b>Total</b>	<b>471</b>	<b>437</b>	<b>425</b>	<b>447</b>

The bi-annual demand pattern for all user classes was assessed for climate dependence using the method described above. The total metered water demand for the system, and the total residential and non-residential were determined to be climate dependent. Some of the non-residential user classes were not significantly climate dependent. The average and dry year demands are given in Table D-7.

**Table D-7: Modelled demands by user class**

User Class	CI demand (ML/year)	CD Demand (Ha)	Average Year (ML/year)	Dry Year (ML/year)	Average Day (kL/day)
Residential	104	29	228	277	624
Non-residential					
Business	Not Climate Dependent			86	92
Park/Garden	0	2	10	15	28
School	Not Climate Dependent			6	6
Caravan Park	Not Climate Dependent			7	9
Pool	Not Climate Dependent			14	19
Meat Processor	Not Climate Dependent			69	76
Lionis Holding Pty Ltd	Not Climate Dependent			20	27
<b>Total Non-residential</b>	<b>173</b>	<b>9</b>	<b>210</b>	<b>225</b>	<b>576</b>
<b>Total</b>	<b>277</b>	<b>38</b>	<b>438</b>	<b>502</b>	<b>1,200</b>

Note: For user classes that were assessed as not having a significantly dependent demand pattern, the average and "dry" year was just the average and maximum year from billing data.

### D.4.2 Residential Unit Demands

Unit demands are assessed for an active connected residential property. An active residential property was assessed as having an average demand greater than 400 L/day. Using this cut-off value achieved a ratio of active to total residential users which was approximately the same as the occupancy ratio

The model assumed lawns were only irrigated for half the year. The model also assumed that 80% of dwellings in Gundagai had an evaporative cooler, which switched on at 25°C. Evaporative coolers used an average of 24 kL/dwelling/year or a maximum of 35 kL/dwelling/year.

The modelled average and dry year unit demands are given in Table D-8.

**Table D-8: Modelled residential unit demands**

	CI demand (kL/year)	CD Demand (m2)	Average Year (kL/year)	Dry Year (kL/year)	Average Day (L/day)
Res Unit Demand	140	266	272	324	744

The irrigation demand for the average day peak week from the irrigation model was estimated to be 7.9 L/m<sup>2</sup>/day. The peak daily evaporative cooler demand from the irrigation model was estimated to be 473 L/day. Using this irrigation and evaporative cooler demand, the peak day demand for an average dwelling is estimated to be approximately **2,964 L/day**, an increase of +300% on the average day demand. Although this may be achieved by some houses, it is statistically very unlikely that all houses will use this amount all on the same day.

### D.4.3 Non-residential metered water use

Three major non-residential users were identified which use a significant proportion of the towns water:

- The Meat Processor uses on average 16% of the total demand
- The Five Mile highway service centre (Lionis Holding Pty Ltd) uses on average 5% of the total demand
- The Gundagai swimming pool uses on average 3% of the total demand

These users were determined to not have significantly climate dependent demand, with not of them showing a repeating pattern between billing periods.

The estimated demands are summarized in Table D-9

**Table D-9: Estimated major user demands**

	Average Year (ML/year)	Peak Year (ML/year)	Average Day (kL/day)
Meat Processor	69	76	189
Lionis Holding Pty Ltd	20	27	54
Gundagai Swimming Pool	14	19	40

### D.5 Impact of BASIX

The primary aim of BASIX is to reduce the annual average demand, it is less effective in reducing peak day and dry year demands as BASIX dwellings often rely on relatively small rain water tanks with potable top ups to augment their water supply.

Gundagai is in the 40% water target zone; this means that the BASIX Water target requires up to a 40% reduction in mains-supplied potable water consumption compared to the average 'pre-BASIX' home benchmark of 90.34 kL/person/year. All new dwellings are built following BASIX, and therefore the average annual water demands in the residential sector are expected to decrease for new dwellings.

The BASIX dwelling unit demands are compared to current dwelling modelled demands in Table D-10.

**Table D-10: BASIX unit demand for average connected residential properties**

	Average year demand (kL/property/yr)	Dry year demand (kL/property/yr)	Peak day demand (kL/property/day)
Current Dwelling	262	300	2.5
BASIX dwelling at @ 40% reduction on benchmark	120		

All new dwellings are required to be built in accordance with the BASIX regulations. At the 2016 average connected private dwelling household size of 2.2 people per dwellings, the BASIX dwelling average year demand is 120 kL/property/year. This is considerably lower than the current average year unit demand, and is unlikely to be achieved given the large property sizes in Gundagai and the use of evaporative coolers. An average year demand of 250 kL/property/day has been adopted for new dwellings.

BASIX dwelling dry year and peak day demand of 90% the current dwelling demands has been adopted for projections.

### D.6 Impact of visitor population

The ABS data set "Tourism Accommodation, Australia" indicates that peak visitor numbers occur during the Easter holiday, during the Christmas holiday period and during September/October.

Analysis of historical daily production data shows no significant increase in production during the Easter holiday or September/October. Production is high during the Christmas period, however this is also expected to be due to increased lawn watering in Summer.

### D.7 Impact of climate variability

Climate variability is expected to increase in the future due to changes to the composition of the atmosphere. The NSW and ACT Regional Climate Modelling (NARClIM) project is a multi-agency research partnership between the NSW and ACT governments and the Climate Change Research Centre at the University of NSW. The NARClIM project has produced regional climate projections for South-eastern Australia spanning the range of likely future changes in climate. The following data was obtained from the NARClIM project for the Murray Murrumbidgee Region.

**Table D-11: Changes in average rainfall**

	2020-2039	2060-2079
Summer	2.50%	7.50%
Autumn	7.50%	7.50%
Winter	-2.50%	2.50%
Spring	-15.00%	-7.50%

**Table D-12: Change in average max temperature**

	2020-2039	2060-2079
Yearly average	-2.5°C	2.5°C

The NSW Office of Environment and heritage commissioned the CSIRO to investigate the likely change in rainfall and fire danger in NSW. The CSIRO Climate Change in Australia report includes expected changes in evapotranspiration. The results are summarised in Table D-13.

**Table D-13: Change in average max temperature**

	2030	2050
Summer	5%	11%
Autumn	6%	15%
Winter	5%	11%
Spring	7%	15%

The model described in Section D.3.2 was run using historical climate data from 1970 to 2017, and again using a second climate change corrected series. In the climate change scenario, rainfall and evaporation were adjusted for each season by the average of the ranges in Table D-11 and Table D-13 respectively.

The overall change in production is summarised in Table D-14. The climate change scenario dry year demand is greater than the current climate average year demand by +18%.

**Table D-14: Change in production under climate change scenario**

	Present Climate	Climate Change Scenario	Climate change % increase demand
Average Year Demand (ML/year)	438	455	+3.9
Dry Year Demand (ML/year)	502	519	+3.4

## D.8 Projected water demand, production and extraction

The following conditions were used for projecting the water demands.

PDD/ADD ratio	3.2
NRW (L/connection/day)	120
Extraction %	5%



The extraction is calculated from production assuming 5% losses at the WTP to allow for clarifier desludge and filter backwash.

	2017 ET	Low Growth ET	High Growth ET
<b>Demand</b>			
Average year total demand (ML/year)	438	481	514
Dry year total demand (ML/year)	502	551	591
Average day demand (ML/day)	1.2	1.3	1.4
Peak day demand (ML/day)	3.8	4.2	4.5
<b>NRW</b>			
Connections	1240	1,409	1,544
NRW (ML/year)	54	62	68
<b>Production</b>			
Average year Production (ML/year)	493	542	582
Dry year Production (ML/year)	556	613	658
Average day Production (ML/day)	1.3	1.5	1.6
Peak day Production (ML/day)	4.3	4.8	5.1
<b>Extraction</b>			
Average year Extraction (ML/year)	517	569	611
Dry year Extraction (ML/year)	584	644	691
Average day Extraction (ML/day)	1.4	1.6	1.7
Peak day Extraction (ML/day)	4.5	5.0	5.4



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## Appendix E Cootamundra Water Demand Analysis

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The objective of the water demand analysis is to determine the non-revenue water, the unit demands per connected active residential property, the unit non-residential demands, and to project the 30-year peak day, average year and dry year water demands. The methodology to undertake this analysis is outlined below:

- analysis the historical water supply data from flow records and consumption data from customer billing database
- correct the demands for historical factors and trends such as water restrictions, water efficiency, pricing and climate change variability
- determine the unit annual and peak day potable and non-potable demands per active connected residential property
- estimate the number of equivalent active connected residential properties for the non-residential assessments by proportioning each non-residential consumption with the unit demand per active residential property
- determine the trend corrected unrestricted annual dry year, annual average and peak day demand
- project the 30-year unrestricted annual dry year, average year and peak day potable and non-potable water demands

## E.1 Data provision and summary

### E.1.1 Bulk supply

Council provided two sets of bulk supply data:

- Monthly water sales data from Goldenfields Water County Council (Goldenfields)
- Metered bulk supply for each of the connections to the Goldenfields network collected on most working days.

The recorded system inflows are graphed in Figure E-1.

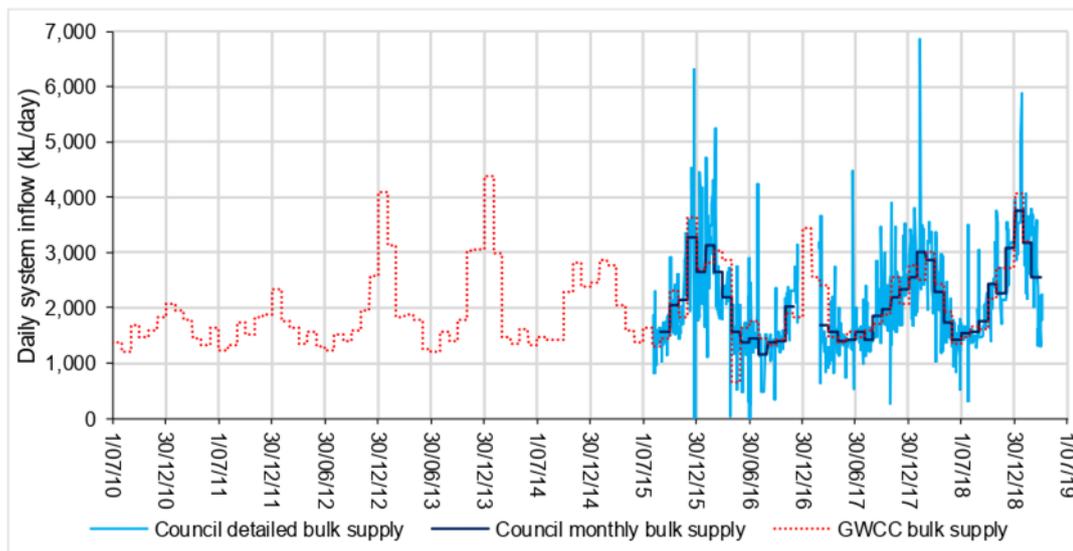


Figure E-1: Cootamundra bulk supply records

The It appears that there is an error in the Goldenfields sales data for May 2016.

Council's records are based upon manually collected data. This data is:

- more prone to errors than automatically collected data
- has lots of gaps between 2 and 26 days where the total flow is known but the daily variation is not
- is missing the entire of summer 2016/2017.

This is an **issue** as the daily variability in inflow is not continuously able to be assessed.

### E.1.2 Customer Meter Data

#### Metered demand by customer category

Customer water meters are generally read four times per year, in August, November, February and May.

