



COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL

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# Business Paper

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00 PM, TUESDAY 24th NOVEMBER, 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 Council Chambers, Gundagai on:

**Tuesday, 24th November, 2020 at 6:00 PM**

The agenda for the meeting is enclosed.

Phillip McMurray  
General Manager

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

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

By attending this meeting, you consent to your image and, or, voice being live streamed and publicly available.

# 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.

**2 OPEN FORUM – DUE TO COVID-19 RESTRICTIONS THERE IS NO OPEN FORUM HELD. SUBMISSIONS RECEIVED WILL BE READ ALOUD AT THE COUNCIL MEETING.**

**3 APOLOGIES**

**4 DISCLOSURES OF INTEREST**

## 5 CONFIRMATION OF MINUTES

### 5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 27 OCTOBER 2020

REPORTING OFFICER	Teresa Breslin, Governance Officer
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	<ol style="list-style-type: none"><li>Minutes of the Ordinary Meeting of Council held on Tuesday 27 October 2020</li></ol>

### RECOMMENDATION

**The Minutes of the Ordinary Meeting of Council held on Tuesday 27 October 2020 be confirmed as a true and correct record of the meeting.**

# Minutes

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ CENTRE, COOTAMUNDRA**

**6:00 PM, TUESDAY 27th October, 2020**

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE ALBY SCHULTZ CENTRE, COOTAMUNDRA  
ON TUESDAY, 27 OCTOBER 2020 AT 6:00 PM**

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

**IN ATTENDANCE:** Phil McMurray (General Manager), Kay Whitehead (Interim Deputy General Manager), Mark Ellis (Manager Civil Works), Miriam Crane (Manager of Community and Culture), Sharon Langman (Manager Development, Building and Compliance), Andrew Brock (Manager Facilities)

**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 IS NOT HELD DUE TO THE COVID-19 PANDEMIC RESTRICTIONS**

No submissions to be read aloud at the Meeting were received.

**3 APOLOGIES**

Nil

**4 DISCLOSURES OF INTEREST**

Cr Palmer (Deputy Mayor) disclosed a Significant Non-Pecuniary Interest in item 11.2 Lot 1 Turners Lane Cootamundra due to the sale of work vehicles to the proprietor of the business operating at the site.

Cr Kelly disclosed a Significant Non-Pecuniary Interest in item 11.2 Lot 1 Turners Lane Cootamundra due to a family member employed by the proprietor of the business operating at the site.

**5 CONFIRMATION OF MINUTES**

**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 29 SEPTEMBER 2020**

**RESOLUTION 305/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

**The Minutes of the Ordinary Meeting of Council held on Tuesday, 29 September, 2020 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON TUESDAY 6 OCTOBER 2020**

**RESOLUTION 306/2020**

Moved: Cr David Graham

Seconded: Cr Gil Kelly

**The Minutes of the Extraordinary Meeting of Council held on Tuesday, 6 October, 2020 be confirmed as a true and correct record of the meeting.**

**CARRIED**

## **6 MAYORAL MINUTES**

### **6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT**

Note: the following amendments were provided at the Meeting:

#### **RESOLUTION 307/2020**

Moved: Cr Gil Kelly

Seconded: Cr Charlie Sheahan

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

**CARRIED**

## **7 REPORTS FROM COMMITTEES**

### **7.1 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 1 OCTOBER 2020**

#### **RESOLUTION 308/2020**

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

1. The Minutes of the Access and Inclusion Committee Meeting held on Thursday 1 October 2020 (attached) are submitted for adoption.
2. Council prioritise the upgrade of the footpath on the western side of Sutton Street, between Hurley and Mackay Streets, so it joins the existing footpath leading to the town centre.
3. The works be prioritised as a matter of urgency
4. A list of foot path works be provided to Council

**CARRIED**

## **8 GENERAL MANAGER'S REPORT**

### **8.1 BUSINESS**

#### **8.1.1 BOUNDARY COMMISSION'S PUBLIC ENQUIRY INTO THE DEMERGER PROPOSAL AFFECTING COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

#### **RESOLUTION 309/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

1. **The Report on the Boundaries Commission Public Inquiry into the Demerger Proposal Affecting Cootamundra-Gundagai Regional Council be received and noted.**
2. **The Mayor, Deputy Mayor, and General Manager be nominated as representatives at each NSW Local Government Boundaries Commission's first community consultation session, in both Cootamundra and Gundagai, as detailed in the report.**
3. **The NSW Local Government Boundaries Commission be advised that Council will be making representations at each first NSW Local Government Boundaries Commission's community consultation session in both Cootamundra and Gundagai.**
4. **The Local Government Boundaries Commission be advised of the Councillors nominated to be representatives at the remaining NSW Local Government Boundaries Commission's community consultation sessions in both Cootamundra and Gundagai, as detailed in the report.**
  - Cr Sheahan represent Council at the 2<sup>nd</sup> Cootamundra session
  - Cr Stewart represent Council at the 3<sup>rd</sup> Cootamundra session
  - Cr Bowden represent Council at the 2<sup>nd</sup> Gundagai session
  - Cr Graham represent Council at the 3<sup>rd</sup> Gundagai session
  - Cr Nicholson represent Council at the 4<sup>th</sup> Gundagai session
5. **That the Deloittes Report, in full, be made available to the Council.**
6. **That Local Government Boundaries Commission be requested to make their findings and recommendations to the NSW Government public.**

CARRIED

**8.1.2 MEETING DATES FOR ORDINARY MEETINGS OF COUNCIL FOR 2021****RESOLUTION 310/2020**

Moved: Cr Gil Kelly

Seconded: Cr David Graham

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

**CARRIED**

**8.1.3 TABLING OF PECUNIARY INTEREST RETURNS****RESOLUTION 311/2020**

Moved: Cr David Graham

Seconded: Cr Leigh Bowden

**The tabling of pecuniary interest returns from Councillors and designated persons be noted.**

**CARRIED**

**8.1.4 DRAFT AGENCY INFORMATION GUIDE (AIG)****RESOLUTION 312/2020**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

**The draft Agency Information Guide (AIG), attached to the report, be adopted.**

**CARRIED**

**8.1.5 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES****RESOLUTION 313/2020**

Moved: Cr Doug Phillips

Seconded: Cr Leigh Bowden

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 24 September, 2020, attached to the report, be received and noted.**

**CARRIED**

**8.1.6 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES****RESOLUTION 314/2020**

Moved: Cr Craig Stewart

Seconded: Cr Charlie Sheahan

- 1. The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 10 August, 2020, attached to the report, be received and noted.**
- 2. The Muttama Creek Regeneration Group be recognised for the good work being undertaken at the creek.**

**CARRIED**

**8.1.7 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES****RESOLUTION 315/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

- 1. The Minutes of the Cootamundra Tourism Action Group held 1st October, 2020 attached to the report, be received and noted.**
- 2. A further report come back to Council detailing costings and details from appropriate managers in relation to the recommendations detailed in the report.**

**CARRIED**

**8.1.8 UPDATED COUNCIL MEETING ACTION REPORT****RESOLUTION 316/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Leigh Bowden

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

**CARRIED**

**8.2 FINANCE****8.2.1 SPECIAL RATE VARIATION - NOTIFICATION OF INTENTION TO APPLY****RESOLUTION 317/2020**

Moved: Cr David Graham

Seconded: Cr Leigh Bowden

**IPART be notified of Council's intention to apply for a Special Rate Variation (SRV) under Section 508(A) of the Local Government Act, 1993 to be retained permanently in the rate base.**

**CARRIED**

**8.2.2 DRAFT CONCEALED WATER LEAK POLICY****RESOLUTION 318/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

**The draft Concealed Water Leak policy attached to the report be endorsed.**

**CARRIED**

**8.2.3 MONTHLY FINANCE REPORT FOR SEPTEMBER 2020****RESOLUTION 319/2020**

Moved: Cr David Graham

Seconded: Cr Doug Phillips

**The Finance Report for September, 2020 be received and noted.**

**CARRIED**

**8.2.4 UPDATED MONTHLY MAJOR PROJECTS PROGRAM AND PROJECTS SCHEDULE****RESOLUTION 320/2020**

Moved: Cr Penny Nicholson  
Seconded: Cr Craig Stewart

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

**CARRIED**

**8.2.5 INVESTMENT REPORT - SEPTEMBER 2020****RESOLUTION 321/2020**

Moved: Cr David Graham  
Seconded: Cr Doug Phillips

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

**CARRIED**

**8.3 COMMUNITY AND CULTURE****8.3.1 LIST OF LOCAL ARTS AND CULTURAL GROUPS ACROSS THE COOTAMUNDRA AND GUNDAGAI LOCAL GOVERNMENT AREA****RESOLUTION 322/2020**

Moved: Cr Leigh Bowden  
Seconded: Cr Penny Nicholson

1. **Council adopt this preliminary list, as the Arts & Cultural Groups across the Local Government Area and invites further groups to contact Council for inclusion on the Arts & Cultural Groups.**
2. **The Community and Culture team actively engage with these committees to:**
  - I. **build and sustain partnerships;**
  - II. **support groups activities; and**
  - III. **assist groups to secure funding for arts and cultural development in the local government area.**

**CARRIED**

**8.3.2 REGIONAL CONNECTIVITY FUNDING PROGRAM APPLICATION****RESOLUTION 323/2020**

Moved: Cr Gil Kelly

Seconded: Cr David Graham

**Council support the Regional Connectivity Program application of local internet service provider Wi-Sky to provide internet coverage to over 95% of the local government area, through the provision of a letter of support to Wi-Sky for any grant application submitted through the Regional Connectivity Program if requested however no financial contribution.**

**CARRIED**

**8.3.3 CLUBGRANTS CATERGORY 1 LOCAL COMMITTEE FORMATION****RESOLUTION 324/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

- 1. A ClubGRANTS Local Advisory Committee be formed in accordance with the required structure as detailed in the report, to meet four times per year.**
- 2. The Manager Community and Culture be representative of Council on the ClubGRANTS Local Advisory Committee.**

**CARRIED**

## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 DEVELOPMENT APPLICATION 2020/131 - USE FISH AS A FEEDSTOCK FOR EXISTING RENDERING PLANT - LOT 1 DP611755, 572 STOCKINBINGAL RD COOTAMUNDRA

#### RESOLUTION 325/2020

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

**Council approve the following development, subject to the consent conditions below:**

Application Number: DA2020/131

Property: Lot 1 DP611755

572 Stockinbingal Road  
COOTAMUNDRA NSW 2590

Development: Livestock Processing Industry – use of fish as feedstock for existing rendering plant

#### A. Administrative Conditions

##### Compliance with Council

1. 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 and Planning Report	Jason Graham, Australian Meat Group	March 2020
	Annexure 1a Modifications to the Existing Rendering plant at AMG PTY Ltd	TF Consultants	
	Annexure 2a Draft Environmental Impact of Conversion from High Temperature to Low Temperature Rendering	ProAnd Associates Australia Pty Ltd	August 2020
	Response and Medli v2.1.0.0 (20/9/2020)	ProAnd Associates Australia Pty Ltd	17/9/2020
	Annexure 3 Safety Data Sheet "Mackerel Fish Meal	Manildra Group	15/8/2019
	Annexure 4 Waste Management Plan	Australian Meat Group	
191179_NIA_Rev3	Noise Impact Assessment	Bendow Environmental	6/9/2019
1053r01v1	Traffic Impact Assessment	Ason Group	23/07/2019
	Trial Period Environmental Audit Report	Jason Graham, Australian Meat Group	
	Odour Management System Review Assessment	The Odour Unit	22/9/2020
	Survey Plan	C.M.S Surveyors Pty Limited	5/9/2020

	Drawing titled: AMG Cootamundra Low Temp Process Layout		undated
	Drawing titled: Tender Plan mark up		undated
	Rendering Procedures Manual		4/8/2020
Controlled Copy No 1	Letter: Response to EPA	Australian Meat Group	26/9/2020
	Upgrade Photos	Australian Meat Group	
	Email to Council	Australian Meat Group	22/9/2020
	Email to Council	Australian Meat Group	23/9/2020

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

#### Payment of Section 7.12 Contribution

2. The applicant shall be a levy as applicable under Council's adopted Section 7.12 Contributions Plan. The applicable rate is 1% of the development costs as follows:

Cost of Development \$700,000 x 1% = **\$7,000 contribution payable.**

**Reason:** To ensure that all development pays the applicable fees as a contribution to the provision of community facilities.

#### Compliance with Legislation

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

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

#### Parameters of Consent

4. During the time that this consent is in operation, fish are to be the only feedstock for the rendering plant. The processing of other animal by-products and the operation of the abattoir is not to occur during the period of this consent.

**Reason:** To comply with odour limits and requirements of the NSW Environment Protection Authority.

#### Inconsistencies between approved plans and documents, conditions of consent and licence

5. 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 provide clarity to the hierarchy and importance of documents in the consent.

6. 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 ensure that conditions of consent prevail.

#### B. During Operations of the Facility

##### Render Fish Only

7. This consent authorises the render of fish only, all other abattoirs operations are suspended while this consent is in operation. The operations of the abattoirs and the rendering of fish are NOT to occur concurrently.

**Reason:** The cumulative impact of the combined operations has not been assessed and the resultant impact on the environment cannot be predicted.

#### Hours of Operation

8. During the time that this consent is operational, plant operations are restricted to the hours of 12:00am Monday to 11:59pm Saturday. No operations shall occur on Sundays or Public Holidays.

**Reason:** To protect the amenity of the neighbourhood.

#### Validation Report

9. The applicant shall submit to Council an Odour Control System Validation Assessment Report within forty-eight (48) days of the commencement of operations at the site. The Assessment is to be completed with the first six weeks of operation.

**Reason:** To protect the receiving environment and monitor the effectiveness of odour mitigation measures.

#### Temperature Control of Feedstock

10. Fish stock is to be maintained under temperature control until processing, and any actions taken to maintain temperature are to be recorded. A record of temperature of raw material deliveries is required to be kept for each load that is delivered to site upon delivery and at unloading.

**Reason:** To maintain product integrity and limit odour generation.

#### Waste Storage and Disposal

11. All waste generated from the process onsite (i.e. fish product unsuitable for processing) shall be stored in a bunded area with an impermeable surface and shall be removed from the site and disposed of at a waste management facility lawfully permitted to accept the waste.

**Reason:** To ensure that waste control and disposal measures are adequate for the development

**NOTE:** Council's Cootamundra landfill facility does not have capacity to accept mass disposal of fish.

#### Truck Washing

12. All trucks used for the transport of feedstock are to be washed out on site. The truck wash area onsite shall be bunded and washwater directed to the effluent system, away from the stormwater system.

**Reason:** To ensure that stormwater is not contaminated.

#### Bunding of Processed Material

13. Processed material shall be stored in covered bunded areas sized to contain a spill of 150% of the material in the bunded areas.

**Reason:** To ensure that pollution does not occur in the event of a spill on site.

#### Complaints Management System

14. Upon commencement of this consent the applicant shall implement a complaints management system, which shall be published on their website. Contact details for complaints will be provided on the website and on the gate to the premises.

**Reason:** To ensure that complaints are followed through, rectification measures are implemented, and the community informed of the rectification actions.

#### Records

15. A record shall be kept during the fish rendering consent period of any complaints received from the general public including: a) the date and time of the complaint; b) the method by which the complaint was made; c) any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect; d) the nature of the complaint; e) the action taken in relation to the complaint, including any follow-up contact with the complainant; and f) if no action was taken the reasons why no action was taken. Records will be made available to Council Officers and the NSW Environment Protection Authority on request.

*Reason: To ensure the amenity of the neighbourhood is protected.*

#### **Irrigation Areas**

16. The applicant is to map and record the regime of irrigating effluent to land to ensure that soil capability, capacity and stability is not impacted and to ensure that areas of terrestrial biodiversity are avoided.

*Reason: To ensure the amenity of the receiving environment is maintained and the activity is managed in a sustainable manner.*

#### **Amenity**

17. 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.*

#### **Monitoring**

18. Regular oil and grease analysis is to be conducted on wastewater samples taken at the EPA designated monitoring points and at the discharges from the anaerobic and aerated ponds, as part of the normal sampling program.

*Reason: To ensure that the receiving environment is not subject to pollution.*

#### **Amendment to Environment Protection Licence (EPL)**

19. Prior to the modification being acted upon, the Applicant shall apply to the Environment Protection Authority for a variation to Environment Protection Licence No. 3889, and the licence variation shall be approved.