Each water meter is assigned a user class classification and an assessment. An assessment may have more than one water meter, though this is comparatively rare in Cootamundra as there are few strata properties. The historic number of water meters, assessments and average daily consumption by user category are summarised in Table E-1.

The metered demand is graphed in Figure E-2.

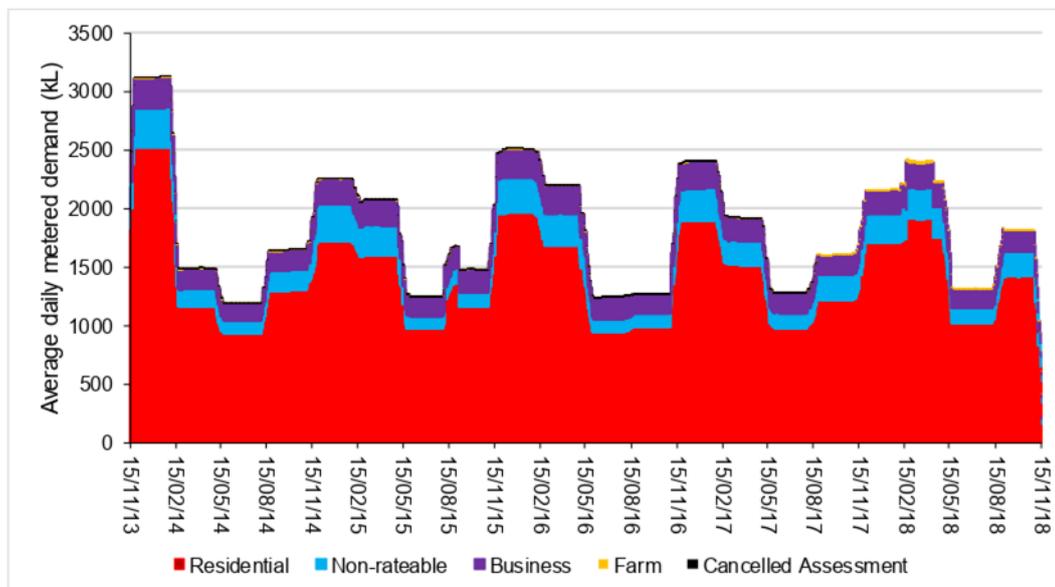


Figure E-2: Metered water demand



**Table E-1: Meters, assessments and consumption by meter reading period**

End of read period	Meters						Assessments						Meters per assessment				Average daily consumption (kL/day)					
	Residential	Non-rateable	Business	Farm	Cancelled Assessment	Total	Residential	Non-rateable	Business	Farm	Cancelled Assessment	Total	Residential	Non-rateable	Business	Farm	Residential	Non-rateable	Business	Farm	Cancelled Assessment	Total
11/02/14	2,675	127	308	6	2	<b>3,118</b>	2,643	86	265	5	5	<b>3,003</b>	1.01	1.48	1.16	1.20	2,453	323	259	6.6	0.5	<b>3,042</b>
9/05/14	2,693	129	311	6	2	<b>3,140</b>	2,660	86	267	5	5	<b>3,023</b>	1.01	1.50	1.16	1.20	1,172	155	170	2.3	0.1	<b>1,499</b>
12/08/14	2,696	126	312	6	2	<b>3,142</b>	2,665	85	267	5	5	<b>3,027</b>	1.01	1.48	1.17	1.20	941	119	142	1.5	0.1	<b>1,204</b>
17/11/14	2,699	126	312	6	3	<b>3,146</b>	2,669	85	267	5	5	<b>3,032</b>	1.01	1.48	1.17	1.20	1,311	174	175	1.8	0.1	<b>1,662</b>
16/02/15	2,700	126	312	5	4	<b>3,147</b>	2,672	84	267	5	5	<b>3,033</b>	1.01	1.50	1.17	1.02	1,700	309	215	2.0	2.1	<b>2,228</b>
13/05/15	2,701	127	311	5	4	<b>3,148</b>	2,673	85	267	5	5	<b>3,035</b>	1.01	1.49	1.16	1.00	1,569	255	210	2.1	2.3	<b>2,039</b>
6/08/15	2,703	127	310	5	4	<b>3,149</b>	2,675	85	267	5	5	<b>3,037</b>	1.01	1.50	1.16	1.00	989	109	169	1.0	2.7	<b>1,271</b>
11/11/15	2,706	128	309	5	4	<b>3,151</b>	2,679	85	265	5	5	<b>3,039</b>	1.01	1.51	1.16	1.00	1,220	129	193	0.6	3.2	<b>1,546</b>
16/02/16	2,709	128	309	5	4	<b>3,155</b>	2,682	85	266	5	5	<b>3,043</b>	1.01	1.51	1.16	1.00	1,928	295	240	2.3	7.0	<b>2,473</b>
16/05/16	2,717	129	309	5	4	<b>3,163</b>	2,688	85	266	5	5	<b>3,049</b>	1.01	1.51	1.16	1.00	1,645	276	235	3.1	4.0	<b>2,163</b>
16/08/16	2,720	128	308	5	4	<b>3,165</b>	2,692	85	266	5	5	<b>3,053</b>	1.01	1.51	1.16	1.00	964	120	183	0.3	3.7	<b>1,271</b>
9/11/16	2,722	128	309	5	4	<b>3,168</b>	2,695	85	266	5	5	<b>3,056</b>	1.01	1.51	1.16	1.00	1,022	116	167	0.4	3.5	<b>1,309</b>
8/02/17	2,723	128	309	5	4	<b>3,169</b>	2,696	85	267	5	5	<b>3,058</b>	1.01	1.50	1.16	1.00	1,870	270	225	1.4	4.3	<b>2,372</b>
11/05/17	2,723	127	308	5	5	<b>3,168</b>	2,694	85	267	5	5	<b>3,056</b>	1.01	1.50	1.15	1.00	1,513	202	203	1.2	3.9	<b>1,923</b>
16/08/17	2,723	128	309	5	5	<b>3,170</b>	2,695	85	267	5	5	<b>3,056</b>	1.01	1.51	1.16	1.00	999	132	171	0.7	4.6	<b>1,308</b>
20/11/17	2,724	131	311	6	0	<b>3,172</b>	2,695	86	268	6	0	<b>3,055</b>	1.01	1.52	1.16	1.00	1,228	216	174	5.6	0.2	<b>1,623</b>
15/02/18	2,727	131	312	5	0	<b>3,175</b>	2,697	86	269	5	0	<b>3,057</b>	1.01	1.52	1.16	1.00	1,701	252	199	5.2	0.0	<b>2,158</b>
10/05/18	2,729	131	311	5	0	<b>3,176</b>	2,701	86	269	5	0	<b>3,060</b>	1.01	1.52	1.16	1.00	1,840	261	207	20.8	0.0	<b>2,328</b>
21/08/18	2,727	129	310	5	0	<b>3,172</b>	2,700	86	269	5	0	<b>3,060</b>	1.01	1.50	1.15	1.00	1,055	128	170	3.4	0.0	<b>1,357</b>
31/10/18	2,723	127	308	6	0	<b>3,164</b>	2,698	85	267	6	0	<b>3,056</b>	1.01	1.49	1.15	1.00	1,407	212	177	4.2	0.0	<b>1,801</b>

### Major users

Major users were selected based on high water consumption, either:

- high average (more than 5 kL/day) or
- high peak (more than 15 kL/day for a meter reading period).

The major users in Cootamundra use relatively modest volumes of water when compared to other towns of similar size. The major water users are summarised in Table E-2.

**Table E-2: Major water users in Cootamundra**

Assessment	User name	Average annual demand (kL/year)	Average daily demand (kL/day)	Percentage of average metered demand	Maximum metered demand (kL/day)	Time Span
10030674	Cootamundra parks and gardens (multiple sites on one assessment)	5,181	14.18	0.81%	48.17	13/08/13 to 06/11/18
10047330	Cemetery	4,515	12.36	0.70%	28.77	15/08/13 to 12/11/18
10039246	Cootamundra Nursing Home & Adina Court	10,458	28.63	1.63%	52.06	20/08/13 to 04/11/18
10039303	Cootamundra Caravan Park	2,372	6.49	0.37%	19.18	20/08/13 to 19/11/18
10045599	Cootamundra Council Works Depot 1	6,452	17.67	1.01%	31.64	20/08/13 to 19/11/18
10010320	Cootamundra Country Club	2,923	8.00	0.46%	19.92	13/08/13 to 06/11/18
10010346	Cootamundra High School	4,305	11.79	0.67%	24.48	20/08/13 to 15/11/18
10037133	Cootamundra Hospital	4,214	11.54	0.66%	39.21	20/08/13 to 18/11/18
10032670	Cootamundra Landscapers & Nursery	244	0.67	0.04%	15.62	14/08/13 to 11/11/18
10012896	Cootamundra Municipal Olympic Swimming Pool	7,601	20.81	1.18%	74.56	16/08/13 to 14/11/18
10005320	Cootamundra Saleyards	1,789	4.90	0.28%	18.76	19/08/13 to 06/11/18
10039238	Cootamundra TAFE	2,256	6.18	0.35%	17.42	15/08/13 to 12/11/18
10013167	Croker Grain Cootamundra	2,474	6.77	0.39%	15.59	20/08/13 to 14/11/18
10015550	Farm lot	346	0.95	0.05%	15.19	15/08/13 to 12/11/18
10036812	Frank Hiscock Smash Repairs	142	0.39	0.02%	15.69	17/05/13 to 04/12/18
10033272	Southee Circle park	728	1.99	0.11%	19.43	20/08/13 to 19/11/18
10011955	Southern Cross	3,778	10.34	0.59%	14.99	13/08/13 to 07/11/18
10031649	Wattle Grove Retirement Village	4,812	13.17	0.75%	26.76	15/08/13 to 14/11/18
10012789	Woolworths	2,271	6.22	0.35%	14.69	15/08/13 to 13/11/18
All	All	641,872	1,757.35		2,473.04	11/02/14 to 21/08/18

Council has plans to install a Water Park in Cootamundra Pool, the additional water needs for this expansion are not known at this stage.

### E.2 Non-Revenue Water

Non-revenue water (NRW) is made up of a number of components including:

- unbilled authorised consumption which includes water used for fire-fighting and operational uses for example mains flushing
- apparent losses including illegal connections and metering inaccuracies
- real losses, mostly leakage from the network.

NRW has been estimated using the monthly production, estimated monthly metered consumption and the total number of connections. The NRW for the Cootamundra water supply scheme is given in Table E-3.

**Table E-3: Non-revenue Water for Cootamundra water supply Scheme**

Start	End	Days	Metered consumption (ML)	Water Meters	Council bulk supply			GWCC bulk supply		
					Flow (ML)	Unit NRW (kL/meter/day)	NRW as % of bulk supply	Flow (ML)	Unit NRW (kL/meter/day)	NRW as % of bulk supply
15/11/13	11/02/14	89	270	3,106				312	0.152	
12/02/14	9/05/14	87	130	3,127				152	0.079	
10/05/14	12/08/14	95	114	3,129				138	0.080	
13/08/14	17/11/14	97	161	3,133				188	0.091	
18/11/14	16/02/15	91	202	3,133				233	0.108	
17/02/15	13/05/15	86	175	3,135				203	0.103	
14/05/15	6/08/15	85	108	3,136				128	0.078	
7/08/15	11/11/15	97	150	3,140	166	0.055	10%	168	0.060	11%
12/11/15	16/02/16	97	239	3,144	272	0.107	12%	276	0.120	13%
17/02/16	16/05/16	90	194	3,152	221	0.095	12%	227	0.115	14%
17/05/16	16/08/16	92	116	3,155	130	0.048	11%	136	0.068	14%
17/08/16	9/11/16	85	111	3,158	117	0.022	5%	122	0.042	9%
10/11/16	8/02/17	91	215	3,160				224	0.031	
9/02/17	11/05/17	92	176	3,159				185	0.028	
12/05/17	16/08/17	97	126	3,161	141	0.051	11%	145	0.064	14%
17/08/17	20/11/17	96	155	3,168	183	0.090	15%	184	0.094	16%
21/11/17	15/02/18	87	188	3,173	219	0.114	14%	213	0.092	12%
16/02/18	10/05/18	84	196	3,174	214	0.071	9%	218	0.083	10%
11/05/18	21/08/18	103	140	3,172	158	0.057	12%	161	0.066	13%
22/08/18	31/10/18	71	128	3,164	145	0.078	12%	132	0.017	3%
<b>2017-18 Average</b>		<b>364</b>	<b>664</b>	<b>3,169</b>	<b>757</b>	<b>0.081</b>	<b>12%</b>	<b>760</b>	<b>0.083</b>	<b>13%</b>

The 2017-18 average calculated using the Council bulk supply data was been adopted for the projection.

### E.3 Bulk Supply Trend Correction

The bulk supply trend correction was undertaken using Council’s bulk flow data converted to a monthly time step. The Council data was selected over the Goldenfields as the Goldenfields data appears to be reported for the billed date, rather than the date that the meters were read.

The factors considered in the trend correction were:

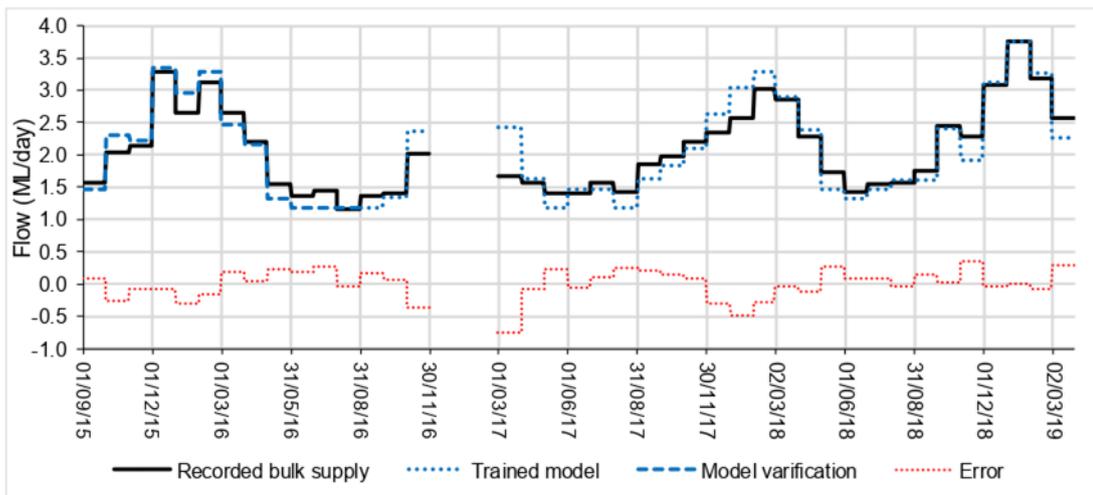
- modelled irrigation demand, this had a very good fit (adjusted  $r^2 = 0.883$ )
- modelled evaporative cooling air-conditioning demand, this had a very good fit (adjusted  $r^2 = 0.829$ )
- both modelled irrigation and evaporative cooling air-conditioning demand, this had a very good fit (adjusted  $r^2 = 0.885$ )

- population, when added to the best fitting irrigation and evaporative cooling demand, the improved fit was not statistically significant
- pricing, when added to the best fitting irrigation and evaporative cooling demand the improved fit was not statistically significant.

Non-revenue water was not considered as the period of meter data provided was much shorter than the bulk supply.

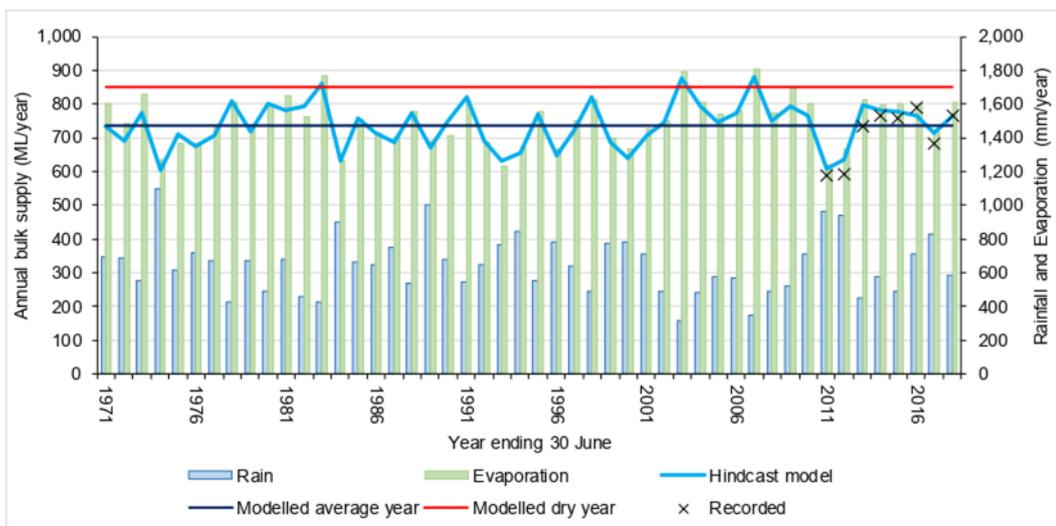
The model was trained using the data from September 2016 to March 2019 and verified using the data from September 2015 to August 2016.

The modelled and actual water sales are graphed in Figure E-3.



**Figure E-3: Modelled bulk supply**

The modelled demand was hindcast demand using historical climate data obtained from SILO (rainfall, max daily temperature, and evaporation). This is shown in Figure E-4.



**Figure E-4: Hindcast bulk supply**

Based on the hindcast model:

- the water restrictions in place over summer 2010/2011 reduced the town demand for January, February and March by about 12%
- the first summer after the water restrictions were lifted (2011/2012) had similar demand reduction (12.1%)
- 2016/17 was about 2% below an average consumption year
- the average year bulk supply is 737 ML/year, this has been adopted as the starting point for the projection
- the 1 in 20 year dry year bulk supply is 849 ML/year and without restrictions it would have been exceeded in 1982/83, 2002/03 and 2006/07, this has been adopted as the starting point for the projection
- the average day peak week bulk supply is 5 ML/day, the most recent week with this modelled peak was 15/01/2019 to 21/01/2019
- the peak day bulk supply is 6.3 ML/day.

Studies undertaken for other IWCMs have shown that the peak day to average day peak week ratio is generally between 1.1 for large towns and 1.25 for smaller towns, therefore the modelled ratio of 1.255 is within the expected range and will be adopted for this projection.

### **E.3.1 Peak period analysis**

As only 21% of the period of record has daily bulk supply data records for both supply points, and the data was missing in the middle of summer 2016/2017, the bulk supply analysis is less reliable than preferred. There were three summers of Council collected bulk supply data available. There were no peak periods when daily data was collected from both bulk supply meters.

One of the hottest, driest periods on record for Cootamundra was between the 15<sup>th</sup> January 2019 and the 18<sup>th</sup> January 2019 with maximum temperatures over 40°C. The bulk supply data for this period was collected 10 days apart on one meter and 14 days apart on the other meter, the average bulk supply flow was 3,549 ML/day.

The highest recorded demand was 6.86 ML/day on 10 February 2018, during this period, 5.18 ML was supplied to Reservoir 1 and an average of 1.68 ML/day was supplied to Reservoir 2 over a three-day period. The maximum ADPW including this date was 3.6 ML/day for the week ending 12/2/2018. The peak to average ratio for this event was 1.9 and this is substantially higher than that observed for similar communities, therefore it is likely that the very high daily demand was due to the data recording frequency for the Reservoir 2 inflow.

The peak period bulk supply from each connection is graphed for each summer for which data was available in Figure E-5.



Figure E-5: Cootamundra peak period bulk supply by source

### E.4 Metered demand assessment

The quarterly metered water consumption from August 2015 to August 2018 was assessed for climate dependence and other variability for:

- each major user (Table E-4)
- all minor users in each user category in each intercept (combination of water supply zone and sewage pumping station) Table E-5

- average active seweraged and non-sewered residential users, to develop the residential unit demands (Table E-6).

For climate independent users, the adopted peak day demand is equal to the average day metered demand for summer 2015/16.

**Table E-4: Major user metered demand (kL)**

Assessment	Description	Average Year	Average Day	Peak/dry year	ADPW
10030674	Parks & Gardens	6,029	16.5	8,419	76.7
10047330	Cemetery	4,291	11.7	5,992	54.6
10039246	Cootamundra Nursing Home & Adina Court	10,077	27.6	12,195	42.6
10039303	Caravan Park	2,242	6.1	2,505	6.8
10045599	Works Depot	6,630	18.2	10,077	19.2
10010320	Country Club	3,085	8.4	4,468	10.3
10010346	High School	4,499	12.3	5,710	11.4
10037133	Hospital	5,260	14.4	9,905	8.7
10032670	Landscapers	421	1.2	1,307	0.0
10005320	Saleyards	2,307	6.3	4,095	15.7
10039238	TAFE	2,094	5.7	2,924	26.7
10013167	Croker Grain Cootamundra	2,028	5.6	3,071	5.7
10015550	Farm	467	1.3	1,259	0.5
10036812	Smash Repairs	159	0.4	176	0.5
10012896	Pool	6,802	18.6	8,163	91.2
10033272	Southee Circle park	82	0.2	2,525	2.5
10011955	Southern Cross Nursing Home	3,677	10.1	4,108	12.4
10031649	Retirement Village	4,768	13.1	5,792	38.8
10012789	Woolworths	2,786	7.6	3,579	12.0

**Table E-5: Minor user metered demand**

Sewer Catchment	User Category	Average Year (ML)	Average Day (kL)	Peak/dry year (ML)	ADPW (kL)
1	Residential	505.02	1,383	568.96	2,994
	Non-rateable	22.12	60.6	26.83	82.09
	Business	55.39	151.6	59.10	245.23
	Farm	0.48	1.3	1.32	0.00
	Cancelled Assessment	1.51	4.1	1.67	6.96

Sewer Catchment	User Category	Average Year (ML)	Average Day (kL)	Peak/dry year (ML)	ADPW (kL)
2	Business	0.96	2.6	1.15	1.37
3	Non-rateable	0.01	0.0	0.03	0.00
	Business	2.13	5.8	2.37	5.08
4	Business	0.22	0.6	0.28	0.59
None	Residential	2.17	6.0	2.33	14.31
	Non-rateable	0.18	0.5	0.23	3.21
	Business	0.31	0.8	0.47	1.65
	Farm	0.37	1.0	0.47	3.50
	Cancelled Assessment	0.07	0.2	0.12	0.03

**Table E-6: Residential unit demands (kL/active Residential Assessment)**

Sewer Catchment	Average Year	Average Day	Peak/ dry Year	Peak Day
1	214	0.585	240	1.237
None	219	0.598	234	1.426

The residential unit demand for un-sewered properties is slightly higher than for sewerred properties, Table E-6. The climate dependence of the sewerred properties more closely correlated with the modelled irrigation demand and that of the un-sewered properties more closely correlated with the air-conditioning demand.