*Reason: Requested by Environment Protection Authority to ensure that activities carried out onsite are consistent with the Environment Protection Licence.*

#### **Environment Protection Authority General Terms of Approval**

20. The operation of the site must be done in accordance with the General Terms of Approval issued by the Environment Protection Authority in **Attachment A**, which form part of this consent (Notice No. 1600465).

*Reason: Legislative requirement to comply with the provisions of the Protection of the Environment Operations Act, 1997.*

#### **Management of Negative Pressure**

21. The applicant shall ensure that negative pressure is maintained within the rendering plant at all times, except when loading of raw feedstock material occurs. Staff are not permitted to open doors to allow greater air exchange.

**Reason:** To ensure that odour management is maintained in accordance with the limits contained in the EPL.

### Spray Irrigation of Biofilter

22. The applicant shall implement the minimum spray irrigation program as recommended in The Odour Unit report.

**Reason:** To maintain optimum bed moisture and ensure sustainable biofilter bed operation.

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

**CARRIED**

**8.4.2 DEVELOPMENT APPLICATIONS APPROVED SEPTEMBER 2020****RESOLUTION 326/2020**

Moved: Cr David Graham  
Seconded: Cr Dennis Palmer

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

**CARRIED**

**8.5 REGULATORY SERVICES**

Nil

**8.6 ASSETS**

Nil

**8.7 CIVIL WORKS****8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - OCTOBER 2020****RESOLUTION 327/2020**

Moved: Cr Dennis Palmer  
Seconded: Cr Doug Phillips

**The Civil Works and Technical Services Report for the month of October 2020 be received.**

**CARRIED**

**8.7.2 AERODROME USERS GROUP - MEETING NOTES HELD ON 13 OCTOBER 2020****RESOLUTION 328/2020**

Moved: Cr Gil Kelly  
Seconded: Cr Leigh Bowden

**That Council:**

1. Write to Aerodrome users seeking nominations to convene an Aerodrome Advisory Committee, and if sufficient interest is received, Council convene the committee;
2. Undertake preliminary investigation of options for an annual fee structure for discussion with Aerodrome users/Aerodrome Advisory Committee;
3. Consider the establishment of a working relationship with the Aircraft Owners & Pilots Association (AOPA) and local pilots to form a partnership with Council to host an annual AOPA event;
4. Ensure the Cootamundra Aerodrome and its proximity to town is promoted on Council's website and social media platforms; and
5. Landing fees contained in Council's 2020/21 revenue policy not be levied.

**CARRIED**

**8.8 TECHNICAL SERVICES**

Nil

**8.9 FACILITIES****8.9.1 UPDATE FOR GUNDAGAI PARKS AND GARDENS - SEPTEMBER 2020****RESOLUTION 329/2020**

Moved: Cr Penny Nicholson  
Seconded: Cr Craig Stewart

**The Works Update for Gundagai Parks and Gardens – September 2020 be received and noted.**

**CARRIED**

**8.9.2 GUNDAGAI SPORTING GROUND USER GROUPS – LATE REPORT****RESOLUTION 330/2020**

Moved: Cr Penny Nicholson  
Seconded: Cr Leigh Bowden

1. The Report on the Gundagai Sporting User Groups be received and noted.
2. The Gundagai Cricket Club - Financial contributions and the Gundagai- Adelong Junior Rugby League - Financial contributions be received and noted.
3. The proposed fees detailed in the report be advertised for a period of 28 days for public comment.
4. Council undertake further investigation on usage and charges and prepare a report to be submitted at a future meeting for the consideration of Council.

**CARRIED**

**8.10 WASTE, PARKS AND RECREATION****8.10.1 FEASIBILITY OF A WASTE TRANSFER STATION AT ADJUNGBILLY****RESOLUTION 331/2020**

Moved: Cr Dennis Palmer  
Seconded: Cr Doug Phillips

1. The report on the Feasibility of a Waste Transfer Station for Adjungbilly be received and noted.
2. A further report be prepared and submitted for the consideration of Council to the Ordinary Meeting scheduled to be held 8<sup>th</sup> December, 2020.

**CARRIED**

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

Nil

**10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS****11.1 CONFIDENTIAL REPORTS****RESOLUTION 332/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Leigh Bowden

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 LOT 1 TURNERS LANE COOTAMUNDRA**

### Provisions for Confidentiality

Section 10A (2) (e) – The Confidential Report contains information that would, if disclosed, prejudice the maintenance of law.

### Public Interest

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

**CARRIED**

## **11.2 LOT 1 TURNERS LANE COOTAMUNDRA**

Note: Having disclosed a Significant Non-Pecuniary interest in item 11.2 Lot 1 Turners Lane Cr Palmer (Deputy Mayor) and Cr Kelly left the meeting.

## **RESOLUTION 333/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr David Graham

1. **The Report on Lot 1 Turners Lane Cootamundra, JLW Contract of Sale Turners Lane Cootamundra and Inland Power Solutions Customer Estimate and Diagram, attached to the report be received and noted.**
2. **Council agree to funding 50%, to a maximum of \$35,000, of the cost of relocating of the overhead power lines to the boundary upon settlement of the Contract of Sale of \$412,500.**
3. **Council delegate authority to the General Manager to execute any documentation in relation to concluding the sale.**

**CARRIED**

**11.3 RESUMPTION OF OPEN COUNCIL MEETING**

**RESOLUTION 334/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

**The Open Council meeting resume.**

**CARRIED**

**11.4 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

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

**The Meeting closed at 8:52 PM.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 November 2020.**

.....  
**CHAIRPERSON**

.....  
**GENERAL MANAGER**

## 6 MAYORAL MINUTES

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

DOCUMENT NUMBER	338503
AUTHORISING OFFICER	Phillip McMurray, General Manager
REPORTING OFFICER	Teresa Breslin, Governance Officer
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.**

#### 22 October, 2020

I opened the United Services Union (USU) Conference in Cootamundra.

Crs Sheahan, Bowden, Graham and I attended a meeting with Linda Scott, President of the Australian Local Government Association (ALGA).

#### 26 October, 2020

Cr Sheahan attended an Adina Care Board Meeting.

#### 27 October, 2020

Cr Palmer (Deputy Mayor) Crs Bowden, Graham, Kelly, Nicholson, Sheahan and I attended a workshop with Phillip McMurray (General Manager) and Kay Whitehead (Interim Deputy General Manager).

Cr Palmer (Deputy Mayor) Crs Bowden, Graham, Kelly, Nicholson, Phillips, Sheahan, Stewart and I attended an Ordinary Council Meeting.

#### 28 October, 2020

Cr Bowden attended a Cooperative Steering Group Meeting.

#### 30-31 October, 2020

Cr Bowden attended the LGNSW Executive Certificate for Elected Members Program.

#### 3 November, 2020

I attended the New Cootamundra Ambulance Station for handing over of keys with MP Steph Cooke.

#### 4 November, 2020

Cr Sheahan attended a webinar on Pathways to Net Zero hosted by LGNSW.

#### 5 November, 2020

Cr Bowden attended a Cootamundra Tourism Action Group s.355 Committee Meeting.

6 November, 2020

I attended Country Mayors meeting in Sydney.

8 November, 2020

I attended the Gundagai RSL Sub Branch presentation.

Cr Bowden attended the Arts Centre Cootamundra Open Day.

9 November, 2020

Cr Bowden attended the Cootamundra Aboriginal Working Party meeting.

10 November, 2020

Cr Palmer (Deputy Mayor) Crs Bowden, Graham, Kelly, Nicholson, Sheahan and I attended a workshop with Phillip McMurray (General Manager) and Kay Whitehead (Interim Deputy General Manager).

11 November, 2020

I attended the NAIDOC Flag raising function.

I attended a Gundagai Tourism Action s.355 Committee Meeting.

Cr Nicholson and I attended the Remembrance Day Ceremony in Gundagai.

Cr Palmer (Deputy Mayor) attended the Remembrance Day Ceremony in Cootamundra.

Cr Sheahan chaired the Cootamundra Floodplain Management Committee Meeting held in Cootamundra.

Cr Bowden attended a Cooperative Steering Group Workshop.

12 November, 2020

Cr Bowden attended the Elouera Association Annual General Meeting (AGM).

Cr Stewart attended the CDC Board meeting.

13 November, 2020

Cr Palmer (Deputy Mayor) attended the Cootamundra Summit on behalf of the Mayor.

16-17 November, 2020

Cr Sheahan attended the National Roads Conference held in Wagga Wagga.

17 November, 2020

Cr Bowden Presented “Contribution to Community Award” (CDC Business Awards), to the Firies, – sponsored by CGRC.

18 November, 2020

Cr Bowden attended a Cooperative Steering Group Meeting.

I attended the NSW Local Government Seminar.

19 November, 2020

I attended the Gundagai CWA inaugural meeting.

Cr Bowden attended the “Settlers of Stockinbingal” Book Launch at Ellwood’s Hall.

Cr Bowden attended the Arts Centre Cootamundra s.355 Committee Meeting.

Cr Palmer attended the Police Remembrance Service/Plaque unveiling on behalf of the Mayor.

20 November, 2020

Cr Palmer (Deputy Mayor) and I attended the Riverina Eastern Regional Organisation of Councils (REROC) Executive Meeting.

**7 REPORTS FROM COMMITTEES****7.1 MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD ON MONDAY 2 NOVEMBER 2020**

REPORTING OFFICER	Teresa Breslin, Governance Officer
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 Internal Audit Committee Meeting held on Monday 2 November 2020

**RECOMMENDATION**

**The Minutes of the Internal Audit Committee Meeting held on Monday 2 November 2020 (attached) are submitted for adoption.**

# Minutes

## INTERNAL AUDIT COMMITTEE MEETING

**ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA**

**3:00PM, MONDAY 2nd November, 2020**

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
INTERNAL AUDIT COMMITTEE MEETING  
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
ON MONDAY, 2 NOVEMBER 2020 AT 3:00PM**

**PRESENT:** Tony Donoghue (Chairman, Coolamon Shire Council) and Courtney Armstrong (Coolamon Shire Council)

**IN ATTENDANCE:**

Phil McMurray (General Manager CGRC), Tim Swan (Manager of Finance and Customer Service CGRC), Linda Wiles (Coordinator Business CGRC), Teresa Breslin (Governance Officer CGRC), and Ian Roberts (Blackadder & Associates)

**1 APOLOGIES**

Cr David Graham and Cr Doug Phillips

**2 CONFIRMATION OF MINUTES**

**2.1 MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD ON THURSDAY 12 MARCH 2020**

**COMMITTEE RESOLUTION**

Moved: Courtney Armstrong

Seconded: Tony Donoghue

**The Minutes of the Internal Audit Committee Meeting held on Thursday 12 March 2020 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**3 REPORTS**

**3.1 RECORDS MANAGEMENT REPORT**

**COMMITTEE RESOLUTION**

Moved: Tony Donoghue

Seconded: Courtney Armstrong

**The Internal Audit Committee receive and endorse the Records Management Audit Report and note the comments received from the Records Officer.**

**CARRIED**

**3.2 GRANTS MANAGEMENT REPORT**

**COMMITTEE RESOLUTION**

Moved: Courtney Armstrong

Seconded: Tony Donoghue

- 1. The Internal Audit Committee receive and note the Grants Management Audit Report.**
- 2. The Grants Management Audit Report recommendations be re-submitted to the next Internal Audit Committee meeting, with feedback from the Manager of Community and Culture included.**

**CARRIED**

### **3.3 INTERNAL AUDIT RECOMMENDATIONS REGISTER**

#### **COMMITTEE RESOLUTION**

Moved: Tony Donoghue

Seconded: Courtney Armstrong

- 1. The Internal Audit Recommendations Register be received and noted.**
- 2. The Register to include a 'priority' column, and 'responsible officer' column and to be continually updated with changes to be implemented by the next Internal Audit Committee meeting in March.**

**CARRIED**

### **4. OTHER BUSINESS**

#### **4.1 OTHER BUSINESS**

Please note: the next methodology to be conducted by the Auditor is Depot Inventory Management.

**The Meeting closed at 3:58pm.**

**The minutes of this meeting were confirmed at the Internal Audit Committee Meeting held on 25 March 2021.**

.....  
**CHAIRPERSON**

.....  
**GENERAL MANAGER**

**7.2 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 12 NOVEMBER 2020**

REPORTING OFFICER	Julie Buckley, Operations Support Officer
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 Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 12 November 2020

**RECOMMENDATION**

- 1. The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 12 November 2020 (attached) are submitted for adoption.**
- 2. Council consider the recommendations contained within the Minutes.**

**HEADING**

The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 12 November, 2020 are submitted for the information of Council and the community.



# Minutes

## COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING

**ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA**

**10AM, THURSDAY 12th November, 2020**

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING  
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
ON THURSDAY, 12 NOVEMBER 2020 AT 10AM**

**PRESENT:** Cr Charlie Sheahan, Manager Technical Services Matt Stubbs, Road Safety Officer Anthony Carroll, TfNSW Fazlul Hoque, Local Electorate Representative - Gwen Norman, NSW Police Constable Luke Parsons and NSW Police Constable Jamie Hampton

**IN ATTENDANCE:** Greg Minehan (TfNSW) (Observer) and Mark Ellis (Manager Civil Works)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 APOLOGIES**

Acting Sergeant Paul Kemp (NSW Police), Senior Constable Gregory Tarbit (NSW Police) and General Manager Phil McMurray

**3 DISCLOSURES OF INTEREST**

Nil

**4 CONFIRMATION OF MINUTES**

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

**COMMITTEE RECOMMENDATION**

**The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 13 August 2020 be confirmed as a true and correct record of the meeting.**

Moved: Charlie Sheahan

Seconded: Anthony Carroll

## 5 BUSINESS ARISING

- **2.4** Yass Road Truck Parking: that repeater signs indicating the parking zone be installed.
- **2.5** Parker Lane-One Way Traffic Proposal: concept plan to be developed and consultation with local business to occur.
- **2.6** Wallendoon Street/Sutton Street Intersection: Give way signs to be removed for Wallendoon Street, VMS boards to be used to warn road users of changed traffic conditions. Works Scheduled for November.
- **2.8** Proposed signage to be checked with warrants that are published on the Centre for Road Safety website.
- **2.11** Signs should be permitted to be installed subject to Section 138 applications.
- **2.12** First Avenue One Way Street: concept plans will be presented to Transport for NSW for approval at the next Local Traffic Committee.
- **2.13** First Avenue No Parking Zones: concept plans will be presented at the next Local Traffic Committee.
- General Business #6 Elouera Loading Bay: Due to concerns expressed by café owner, this will now be installed in front of the Laundry

## 6 REPORTS

### 2.1 VIEWING AREAS ALONG LOCAL ROADS

#### RECOMMENDATION

That broader consultation with the wider community be sought to determine locations of viewing areas. Suggested locations would be presented at a future Local Traffic Committee meeting for consideration.

### 2.2 COOTAMUNDRA COMMUNITY CHRISTMAS PARTY

#### RECOMMENDATION

That:

1. The Cootamundra Christmas Party planned for the Thursday 17 December be approved, subject to the closure of Parker Street between Wallendoon and Adams Street and Bourke Street between the Parker and Cooper Lanes.
2. Council to provide Traffic controllers at either end of the event, CDC to initiate community consultation to make sure all cars have left the area prior to 5:00pm.
3. A detour signage will need to be provided for out of town visitors.
4. A Road Occupancy License be provided by Council.

**2.3 DISABLED PARKING - COOTAMUNDRA EX-SERVICEMEN'S & CITIZENS' MEMORIAL CLUB****RECOMMENDATION**

That:

1. A Disabled Park bay be approved in Parker Street in front of the Cootamundra Ex-Servicemen's & Citizens' Memorial Club, making allowance for the parking bay for the courtesy bus, the access ramps and future street landscaping.
2. The Ex-Servicemen's & Citizens Memorial Club be asked to contribute to the installation of this parking bay.

**2.4 FORMER AMPOL FUEL DEPOT SITE - PROPOSED PARKING AREA****RECOMMENDATION**

That the proposed parking area for the Old Ampol Site in Olympic Way/Sutton Street be approved.

Comments:

It was noted that slow moving traffic accessing the car park could be in conflict with the traffic still travelling at 80km/hr as the site is close to the boundary of the 50 km/hr speed zone. Possible solution would be to extending the 50km/hr speed zone further along the Olympic Highway past Brawlin Road.

**2.5 HOVELL STREET PARKING****RECOMMENDATION**

That a 'No Stopping Sign' be installed at the corner of Hovell St and Cowcumbra Streets, Cootamundra to reinforce the "No Parking" law within 10 metres of the intersection.