### E.5 Impact of BASIX

As with Gundagai, Cootamundra is in the 40% water target zone; this means that the BASIX Water target requires up to a 40% reduction in mains-supplied potable water consumption compared to the average 'pre-BASIX' home benchmark of 90.34 kL/person/year. All new dwellings are built following BASIX, and therefore the average annual water demands in the residential sector are expected to decrease for new dwellings. Based on an average household size of 2.15, this converts to an average annual demand of 116.5 kL/dwelling/year, in 2016/2017 the average active residential metered demand was 211 kL/meter/year and the BASIX target demand was about the 30<sup>th</sup> percentile (30% of active residential meters used less than the BASIX target and 70% of active residential meters used more than the BASIX target).

The vast majority of dwellings in Cootamundra are detached dwellings. The current projection is based on new growth being restricted to detached dwellings.

The most difficult scenario for Council from a revenue and system sizing basis is that customers in BASIX dwellings achieve the BASIX target in average years and have a dry year and peak day demand that is same as the current average dwellings. This scenario was used in the projections.

**Table E-7: BASIX dwelling residential unit demands (kL)**

Sewer Catchment	Average Year	Average Day	Peak/ dry Year	Peak Day
1	116.5	0.319	240	1.237

## E.6 Adopted 2018 Water Demand

Using the data from the bulk supply analysis, metered demand analysis and NRW assessment, the 2018 bulk supply demands adopted as the starting point for the projection are:

- average year demand: 755 ML/year
- average day demand: 2.067 ML/day
- dry year demand: 850 ML/year
- peak day demand: 6.5 ML/day.

## E.7 Forecast Water Demand

### E.7.1 Metered Water Demand

The metered water demand forecast is used in water utility financial planning. The forecast metered demand by user category is summarised in Table E-8.

**Table E-8: Metered demand projection**

		2018	2019	2024	2029	2034	2039	2049
Standard Residential	Average year demand (ML)	507.2	507.8	510.6	513.5	516.4	519.3	525.3
	Average day demand (ML)	1.39	1.39	1.40	1.41	1.41	1.42	1.44
	Meters	2,725	2,731	2,759	2,787	2,816	2,844	2,903
	Assessments	2,698	2,704	2,732	2,760	2,789	2,817	2,876
Non-residential & Non-private dwelling	Average year demand (ML)	151.5	151.5	151.8	152.1	152.4	152.6	153.2
	Average day demand (ML)	0.41	0.41	0.42	0.42	0.42	0.42	0.42
	Meters	449	449	450	451	452	453	455
	Assessments	362	362	363	364	365	365	367
Total	Average year demand (ML)	658.7	659.3	662.4	665.6	668.8	672.0	678.5
	Average day demand (ML)	1.80	1.81	1.81	1.82	1.83	1.84	1.86
	Meters	3,174	3,180	3,209	3,238	3,267	3,297	3,358
	Assessments	3,060	3,066	3,095	3,124	3,153	3,183	3,243

### E.7.2 Bulk Supply

The projected demand on the bulk supply is summarised in Table E-9.

**Table E-9: Bulk supply projection (ML)**

	2018	2019	2024	2029	2034	2039	2049
Average year	755.0	755.8	759.8	763.9	768.0	772.1	780.5
Average day	2.1	2.1	2.1	2.1	2.1	2.1	2.1
Dry year	849.1	850.5	857.6	864.7	871.9	879.1	893.8
Average day peak week	5.1	5.1	5.1	5.1	5.2	5.2	5.3
Peak day	6.5	6.5	6.6	6.6	6.7	6.7	6.8



## Appendix F Water quality records

### F.1 Water quality records

### F.2 Gundagai C.t. Calculations

Calculation from the Gundagai DWMS

In treated water, a combined available residual chlorine level of 0.5 mg/L after a contact time of 30 minutes is considered sufficient to ensure microbial control, given a clean distribution system and no significant recontamination (ADWG 2011). Contact Time (C.t.) is a measure of free chlorine residual concentration (C) and contact time (t). A primary disinfection contact time greater than 15 min.mg/L is required to be consistent with ADWG requirements of 30 mins contact time at 0.5 mg/L.

Analysis of the C.t showed that the following reticulation pathways for treated water ensure sufficient C.t is achieved. Note, adequate C.t is not achieved if the free chlorine is measured in the final water leaving the WTP (due to the small volume of the Holding Tank and current system flow).

- Distribution via Reservoir No. 1 (detention at WTP Holding Tank and sampling at the intake of Reservoir No. 1), usual route of treated water from the WTP
- Distribution via South Reservoir (detention at WTP Holding Tank and sampling at the South Reservoir outlet), not the usual route from the WTP

The parameters used for the analysis are included in Table F-1.

**Table F-1: Parameters for contact time analysis for the Gundagai scheme**

Parameter	Unit	Value
Minimum concentration	mg/L	0.6
Detention Volume (Distribution via Reservoir No. 1)	m <sup>3</sup>	269.26
Detention Volume (Distribution via South Reservoir)	m <sup>3</sup>	917.72
Maximum System Flow	L/s	70
Baffling Factor	-	0.1 (Reservoir) 1.0 (Pipework)

If the minimum free chlorine concentration for the scheme (lower critical limit) is 0.6 mg/L, then adequate C.t is achieved as shown in Table F-2.

**Table F-2: Contact time analysis for the Gundagai scheme**

Distribution	Unit	Value
via Reservoir No. 1	min.mg/L	15.21
via South Reservoir	min.mg/L	15.38
Minimum Requirement	min.mg/L	15.00

### F.3 Cootamundra C.t. Calculations

Not applicable



**F.4 Gundagai CCPs**

Location	CCP	Target	Adjustment	Critical
WTP	CCP1 - post filter turbidity	< 0.2 NTU	>0.3 NTU to 0.5 NTU	>0.5 NTU
WTP	CCP2 - Fluoridation	0.95 to 1.05 mg/L	<0.9 or >1.2 mg/L	>1.5 mg/L
Reservoir	CCP3 - Disinfection	Free chlorine 1.0 to 1.2mg/L pH 7.8 to 8.2	Free chlorine <1.0 or >1.5 mg/L pH <7.5 or >8.2	Free chlorine <0.6 mg/L pH >8.5
Reservoirs	Reservoir integrity	No breach	Site or reservoir condition poor (as per checklist)	Evidence of vermin (as per checklist)

**F.5 Cootamundra CCPs**

Location	CCP	Target	Adjustment	Critical
Reservoirs	Reservoir integrity	No breach	Site or reservoir condition poor (as per checklist)	Evidence of vermin (as per checklist)

**F.6 Non-conformances against CCPs**

## Appendix G    Gundagai Sewer Load Analysis

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## G.1 Gundagai STP inflow analysis

There is no inflow meter at Gundagai STP, and therefore sewage inflow could not be estimated using the conventional method of comparing historical inflow and rainfall data. Several other data sources were used to achieve an estimate of sewer flow.

### G.1.1 ADWF estimated from metered humus tank outflow

There is a flow meter located at the outlet of humus tank, which is an indication of effluent discharge. Council's reasoning for installing the flow meter here is that it is simpler to monitor one outflow stream than two separate inflow lines, and overall losses through the WTP should be relatively minimal. However, the meter is read manually and occasionally flow is not recorded if operators are busy. Council is aware of the shortcomings attached to this and have engaged to PWA to improve the SCADA system so that there are automatic readings taken and the information captured at the same time each day. **Issue**

Council has assessed flow measurements from this meter back to 2016, and noted that summer flows were generally of the order of 200 to 300 kL/day whereas winter flows were of the order of 500 - 700 ML, however they noted that this was a particularly wet winter and a very dry summer. It is difficult to correlate this to actual inflow measurement due to evaporative losses and water in sludge which leave the process prior to the humus tank outlet.

### G.1.2 ADWF estimated from 72-hour flow monitoring

In 2017 PWA undertook 72-hour sewage monitoring at Gundagai STP with the objective of measuring the hydraulic and biological loads on the STP. This provided a basis to determine the design loads for the detailed design of the Gundagai STP.

The monitoring was undertaken between 28 to 31 March 2017, with the flow meter installed at the outlet of the humus tank. Only 2.5 mm of rain was observed over this period, and therefore flow could be assumed to be dry weather flow.

The following was determined from the results:

- The average hourly flow during monitoring periods was 9.47 kL/hr. This works out to be around **230 kL/day ADWF**.
- There was an outflow peak in the morning from 9:00 am to 10:00 am and in the evening from 8:00 pm to 9:00 pm. Because inflow arrives earlier than outflow, it is has been assumed that there is an inflow peak in the morning from 8:00 am to 9:00 am and in the evening from 7:00 pm to 8:00 pm. This is consistent with patterns for similar inland towns.
- The morning peak and evening peak to average flow ratios have been calculated as 2.00 and 1.32, respectively. Smaller populations generally have higher peaks due to less activity in the catchment overnight.

The days over which monitoring occurred were relatively hot, with temperatures experienced in the high twenties. It is expected that evaporative losses would be significant over this period, and the average of 230 kL/day measured at the humus tank outlet may reflect a significantly higher inflow to the STP.

The monitored plant flow is presented in Figure G-1.

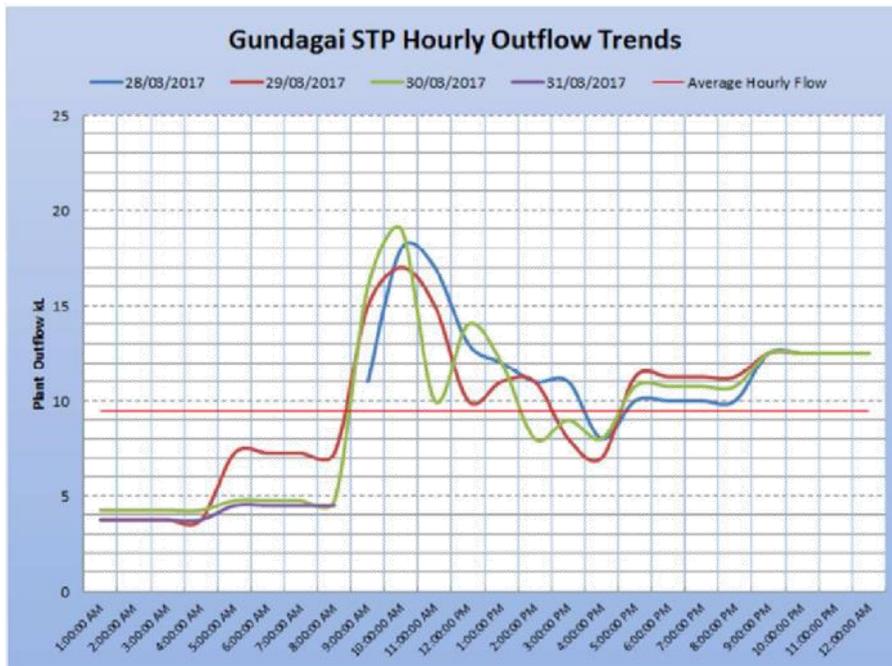


Figure G-1: Monitored Gundagai STP diurnal flow

### G.1.3 ADWF estimated from pump run time

Council has attempted to estimate STP Inflow from the pump run time data of the two SPS that pump to the STP; the Royal SPS and the Boys Club SPS.

The pump rates of these two pumps was unknown, so Council first estimated it using a draw down test. Council has advised that this proved difficult and required several attempts; there were differences between the two pumps in each station, problems with cavitation, significant ragging problems, and great discrepancies based upon the head in the wet well. **Issue.** Based on this investigation, Council has estimated the pump rates of the Royal SPS and the Boys Club SPS is approximately **10 L/s** and **5 L/s** respectively. The pump rates were then multiplied by pump run times recorded in 2012. The results are given in Table G-1.