**2.6 PEDESTRIAN CROSSINGS****RECOMMENDATION**

The Committee noted proposals to have street and road crossings for pedestrians do not meet existing installation warrants.

Comments:

Warrants for pedestrian crossings are being reviewed at a State level therefore the designs and suggestions for Pedestrian Crossings should be held off until the new regulations are published and implemented.

**2.7 EA SOUTHEE SCHOOL - BUS PARKING BAY****RECOMMENDATION**

That:

1. The EA Bus Parking Bay at EA Southee School on Cowcumbra Street be converted into a short term parking;
2. The bus parking bay in Poole Street be shortened by 30m towards the school gate.

**2.8 SALT CLAY ROAD/OLYMPIC HIGHWAY INTERSECTION****RECOMMENDATION**

A Speed zone review to be made to Transport for NSW to extend the existing 50km/hr zone at the Salt Clay Road/Olympic Highway intersection.

The Committee noted:

The concerns about the conflict between the traffic turning off and entering the Olympic Way between Salt Clay Road since remarking of the intersection.

A possible solution could be to extend the 50Km/hr speed zone southwest of the intersection could include the residential street of Salt Clay Road.

The advantages of extending the 50 km/hr zone south west of the intersection were discussed as speeds would be reduced and reaction distances greatly reduced. This would also fit in with discussion in item 2.4 Former Ampol Site.

**2.9 GUNDAGAI PUBLIC SCHOOL - PARKING AND PUBLIC ACCESS CONCERNS****RECOMMENDATION**

That investigations into alternative traffic arrangements be made in consultation with the Department of Education in relation to Gundagai Public School.

**2.10 STOP SIGN - SHERIDAN AND WEST STREETS, GUNDAGAI****RECOMMENDATION**

Transport for NSW recommend that the Stop Sign at the intersection of Sheridan and West Streets, Gundagai be replaced with a Give Way sign.

Discussion:

The original recommendation for the committees consideration was for the Stop sign to remain at this location, however, it is Transport for NSW's recommendation that a Give Way sign be installed as the existing Stop Sign does not meet the sight distance warrants.

If Council wants to maintain the existing Stop sign then this request would be need to be referred at a regional level Traffic Committee.

## **2.11 SPEED ZONE ADJUSTMENTS**

### **RECOMMENDATION**

**That Council supports the community in making adjustment applications and that Council uses a variety of strategies to encourage safe speeds on roads.**

Discussion:

All speed zone adjustments are to be made directly to Transport for NSW.

Speed zone adjustments/determinations are not part of the 'Terms of Reference' for Local Traffic Committee's consideration.

Strategies for advising traffic to slow down include use of VMS boards to encourage road users to drive at speeds suitable for the conditions and other public education campaigns.

## **2.12 SPEED LIMIT REVIEWS - NASHS LANE**

### **RECOMMENDATION**

**That a sign (G9-318-1) "Reduce Speed to Conditions" could be installed on the Nash's Lane.**

## **2.13 SPEED LIMIT REVIEW - OLD HUME HIGHWAY TUMBLONG**

### **RECOMMENDATION**

**That:**

- 1. Council refers to Transport for NSW the Tumblong communities request in applying for a speed zone adjustment;**
- 2. Various types of behavioral messaging be trialed in proximity to the Tumblong Tavern, this would include messaging on VMS Boards.**

**2.14 PEDESTRIAN AND MOBILITY PLAN (PAMPS)****RECOMMENDATION**

The Committee noted that the PAMPS Plan is underway with a draft version to be presented as soon as possible.

**2.15 DATES FOR FUTURE LOCAL AREA TRAFFIC COMMITTEE MEETINGS****RECOMMENDATION**

That the dates for the 2021 Local Area Traffic Committee Meetings be scheduled.

**7 GENERAL BUSINESS****• Speeding Traffic – Wallendbeen along Burley Griffin Way**

Speeding along Burley Griffin Way through Wallendbeen for traffic heading east.

NSW Police are willing to have a higher presence in Wallendbeen to deter speeding.

The Meeting closed at 11.26am.

The minutes of this meeting were confirmed at the Cootamundra-Gundagai Regional Council Meeting held on 24 November 2020.

.....  
CHAIRPERSON

.....  
GENERAL MANAGER

**8      GENERAL MANAGER'S REPORT**

## 8.1 BUSINESS

### 8.1.1 ANNUAL REPORT

DOCUMENT NUMBER	334204
REPORTING OFFICER	Teresa Breslin, 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>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with Section 428 of the <i>Local Government Act 1993</i> (the Act), the <i>Local Government (General) Regulation 2005</i> .
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Annual Report 19/20 <a href="#">↓</a>

### RECOMMENDATION

1. The draft Annual Report for the year ended 30 June 2020 be reviewed by Councillor's with any feedback provided to staff.
2. The draft Annual Report for the year ended 30 June 2020, including any amendments resulting from 1. above, be endorsed, prior to publication on Council's website and submission to the Office of Local Government by 30 November 2020.
3. Council note that the audited Financial Statements are not available at this time, and will be submitted Council for endorsement when audit is complete.

### Introduction

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

The Financial Statements, which show key income and expenditure areas for the past financial year, have been referred to audit and are awaiting finalisation. An extension to the statutory deadline of 30<sup>th</sup> November to 22<sup>nd</sup> December has been sought from the Office of Local Government.

The Annual Report is the key reporting document for Council to keep the community informed as to what was achieved in the financial year, in addition to reporting against a number of statutory reporting requirements.

### Discussion

The submission of the Annual Report meets Council's legislative requirements under the Local Government Act (1993) and Local Government (General) Regulation (2005).

The Annual Report includes information that is prescribed by the Regulation. These requirements have been included in the Regulation because the Government believes that it is important for community members to know about it; to help their understanding of how their council has been performing both as a service provider and a community leader.



COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL

# Annual Report 2019/2020



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**MESSAGE FROM THE MAYOR - ABB MCALISTER**

Please find the Cootamundra-Gundagai Regional Council 2019-2020 Annual Report. This report has been developed for our community, to share our improvements over the previous financial year.

The past year has been a rewarding, challenging and resourceful.

The first half of the financial year saw Council and Councillors examining the fiscal position and making some hard decisions in relation to rates, fees and charges harmonisation. With the assistance of Dr Joseph Drew a comprehensive study was undertaken to standardize rates, fees and charges across the LGA. Council has had to look hard at its finances continually while trying to provide the best possible service for our ratepayer.

Council continued to deliver a number of projects across the LGA. The Cootamundra Water Main Replacement Project was completed, and the Gundagai Sewerage Treatment Plant Project is well underway. These along with many others will ensure our community continues to receive the highest quality services and enjoy new and improved facilities and infrastructure. Council staff have excelled in delivering projects on time and budget.

The COVID-19 pandemic produced many challenges to the way we do business. Our staff proved to be resourceful, resilient and displayed a great deal of patience. We introduced methods to continue to engage with the community and came up with inventive and creative means to carry on with as little disruption as possible. New technology and processes were quickly adapted and embraced. I would like to congratulate the staff and residents for taking these changes in hand and adapting to a situation that was difficult for all.

I extend my sincere appreciation to our staff and my fellow Councillors for a year packed full of change, challenge and opportunity. As Councillors, we continue to develop as a unified team committed to ensuring we deliver a thriving region, attracting visitors and businesses while focusing on the liveability for our residents.

The Annual Report is our way of being accountable to our community ensuring we achieve the goals we have set out to achieve in our Strategic Plans.



Abb McAlister  
Mayor

**MESSAGE FROM THE GENERAL MANAGER – PHIL MCMURRAY**

The past year has certainly been a stimulating and rewarding time. My focus has been on the financial stability of our Council, and certainly in the latter part of the fiscal year, with the COVID-19 pandemic, the health and wellbeing of staff.

Financially it has been a challenging year, along with my team of committed Managers and Staff we have worked hard on financial sustainability. Reviews undertaken by Dr Joseph Drew and the team at University of Technology (UTS) have assisted with a clear direction of financial stability. The rates harmonisation and review of fees and charges has been a huge task. The many different rate categories, sub-categories and structures of the former shire councils have been reduced to just 4 (in accordance with the Local Government Act, 1993), and Council has simplified the rates structure. The various water and sewer charge amounts and structures of the former shire councils have been reviewed and consolidated, with uniform charge amounts and structures now applying throughout the Cootamundra-Gundagai Regional Council area.

Council has also reviewed the fees and charges in their entirety, with changes necessary to meet the current and future funding challenges faced by Council to replace and maintain water and sewer infrastructure, to ensure modern supply and environmental standards are met.

I am pleased that we have developed a dedicated team made up of skilled managers and qualified staff, who are all enthusiastic and steadfast in providing our residents with services and facilities that make our region unique. We are committed to working cohesively to maintain an established and economically viable community for the region.

The projects program has progressed successfully, often faced with challenges due to the COVID-19 situation, our teams have overcome these tests by being resourceful, inventive and showing great initiative. We have delivered some exciting community facilities and futureproofed infrastructure for upcoming generations.

The resourcefulness, inventiveness and initiative attributes have manifested across the whole team at CGRC and I delighted with the achievements that have been delivered to our region and residents.

The 2019-2020 Annual report contains some of these achievements we have accomplished in the previous 12-month period.

Phil McMurray  
General Manager



**VISION STATEMENT – COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

*A vibrant region attracting people, investment and business through innovation, diversity and community spirit.*

**ABOUT COUNCIL**

Cootamundra -Gundagai Regional Council encompasses an area of 3,981 square kilometres of the Riverina region in New South Wales. The population is 11,504, and it includes the towns of Cootamundra and Gundagai, as well as the villages of Brawlin, Nangus, Tumblong, Coolac, Frampton, Muttama, Stockinbingal and Wallendbeen.



## COUNCILLORS

At the Local Government Election held on 9 September 2017 Cootamundra-Gundagai Regional Council elected 9 representatives to Council.

At the Ordinary Council Meeting held on Tuesday 24 September 2019, Cr Abb McAlister was elected Mayor and Cr Dennis Palmer elected Deputy Mayor.

### Mayor – Cr Abb McAlister

Abb was born in Gundagai and spent 42 years as a Stock and Station Agent, running his own business for 25 years. Married to Pip, with children Ben and Emma, Abb has been involved in numerous local sporting, business and charitable organisations for many years both in Executive and advisory roles. He is currently a member of the Tourism Action s.355 Committee in Gundagai. In the year 2000, Abb received the Australian Sports Medal for his contribution to sport.

Abb McAlister was elected to the former Gundagai Shire Council in September 2004, he was elected Deputy Mayor in September 2005 and served in this role until he was elected as Mayor in September 2010. Abb was elected Mayor to the Cootamundra-Gundagai Regional Council in September 2019.



### Deputy Mayor – Cr Dennis Palmer

Dennis was elected as a Councillor for the former Cootamundra Shire Council in 1999 and elected as Deputy Mayor in September 2013. Dennis was elected Deputy Mayor to the Cootamundra-Gundagai Regional Council in September 2019. Dennis is Councils' delegate on the Board of Goldenfields Water County Council.



Cr Leigh Bowden

Leigh holds a BA Dip Ed, MA and an Advanced Diploma in Applied Aboriginal Studies.

Leigh is the Council representative on The Arts Centre Cootamundra s.355 Committee, Cootamundra Tourism Action Group s.355 Committee, the Stockinbingal Ellwood's Hall s.355 Committee and the Gundagai Cultural Group. Leigh is also one of the two Council representatives on the Cootamundra Development Corporation Board. She is a non-Indigenous/non-voting member of the Cootamundra Aboriginal Working Party. In July 2014, Leigh convened AWARE Cootamundra and Surrounds Social Justice and Environment Group, which among other things, in 2019 established Politics in the Pub.

Cr David Graham

David Graham was elected to the former Gundagai Shire Council in September 2004. He was elected Deputy Mayor in September 2011.

David was elected to Cootamundra-Gundagai Regional Council at the Local Government Election held in September 2017.

Cr Gil Kelly

Gil Kelly was born in Cootamundra. This is Gil's first term on Council but is no stranger to community service. He is currently Deputy Captain of the Cootamundra Rural Fire Service, and a committee member and Treasurer of the Combined Emergency Services Ball and is also former Director of the Cootamundra Ex-Services Memorial Club. Gil is also a representative on the Cootamundra Showground Users Group s.355 Committee. Gil is employed as an Area Manager with a market leading international supply company.



**Cr Penny Nicholson**

Penny Nicholson was born in Gundagai, later moved away for work and returned to the area to marry and raise a family. Penny was a small business owner/operator for over 18 years and is now employed by a local business. Penny has been a long standing member of Gundagai Regional Enhancement Group and Gundagai Tourism Action s.355 Committee. Actively involved in the community, Penny has a great interest in the development, promotion and prosperity of our Local Government Area.

**Cr Doug Phillips**

Doug Phillips held the position of Councillor with the former Cootamundra Shire Council from 2004. Mr Phillips held the position of Mayor from 2011 to 2013 and Deputy Mayor in 2010.

Doug and his wife are both partners with members of their family in a local joinery business operating since 2000 and a local boutique hotel since 2016. Along with his other commitments Doug teaches full time at the local high school in Cootamundra.

**Cr Charlie Sheahan**

Charlie Sheahan, married to Susan, grew up in Jugiong, now resides in Cootamundra and has done so since 2014.

Charlie is employed as a farm manager at Coolac for the same employer since 1997. Charlie has been an active member of the Cootamundra Lions Club since 2009. Charlie is also a member of Rural Fire Service Coolac Brigade and a representative on the Muttama Hall Management s.355 Committee and Muttama Creek Regeneration Group s.355 Committee. Previously Charlie served on the Jugiong Park Trust; Jugiong P&C as Secretary and President and the Jugiong Parish Pastoral Council.



**Cr Craig (Stewie) Stewart**

Better known as 'Stewie' the father of one was first elected to the Cootamundra Shire Council in 2012. Now in his second term and elected to the Cootamundra-Gundagai Regional Council. Stewie has been on the board of the Cootamundra Development Corporation since 2012 and an active member of the Cootamundra Heritage Centre Management s.355 Committee since 2005. Stewie also has been on the board of the Cootamundra Country Club since 2012 and has worked at Mitre 10 since 2006.



*Group photo of Cootamundra-Gundagai Regional Council's elected officials.*

## ACHIEVEMENTS IN IMPLEMENTING THE DELIVERY PROGRAM & OPERATIONAL PLAN

Council delivers a diverse range of services and projects annually, which are published in the yearly Operational Plan.

The following section provides an overview on Council's progress in delivering the actions detailed in the 2019/2020 Operational Plan, including the Disability Inclusion Plan and Tourism & Economic Development Strategy.