**Table G-1: Council estimated STP Inflow – calculated from pump run times**

Date	Royal SPS				Boys Club SPS				Total Daily Inflows (ML)
	Pump No 1 Hours	Pump No 2 Hours	Total Hours Run	Daily Flow (ML)	Pump No 1 Hours	Pump No 2 Hours	Total Hours Run	Daily Flow (ML)	
4/9 (M)	6	7	13	0.47	1	1	2	0.04	0.51
5/9 (T)	4	5	9	0.32	1	1	2	0.04	0.36
6/9 (W)	5	5	10	0.36	2	2	4	0.08	0.44
7/9 (T)	4	10	14	0.50	1	1	2	0.04	0.54
8/9 (F)	5	3	8	0.29	2	2	4	0.08	0.37
9/9 (S)	6	4	10	0.36	2	1	3	0.06	0.42
10/9 (S)	4	4	8	0.29	1	2	3	0.06	0.35

Based on the above assessment daily inflow ranges from **0.35 to 0.54 ML/day**. The figures also indicate that in this week approximately 15% of the flow came from South Gundagai and approximately 85% of flow came from North Gundagai.

If both pumps were to run continuously for a whole day during a wet weather event, Council estimated that the maximum STP inflow would be around 1.50 to 1.75 ML/day.

#### **G.1.4 ADWF estimated from billing data**

A dry weather sewer flow was also estimated for each user in the billing data.

The total sewer load for residential users was obtained by multiplying the number of active residential assessments (those having an average demand greater than 400 L/day – see Section D.4.2) by the modelled average daily residential internal water demand of 384 L/day. All of the residential internal water consumption is assumed to be discharged to the sewer.

The total sewer load for non-residential users was obtained by multiplying the average daily water demand for each user by a discharge factor for that user class, obtained from NSW Department of Energy’s *Liquid Trade Waste Guidelines* (13). The discharge factor was 0.95 for all business users and the pool, 0.75 for caravan parks and schools, and zero for park/gardens, Lionis Holdings Pty Ltd and the Meat Processor.

The estimated ADWF calculated from water billing data is presented in Table G-2. Based on this analysis the ADWF is estimated to be around **450 kL/day**.

**Table G-2: ADWF (kL/day) estimated from water billing data**

Billing Year	2014	2015	2016	2017
Residential	270	261	262	263
Non-res	185	164	177	191
<b>Total</b>	<b>454</b>	<b>426</b>	<b>439</b>	<b>453</b>

## G.2 Gundagai EP and ET

The number of ET and EP were estimated during the calculation of ADWF from billing data.

The residential ET equals the number of active residential assessments, and the non-residential ET was estimated by dividing the non-residential sewage load by the average daily residential internal water demand of 384 L/day. The ET value was then multiplied by the household size of 2.2 to obtain an estimate EP.

The estimated ET and EP is presented in Table G-3. The ET estimated from billing data is very close to the estimated ET provided by Council in Table 10-1.

**Table G-3: ET and EP from billing data (kL/day)**

Billing Year	2014	2015	2016	2017
Residential ET	703	681	683	686
Non-residential ET	482	429	462	497
<b>Total ET</b>	<b>1,185</b>	<b>1,110</b>	<b>1,145</b>	<b>1,183</b>
Residential EP	1,547	1,499	1,503	1,508
Non-residential EP	1,059	944	1,016	1,094
<b>Total EP</b>	<b>2,607</b>	<b>2,443</b>	<b>2,518</b>	<b>2,602</b>

## G.3 Gundagai STP Loading

### G.3.1 Average Dry Weather Flow

Based on the above information the estimated current ADWF is **0.5 ML/day** as a conservative estimate.

Based on an EP of 2,500, an estimated current sewage loading of **200 L/EP/day** is calculated. This is within the normal range of sewage loadings.

### G.3.2 Peak Dry Weather Flow

The results of the 72 hour monitoring give a peaking factor "r value" of 2.0 for Gundagai STP. Since the flow was measured at the outlet of the humus tank instead of the inlet works, it may not exactly represent the peak in the inflow. The peaking factor is multiplied by the instantaneous ADWF to obtain the instantaneous Peak Dry Weather Flow (PDWF).

Calculated values based on the methodology in the PWA sewer design manual, give an estimated peaking factor of 2.3 for Gundagai STP. This peaking factor has been adopted as a conservative estimate.

At the nominated ADWF of 500 kL/day, or 5.8 L/s, the estimated PDWF is **13.3 L/s**.

### G.3.3 Peak Wet Weather Flow

No STP inflow data is available for wet days, however the maximum flow rate to the STP would be the combined pump rates of the pumps in the two SPS which pump to the STP. Council plans to upgrade these two SPS, however there is limited data available for estimating peak flows to the SPS which would be used to size new pumps.

Formulas in the PWA sewer design manual provide a method to calculate PDWF and PWWF from ET. The ET and EP for each pump station is taken from Section B.3.2. ADWF for each SPS was estimated based on **200 L/EP/day**. The results are given in Table G-4.

**Table G-4: Estimated peak flows to sewer pump stations**

	2017 Total ET	2017 Total EP	ADWF (kL/day)	Peaking factor 'r'	PDWF (L/s)	PWWF (L/s)	PWWF/ ADWF
Royal SPS	798	1,756	351	2.4	9.6	55.9	13.8
Boys Club SPS	338	744	149	2.7	4.6	24.2	14.0
<b>Total</b>	<b>1,136</b>	<b>2,499</b>	<b>500</b>	<b>2.3</b>	<b>13.1</b>	<b>78.9</b>	<b>13.6</b>

Note: The Royal SPS and Boys Club SPS have an estimated pump duty of 10 L/s and 5 L/s respectively.

For the sizing of the new pumps, a PWWF to ADWF ratio of 10 has been nominated.

#### **G.4 Gundagai Tourist population effects**

Visitor contribution to STP inflow could not be assessed due to insufficient data. However, since it was estimated that visitors do not have a significant impact on water demand, it is also assumed that they have minimal impact on sewage load.

#### **G.5 Gundagai Biological and Nutrient Loading**

Biological and nutrient loading was assessed by PWA as part of the 2017 sewer inflow assessment. An ISCO automatic sampler was used for collection of time-based composite samples during the 72-hour monitoring period, samples from the inlet chamber to the Imhoff tank.

A summary of the raw sewage quality is given in Table G-5.

**Table G-5: Gundagai STP – Average Influent Sewage Quality**

Parameter	Value (kg/d)	Flow Weighted Average Concentration (mg/L)
Chemical oxygen demand, COD	128.7	566.3
Biochemical oxygen demand, BOD <sub>5</sub>	63.7	280.4
Total Kjeldahl nitrogen, TKN	10.7	47.2
Ammonia nitrogen, NH <sub>3</sub> – N	9.8	43.1
Oxidised nitrogen, NOx	< 0.023	< 0.1
pH (range)	-	6.84 - 7.35
Suspended solids, SS	69.9	307.5
Oil and grease, O&G	4.1	18.2
Total phosphorus, TP	1.9	8.3
Ortho-phosphate, Ortho P	1.4	6.2
Alkalinity, Alk	68.8	302.7

Based on these results, the following was observed of the sewage from the Gundagai sewerage scheme:

- Ratio of COD to BOD was approximately 2, which is typical for domestic sewage.
- Concentrations of BOD<sub>5</sub> and SS present medium to high strength domestic sewage
- Concentrations of nutrients are considered typical for domestic sewage.
- Raw sewage alkalinity presents high strength domestic sewage, which can provide sufficient buffering for biological nitrification.

**G.6 Gundagai sewer system flow forecast**

Future ADWF to the SPS and STP under the low and high growth scenarios was estimated by multiplying the projected sewer EP (Table 10-2) by the estimated current sewage loading of **200 L/EP/day**.

The projected sewage load is given in Table G-6. The ADWF to the Royal and Boys Club SPS includes the contribution from their respective upstream SPS.

**Table G-6: Projected ADWF to SPS and STP (L/s)**

	2017 ADWF	Low Growth ADWF	High Growth ADWF
Royal SPS	351	394	449
Primary School SPS	44	62	77
Boys Club SPS	149	180	185
McDonalds SPS	34	37	40
<b>Total to STP</b>	<b>500</b>	<b>574</b>	<b>634</b>

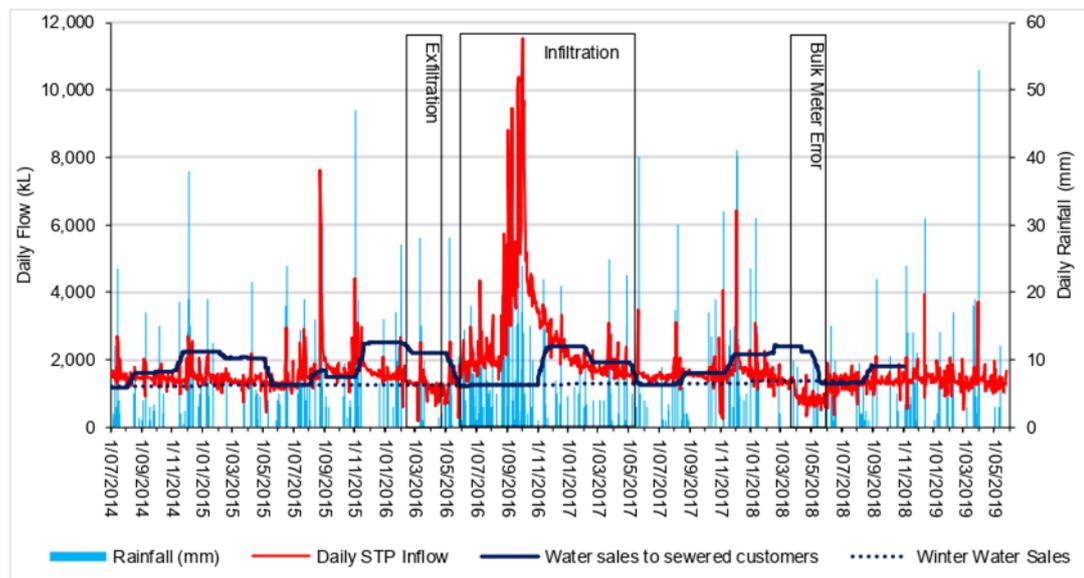
## Appendix H Cootamundra Sewer Load Analysis

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### H.1 Cootamundra STP inflow analysis

The Cootamundra STP inflow data is graphed in Figure H-1 along with the daily rainfall and the average metered water demand for sewered customers. The following points are notable:

- the winter water sales to sewered customers average 1,245 kL/day, the ADWF would be expected to be similar
- during Autumn 2016 there are periods where there appears to be significant exfiltration with flows received by the STP significantly lower than the winter water sales, this may indicate that there are large sections of leaky network draining sewage into the local aquifer when the water table is high.
- between July 2016 and May 2017 there appears to be an extended period of significant infiltration, this may indicate that there are large sections of leaky network draining the local aquifer when the water table is low
- Council believes that the low flows in Autumn 2018 are associated with a bulk meter error
- the STP inflow data is collected manually, therefore there may be “long days” and “short days”.



**Figure H-1: Cootamundra STP inflow**

In most well sealed sewerage schemes, the flow would be expected to peak shortly after a wet weather event and then decrease to the ADWF over the next 5 to 10 days, rather than over several months.

Council has stated that “About 15km of sewer have been relined over the last 5 years. Relineing was undertaken for structural purposes as well as to inhibit root intrusion but an obvious added benefit has been the reduction in ground water infiltration.” This program appears to have been reasonably effective with all flows from June 2018 onwards appearing within the expected range.

## H.2 Cootamundra ADWF, EP and ET

Due to the extended periods of high infiltration, exfiltration and poor-quality bulk meter data, the analysis has been undertaken using both the metered influent volumes between July 2018 and May 2019 and the winter metered water sales to sewer properties from 2014 to 2018.

### H.2.1 Sewage load based on water sales

For this analysis, the average winter water sales to sewer customers was used as the ADWF and the ET and EP were estimated using the same data.

The residential ET equals the number of active residential assessments, and the non-residential ET was estimated by dividing the non-residential winter water sales by the average residential winter water sales. The ET value was then multiplied by the household size to obtain an estimate EP.

**Table H-1: ET and EP from billing data (kL/day)**

		2014	2015	2016	2017	2018
Average winter water consumption (kL/day)	Residential	930	978	953	988	1,046
	Non-residential	262	281	306	304	301
	<b>Total ADWF</b>	<b>1,192</b>	<b>1,259</b>	<b>1,259</b>	<b>1,292</b>	<b>1,347</b>
Average active residential meters		2,321	2,336	2,305	2,318	2,355
Household size		2.15	2.15	2.15	2.15	2.15
ET	Unit flow (kL/ET/day)	0.401	0.419	0.413	0.426	0.444
	Residential	2,321	2,336	2,305	2,318	2,355
	Non-residential	654.8	669.7	739.6	712.2	677.2
	<b>Total ET</b>	<b>2,976</b>	<b>3,006</b>	<b>3,044</b>	<b>3,031</b>	<b>3,032</b>
EP	Unit flow (kL/EP/day)	0.186	0.195	0.192	0.198	0.207
	Residential	4,990	5,022	4,955	4,985	5,062
	Non-residential	1,408	1,440	1,590	1,531	1,456
	<b>Total EP</b>	<b>6,397</b>	<b>6,462</b>	<b>6,545</b>	<b>6,516</b>	<b>6,518</b>

Based on the above information, the 2018 the:

- ADWF is estimated to be 1.35 ML/day
- unit EP sewage flow is estimated to be 207 L/day
- total ET is estimated to be 3,032
- total EP is estimated to be 6,520.

### H.2.2 Sewage load based on 2018/19 influent flows

The metered influent volumes between July 2018 and May 2019 were analysed to find the ADWF. Dry weather days were defined as day more than 6 days after the last day with more than 3mm of rain. Using this method and the rainfall measured at the STP, the ADWF is estimated to be 1,340 kL/day, using the SILO rainfall data the ADWF is estimated to be 1,350 kL/day. This is very close to the estimate based on the metered demand, given that the metered demands are used to develop the unit flows and non-residential loads, the results of the metered demand based ADWF assessment will be used in the projections.

### H.3 Peak Dry Weather Flow

The peak dry weather flow is the estimated peak instantaneous flow on an average flow day. Calculated values based on the methodology in the PWA sewer design manual, give an estimated peaking factor of 2.00 for Cootamundra STP.

At the nominated ADWF of 1.352 ML/day (15.65 L/s), the estimated PDWF is 31.32 L/s.

### H.4 Peak Wet Weather Flow

The observed peak daily wet weather flow was 11.5 ML/day (133 L/s or 9.1 ADWF), this was measured on the 30/09/2016, it appears that a large proportion of this flow was related to high ground water levels as this was at the end of a relatively wet fortnight and the depth of rain on the high flow day and the day before was substantially lower than the major event a week before. It then took over 7 months for the flows to recede to the ADWF. This was part of a very wet 6 month period, there were 6 month periods nearly as wet in 2012, 1974 and 2011.

In 2005, Public Works Advisory completed the specification of two new pumps (to be used 1 duty and 1 standby configuration) for Betts Street, the design flow rate in the specification was 59.2 L/s, with both pumps running, this is equivalent to 10.23 ML/day. Council staff do not believe that the pump replacement occurred. Given that the daily flow data may have been collected over more than 24 hours, it is reasonably likely that the peak capacity is 10.23 ML/day and this has been adopted as the PWWF.

Council has stated that "About 15km of sewer have been relined over the last 5 years. Relining was undertaken for structural purposes as well as to inhibit root intrusion but an obvious added benefit has been the reduction in ground water infiltration." The program appears to have been quite successful with substantially lower wet weather flows observed for some larger (ARI about 1 in 2 year) events since the upgrade.

### H.5 Cootamundra sewage system flow and load forecast

Future ADWF, EP and ET projection was undertaken at an SPS and STP level. The 2018 starting point has been estimated using:

- the 2018 winter metered water demand as the 2018 ADWF for SPS 1
- the 2018 ADWF for SPSs 2 to 4, the average day peak quarter metered water demand for all customers served by the SPS was used (all of the metered users in these catchments are non-residential and the total metered demands for these areas are climate independent)
- the ADWF per ET of 0.444 kL/ET/day
- the ADWF per EP of 0.207 kL/EP/day

Pump stations 2, 3 and 4 pump into the catchment of SPS 1.

**Table H-2: SPS and STP**

	SPS	2018	2019	2024	2029	2034	2039	2049
ADWF (kL/day)	1 (STP)	1,352	1,355	1,366	1,377	1,388	1,399	1,421
	2	4.68	4.68	4.69	4.70	4.71	4.73	4.75
	3	10.0	10.1	10.1	10.1	10.1	10.1	10.2
	4	0.93	0.93	0.93	0.93	0.94	0.94	0.94

	SPS	2018	2019	2024	2029	2034	2039	2049
ADWF (L/s)	1 (STP)	15.65	15.68	15.81	15.94	16.06	16.19	16.45
	2	0.054	0.054	0.054	0.054	0.055	0.055	0.055
	3	0.12	0.12	0.12	0.12	0.12	0.12	0.12
	4	0.011	0.011	0.011	0.011	0.011	0.011	0.011
ET	1 (STP)	3,043	3,048	3,074	3,099	3,124	3,149	3,198
	2	10.5	10.5	10.6	10.6	10.6	10.6	10.7
	3	22.6	22.6	22.7	22.7	22.8	22.8	22.9
	4	2.09	2.09	2.10	2.10	2.10	2.11	2.12
EP	1 (STP)	6,543	6,554	6,608	6,662	6,716	6,769	6,876
PDWF (L/s)	1 (STP)	31.32	31.36	31.59	31.82	32.05	32.28	32.72
	2	0.26	0.26	0.26	0.26	0.26	0.27	0.27
	3	0.49	0.49	0.49	0.49	0.49	0.49	0.50
	4	0.071	0.071	0.071	0.071	0.071	0.071	0.072
Theoretical PWWF (L/s)	1 (STP)	207.8	208.2	209.9	211.5	213.2	214.9	218.2
	2	0.9	0.9	0.9	0.9	0.9	0.9	0.9
	3	1.8	1.8	1.8	1.8	1.8	1.8	1.8
	4	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Theoretical PWWF (kL/day)	1 (STP)	17,957	17,986	18,132	18,278	18,422	18,566	18,853
	2	75.5	75.6	75.7	75.9	76.0	76.2	76.5
	3	155.7	155.8	156.1	156.5	156.8	157.1	157.8
	4	16.6	16.6	16.6	16.7	16.7	16.7	16.8



McKell Building  
2-24 Rawson Place  
Sydney NSW 2000

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



McKell Building  
2-24 Rawson Place  
Sydney NSW 2000

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

**8.7 CIVIL WORKS****8.7.1 PROPOSED ROAD CLOSURE LOTS 3 AND 6 DP1217568 PART ROSEHILL ROAD**

DOCUMENT NUMBER	331874
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with Section 38A(a-f) of the Roads Act, 1993 Compliance with s377(1)(h) of the Local Government Act, 1993
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. News article for Proposed Rosehill Road upgrade and Land Swap - dated 9th January, 2004 <a href="#">↓</a></li> <li>2. Rosehill Road - Map. <a href="#">↓</a></li> <li>3. Draft Advertisement - Road Closure for lots 3 and 6 DP1217568 Rosehill Road <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

1. Council approve the closure of Lots 3 and 6 DP 1217568 Rosehill Road Cootamundra.
2. Council enter into a Deed with Mrs. Manwaring to formalise the agreement for the proposed transfer for Nil consideration.
3. The closure of Lots 3 and 6 DP1217568 be advertised through Council's usual mediums and notification be sent to affected landholders and the relevant authorities inviting submissions for a period no less than twenty eight (28) days.
4. Pursuant to s377(1)(h) of the Local Government Act, 1993 Council approve the transfer of Lots 3 and 6 DP1217568 to (Mrs Manwaring) subject to those lots being closed as public roads and there being no appeals against the road closure.

Introduction

In January, 2004 the former Cootamundra Shire Council made an arrangement with the late John Manwaring whereby a direct swap of land would occur for a road deviation as part of the Rosehill Road upgrade.

The Manwaring family gave up part of their property for the construction of the (then) new roadway under the Roads to Recovery program to form part of the Cootamundra to Jugiong Road which, at

the time, was to be the easiest access for light traffic from Cootamundra to the Hume Highway at Jugiong. The deviation meant that the traffic on the Jugiong Road would no longer be passing directly in front of the Manwaring homestead and through their farm.

This road arrangement has been in place and used since its completion for over fifteen years.

### Discussion

In 2015 Council registered the transfer of land however, the process was never completed. Amendments were made to the Roads Act in 2018 which took effect on 1<sup>st</sup> July, 2018 and at that time there was a transition period of three months which gave any road closures proposed prior to 1<sup>st</sup> July, 2018 the ability to be closed under the provisions of the previous Roads Act until 30<sup>th</sup> September, 2018. Unfortunately the closure of lots 3 and 6 DP1217568 was not gazetted by that date. As such, Council is now required to undertake the procedural steps set out in ss38A to 38F of the Roads Act to close Lots 3 and 6 DP 1217568.

While no formal agreement between Council and the Manwaring family can be located, there is more than sufficient documentation between Council, the Manwaring family and the NSW Primary Industries – Lands office to support the resumption of the process to close lots 3 and 6 DP 1217568 to then be transferred to Mrs Manwaring at the completion of the process in accordance with the requirements and compliance of the Roads Act, 1993 and the Local Government Act, 1993.

A resolution of Council is required to re-commence the closure of lots 3 and 6 DP 1217568 and complete the process so that the road may be transferred to the Manwaring estate as originally intended. The recommendations are submitted for the adoption of Council.

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**Friday, January 9, 2004**

**\$1.20**  
GST inclusive

# Road to greater saf

Safety for motorists travelling on the Rosehill Road is set to improve further with the Cootamundra Shire Council soon to commence work on the deviation around the Manwaring family's "Rosehill" homestead.

The road currently passes directly in front of the homestead, and was constructed originally as a bypass in 1979 when traffic was considerably lighter.

The council has now pegged out the deviation and the Manwaring family and council representatives inspected the new site earlier this week.

"We're about to start the next major project on the Cootamundra to Jugiong Road, which is the deviation around the Manwaring's (John and Susan) homestead and farm," Mayor Paul Braybrooks said.

"The council has for several years now been undertaking improvements to this road utilising Roads to Recovery money, which has been made available directly to Local Government by the Federal Government.

"This deviation will mean that the Jugiong Road no longer passes directly past the Manwaring homestead and through their farm, which has obvious safety as well as commercial benefits."



### Direct swap

The council and the Manwaring family have come to an arrangement whereby a direct swap of the land will take place, Cr Braybrooks said.

The Manwaring family will give up part of their property for the construction of the new roadway and in return will receive the land where the current roadway is.

Describing Roads to Recovery as an excellent source of funding, Cr Braybrooks said that nearly all of the council's funding through this program each year has been put into this road.