### A Vibrant and Supportive Community

#### 1.1 Our Community is inclusive and connected

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (1)	Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	Develop a Civic Events and Ceremonial Functions Policy	Coordinator Business	Ongoing	The Policy was adopted by Council at the February 2020 Council Meeting (Resolution 051/2020) with minor amendments to the presented draft.
1.1a (2)	Work with our community to promote community spirit by assisting with the administration, organisation and promotion of events and community gatherings as required.	Develop and conduct a community survey to gauge community interests and expectations regarding local events and activities	Coordinator Business	In Progress	Survey under development. Covid impact to be noted on any future events possible.
1.1a (3)	Encourage the development of initiatives to welcome new residents and make them aware of	Develop and retain current centralised information on the LGAs attributes in the towns and	Manager Community and Culture	In Progress	New Cootamundra Website launched. Ongoing updates to New Resident Packs, Country Change information and Coota/Gundagai local sites.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
	the opportunities which exist in the local government area.	villages including features, events and services			
		Promote and make available, Liveability Information to residents via Councils website	Manager Community and Culture	Ongoing	Tourism websites updates, Coota/Gundagai local and support to a number of community events.
1.1a (4)	Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	Consider the needs of stakeholders in developing library collections and services	Manager Community and Culture	In Progress	Customer requests, collection weeding (based on loans) and program based feedback used to respond to stakeholder needs effectively.
		Implement program to encourage Library membership and increase overall membership numbers	Manager Community and Culture	In Progress	<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>* Cootamundra Library Manager spoke to the local ladies Probus group in September to highlight library services and to attract new library members.</p>
1.1b (1)	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.	Pursue available grant opportunities	Manager Community and Culture	In Progress	Worked with the Arts Centre Cootamundra to develop SCCF3 Funding applications. Ongoing work in developing the Old Mill Cultural Centre in Gundagai.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1b (2)	Provide assistance to art and cultural bodies to promote and develop programs and facilities.	Advocate for funding for the Fit for the Future masterplan project for The Arts Centre Cootamundra	Manager Community and Culture	Completed	Funding application submitted to SCCF3.
1.1b (3)	Undertake development of Cootamundra library outdoor area.	Develop outdoor space adjoining the Stephen Ward Rooms Cootamundra Library for indoor/outdoor meeting space	Manager Facilities	In Progress	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
1.1c (1)	Ensure the best interests of local volunteer and community organisations are promoted wherever possible.	Identify appropriate avenues to promote and support the best interests of local volunteer and community organisations wherever possible	Manager Community and Culture	In Progress	Promotion of various community events and activities through print, radio and online.
1.1c (2)	Encourage volunteerism across the local government area.	Identify appropriate avenues to promote, support and encourage volunteerism across the local government area	Manager Community and Culture	In Progress	Planning underway for new Friend of Gundagai Gaol Group and support to Bradman Museum and Heritage Centre volunteers.
1.1c (3)	Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	Investigate funding opportunities	Manager Community and Culture	Ongoing	Several SCCF3 and other funding program applications of community groups supported.
1.1d (1)	Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	Ongoing support to museum operations.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1d (2)	Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	Investigate funding opportunities	Manager Community and Culture	Ongoing	Funding application for the Old Mill at Gundagai. Successful funding for the WW2 Heritage site at Cootamundra.
		Secure funding for Main Street Heritage Paint Scheme in Gundagai and the Wallendbeen Heritage Study	Manager Community and Culture	Completed	Funding secured for Main Street Heritage Paint scheme in Gundagai and the Wallendbeen Heritage Study.
1.1d (3)	Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	Identify ways to promote the different historical groups and heritage assets within the local government area	Manager Community and Culture	In Progress	Promotion through social media.
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	In Progress	Engaging in industry discussion and keeping informed of changes.
		Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	In Progress	Keeping informed of industry and changes.
		Conduct a triennial survey of service providers to garner information on access issues in the area	Manager Community and Culture	Completed	Pending new appointee.
		Ensure information concerning accessible public transport	Manager Community and Culture	Ongoing	Information is available and council is aware of where to refer people.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan	including Community Transport is readily available			
		Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Ongoing	Official audit yet to be completed but new signage installed.
		Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	In Progress	Strategies have been identified and are being implemented to ensure the needs of all stakeholders are considered on council committees.
		Ensure the Councils Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Ongoing	DIAP actions incorporated into the Community Strategic Plan.
		Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	Ongoing	Appropriate information being developed and provided where applicable.
		Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Ongoing	Provided through council complaints process and the Access & Inclusion Committee.
		Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	Support provided to community organisations, wherever possible, to assist with sourcing funding.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	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	Changed newsletter to larger print.
		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	Ongoing	Still ongoing.
		When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	Ongoing	Some updates have been made as identified. Project will be ongoing, and is still underway.
		In reviewing Council purchasing policy consider ways we can better support businesses which employ people with disabilities	Coordinator Business	In Progress	Reviewing industry best practice for baseline intervention.

**1.2 Public spaces provide for a diversity of activity and strengthen our social connections**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2a (1)	Enhance the amenity and appearance of our towns main streets.	Commence preparation for the creation of a Masterplan for Cootamundra CBD	Manager Community and Culture	In Progress	Planning to present a report to council for stage 2.
		Construct Gundagai Main Street Public Toilet	Manager Assets	Completed	Completed
		Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	Manager Community and Culture	Completed	Gundagai Main Street Public Toilet project completed.
1.2a (2)	Provide and maintain a clean and attractive streetscape.	Provide an attractive streetscape, by implementing the strategies identified in the Open Spaces Strategy	Manager Community and Culture	Ongoing	Strategies are being implemented.
			Manager Waste, Parks and Recreation Service	Ongoing	Continuing to be maintained on a weekly basis, within Time, Costs and Quality expectations.
1.2a (3)	Plan for and manage the construction of public space upgrades as funding permits.	Investigate options for improving access to local businesses	Manager Community and Culture	In Progress	Waiting on recruitment of relevant staff
1.2b (1)	Improve the amenity of town and village entrances.	Plan signage upgrades for entry to towns and villages	Manager Community and Culture	In Progress	Quotes and design in progress

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (1)	Maintain and improve Council buildings and properties in accordance with asset management plans.	Create an Outdoor Reading Space adjoining the Gundagai Library	Manager Facilities	Completed	All works completed and in use by the public
		Design new Council developments with accessibility to the main entrance	Manager Facilities	Ongoing	All new works go to planning for access consideration and approval. Existing buildings are considered when any construction works are required
		Future Council building upgrades to include all access considerations	Manager Facilities	Ongoing	All construction projects are having access issues investigated and considered as part of any upgrade
		Investigate modifications to Council buildings to improve accessibility for staff	Manager Facilities	Ongoing	As budgets allow for remodels. Access issues are being addressed at time of lodging development applications and design phase
1.2c (3)	Maintain and improve Councils parks and recreation and sporting facilities.	Complete revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks and Recreation Service	Ongoing	Works for 2019/2020 have been completed Works will recommence 2020/2021 pending the allocation of funds.
		Sporting Grounds maintained as per the current adopted schedules and specifications	Manager Facilities	Ongoing	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
		Construct Country Club Oval Clubhouse/Amenities Building	General Manager	In Progress	A loan was approved by council to undertake outstanding works.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (4)	Co-ordinate the provision of Council facilities for community use.	Public open spaces maintained, and capital improvement works identified and managed, as detailed in the Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Ongoing	Works for this 19/20 financial year are completed.
		Public open spaces maintained, and capital improvement works identified and managed, as detailed in the Open Spaces Strategy	Manager Facilities	Ongoing	Current round of Capital works projects continuing with new ideas being put forward by staff for future works
1.2c (5)	Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	Provide Council representation on relevant Section 355 Committees	General Manager	In Progress	Reports tendered. Investigating options prompted by external audit of s355 Committees.

### 1.3: Our community members are healthy and safe

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3a (1)	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.	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	Ongoing	Attended meetings and provided assistance where able.
		Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	Continuing liaison. Daily Covid-19 reports being received.
1.3a (2)	Promote a wide range of health and community services offered by various agencies in the local government area.	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	Shared information given to Council by service providers. Listings of Health and Community Services promoted on Coota local/Gundagai local and CGRC website.
1.3a (3)	Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	Undertake improvements at Mirrabooka Community Centre	Manager Community and Culture	In Progress	Works underway, some remain.
1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities.	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	Ongoing	Consultant to finalise the Recreation Plan.
			Manager Facilities	Ongoing	Sporting facilities continually improved and new items being added to the area's to promote outdoor activities
1.3b (1)	Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the	Develop Recreation Needs Study and Open Spaces Strategy	Manager Community and Culture	In Progress	Draft is being internally reviewed.
			Manager Facilities	In Progress	Report being prepared for council adoption.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (1)	community, active sporting associations and visitors.  Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	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	Completed	Sports Council meetings and recreational needs study consultation.
			Manager Facilities	Completed	Consultation was undertaken as part of the recreational needs study and also the open spaces being itemized for council staff for budget proposals
		Undertake a full review of Councils Recreational Officers position descriptions to maximise opportunities for future recreational development	Manager Waste, Parks and Recreation Service	Completed	Completed PDs currently with Human Resources for review and submission to the Consultative Committee for consideration.
		Undertake Fisher Park lighting upgrade	Manager Waste, Parks and Recreation Service	Completed	Works completed to Time, Cost and Quality guidelines.
		Undertake improvements to the Gundagai Netball Courts lighting and amenities	Manager Facilities	Ongoing	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
		Upgrade Community Fitness infrastructure in Gundagai and Cootamundra	Manager Facilities	In Progress	Additional items installed during this quarter. Further equipment being purchased and installed
1.3b (2)	Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	Commence planning for the installation of a Regional Playground at Jubilee Park in Cootamundra	Manager Community and Culture	Completed	Playground completed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Complete maintenance and revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks and Recreation Service	Ongoing	Continuing to be maintained on a weekly basis, within Time, Costs and Quality expectations.
			Manager Facilities	Ongoing	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.
		Complete re-development of border gardens to Gundagai playground areas	Manager Facilities	Completed	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.
1.3b (3)	Construct a large-scale Adventure Playground in Gundagai.	Commence construction of the Gundagai Large Scale Adventure Playground	Manager Facilities	Completed	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
1.3b (4)	Develop and implement an inspection and maintenance plan for playground equipment.	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	Ongoing	Grant applications have been submitted.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Playground inspection and maintenance program developed and implemented for Cootamundra	Manager Waste, Parks and Recreation Service	Ongoing	Ongoing as required. There is only one more scheduled inspection before the end of this financial year.
		Playground inspection and maintenance program developed and implemented for Gundagai	Manager Facilities	Ongoing	Inspections ongoing, with recording keeping being undertaken. System being improved continually.
1.3b (5)	Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	Conduct a full operational review and report to council on the Cootamundra Aquatic Centre	Manager Waste, Parks and Recreation Service	Completed	Report to May council meeting.
		Project manage and deliver a new splash play area at Cootamundra Pool	Manager Waste, Parks and Recreation Service	Completed	Project completed on Time, to required Cost and Quality standards.
		Commence and complete re-painting works during off season to Gundagai Pool	Manager Facilities	Completed	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
	Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	Commence planning & tendering for disable ramp to Gundagai Pool	Manager Facilities	Completed	Constructions works completed and ramp well utilized during this years season.
1.3b (5)		Encourage the pool & gymnasium managers/ leasees to conduct activities for people of all abilities	Manager Facilities	Completed	Activities continually changed to encourage increased membership and designed for all types of community members

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (6)	Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	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	Ongoing	No further action for 2019/2020 as there was no funding allocated
		Commence construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	In Progress	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
		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	Budget works undertaken and major projects identified. Grant funds to be sourced for ongoing works
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	chasing funding as available
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Technical Services	Ongoing	Routine maintenance ongoing. Creation of an updated PAMP has been discussed and is in the early stages of development.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		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	Regular checks are ongoing and works are continuing.
		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	Ongoing	Adopted plan is now ready for consideration and implementation for the next 2020/2021 financial and operation plan review.
		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	Ongoing	Grant applications have been submitted.
			Manager Facilities	Ongoing	Grant opportunities continually investigated and projects being made shovel ready.
1.3c (1)	Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	RSO working with TfNSW on projects.
1.3c (2)	Develop and operate safe food handling and public health controls.	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	Education material is currently being developed and will be rolled out upon lifting of restrictions in relation to COVID-19.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		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	Register is currently being developed and will be rolled out upon lifting of restrictions in relation to COVID-19.
1.3c (3)	A range of programs are supported, promoted and controlled to encourage and enforce responsible companion animal ownership.	Continue Companion Animals Audit	Manager Regulatory Services	Ongoing	Animal Registrations increased from January to March.
		Analyse data captured through Companion Animals Management System (CAMs) for resource reviews	Manager Regulatory Services	Ongoing	Data captured through CAMs system and analysis recorded.
		Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	Ongoing	Community Education sessions held at Libraries.
		Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Ongoing	Both Gundagai and Cootamundra held successful free microchipping events.
1.3d (1)	Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	Local Emergency Management Committee Meetings held every 2 months.
1.3d (2)	Develop and maintain effective and well tested emergency management plans.	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Ongoing	Updated EMPLAN & CMGs Completed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3d (3)	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.	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	Local Emergency Management Officer liaising with Emergency Management Officer on daily basis.
1.3d (4)	Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	Local Emergency Management Office present to assist at all Local Emergency Management Committee meetings.
		Establish and equip functional Emergency Operations Centres at Cootamundra and Gundagai	Manager Regulatory Services	In Progress	EOC in Cootamundra well established, require a Generator and Emergency Operations Centre in Gundagai currently under investigation.

## A prosperous and resilient economy

### 2.1: The local economy is strong and diverse

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Analyse standardised visitor data to build a visitor profile	Manager Community and Culture	In Progress	Branding and marketing strategy under development.
		Appoint an Economic Development/Tourism Officer in Cootamundra	Manager Community and Culture	Completed	Tourism and Economic Development Officer appointed.
		Arrange two annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	In Progress	One meeting held, further meeting to be held in March 2020.
		Commence preparation for creating and maintaining Councils tourism websites	Manager Community and Culture	In Progress	Cootamundra tourism website complete, Council website yet to be reviewed.
		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	Trail funding sought through SCCF3.
		Coordinate a workshop with businesses and Tourism Action Committees to plan for growth in the visitor economy held	Manager Community and Culture	In Progress	Tourism forum in Cootamundra held, Gundagai to be convened in new year.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	In Progress	Considering funding opportunities.
		Implement standardised visitor data capture <sup>1</sup>	Manager Community and Culture	In Progress	Yet to be implemented at some sites.
		Implement masterplan improvements to Heritage Centre and have shovel ready for grant applications	Manager Community and Culture	Not Yet Commenced	Need to develop masterplan and seek council endorsement.
		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	Plan for site redevelopment drafted.
		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	Update report to be prepared for January 2020 Council meeting.
		Secure and develop The Motorcycle Collection as a tourism attraction in Cootamundra	Manager Community and Culture	In Progress	Need to determine a suitable site.
2.1a (2)	Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Ongoing	Business Networking evenings to be held each October. Business Networking evening has been scheduled for 2019.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (2)	Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	Identify businesses who would partner with Council in a program of regularly updated information distributed from their premises	Manager Community and Culture	In Progress	Information distribution through motels and food outlets has been in place for some time. Need to review information available in food businesses.
		Negotiate new memorandum of understanding with Cootamundra Development Corporation	Manager Community and Culture	Completed	Memorandum of understanding has been negotiated with Cootamundra Development Corporation.
2.1a (3)	Implement strategies which encourage the growth of the local population.	Participate in Country Change initiative	Manager Community and Culture	Ongoing	Council participated in the initiative and will continue.
2.1a (4)	Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	Pursue available grant opportunities	General Manager	In Progress	Advised that several applications have been unsuccessful in this round.
2.1b (1)	Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	Complete Rural Land Strategy	Manager Development, Building and Compliance	In Progress	Currently on exhibition.
2.1b (2)	Develop and operate development control systems which support the protection of agricultural land.	Commence development of new LEP and DCP	Manager Development, Building and Compliance	In Progress	Upon adoption of strategies and studies drafting of new EPIs will commence.
2.1b (3)	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.	Current Saleyards facility maintained	Manager Regulatory Services	Ongoing	Saleyards facility maintained on a regular and ongoing basis.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1c (1)	Work with key partners to explore and advocate for opportunities to better utilise and develop transportation and freight networks which meet our community needs.	Investigate options to better use and develop transportation and freight networks in the Local Government area	Manager Community and Culture	In Progress	Invited potential developer to meet with Council.
2.1c (2)	Provide and maintain a safe and well maintained aerodrome for use by commercial and recreational aircraft and promote use by external users.	Provide aerial loading facilities for RFS firefighting aircraft	Manager Civil Works	Completed	Completed.
		Provide asphalt surface for motor sport activities	Manager Civil Works	Completed	Completed.
2.1d (1)	Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	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	Ongoing	NBN roll out supported and promoted where appropriate.
2.1d (2)	Support and advocate for the installation of the National Broadband Network across the local government area.	Facilitate provision of information on the NBN to the Community on Councils website	General Manager	In Progress	NBN is being rolled out and communicated to rate payers through various media channels.
2.1d (3)	Offer and promote free public Wi-Fi internet access in key public spaces across the local government area.	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Coordinator Business	Ongoing	Service continues uninterrupted.
2.1e (1)	Implement a range of initiatives which support and promote the sustainable development of the towns Central Business Districts and industrial land.	Commence preparation of Cootamundra and Gundagai Town Strategies	Manager Development, Building and Compliance	In Progress	Cootamundra 2050 strategy is complete. Gundagai Strategy will commence upon lifting of restrictions in relation to COVID-19.
2.1e (2)	Promote to the community and industry groups potential growth opportunities and development efficiencies.	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	Ongoing through social media and newsletter.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		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's competitive advantage exists	Manager Community and Culture	In Progress	Statistical information obtained ready for opportunities to be determined.
2.1e (3)	Encourage growth in development and construction locally.	Develop factsheets for developing and building in the local area	Manager Development, Building and Compliance	In Progress	Factsheets have been developed and a request made for them to be placed on the website.
2.1f (1)	Work in partnership with agencies and other levels of government to support local businesses.	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	Several training sessions held.
2.1f (2)	Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	Develop a list of available industrial land and publish quarterly updates on Councils website	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.
2.1f (3)	Maintain a close liaison and continue to work with Regional Development Australia.	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	Attended Regional Development Australia forum.
		Participate in the Country Change Initiative	Manager Community and Culture	Ongoing	Council participated in the initiative and will continue.

## 2.2: Strategic land-use planning is co-ordinated and needs-base

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2a (1)	Develop a new, comprehensive Local Environmental Plan for the local government area.	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Local Strategic Planning Statement that identifies aspirations and future land use directions being presented to Council in May 2020.
2.2a (2))	Identify and address current and future land-use needs through integrated strategic planning and development.	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	Not Yet Commenced	Local Strategic Planning Statement that identifies aspirations and future land use directions being presented to Council in May 2020.
		Develop Rural Land Use Strategy	Manager Development, Building and Compliance	In Progress	Currently on Exhibition.
2.2a (3)	Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	All inspections are undertaken within 48 hours of notification with many being undertaken in 24 hours or less.
		Responses to enquiries provided within 5 working days	Manager Development, Building and Compliance	Ongoing	Responses to enquiries provided within 5 working days, many are responded to in less time.
2.2b (1)	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.	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Pending other advisory studies feedback.

2.2b (2)	Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	Complete construction of roads and provisions of services for subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	Not Yet Commenced	Still awaiting approval to commence.
		Market and promote Bourke Estate residential subdivision in Gundagai	General Manager	In Progress	Marketing being undertaken as required and will continue.
		Prepare preliminary planning proposal for Stage 2 of Claron Estate residential subdivision in Cootamundra, including access to the Cemetery	General Manager	In Progress	Discussions are continuing.

### 2.3: Tourism opportunities are actively promoted

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Implement strategies from the Tourism and Economic Development Strategy	Manager Community and Culture	In Progress	Strategy developed, implementation underway.
2.3b (1)	Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Ongoing	Ongoing, as updates are completed.
		Investigate options for the production of a Mobility Map	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.
2.3b (2)	Work with the community to develop a marketing strategy for the local government area as a tourist destination.	Develop Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	In Progress	Under development.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3b (3)	Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	Create, maintain and promote a Calendar of Activities, Programs and Community Events	Manager Community and Culture	Ongoing	Calendar of Activities, Programs and Community Events have been created for both areas, and are regularly maintained and promoted.
		Develop Cootamundra Tourism Website and both hardcopy and email Events Newsletter	Manager Community and Culture	Ongoing	Cootamundra Tourism Website and both hardcopy and email Events Newsletter developed.
2.3b (3)	Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	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	Not yet commenced due to competing priorities.
2.3c (1)	Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	Analyse Visitor Services Review conducted in 18/19 and conduct further research as necessary	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.
2.3c (2)	Undertake a redevelopment of the Gundagai Visitors Information Centre.	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatrette space and accessibility improvements	Manager Community and Culture	Not Yet Commenced	Yet to commence. Seeking further funding.
2.3c (3)	Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	Review existing Caravan Park facilities, recommend improvements and consider funding options	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3c (4)	Undertake connection of water supply to the Dog on the Tuckerbox site.	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	In Progress	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.
		Commence preparation of an option agreement for the Dog on the Tuckerbox site			Option agreement has been established.
2.3c (5)	Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	Commence implementation of the recommendations of the Gundagai Gaol Masterplan	Manager Community and Culture	In Progress	Drainage work underway.
		Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	In Progress	Consultant engagement to prepare interpretive materials.

## 2.4: Our local workforce is skilled and workplace ready

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.4a (1)	Promote local employment and training opportunities within the Council organisation.	Develop Council Training Plan	General Manager	In Progress	HR Coordinator is currently collecting feedback from Managers and staff.
		Include consideration for disability inclusion in Councils Workforce Management Plan	General Manager	In Progress	To be included in the update of the Workforce Management Plan. Currently updating HR system so that data is correct.
		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	Coordinator HR to liaise with Disability and Inclusion Action Group.
		Relevant discrimination legislation to be included in EEO Policy, Staff Induction and Recruitment Training	General Manager	In Progress	Integration of EEO Policy and Plan are in the process of being adopted into induction and the recruitment process.
2.4a (2)	Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	Promotion provided through websites, social media and email newsletters on request.

## Sustainable natural and built environments

### 3.1: The natural environment is valued and protected

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (1)	Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	Ongoing and continued assessment of all applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	Representative Peer Review Audit found no anomalies or non-compliance.
3.1a (2)	Operate an efficient quarrying service in an environmentally responsible manner that meets all statutory requirements and standards.	Renew permit with Forestry Corporation to access Nanangroe Quarry	Manager Civil Works	Completed	completed
3.1a (3)	Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Civil Works	In Progress	works nearing completion
		Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Technical Services	In Progress	Significant works completed on Stormwater Infrastructure including O'Hagan, Tor St, Luke St, South St, Punch and West St. Some outstanding works in Cootamundra area are being planned.
		Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	Further detailed analysis would be required on the potential location and the type of gross pollutant traps required.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (4)	Develop and implement a street tree planting plan which enhances amenity and our natural environment.	Street Tree planting undertaken in accordance with Gundagai Street tree planting Masterplan	Manager Facilities	Ongoing	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
3.1b (1)	Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	Proposals being evaluated.
3.1b (2)	Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Councils environmental impact.	Investigate funding sources for solar energy works for Council buildings	Manager Facilities	Ongoing	Funding opportunities have been investigated and proposals received. Some new solar works being undertaken as part of current grant funding.
3.1c (1)	Undertake a review of waste services across the Local Government area and develop a waste strategy that provides equitable waste services for all residents.	Undertake waste strategy review and community consultation	Manager Waste, Parks and Recreation Service	Completed	Strategy completed and adopted in principal, report to April council meeting seeking approval to go to public exhibition.
3.1c (2)	Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	Commence planning for construction of a re-use shop at Cootamundra Waste depot	Manager Waste, Parks and Recreation Service	Not Yet Commenced	Not to proceed at this point in time. Future works will depend on the outcome of the MRF contract and Waste Strategy. This has been incorporated into the new MRF contract. It now comes under the control of Elouera.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Commence planning for construction of Waste Facilities and methods of operation as determined by the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	Ongoing	has been incorporated into the 2020/2021 financial plan
		Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	Ongoing	No further action for 2019/2020. Future works will depend on financial allocation from council sometime in the future
3.1c (3)	Provide a facility through which used chemical drums can be disposed of correctly.	Provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Ongoing	Over 1000 drums collected from January to March 2020.
3.1c (4)	Provide a facility for the composting and re-using of greenwaste.	Implement Cootamundra Regional Organics Project (CROP)	Manager Waste, Parks and Recreation Service	Completed	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.
3.1c (5)	Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	In Progress	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
3.1d (1)	Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	Investigate opportunities to use raw water	Manager Assets	Ongoing	An external consultant has been working on this to obtain raw water licence to supplement the treated effluent irrigation supply during peak

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
					demand. Approval is sought from Natural Resources Access Regulator.
3.1d (2)	Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	Investigate funding opportunities and community consultation to locate a suitable adult change room in Cootamundra	Manager Waste, Parks and Recreation Service	Not Yet Commenced	No funding allocated for 2019/2020
		Undertake construction of a new Adult Change facility to Gundagai	Manager Waste, Parks and Recreation Service	Not Yet Commenced	No funding allocated for 2019/2020, no further action at this stage.
3.1d (3)	Encourage the best use of treated water through water saving measures.	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	Demand for treated water and effluent reuse is very high at Cootamundra 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 delivery system need to be refurbished with capital expenditure.
3.1d (4)	Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	Submissions made on local, regional, state and federal policy directions as appropriate. Statutory returns lodged on time
		Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	Statutory returns lodged on time

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (5)	Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	Grant Funding opportunities pursued and secured when available	General Manager	In Progress	Advised that several applications have not been successful this round.
3.1d (6)	A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	In Progress	Obtaining quotes for Cameras and signage. Writing Policy on Covert surveillance operations.
		Undertake illegal dumping surveillance	Manager Regulatory Services	In Progress	There have been 6 Incidents from January to March.
3.1e (1)	Noxious weeds will be contained, reduced or eliminated as appropriate.	Develop a Community Education and Awareness program in regards to weed management	Manager Regulatory Services	In Progress	There have been 6 Incidents from January to March.
		Undertake Weed Control program in conjunction with Riverina Regional Strategic Weed Management Plan 2017-2022	Manager Regulatory Services	Ongoing	Biosecurity & Regulatory staff undertaking active weed management, using electronic weed capture and reporting.
3.1e (2)	Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Ongoing	Bio Security Officers attended Cootamundra Library Event. Councils website updated with educational & resource information.

### 3.2: Our built environments support and enhance liveability

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2a (1)	Develop and operate development control systems to ensure compliance with	Provide Development Applicants with relevant information	Manager Development,	Ongoing	This is a standard condition on all applications.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
	appropriate legislation and to achieve the best possible development outcomes for the community.	concerning Disability Discrimination legislation	Building and Compliance		
3.2a (2)	Ensure new development is considerate of our heritage.	Assessment of all Development Applications includes heritage considerations as applicable and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	All applications are assessed in accordance with legislative requirements, including heritage. The assessment reports and decisions are recorded as required by legislation.
3.2b (1)	Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Pending feedback from other studies to inform content in wider formal instrument.
3.2c (1)	Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	Draft Report is submitted by PWA in March and a Project Reference Group has to be established to provide response. Draft IWCM position paper has been finalised and forwarded to DPIE for further review and comments.
3.2c (2)	Undertake Cootamundra Water Main Replacement Program.	Continue Cootamundra Water Main Replacement Program	Manager Assets	Completed	Most of the works have been completed except a rail crossing along Yass Road. Approval is sought from ARTC to proceed with the work. WAC drawings are to be obtained and GIS system will have to be updated with new asset.  Approval to proceed with the work was received from ARTC and the construction of water main across the

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
					railway crossing at Yass Road was completed in early August 2020.
3.2c (3)	Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	In Progress	Feasibility Study report has been submitted to the Council and consultants are being engaged to do a business case for the preferred option.
3.2c (4)	Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	Commence construction for the Gundagai Sewer Treatment Plant replacement	Manager Assets	Ongoing	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.
		Invite tenders and enter into contract for the relining of Sewer Mains	Manager Assets	Ongoing	Tender was awarded on 10 June 2020 and the construction works is in progress.
3.2c (5)	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.	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	Interflow has been engaged to do the lining work. Ongoing program.
					Design and construction of stormwater improvement projects in Cootamundra and Gundagai has been substantially completed.
					Most of the works under \$1m program was completed and works capitalised.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (6)	Implement effective integrated risk management strategies and practices.	Undertake Cootamundra Flood Study	Manager Assets	In Progress	<p>Cootamundra Flood study is in progress. Community consultation and draft hydrological assessment was done and a presentation was made to the Council flood Committee on 29 January 2020 on the flood model calibration.</p> <p>Some delays on the progress due to staff changes and other issues with the consultant. Final report to the Flood Study Management Committee is scheduled to be presented in September 2020.</p>
3.2c (7)	Manage Councils waste collection, disposal and processing facilities.	Manage Councils waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks and Recreation Service	Ongoing	Being implemented in accordance with councils financial and implementation plan.
3.2c (8)	Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	Finish construction of the Gundagai Main Street Public Toilet	Manager Facilities	Completed	Construction of toilets completed with discussions on defects being undertaken with builder and investigating cause of problems.
3.2d (1)	Develop and implement strategies to improve safety and accessibility of all road users.	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	No public forums or updates due to Covid. Plan to resume ASAP.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	Projects ongoing- some delays due to no public meetings (Covid).
3.2d (2)	Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	Undertake annual road maintenance program	Manager Civil Works	Ongoing	Works progressing as conditions and resources permit.
		Undertake Adjungbilly Road Heavy Vehicle Access Project	Manager Technical Services	Completed	Adjungbilly Rd works have been completed.
		Undertake annual road maintenance program	Manager Technical Services	Ongoing	Ongoing Maintenance Grading and other routine works as appropriate.
3.2d (3)	Undertake the annual footpath renewal and extension program.	Undertake Footpath Renewal and Extension Program	Manager Civil Works	In Progress	Several lengths replaced.
		Undertake Footpath Renewal and Extension Program	Manager Technical Services	Ongoing	Footpath works are programmed in accordance with allocated budget.
3.2d (4)	Develop and implement asset management plans and strategies for all transport assets.	Review and update condition assessment data across the local government area	Manager Assets	Ongoing	Moloney Asset Management Systems was engaged to do condition assessment of road and bridge assets and the work is in progress. Road and bridge asset condition assessment and valuation work has been completed and report was presented.
3.2e (2)	Advocate for State and Federal departments to improve public transport networks to meet the needs of our community.	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Working with REROC on procurement of items among member council. On going no direct meetings held due to COVID -19 and liaison with Riverina Joint Organisation is ongoing.

## Good Governance

### 4.1: Decision-making is based on collaborative, transparent and accountable leadership

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1a (1)	Councillors will support and advocate for the needs of all members in our community.	Councillors available and contactable by community members	General Manager	Ongoing	Councillor's contact information is available on Council's website and can be obtained upon request.
4.1a (2)	Implementation of the Cootamundra-Gundagai Regional Councils suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	Present half-yearly Progress Reports on 19/20 Operational Plan to Council and the Community	Coordinator Business	Ongoing	Report to May Meeting (this report).
4.1a (3)	Councils 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.	Conduct 6 monthly review of Operational Plan and resourcing strategies	Coordinator Business	In Progress	Report to May Meeting (this report). Draft Plans for 2020/2021 also to be submitted.
4.1b (1)	Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	Seek funding opportunities when available	General Manager	In Progress	Several applications have been unsuccessful under this funding round.
4.1b (2)	Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Ongoing	Ongoing.
4.1b (3)	Participation in relevant REROC activities that will benefit the local government area.	Participation in REROC events and activities	General Manager	Ongoing	Continued participation has taken place in REROC board meetings and other events and activities hosted by REROC.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1b (5)	Continue to foster and support the Youth Council.	Develop a Youth Council in Cootamundra	Manager Community and Culture	In Progress	Role of Youth & Inclusion Officer advertised.
4.1b (6)	Work in partnership with community members, businesses and all levels of government to deliver community priorities.	Participation in Stakeholder events and activities	General Manager	In Progress	Covid-19 impacts, especially on large scale events.
4.1c (1)	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.	Develop and adopt Operational Plan for next financial year	Coordinator Business	Ongoing	20/21 Operational Plan adopted.
4.1c (2)	Councils decision-making and future planning shows evidence of being linked to Councils integrated suite of plans and the needs of our community.	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Coordinator Business	In Progress	Linkages to the Community Strategic Plan are included in the Business Paper Reports.
4.1c (3)	Determine development applications in an efficient and effective manner based on merit	80% of DAs determined within statutory 40 days timeframe	Manager Development, Building and Compliance	Ongoing	Development applications are assessed within legislative timeframes. 80% of applications meet this requirement.
4.1c (4)	Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	Not Yet Commenced	Not yet commenced due to competing priorities.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1d (1)	Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	Pulse software Program is fully operational and used by all relevant staff	Coordinator Business	Completed	Investigation of additional modules for integration of payroll and project management under consideration.
4.1d (2)	The integrated planning and resourcing documents will be reviewed and updated on a regular basis to meet the changing needs of our community members.	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	Coordinator Business	Not Yet Commenced	Noting extension to Council term and Covid related impacts, process to commence in 2020/2021 year.
		Integrated planning and resourcing strategies reviewed and updated as legislatively required	Coordinator Business	In Progress	Ongoing. Regular reviews and updates are carried out as required.
4.1d (3)	Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	Develop and present report identifying Community communication options and strategies	Coordinator Business	In Progress	Communication Officer will finalise report once the Community Survey is complete.
4.1e (1)	Support for Councillors to attend training, conference and development opportunities will be provided.	CGRC attendance at the Local Government NSW Annual General Conference	General Manager	Completed	CGRC attended the Local Government NSW Annual General Conference. Report provided to the November Council Meeting.
4.1e (2)	Programs and activities which encourage and develop the capacity of current and future community leaders is provided.	Identify programs and activities which encourage and develop the capacity of current and future community leaders	General Manager	Ongoing	Councillors have attended various seminars and training.
4.1e (3)	Provide and maintain services and infrastructure that assists the efficient and effective undertaking of the duties of the elected Council.	Continue to provide and maintain services and infrastructure to assist elected representatives in undertaking their duties	General Manager	Ongoing	Ongoing support