"The Jugiong Road will shortly be the easiest access for light traffic from Cootamundra onto the Hume Highway," he said.

It is anticipated that the works will take a couple

months to complete. The Manwaring family (from left) Susan, Sarah and John, along with Mayor Paul Braybrooks stand on the site where the Rosehill Road will soon run. Work on the deviation is set to commence.

"Rosehill" property owner, John Manwaring said the family was very pleased that work would be commencing on the deviation shortly.

He said he was pleased that it had not taken a fatality before now to ensure that this work would proceed.

Following the completion of the Bookham bypass and the works the council has undertaken at the Cowangs, a lot more people are using the Rosehill Road as a thoroughfare to the highway, Mr Manwaring pointed out.

FR

**Jumbo**

**40**

Tickets on sale from 6.30

The Ex-Ser

For the

**SALE SALE SALE SA**

ANNUAL STOCK CLEARANCE







Reg:R102057 /Doc:DP 1217568 P /Rev:09-Jun-2016 /NSW LRS /Pgs:ALL /Prt:16-Oct-2019 11:20 /Seq:4 of 6  
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PLAN FORM 6A (2012)

WARNING: Creasing or folding will lead to rejection

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DEPOSITED PLAN ADMINISTRATION SHEET Sheet 2 of 4 sheet(s)

<p>Office Use Only</p> <p>Registered:  9.3.2016</p> <p><b>PLAN OF SUBDIVISION OF LOTS 55 &amp; 87 IN DP753600, LOTS 3, 4, 6 &amp; 10 IN DP251144, LOT 1 IN DP804224 AND ROAD CLOSURE UNDER THE ROADS ACT 1993 (COMPRISED IN VOL.7812 FOL.227, VOL.7812 FOL.228, VOL.6707 FOL.200 &amp; VOL.10131 FOL.111</b></p> <p>Subdivision Certificate number: <u>2015- ROAD</u></p> <p>Date of Endorsement: <u>11.11.2015</u></p>	<p>Office Use Only</p> <p style="font-size: 24pt; text-align: center;"><b>DP1217568</b></p> <p>This sheet is for the provision of the following information as required:</p> <ul style="list-style-type: none"> <li>• A schedule of lots and addresses - See 60(c) <i>SSI Regulation 2012</i></li> <li>• Statements of intention to create and release affecting interests in accordance with section 88B <i>Conveyancing Act 1919</i></li> <li>• Signatures and seals- see 195D <i>Conveyancing Act 1919</i></li> <li>• Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.</li> </ul>
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LOT	STREET NUMBER	STREET NAME	STREET TYPE	LOCALITY
1	UNKNOWN	ROSEHILL	ROAD	ROSEHILL
2	UNKNOWN	ROSEHILL	ROAD	ROSEHILL
3	UNKNOWN	ROSEHILL	ROAD	ROSEHILL
4	UNKNOWN	ROSEHILL	ROAD	ROSEHILL
5	UNKNOWN	ROSEHILL	ROAD	ROSEHILL
6	UNKNOWN	ROSEHILL	ROAD	ROSEHILL
7	UNKNOWN	ROSEHILL	ROAD	ROSEHILL
8	UNKNOWN	ROSEHILL	ROAD	ROSEHILL
9	UNKNOWN	ROSEHILL	ROAD	ROSEHILL

PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT 1919, IT IS INTENDED TO CREATE:

- 1) RIGHT OF CARRIAGEWAY VARIABLE WIDTH



THE COMMON SEAL OF THE COUNCIL OF THE SHIRE OF COOTAMUNDRA WAS HERETO AFFIXED ON THE ELEVENTH DAY OF NOVEMBER 2015

JAMES ANTHONY SLATTERY

MAYOR

KENNETH JAMES TRETHERWEY

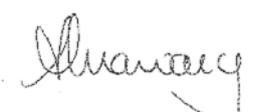
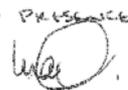
GENERAL MANAGER

Surveyor's Reference: 13628 REPORT

Reg: RL02057 / Doc: DP 1217568 P / Rev: 09-Jun-2016 / NSW LRS / Pgs: ALL / Prt: 16-Oct-2019 11:20 / Seq: 5 of 6  
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PLAN FORM 6A (2012)	WARNING: Creasing or folding will lead to rejection.	ePlan
DEPOSITED PLAN ADMINISTRATION SHEET		
Sheet 3 of 4 sheet(s)		
Office Use Only Registered:  9.3.2016	DP1217568	
PLAN OF SUBDIVISION OF LOTS 55 & 87 IN DP753600, LOTS 3, 4, 6 & 10 IN DP251144, LOT 1 IN DP804224 AND ROAD CLOSURE UNDER THE ROADS ACT 1993 (COMPRISED IN VOL.7812 FOL.227, VOL.7812 FOL.228, VOL.6707 FOL.200 & VOL.10131 FOL.111	This sheet is for the provision of the following information as required: <ul style="list-style-type: none"> <li>• A schedule of lots and addresses - See 60(c) SSI Regulation 2012</li> <li>• Statements of intention to create and release affecting interests in accordance with section 88B Conveyancing Act 1919</li> <li>• Signatures and seals- see 195D Conveyancing Act 1919</li> <li>• Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.</li> </ul>	
Subdivision Certificate number: ..... Date of Endorsement: .....		
<p><i>New South Wales Rural Assistance Authority, being the mortgagee of the land within described hereby consents to this Plan of subdivision dated this 11<sup>th</sup> day of January 2016</i></p> <p style="text-align: right;">In the presence of:</p> <p style="text-align: center;">                   Helen Christine Johnson                  Witness             </p> <p style="text-align: right; margin-right: 100px;">                   Wayne Peter Townsend             </p> <p><i>For and on behalf of the New South Wales Rural Assistance Authority under and in pursuance of power delegated to the signatory by the said Authority under the Rural Assistance Act, 1989.</i></p> <p style="text-align: center; font-weight: bold;">EXECUTION BY RURAL BANK LIMITED</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>EXECUTED BY RURAL BANK LIMITED, formerly ELDERS RURAL BANK LIMITED, by its Attorney.</p> <p><u>ROBERT CLIVE STEWART</u>                      who certifies that he/she is:</p> <p><b>HEAD OF LENDING OPERATIONS</b>                      of Rural Bank Limited and that he/she has received no notification of the revocation of the Power of Attorney under the authority of which he/she has executed this document in the presence of:</p> <p style="text-align: center;"></p> <p><u>KEVIN DOUGLAS MACARTHUR</u></p> <p>60 Grenfell Street, Adelaide, SA 5000</p> <p><u>08 7109 9353</u></p> </div> <div style="width: 35%; border-left: 1px solid black; padding-left: 10px;"> <p style="font-size: 1.5em; font-family: cursive;">[Signature]</p> <p>Power of Attorney Book 4658 ND 895</p> <p>Signature of Witness</p> <p>Full name of Witness</p> <p>Address of Witness</p> <p>Telephone No. of Witness</p> </div> </div>		
Surveyor's Reference: 13628 REPORT		

Reg: RL02057 / Doc: DP 1217568 P / Rev: 09-Jun-2016 / NSW LRS / Pgs: ALL / Prt: 16-Oct-2019 11:20 / Seq: 6 of 6  
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PLAN FORM 6A (2012)		WARNING: Creasing or folding will lead to rejection		ePlan	
<b>DEPOSITED PLAN ADMINISTRATION SHEET</b>				Sheet 4 of 4 sheet(s)	
Registered:  9.3.2016		Office Use Only		Office Use Only	
PLAN OF SUBDIVISION OF LOTS 55 & 87 IN DP753600, LOTS 3, 4, 6 & 10 IN DP251144, LOT 1 IN DP804224 AND ROAD CLOSURE UNDER THE ROADS ACT, 1993 (COMPRISED IN VOL.7812 FOL.227, VOL.7812 FOL.228, VOL.6707 FOL.200 & VOL.10131 FOL.111			<h1 style="margin: 0;">DP1217568</h1>		
Subdivision Certificate number: ..... Date of Endorsement: .....			This sheet is for the provision of the following information as required: • A schedule of lots and addresses - See 60(c) <i>SSI Regulation 2012</i> • Statements of intention to create and release affecting interests in accordance with section 88B <i>Conveyancing Act 1919</i> • Signatures and seals- see 195D <i>Conveyancing Act 1919</i> • Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.		
<p style="text-align: center;">SIGNED BY SUSAN LORRAINE MANWARING                  UNDER THE IRREVOCABLE POWER OF                  ATTORNEY OF JOHN DONALD MANWARING                  REGISTERED BOOK 4699 No. 217</p> <p style="text-align: center;">IN THE PRESENCE OF</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">                   SUSAN LORRAINE MANWARING             </div> <div style="text-align: center;">                   MARGOT GAI GILL (WITNESS)                  46 Cooper Street                  Cootamundra NSW 2590             </div> </div>					
Surveyor's Reference: 13628					

25<sup>th</sup> August, 2020

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**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

### PROPOSED ROAD CLOSING UNDER SECTION 38B *ROADS ACT 1993*

In pursuance of the provisions of the *Roads Act 1993*, notice is hereby given that Cootamundra-Gundagai Regional Council proposes to close the council public road listed in Schedule 1.

Schedule 1:

- Lots 3 and 6 DP121.

Upon closure of the road, council intends to give the land as compensation under s.44 of the *Roads Act 1993*.

All interested persons are hereby invited to make submissions concerning the proposal to the General Manager, Cootamundra-Gundagai Regional Council, PO Box 420, Cootamundra NSW 2590, within twenty eight days of the date of this advertisement. Please note that under the provisions of the *Government Information (Public Access) Act 2009*, such submissions may be referred to third parties for consideration.

Once the submission period is completed, Cootamundra-Gundagai Regional Council will consider all duly made submissions before deciding whether to continue with the road closure proposal.

Council Ref: Resolution number to be entered  
Enquiries: Marianne McInerney Telephone: 1300 459 689

For the General Manager, Cootamundra-Gundagai Regional Council

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DOC18/063042

**8.7.2 RE-ESTABLISHMENT OF ALCOHOL FREE ZONES IN COOTAMUNDRA**

DOCUMENT NUMBER	332635
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant and supportive community: all members of our community are valued</b>  1.3 Our community members are healthy and safe
FINANCIAL IMPLICATIONS	Cost of purchase and installation of new signage.
LEGISLATIVE IMPLICATIONS	Sections 644, 644A, 644C and 646 of the <i>Local Government Act 1993</i> and the Ministerial Guidelines on Alcohol Free Zones.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The re-establishment of Alcohol Free Zones, as detailed in the Cootamundra map located at the end of the report, for a four 4 year period being 1 May, 2020 to 30 April, 2024 be adopted.**

Introduction

Council approved alcohol free zones in the Central Business District of Cootamundra as well as Hovell Street and Hovell Lane for the past four years. The map of the current alcohol free zones in Cootamundra is located at the end of the report.

The process to establish or re-establish Alcohol Free Zones is detailed in sections 644, 644A, 644C and 646 of the *Local Government Act, 1993* (the Act) and the Ministerial Guidelines (the Guidelines) on Alcohol Free Zones. The Alcohol Free Zones under these sections of the Act refer to public places that are public roads, footpaths or public carparks.

(This process was commenced prior to 30<sup>th</sup> April, 2020 however, unforeseen delays have resulted in this report being presented for the consideration of Council at the Ordinary Meeting to be held 25<sup>th</sup> August, 2020 with amended commencement and end dates.)