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1e (4)	Support Councils elected representatives in undertaking their role in the community.	Continue to provide administrative support to Councils elected representatives to assist in undertaking their role in the community	General Manager	Ongoing	Ongoing

#### 4.2: Active participation and engagement in local decision-making

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2a (1)	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.	Establish Digital Communication Panel	Coordinator Business	Completed	Panel developed for surveys and for documents on Public Exhibition.
4.2b (1)	Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	Relevant staff to undertake Community Engagement Training (IAP2)	Coordinator Business	Not Yet Commenced	Training be rescheduled for late 2020.
4.2b (2)	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.	Develop a strategy to update the Community Strategic Plan on a regular basis to meet the changing needs of our community	Coordinator Business	Not Yet Commenced	Strategy to update the Community Strategic Plan will final quarter 2019/2020.
4.2c (1)	Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	Continue to promote the objectives of the community strategic plan via Councils media channels	Coordinator Business	Ongoing	Media channels including the community newsletter, social media and media releases are being utilised to promote council's strategies and plans.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2c (1)	Promote the objectives of the Community Strategic Plan and work in partnership with community members, businesses and other local stakeholders to deliver community priorities.	Develop a Community Engagement Strategy to assist with delivering the objectives in the Community Strategic Plan	Coordinator Business	In Progress	Strategy Development has commenced.
4.2d (1)	Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	Continue to promote the objectives of the community strategic plan via Councils media channels	Coordinator Business	Ongoing	Media channels including the community newsletter, social media and media releases are being utilised to promote Council's strategies and plans

#### 4.3: Cootamundra-Gundagai Regional Council is a premier local government Council

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (1)	Ensure Councils long term financial planning supports the delivery of community expectations and financial stability.	Undertake processes to consolidate Councils rating structure	Manager Finance and Customer Service	In Progress	Rating system developed and configured in Authority. New land values uploaded to system, reconciliation ongoing.
4.3a (2)	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.	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	Adjustments to system configuration have been made while entering 2020/21 budget. Training being provided to managers and other users.
4.3a (3)	Ensure all procurement meets legislative and policy requirements and	Develop a suite of Audit Reports to monitor procurement practices	Coordinator Business	In Progress	Was not progressed. Procurement officer to action in 4th quarter.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
	delivers best value for the community and the Council.	Undertake assessment and improvement of procurement processes	Coordinator Business	In Progress	Review of the Procurement Policy and Guidelines ongoing and will be completed in the final quarter.
4.3a (4)	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.	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Yet Commenced	Pending feedback from other studies to inform content.
4.3a (4)	Identify and follow-up opportunities to increase Councils revenue base including grant funding opportunities to deliver additional income to fund major projects.	Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	Grants are applied for as appropriate and when available.
4.3a (5)	Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	Implement works programs to improve asset condition	Manager Assets	Ongoing	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. Capital works completed during 2019/20 are being capitalised.
		Review and improve Asset Management Plans	Manager Assets	Ongoing	Asset capitalisation for assets created during FY 2019/20 will be done after June 2020. During this asset data will be updated. Ongoing monitoring and review of Asset Management Plan.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (6)	Improve functionality and amenity within Councils work depots.	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	Not Yet Commenced	Project on hold
		Complete construction on Gundagai Depot Training Facility	Manager Technical Services	Completed	Training Facility is operational.
	Councils fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	Undertake plant replacement in accordance with related policies and programs	Manager Technical Services	Ongoing	Plant replacement for 19/20 completed in accordance with program.
4.3b (1)	Council ensures statutory compliance is achieved and demonstrates good governance practices.	Participate in the Alliance Legislative Compliance Framework Methodology	Coordinator Business	Ongoing	Active participant in the Alliance Audit Risk and Improvement Committee, complete s 355 review with records management external audit underway.
4.3b (2)	Support and funding for elections is provided as required.	Make provision in the Long Term Financial Plan for funding of the 2020 Council elections	Manager Finance and Customer Service	Not Due to Commence	Elections postponed, to be included in 2021/22 budget.
4.3b (3)	Implement effective integrated risk management strategies and practices.	Undertake development of a Corporate Risk Register	Coordinator Business	In Progress	Investigating use of Pulse software module and other 3rd party sources to create register parameters.
		Develop and implement an Internal Audit and Fraud Control Plan	Coordinator Business	In Progress	Internal Fraud Control Plan has been approved by Council.
4.3c (1)	Current, informative and easy access to Council information is made available to the community using a range of communication methods, including	Develop Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Coordinator Business	In Progress	Strategy Development has commenced.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
	traditional media and digital channels, Councils website, Community News newsletter and social media.	Improve services available on Councils websites through the development of eServices and online forms	Coordinator Business	Not Due to Commence	To commence with the implementation of the Authority Upgrade to 7.1 which has been delayed due to scheduling issues until 2021.
4.3d (1)	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.	Develop and implement a new Customer Service Charter	Manager Finance and Customer Service	In Progress	Implementation has been delayed due to the closure of the customer service areas.
4.3d (1)	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.	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Coordinator Business	In Progress	Investigation was put on hold pending software upgrades of Authority system.
4.3d (2)	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 community’s needs.	Integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Coordinator Business	In Progress	Research indicates cost benefit of improving quality of existing data for migration uneconomic.
		Review Business Systems and identify services that can be delivered on Councils Website	Coordinator Business	Not Yet Commenced	To commence in 2020.
4.3d (3)	Councils records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	Review infoXpert workflows to streamline record keeping	Coordinator Business	In Progress	Comprehensive review by external audit due in fourth quarter

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (4)	Requests for service are processed in an efficient and effective manner.	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Finance and Customer Service	Not Yet Commenced	Postponed to 2020/21 due to coronavirus disruption.
		Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Finance and Customer Service	In Progress	Training booked for handling planning enquiries had to be cancelled due to social distancing laws. Will be re-scheduled in 2020/21.
4.3d (5)	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.	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	In Progress	North Gundagai Monumental Cemetery left to photograph, map and record grave details.
		Develop a Cemetery Services Strategic plan	Manager Regulatory Services	In Progress	Pending completion of mapping project. Developing Plan in conjunction with CCANSW.
		Construct non-denominational beams at Coolac, Nangus, South Gundagai and Tumblong Cemeteries	Manager Regulatory Services	Completed	All beams installed. Project Completed.
		Provide signage, seating and additional landscaping for the Gundagai Area Cemeteries	Manager Regulatory Services	In Progress	Additional row marker signage still required at all cemeteries and extension of irrigation at Gundagai North Lawn to be completed.
4.3e (2)	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.	Undertake monitoring of project implementation	General Manager	Ongoing	A spreadsheet detailing each of the projects has been developed and distributed to Councillors via the monthly major project report.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3f (1)	Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	Review and enhance recruitment practices	General Manager	Not Yet Commenced	Review of recruitment practices will commence in the fourth quarter.
4.3f (2)	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.	Implement Operational Plan activities	General Manager	In Progress	Operational plan being delivered.
4.3f (3)	Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	Update statistics and demographics in the Workforce Management Plan	General Manager	In Progress	Currently updating HR system so that data is correct.
4.3f (4)	Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	Develop internal Council newsletter and incorporate WHS messages to all staff	General Manager	Not Yet Commenced	Scheduled for initiation in second half 2020.
		Monthly WHS reports and statistics discussed at Managers Meetings	Manager Civil Works	Ongoing	Reports presented.
			Manager Technical Services	Ongoing	WHS Reporting ongoing
4.3f (5)	Develop and implement a Staff Wellbeing Program	Develop and implement Staff Wellbeing Program	General Manager	Not Yet Commenced	To be actioned in second half of 2020.
4.3g (1)	Implement a training plan to enhance the skills and knowledge of staff across the organisation.	Develop Staff Training Plan	General Manager	In Progress	HR Coordinator is currently collecting feedback from Managers and staff.
4.3g (2)	Provide learning and development opportunities to staff to develop the	Develop succession plans for each Section of Council	General Manager	Not Yet Commenced	To be initiated with performance reviews.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
	individual's potential and meet the needs of the community and organisation.	Performance Review Program implemented and the first cycle undertaken	General Manager	Not Yet Commenced	Pending.
4.3g (3)	Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	Provide ongoing enhancement to Staff Intranet	Coordinator Business	Not Yet Commenced	Internet enhancement to commence in fourth quarter.
		Undertake integration of Mapping Systems with Councils Corporate Systems	Manager Assets	Ongoing	Additional survey and drafting work is required to update the asset Mapping systems. Additional funds / budget allocation would be needed to complete outstanding works. Ongoing NSW spatial services is providing the aerial map for Council GIS. The Map sis not up to date. Following up with map upgrading work.

**STRONGER COMMUNITIES FUND R1 & R2 (SCF), STRONGER COUNTRY COMMUNITIES FUNDS R1 & R2 (SCCF), NEW COUNCIL IMPLEMENTATION FUND R1 & R2 (NCIF), MISCELLIOUS GRANT FUNDING PROJECTS.**

The Cootamundra-Gundagai Regional Council Project Management Team are currently responsible for works to the value of \$54.6 million.

**Adjungbilly Road Upgrade and Resealing Project:**

This project will alleviate some of the most dangerous sections along the Gobarralong Adjungbilly Road. The upgrade has addressed the winding, narrow and steep curves of the Adjungbilly Hill section and provides continuity of access for *HPVs (High Productivity Vehicles) creating the opportunity to carry the same amount of freight in fewer freight movement numbers.* Other benefits from these works will allow the quarry industry to expand. Enable the pine timber industries to utilise direct access to the Hume Highway and eliminate an existing connectivity and provide an alternate route for Trucks and other haulage traffic to the Hume Highway.

**Road Resealing Program:**

The program included works on rural bitumen roads and town streets in both Cootamundra and Gundagai. New line marking was carried out following the reseal, to replace the old lines and markings and in some cases to refresh the old faded markings. The line marking has included Dragon's Teeth in the school zone areas, which are a painted series of triangular road markings placed in pairs on each side of a lane or road. The aim of Dragon's Teeth line marking is to further increase the visibility of school zones for motorists and provide a constant reinforcement to slow down to 40 km/h around schools.

**Cootamundra Watermain Replacement Project:**

Cootamundra's \$7 million watermain replacement project is now complete. The original contract with a number of additional works has seen approximately 22.7 kilometres of new water mains installed in the town. \$ 2 million was sourced from the Stronger Communities Fund, an initiative of the NSW Government and administered by Cootamundra-Gundagai Regional Council (CGRC) and is part of Councils SCF major projects program. \$ 5 million was sourced through CGRC water reserve to complete the works. CGRC reports that water quality complaints have dropped dramatically, and the incidences of main breaks have also significantly reduced, allowing staff to attend to necessary routine maintenance and operational activities that, necessarily, were sometimes delayed in the past. Of the 22.7 kilometres of new water mains installed 6.2km were of important major mains that distribute water from the reservoirs to the network that services the town consumers. This also included two very old and vulnerable sections at railway crossings in Yass Road and Pinkerton Road.

**Yarri Park Projects:**

Gundagai's Yarri Park underwent major refurbishments with a half-court basketball facility a new pump track, to complement the existing skate park and playground. The public toilets have seen a refurb and new fencing installed around the perimeter. A new water bubbler will be installed. The park boasts shade shelters and a barbecue.

**Cootamundra Country Club Project:**

A new irrigation system was installed on the Golf Course. The project is the result of a \$1.35 million grant from the NSW State Government. The Project will ensure and enhance the future long-term sustainability of the Cootamundra Country Club facilities. Founded in 1895 the course is the oldest 18-hole country course in New South Wales. The Club uses Cootamundra - Gundagai Regional Council treated sewerage water for irrigation. A new maintenance shed and new cart paths were constructed as part of the grant.

**Friendship Park Project:**

This \$60,000 Stronger Country Communities Fund round two project is inspired by modern architecture. New playground equipment has been designed and speaks the language of pre-teens. The new equipment has been designed to challenge the pre-teen set, to test their strength and make their own rules when it comes to interacting with each other on the equipment. The ultra-modern, contemporary structure is complemented with a traditional style slippery dip, and swings. A new pod style swing has also been installed and is a safe wraparound cradle swing for toddlers along with softfall mulch and new fencing surrounding the area.

**O'Connor Park Project:**

Cootamundra's O'Connor Park the home of the Strikers Soccer Club, is now alight at night with the completion of a Stronger Country Communities Fund project. The project has delivered new halogen lights and poles to the playing field, new lights, poles to the car parking area and sensor lights and solar system installed on clubhouse/dressing shed area. The \$98397 project was made possible from the NSW State Government's Stronger Country Communities Fund Round 2 grant, which has been administered by Cootamundra-Gundagai Regional Council (CGRC). The club will see significant savings with the installation of solar and the clubs use of the ground for training as well as night matches.



**Anzac Park Projects:**

Gundagai's popular Anzac Park has seen several improvements over the last year. Funded by the Stronger Country Communities Fund Round Two. The Southside Supporters toilet block is a welcome alternative to the previous Porta Potty. The project will benefit many local organisations who use Anzac Park.

The entrance to Anzac Park has seen new fencing installed, old and diseased trees removed, with a new avenue of trees planted.



Players will be delighted with the refurbishment of the dressing rooms and the installation of gymnasium facilities.

The buildings within the precinct have been given a fresh coat of paint and fencing completed around the area. The improvements at Anzac Park have been made possible with a \$175,000 Stronger Country Communities Round Two grant.



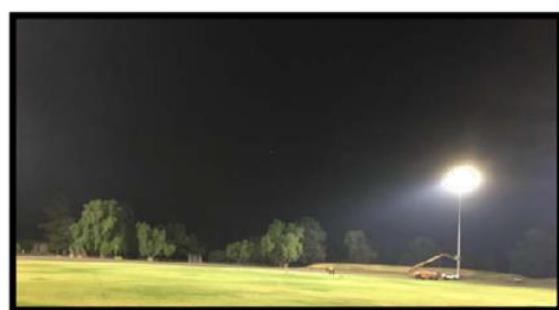
A new electronic scoreboard has been installed and new concrete retaining walls constructed in the grandstand area, replacing the dilapidated timber sections.



**Nicolson and Fisher Parks Projects:**

Several projects in this sporting precinct has bought new life into the area.

The installation of a new lighting system on Fisher Park, will see a brighter player area and energy savings.



The Nicholson Park Playing surface rejuvenation and the installation of new netball courts will take the precinct into the future for the regions sporting fraternities.

A Stronger Country Communities Round Two grant for \$60,000 to the Cootamundra Junior Rugby League has seen the surface rejuvenated which included aerating the soil on the playing surfaces across the entire park. A spread a winter grass seed mix along with fertilisers was applied to along with 288 tonnes of topsoil. The sprinkler heads have been raised to ensure maximum coverage when water is applied. Two large trees have been removed to allow an extra football field to be incorporated. This tree removal also allowed for the relocation of the main senior field by moving it further across away from the structural hazards that were originally to close to the playing field. New goal posts that comply with Council's safety act have also been purchased.

Nicholson Park needed attention due to the excessive amount of use these fields encounter. The park is used for multiple sporting groups including Junior Rugby League, NRL/CRL hosted games & Clinics, Junior Rugby Union, Cricket, Touch Football, Junior Touch Football, Schools, Junior Cricket and Netball.

The netball courts have also seen major improvements with a \$275,000 NSW State Government Stronger Country Communities Fund, Round Two grant. The development has provided two courts compliant with current safety standards. The courts come complete with competition standard lighting, enlarged safe run-off areas and a small clubhouse. Contractors have recently completed the resurfacing and line marking, along with the construction of the clubhouse.



## KEY ACHIEVEMENTS

### 1: A vibrant and supportive community: all members of our community are valued

#### 1.1: Our Community is inclusive and connected

#### 1.2: Public spaces provide for a diversity of activity and strengthen our social connections

#### 1.3: Our community members are healthy and safe

### Cemetery Improvements Projects:

Improvements across the Cootamundra–Gundagai Regional Council's (CGRC) cemeteries has seen the installation of new non-denominational beams at South Gundagai, Nangus, Coolac and Tumblong Cemeteries.

The new non-denominational beams offer another alternative to burial/interment in the monumental sections of each of these cemeteries and have a traditional type granite headstone and vases. The headstone is laser etched with personal inscriptions and can include pictures of a loved ones. The cost is far more economical than the traditional monumental works and the new beams include perpetual maintenance.

Seating and tree planting at North Gundagai Lawn, South Gundagai, Nangus, Coolac and Tumblong Cemeteries also has been installed these seats will give people an opportunity to sit and reflect.

A mapping project, which involves many hours and resources continues and will eventually allow people to trace ancestor's grave sights through the cemetery mapping applications.



### Story Boards Project:



The enjoyment of studying history in Stockinbingal has been enhanced with the replacement of story boards throughout the village.

Cootamundra-Gundagai Regional Council (CGRC), have exchanged the old story boards which were faded and sun damaged. The new boards are easier to read and enhance the history walks around the village.

The sixteen story boards are situated on a site of interest and gives a brief record of the building's history and story over time.

### Cootamundra Men's Shed Project:

The Men's Shed group will move to new premises in Hovell Street Cootamundra. The project is being funded with a grant from the Stronger Communities Fund Round Two initiative. The move to Hovell Street will involve the extension and renovations to the existing facility on the site. Installation of new driveway, fencing and earthworks. The \$100,000 grant will enable the Men's Shed to expand their services and welcome more members.

### Gundagai Stormwater Mitigation Project:

This project will see the replacement and extension of the ageing of the. Gundagai's storm water flows into Morleys and Jones Creeks. In South Gundagai stormwater runs directly into the Murrumbidgee River. These waterways are central to each town's business districts and urban developments.

**KEY ACHIEVEMENTS****2: A prosperous and resilient economy: we are innovative and 'open for business'****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****2.4: Our local workforce is skilled and workplace ready****Kerb and Guttering Replacement Project:**

Work continued throughout the region on kerb and guttering replacement and renewal, damaged by tree roots and deterioration over time. The work included the removal and disposal of the existing kerb and replacement of new kerb and gutter. Pictured is the new kerb and gutter in Cooper Street Cootamundra, which included footpath and driveway repairs and replacement.

**Gundagai Sewage Treatment Plant Replacement Project:**

Undoubtedly one of the biggest projects undertaken by CGRC is the replacement of the aging sewage treatment plant in Gundagai. The \$17 million project is due for completion in June 2021. The original sewerage system was constructed in 1923 and was a common design for the period. Time, population growth and in particular flood events over the years along with aging technology have taken its toll on the old plant. There is a significant risk that the plant could fail should Gundagai experience another flood. The new plant will be constructed with the latest technological advances in processing and removing contaminants from wastewater. Sited above the 100-year flood level, extensive earthworks and construction have been carried out in the last 12 months.



Left: Gundagai STP 2018



Right: Gundagai STP 2020

**KEY ACHIEVEMENTS****3: Sustainable natural and built environments: we connect with the places and spaces around us****3.1: The natural environment is valued and protected****3.2: Our built environments support and enhance liveability****Cootamundra and Gundagai Premier Parks Projects:**

Cootamundra's Jubilee Park and Gundagai's Carberry Park underwent major transformations throughout 2019-2020 with the establishment of first-class play equipment, seating areas and barbecue stations. Extensive landscaping has been carried out in Carberry Park, whilst a masterplan for landscaping at Jubilee Park is underway. Both parks have seen an increase in visitor numbers and have received positive community feedback. Funds made available through the NSW Government Stronger Communities Fund has made the transformations of these recreational spaces possible.



## KEY ACHIEVEMENTS

- 4: Good governance: An actively engaged community and strong leadership team**
- 4.1: Decision-making is based on collaborative, transparent and accountable leadership**
- 4.2: Active participation and engagement in local decision-making**
- 4.3: Cootamundra-Gundagai Regional Council is a premier local government Council**

### Road Safety Projects:

2019-2020 was a proactive year for road safety programs across the LGA, with active community participation and road safety initiatives covering a broad range of topics.

#### Plan B:

This initiative a humorous and positive approach designed to engage the community about making alternative arrangements to get home after a night out. The campaign emphasises that police mobile random breath testing (RBT) operations can happen anytime, anywhere. The promotion encourages patrons to write their Plan B on an entry form to win a Swag valued at more than \$250.



#### Double Demerits:

CGRC actively promoted double demerits through all media channels, with regular social media posts scheduled over the time period this initiative was in force.

#### The Safer Australian Roads and Highways (SARAH) Group:



Established by Peter Frazer after his 23-year-old daughter Sarah was killed in a road crash on the Hume Highway in February 2012 highlights the impact of road trauma and looks at ways it can be reduced. CGRC promoted the initiative with Road Safety Week 2019. Yellow ribbons, stickers and messages were distributed and displayed on CGRC vehicles and through media channels.

#### The Little Blue Dinosaur Foundation:

Formed by Sydney parents Michelle and David McLaughlin. The Little Blue Dinosaur Foundation is dedicated to the prevention of roadside child pedestrian accidents through

community education and awareness. The McLaughlin's son Thomas was tragically killed in a pedestrian motor vehicle accident while on a family holiday in January 2014. The Little Blue Dinosaur campaign targets motorists to slow down and be aware of unpredictable children near roadways. Council supported the initiative with signage and education messages at local schools and pre-schools.



**Be Bus Aware:**

Residents across the region were reminded that a 40km/h speed zone exists when school buses have their wig wag lights on. The rule applies at both formal and informal (roadside) bus stops across the region and whenever children are getting on or off the bus. Cr Charlie Sheahan, Road Safety Officer Anthony Carroll and Riverina Highway Patrol Cootamundra Sergeant Ben Smith were on hand to promote this message through Council's media.

**40km/h HPPA Zone for Gundagai's Sheridan Street:**

The introduction of a 40km/h speed limit in Gundagai's main street, Sheridan Street, has slowed traffic in the street and is achieving the desired result. Council installed traffic counter technology to monitor the speed and types of vehicles using the CBD district. The data from the technology showed a significant decrease in the average speed of motorists as they move along Sheridan Street. The data collected showed that whilst there is a decrease in speed across all time zones, it appears motorists are more likely to speed up between midnight and 4am. CGRC Mayor Cr Abb McAlister was delighted the 40km/h HPPA zone had made a difference to motorist behavior in the town's CBD.

**Fatality Free Friday:**

Cootamundra-Gundagai Regional Council (CGRC), endorsed The Australian Road Safety Foundation (ARSF) Fatality Free Friday campaign. May 29 was the date marked for the Fatality Free Friday campaign and is designed to foster community ownership, complex road safety issues and encourage those who can make a significant difference in reducing road trauma.

**60km/h speed zone extended in Stockinbingal:**

Cootamundra-Gundagai Regional Council (CGRC) and Transport for NSW (TfNSW), have extended the 60km/h speed zone on Burley Griffin Way at Stockinbingal. Following requests from residents, TfNSW carried out a review of the existing speed limit zone and recommended that the zone be extended west of Hoskins Street and east of Stockinbingal/Ellwood Street for a total length of approximately 837metres. CGRC Road Safety Officer, Anthony Carroll who along with Stockinbingal residents were advocating for the extension of the speed limit zone.

**Towards Zero:**

Council is committed to the NSW State Government Towards Zero Campaign. Towards Zero takes the approach that everyone should be aware that safety is a shared responsibility: The road toll is not just a number; it is real people and could include your family and friends. We shouldn't accept that people die on our roads; we should aim for zero road deaths.

### STATUTORY REPORTING REQUIREMENTS

The following information details Council's response to the statutory reporting requirements of the Local Government Act 1993 under section 428 Annual Reports and the more detailed response to the Local Government (General) Regulation 2005.

#### TOTAL RATES AND CHARGES WRITTEN OFF

*Local Government Act Cl 132 (5)*

The total rates and charges written off was \$10,800.

#### MAYORAL AND COUNCILLOR EXPENSES

*Local Government General Regulation Cl 217(a1)*

Total for Financial Year		
	Fee	Travel and IT expenses
W1001.357.462 (355 Travel)		
Councillor Fee		
Doug Phillips	\$ 11,859.96	-
Dennis Palmer	\$ 11,859.96	\$ 3,345.70
Craig Stewart	\$ 11,859.96	\$ 569.40
Penny Nicholson	\$ 11,859.96	\$ 3,910.43
David Graham	\$ 11,859.96	\$ 1,677.00
Abb McAlister	\$ 11,859.96	\$ 10,817.27
Leigh Bowden	\$ 11,859.96	\$ 4,553.23
Charlie Sheehan	\$ 11,859.96	\$ 2,778.30
Gil Kelly	\$ 11,859.96	-
Total Councillor Fee	\$ 106,739.64	\$ 27,651.33
W1001.479.460		
Mayoral Fee		
Dennis Palmer	\$ 12,939.96	
Abb McAlister	\$ 12,939.96	
Total Mayoral Fee	\$ 25,879.92	
Total Mayoral and Councillor Fees	\$ 132,619.56	\$ 27,651.33
	Total for year	

*\*NOTE: Travel and IT Expenses includes necessary travel required for Mayor and Councillors to attend meetings and conferences.*

#### DETAILS AND PURPOSE OF OVERSEAS VISITS

*Local Government General Regulation Cl 217(a)*

During the year no Councillor, Council Officer or other person undertook an overseas visit as part of their Council duties.

**CONTRACTORS / WORKS AWARDED*****Local Government General Regulation Cl 217(a2)***

The following table details contracts awarded by Council during the year for sums of greater than \$150,000.

Contractor Name	Description of Goods, Works or Service	Contract sum or estimate <sup>1</sup>
<b>Boral Asphalt</b>	Annual resealing of bitumen roads and sealing of new works	\$2M
<b>JMA Legal Pty Ltd, Bradley Allen Love Lawyers, Marsdens Law Group, Kell Moore Lawyers &amp; Conveyancers, Lindsay Taylor Lawyers</b>	Legal Services Panel Contract	\$500,000
<b>Elouera Association Inc</b>	Operation and Management of Cootamundra Materials Recovery Facility and Stockinbingal & Wallendbeen Landfill Sites	\$1,390,800

**Notes**

All amounts are GST inclusive.

**LEGAL PROCEEDINGS*****Local Government General Regulation Cl 217(a3)***

During the year the total cost of legal expenses in relation to legal proceedings incurred by Council was \$162,612.00.

**PRIVATE WORKS AND FINANCIAL ASSISTANCE*****Local Government Act s67(3) and Local Government General Regulation Cl 217(a4)***

Section 67(2) of the Local Government Act permits Council to subsidise the cost of works carried out on private land subject to certain conditions.

Council did not undertake any works on private land where there was any decision to charge less than the approved fee.

**AMOUNTS CONTRIBUTED OR OTHERWISE GRANTED*****Local Government General Regulation Cl 217(a5)***

During the financial year, Council provided funding to external bodies as per section 356 of the Local Government Act, as follows.

**Financial Assistance**

Council provided financial assistance to other organisations, totaling \$20,287.00 during the year. Council also approved in-kind assistance to local schools and other community based organisations.

**FUNCTIONS DELEGATED BY COUNCIL*****Local Government General Regulation Cl 217(a6)***

To better engage the community and reflect local community views and needs, Council delegates a range of its functions to volunteer committees and other organisations.

The following committees were involved in the planning and management of Council facilities or functions and were appointed in accordance with section 355 of the Local Government Act.

- Cootamundra Showground Users Group
- Wallendbeen Memorial Hall
- Stockinbingal Ellwood's Hall
- Muttama Hall Management Committee
- Muttama Creek Regeneration Group
- Cootamundra Heritage Centre Management
- Cootamundra Concert Band
- Cootamundra Beach Volleyball Festival Committee
- The Arts Centre Cootamundra
- Tourism Action Committee (Gundagai)
- Cootamundra Tourism Action Group

**CONTROLLING INTEREST STATEMENT*****Local Government General Regulation Cl 217(a7)***

Council held no controlling interests in companies during the 2019-20 year.

**EXTERNAL BODIES, COMPANIES OR PARTNERSHIPS*****Local Government General Regulation Cl 217(a8)*****Cootamundra Development Corporation Limited**

Cootamundra Development Corporation is a company limited by guarantee that provides services to Cootamundra businesses, with the objective to develop Cootamundra and district. Council has representation on the board of management. Council benefits from services provided in accordance with a memorandum of understanding, in exchange for a Council contribution of \$25,649.00 per annum. The services provided relate to tourism and economic development.

**Goldenfields Water County Council**

Goldenfields Water County Council is a local water authority that provides water directly to residents within the Council area. In addition, Council purchases bulk water from Goldenfields and supplies it to residents within the Cootamundra township. Council has one Council representative on the Goldenfields Water County Council.

**Riverina Eastern Regional Organisation of Councils (REROC)**

REROC is a voluntary association of 9 General Purpose Councils and 2 water county Councils. Initially established with a focus on resource sharing activities which save money for member councils, REROC's activities have grown to encompass regional planning, intergovernmental collaborations and advocacy and lobbying. Virtually every operational area of local government has been touched by the activities of REROC with the purpose of delivering more efficient and effective outcomes by utilising both the number of members and their combined demands and resources to create scale and capacity.

#### Riverina Joint Organisation

REROC was selected to work with the NSW Government to develop a new model to replace ROCs, called Joint Organisations (JOs). JOs will become legal entities with additional administrative and compliance requirements imposed by legislation. REROC is one of five groups of NSW councils that are piloting the JO structure. Each of the groups has a strong history and a commitment to partnering with the State to address regional priorities such as economic development, transport and infrastructure.

#### Riverina Regional Library

The Riverina Regional Library (RRL) is the largest regional library service in NSW. It provides library services to approximately 137,845 constituents of 10 local government areas in a partnership arrangement with those Councils, being Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Lockhart, Temora, Snowy Valleys and the City of Wagga Wagga. The service consists of 18 stationary library branches and a mobile library spread over an area of 47,830 sq km.

#### Thrive Riverina Inc.

Council is a member of the peak regional tourism organisation in the Riverina; Thrive Riverina Inc. The key role of the organisation is as a tourism marketing body for the Riverina. Council contributes to the direction of Thrive Riverina Inc. as a member, working collaboratively with the other member Councils to promote the region. Thrive Riverina Inc. has been responsible for a number of successful tourism campaigns throughout the year, including TASTE Riverina and monthly email marketing of local attractions and events.

#### Eastern Riverina Arts (ERA)

ERA enriches, inspires and connects our region by fostering arts, culture, creative industry and community. ERA are the peak body for arts and cultural development in the region and part of a network of arts organisations across regional New South Wales. Eastern Riverina Arts is supported by the New South Wales Government through Create NSW and is a member of Regional Arts New South Wales.

#### Softwoods Working Group

Council is a member of the Softwoods Working Group. The group was formed in response to the rapid expansion of the softwood plantation industry. It has a key objective to lobby for adequate funding to upgrade and maintain the road network with a load capacity that can support the heavy haulage vehicles of the timber processing industries.

#### South East Weight of Loads Group

Council is a member of the South East Weight of Loads Group which was formed to ensure that road pavements are protected against overloaded vehicles in the South Eastern Region of New South Wales. The Group enforces the weight of loads restrictions within the participating local government areas. Council administers the investment of this group, being their unexpended funding, at a fee of 0.25%.

#### South West Regional Waste Management Group

The South West Regional Waste Management Group is a regional collaboration that jointly manages waste management and has long term contracts with the operator of the Bald Hill Quarry (near Jugiong) to use as a landfill site.

#### South West Slopes Zone Rural Fire Service

Council is a member of the South West Slopes Zone Rural Fire Service, with Hilltops Council. The Group controls the obligations of both Councils under the Rural Fires Act, 1997 and jointly employs a Fire Control Officer and four other personnel to co-ordinate the activities of the group. All positions are based in the township of Harden and utilise the services of an extensive radio network to maintain contact with the volunteer Bushfire Brigades.

#### NSW Local Government Mutual Liability Scheme (Statewide)

Statewide Mutual is a discretionary mutual pool scheme providing insurance cover for its member councils major insurable risks. It is a self-insurance mutual which is backed by reinsurance placed through local and international underwriters. Members own each scheme and benefit from building equity resulting from surplus contributions.

#### EEO MANAGEMENT PLAN IMPLEMENTATION

##### *Local Government General Regulation Cl 217(a9)*

Equal Employment Opportunity (EEO) focuses on recognising and valuing diversity within the workplace. This means having workplace policies, practices and behaviours that are fair and do not disadvantage people who belong to particular groups.

Council provides a large number of services to a diverse community and aims to promote an environment free from harassment, bullying, victimisation and discrimination. We have an EEO Management Plan with strategies that assist members of EEO groups to overcome past and present disadvantages.

Key EEO activities implemented during the year were:

- Facilitating induction programs for new employees including EEO practices
- Implementing traineeship and apprenticeship programs across Council
- Using merit based recruitment practices
- Reviewing and managing Council's Employee Assistance Program
- Managing the ongoing review and implementation of HR policies and procedures that support staff grievance resolution, anti-discrimination, workplace bullying and harassment.
- Implementing staff training programs.
- Facilitating appropriate workplace communication.