Discussion

In order for the requirements of the Act and the Guidelines to be implemented an application is made to a local council from the community, the Police or by council itself for the establishment or re-establishment of an Alcohol Free Zone. The current zones within the Cootamundra Township expired on the 30<sup>th</sup> April, 2020 and are due for Council to consider making an application for the re-establishment of such. The Local Police Area Command has been contacted and their advice is that the Zones are important for positive social behaviour and are required to be re-established.

An alcohol free zone is a means by which Council may limit the locations where the consumption of alcohol is permitted. A proposal to establish an alcohol free zone must adequately address the following:

**1 Reasons to support an alcohol free zone**

Reasons for supporting alcohol free zones must be included and must reflect the fact that irresponsible behaviour arising from the consumption of alcohol is occurring on the roads and footpaths included in the proposal.

**2 Location of alcohol free zone**

Zones should be primarily located adjacent to outlets supplying alcohol where drinkers congregate.

**3 Duration of an alcohol free zone**

An alcohol free zone may be established for a maximum period of 4 years and once established it is applied 24 hours a day.

**4 Consultation with the Police**

In preparing a proposal Council must consult with the relevant Police Local Area Commander in relation to the appropriate number and location of alcohol free zones.

**5 Consultation with interested parties**

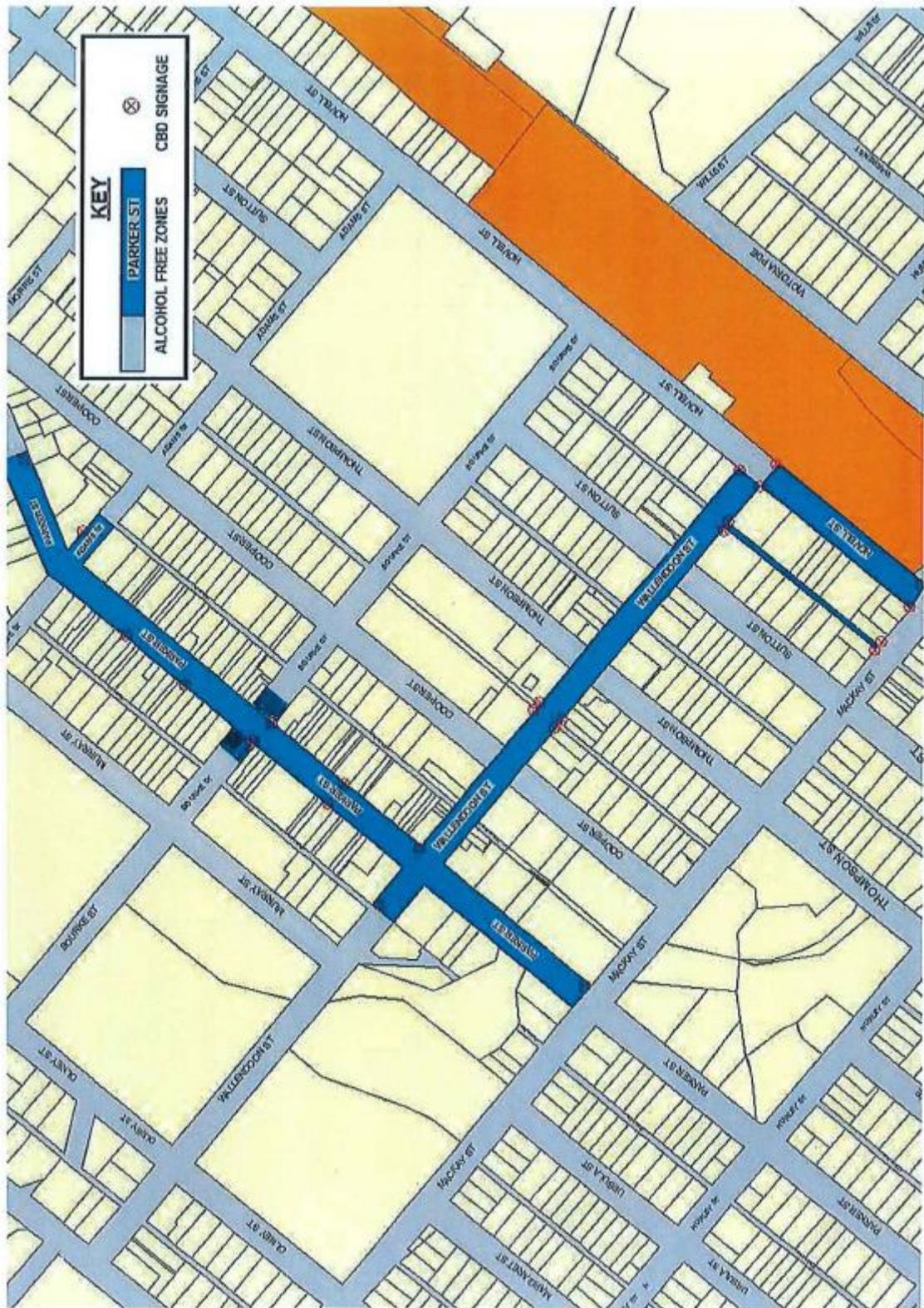
After preparing a proposal to establish an alcohol free zone Council is required to carry out a public consultation process which involves the following:

- I. Publish a public notice of the proposal through the local paper and other mediums and invite submissions within 30 days from the date of publication.
- II. Send a copy of the proposal to:
  - i. The Police Local Area Commander
  - ii. Liquor licensees and secretaries of registered clubs and hotels whose premises border on or adjacent to the proposed zone and invite submissions within 30 days from the date of publication.

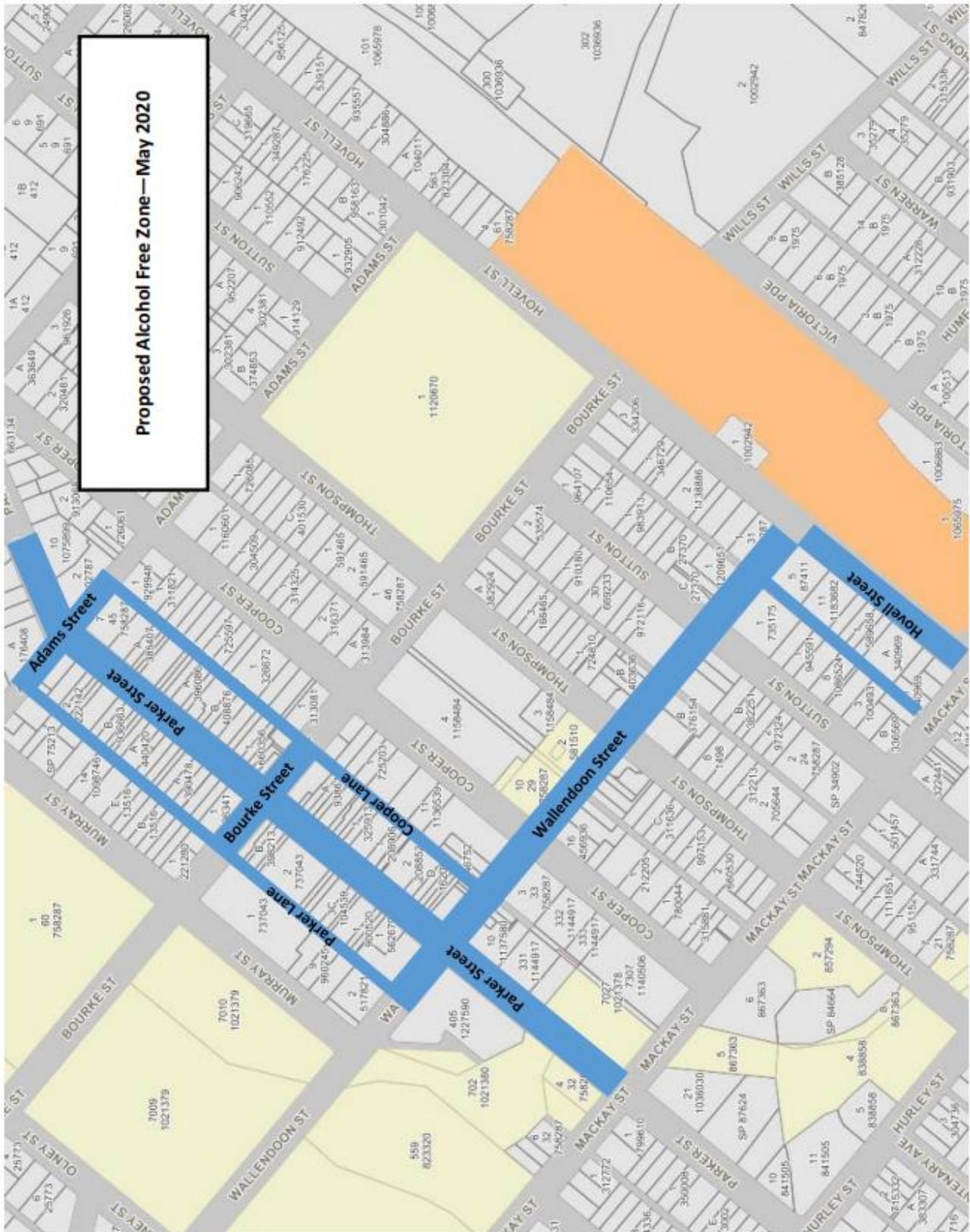
After complying with the procedures Council may then, by resolution, adopt the proposal to establish an Alcohol Free Zone. Council must then advertise the establishment of an alcohol free zone by notice in the local paper and other mediums with the zone to then begin operation from the date of notice with the appropriate signposting in place.

Currently there are approximately 25 signs that will need to be changed which will cost in the vicinity of \$1500 in total to purchase and erect.

Council has sent correspondence to local Licensees and advertised the extension of the Alcohol Free Zone in the Cootamundra Times 28<sup>th</sup> May, 2020 edition with no submissions being received in the response period. Consultation with the local Police following this advertisement resulted in the full support of the proposed changes.



**Current Alcohol Free Zone – Cootamundra**



Proposed Alcohol Free Zone – Cootamundra 2020

**8.7.3 CIVIL WORKS AND TECHNICAL SERVICES REPORT - AUGUST 2020**

DOCUMENT NUMBER	332666
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b> 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

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

Introduction

This report provides a detailed update of the Civil Works and Technical Services Department's works undertaken for the month of August.

Discussion

Construction works during August has seen the Burra Road widening project completed. This project was funded from the Roads to Recovery Program.

Council's grading crews have been undertaking gravel road maintenance including localised gravel sheeting on Rawilla, Wavehill, North Jindalee, Blondvale, Morrisons Hill Roads and Finlays Lane over the last month.

Work has commenced bridge and culvert maintenance on Kangaroo Mount and Brungle Roads. The culvert replacements on Nanangroe, Redhill and Adjungbilly Roads as mentioned in July, 2020 have now been completed.

The new stairs into the Murrumbidgee River at the Water Treatment Plant have been completed. The replacement kerb projects in Adams, Merle and O'Donnell Streets have now been completed.

Bitumen shire road patching works have increased over the last month due to the continual wet weather. General sign maintenance and other roadside maintenance has also been completed around the whole Council area.

Private works are slowly progressing on the Boundary Road sub-division due to the wet weather with works on the drainage still underway.

**8.8 TECHNICAL SERVICES**

Nil

**8.9 FACILITIES**

Nil

**8.10 WASTE, PARKS AND RECREATION**

Nil

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

Nil

**10 QUESTIONS WITH NOTICE**

Nil

## 11 CONFIDENTIAL ITEMS

### 11.1 CLOSED COUNCIL

DOCUMENT NUMBER	332826
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Abb McAlister, Mayor
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></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	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 - GENERAL MANAGERS REVIEW

##### Provisions for Confidentiality

Section 10A (2) (f) – The Confidential Report contains details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

##### Public Interest

Not applicable.