#### SWIMMING POOL INSPECTIONS

In 2019/2020, One (1) tourist and visitor accommodation was inspected (only 3 sites in Cootamundra Area with next inspection due December 2020 but no program for Gundagai).

Zero (0) inspections were undertaken for premises with more than 2 dwellings.

Twenty (20) inspections that resulted in issuance of a certificate of compliance under s22D of the SP Act.

Five (5) inspections that resulted in issuance of a certificate of noncompliance under cl 21 of the SP Reg.

**TOTAL REMUNERATION FOR GENERAL MANAGER AND SENIOR STAFF***Local Government General Regulation Cl 217(b) and (c)*

During the 2019-20 financial year Council's senior officers were comprised of:

Position Title	Total
General Manager	\$268,529.23
Interim General Manager	\$7,723.70

**STORMWATER LEVIES AND CHARGES***Local Government General Regulation Cl 217(e)*

Council levies an annual Stormwater Management Charge to both residential and business properties, subject to exemptions provided for under the Local Government Act 1993. All funds raised are applied to stormwater management improvements, including the following projects completed during the year:

- General drainage improvements works across the LGA

**SPECIAL RATE VARIATION EXPENDITURE***Local Government Act 1993 s508(2)***2014-15 Ten year variation**

The former Gundagai Shire Council applied for a special rate variation of 12.82% above the rate peg for a period of 10 years from 2014-15 to 2023-2024.

The total income received in the 2019-2020 year was \$451,924.62. The additional income is used for the purpose of financing the debt servicing cost of a bank loan to fund the main street upgrade project.

**COMPANION ANIMALS MANAGEMENT*****Local Government General Regulation Cl 217(f)***

Council has lodged its Animal Care Facility return with The Office of Local Government on 9 October 2020. A copy of this data is included with this report. Council has recorded 22 dog attacks in this period, 2 dogs were declared Dangerous, one was declared Menacing and 6 dogs were euthanized. 31 infringement notices were issued during this period and Council received \$26,292.00 in Animal Registration fees for the 2019/2020 financial year.

Council staff have introduced a mobile Application called CAMS – Companion Animals Management System to gather records on Companion Animals activities. This application not only enables staff to record impounding activities but also to gather information in regard to all animals that are handled by the Rangers. Prior to the introduction of this system, only impounding data was captured, now if an animal is picked up and returned home because it is Microchipped and Registered this information is also recorded and allows Council to realise accurately, actual cats and dogs being handled by Council Staff.

Council staff have a strong culture and empathy towards the animals that they come into contact with on a daily basis, for the 2019/2020 financial year, 96% of Dogs and 88% of Cats were returned home or rehomed. Council utilises a very large network of Authorised Rescue Organisations to assist in the safe rehoming of all animals.

9 cats were euthanized and only 9 dogs were euthanized. Council staff deemed that the animals were unsuitable for rehoming.

Council has also introduced a Lost and Found page on Councils Website where members of the public are able to report lost pets directly to the Council. This alerts Councils Rangers in real time which fast-tracks the safe return of found animals back to their owners. Members of the Public can also see details, including photographs of all animals that have been impounded and are available for adoption. The Council also utilises a Facebook page to assist with the rehoming of these animals.

Council conducted 2 free microchipping days in the region. One in Cootamundra on 23 November 2019 and one in Gundagai on the 9 November 2019. Unfortunately with COVID restrictions limiting Councils ability to hold further microchipping days, some events have been postponed until 2021.

Council has two Rangers that regularly patrol townships as well as villages. The Rangers maintain a high profile within the community and are proactive in putting education first before prosecution.

Council currently has two (2) unfenced off leash areas in the township of Cootamundra and one (1) fenced area. Gundagai has two (2) off leash areas in the township. These areas along with most parks are serviced with dog tidy bag dispensers and bins.

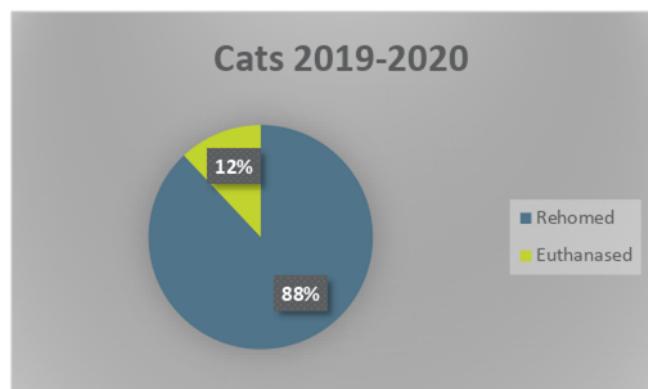
**Cats**

Seizure details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Seized by Ranger	3	3	2	6	3	23	8	5	21	1	3	1	79
Returned to Owner no impounding	0	0	0	0	0	0	0	0	0	0	0	0	0
Transferred to Animal Care Facility	3	3	2	6	3	23	8	5	21	1	3	1	79

Release details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Released to Owner from ACF	1	0	0	1	0	0	0	0	0	0	0	0	2
Released for Rehoming	3	2	2	3	3	22	7	3	18	1	3	1	68
Stolen from ACF	0	0	0	0	0	0	0	0	0	0	0	0	0
Euthanased	0	0	0	2	0	1	1	2	3	0	0	0	9

**Summary of Seizures & Impounding's**

Cats received	79
Returned to Owner	0
Rehomed	68
Euthanased	9
In Animal Care Facility at 30.6.20	0

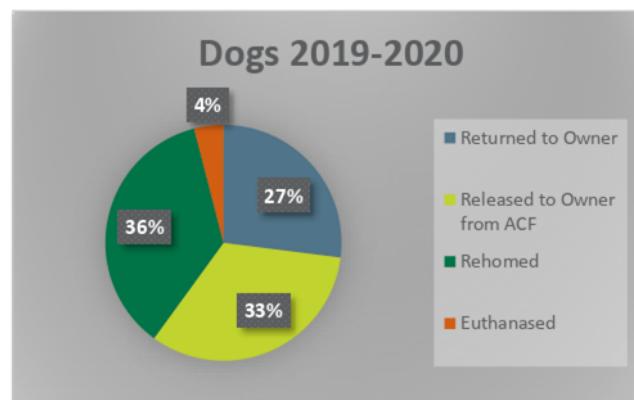


### Dogs

Seizure details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Seized by Ranger	31	17	31	21	11	13	15	20	14	11	13	12	209
Returned to Owner no impounding	6	9	6	6	4	2	3	6	3	3	4	4	56
Transferred to Animal Care Facility	25	8	25	15	7	11	12	14	11	8	9	8	153

Release details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Released to Owner from ACF	6	5	18	5	2	3	10	5	3	3	2	6	68
Released for Rehoming	11	6	3	7	5	8	2	9	8	8	5	4	76
Stolen from ACF	0	0	0	0	0	0	0	0	0	0	0	0	0
Euthanased	0	0	4	3	0	0	0	0	0	0	2	0	9

Summary of Seizures & Impounding's	
Dogs received	209
Returned to Owner	56
Released to Owner from ACF	68
Rehomed	76
Euthanased	9
In Animal Care Facility at 30.6.20	0



**GOVERNMENT INFORMATION PUBLIC ACCESS (GIPA) ANNUAL REPORT**  
***Government Information (Public Access) Act 2009 section 125 (1)***

**Review of proactive release program**

In accordance with section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publically available. This review must be undertaken at least once every 12 months. Council undertook the following initiatives as part of the review of its proactive release program for the reporting period.

- Proactively updating and adding relevant information on councils website
- Releasing information and keeping the community informed via media channels (social media, media releases, newsletters, website)
- Making further improvements to access to information processes used within Council

**Number of access applications received**

During the reporting period, Council received a total of two (2) formal access applications. There were no invalid applications. Zero (0) application were withdrawn. No applications were transferred to other agencies.

**Number of refused applications**

No access applications were refused.

**Timeliness**

All applications were decided within the statutory timeframe (20 days plus extensions).

**Reviews**

There were no reviews of application requests and no requests for any decisions to be reviewed.

Number of applications by type and outcome									
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn	
Media	-	-	-	-	-	-	-	-	
Members of Parliament	-	-	-	-	-	-	-	-	
Private sector business	-	-	-	-	-	-	-	-	
Not for profit organisations or community groups	-	-	-	-	-	-	-	-	
Members of the public (application by legal representative)	2	-	-	-	-	-	-	-	
Members of the public	-	-	-	-	-	-	-	-	

## PUBLIC INTEREST DISCLOSURES

*Public Interest Disclosures Act 1994 Regulation 2011*

Council has an adopted Internal Reporting Policy in accordance with the requirements of the Public Interest Disclosures Act 1994 (PID Act). The policy provides a mechanism for Council Officials to make disclosures about serious wrongdoing.

During the 2019/2020 financial year, the following disclosures were made under this policy.

	<b>Total</b>
Number of public officials who made public interest disclosures	Nil
Number of public interest disclosures received	Nil
Of public interest disclosures, number primarily about:	
Corrupt conduct	n/a
Maladministration	n/a
Serious and substantial waste	n/a
Government information contravention	n/a
Pecuniary interest contravention	n/a

**CODE OF CONDUCT*****Code of Conduct Administration Procedure, Part 12***

All staff and Councillors are bound to comply with the Council's Code of Conduct. All complaints are investigated and dealt with in accordance with the Code of Conduct Policy and Procedure. The following statistics are reported about code of conduct complaints made during the period 1 July 2019 to 31 June 2020.

	<b>Total</b>
a) Complaints made about councillors and the general manager	Nil
b) Referred to a conduct reviewer	N/A
c) Finalised by a conduct reviewer at the preliminary assessment stage	N/A
Outcomes of finalised complaints:	
d) Complaints investigated by a conduct reviewer	N/A
e) Complaints investigated by a conduct review committee	N/A
Outcomes of finalised complaints:	
f) Reviewed by the Office of Local Government	N/A
Outcomes of reviews:	
g) Cost of dealing with complaints about councillors and the general manager, including staff costs	N/A

**COUNCIL CONTACT DETAILS**

For a copy of this report or information concerning documents referred to herein please contact

**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

Open: 9am – 5pm Monday to Friday

Postal Address: PO Box 420 Cootamundra NSW 2590

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

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

Cootamundra Office

Address: 81 Wallendoon Street, Cootamundra, NSW 2590

Phone: 1300 459 689



Gundagai Office

Address: 255 Sheridan Street, Gundagai NSW 2722

Phone: 1300 459 689



### 8.1.2 DELIVERY PROGRAM/ OPERATIONAL PLAN QUARTERLY PROGRESS REPORT

DOCUMENT NUMBER	337195
REPORTING OFFICER	Teresa Breslin, 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	In accordance with section 404(5) of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Q1 Progress Report 2020/21 <a href="#">Download</a>

### RECOMMENDATION

**The Delivery Program incorporating the Operational Plan 2020/21, quarterly progress report, (Q1 1, July – 30 September, 2020) be received and noted.**

#### Background

Section 404 (5) of *the Local Government Act, 1993* requires that “The general manager must ensure that regular progress reports are provided to the council, reporting as to its progress with respect to the principal activities detailed in its delivery”.

Accordingly, attached to this report is a the quarterly progress report outlining the extent to which performance measures and targets, set out in the Delivery Program and Operational Plan, have been achieved during the first quarter of the reporting year, that is between 1st July and 30th September, 2020.

The next progress report will be presented to Council at the February, 2021 Council Meeting, and will consist of status updates for actions within the 20/21 Operational Plan (Q2 reporting period October-December, 2020).

# Delivery Program / Operational Plan

# Quarterly Progress Report

2020/2021 Q1

## 1: A vibrant and supportive community: All members of our community are valued

### 1.1: Our Community is inclusive and connected

1.1a: A range of programs, activities and events are delivered and promoted across the region to create opportunities for all members of our community to come together and strengthen community cohesion.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (1)	Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	Develop and revise protocols for Civic Events and Ceremonial Functions based on latest Covid-19 advice	Coordinator Business	In Progress	Policy currently being reviewed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (2)	Work with our community to promote community spirit by assisting with the administration, organisation and promotion of events and community gatherings as required.	Develop and conduct a community survey to gauge community interests and expectations regarding local events and activities	Coordinator Business	In Progress	Various surveys are being conducted on numerous topics to gauge community interest and expectation. These surveys are conducted to improve the information base for the Community Engagement Strategy and Communications Strategy, which are being developed as part of the Community Strategy Plan review.
1.1a (3)	Encourage the development of initiatives to welcome new residents and make them aware of the opportunities which exist in the local government area.	Develop and retain current centralised information on the LGAs attributes in the towns and villages including features, events and service, and promote and make available, livability information via council's website	Manager Community and Culture	Ongoing	Constantly updating information as it comes to hand on the Visit Cootamundra, Visit Gundagai and Gundagai/Coota Local Websites.
1.1a (4)	Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	Consider the needs of stakeholders in developing library collections and services in line with Covid-19 requirements	Manager Community and Culture	Ongoing	Patrons are encouraged to suggest new purchases and new authors to add to our standing order list.
		Implement program to encourage Library membership and increase overall membership numbers	Manager Community and Culture	Ongoing	Our library membership is strong with over 3000 current members.

**1.1b: Cultural and arts facilities and services are promoted and supported.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1b (1)	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.	Pursue available grant opportunities	Manager Community and Culture	Ongoing	Created list of relevant arts bodies to forward funding opportunities to.
1.1b (2)	Provide assistance to art and cultural bodies to promote and develop programs and facilities.	Establish new protocols for the operation and management of 'The Arts Centre Cootamundra'	Manager Community and Culture	Ongoing	This is an ongoing discussion with stakeholders.
1.1b (3)	Undertake development of Cootamundra library outdoor area.	Develop outdoor space adjoining the Stephen Ward Rooms Cootamundra Library for indoor/outdoor meeting space	Manager Facilities	In Progress	Additional grant funding approved through SCCF3 for total library refurbishment. External covered area is part of the overall refurbishment and designs are being progressed in consultation with staff

**1.1c: Local groups, clubs, and volunteer organisations are recognised, promoted and supported.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1c (1)	Ensure the best interests of local volunteer and community organisations are promoted where ever possible.	Identify appropriate avenues to promote and support the best interests of local volunteer and community organisations where ever possible	Manager Community and Culture	Ongoing	Volunteer newsletter developed. Processes for induction and management of Council volunteers updated.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1c (2)	Encourage volunteerism across the local government area.	Identify appropriate avenues to promote, support and encourage volunteerism across the local government area	Manager Community and Culture	Ongoing	Where opportunities exist Council assists with promotion.
1.1c (3)	Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	Investigate funding opportunities	Manager Community and Culture	Ongoing	Forward relevant funding opportunities to groups seeking funding, and promote on social media.

**1.1d: Recognise and value the importance and uniqueness of the history and heritage of our area and its communities.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1d (1)	Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	Continuing to communicate with the local Heritage Centre and actively looking and applying for grants. Looking at operating model of Gundagai Railway Museum.
1.1d (2)	Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	Investigate funding opportunities	Manager Community and Culture	Ongoing	Old Gundagai Gaol working bee to commence masterplan activities.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1d (3)	Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	Identify ways to promote the different historical groups and heritage assets within the local government area	Manager Community and Culture	Ongoing	Act as a conduit for information and respond to public enquiry.

**1.1e: Develop and implement a range of activities and initiatives which promote a culture of accessibility and inclusiveness.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	Not Yet Commenced	At this stage services are still not available locally.
		Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	In Progress	Attended meetings with OOSH Gundagai
		Ensure information concerning accessible public transport including Community Transport is readily available	Manager Community and Culture	Ongoing	Look at add listings on Gundagai Local and Cootamundra Local
		Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Completed	New signage installed. Facility manager is aware of need to update signage as resources allow.
		Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	Ongoing	At this stage bringing opportunities back to Access & Inclusion Committee for consideration.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	Ensure the Councils Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Ongoing	Projects including PAMP and Albert Park Placespace.
		In reviewing Council purchasing policy consider ways we can better support businesses which employ people with disabilities	Coordinator Business	Completed	Procurement policy updated and adopted in January 2020. Procurement Procedures and Guidelines updated in June 2020.
		Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	Ongoing	Information is included on website and the visitor brochures.
		Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Ongoing	Access concerns can be reported through council complaints process or to members of the Access & Inclusion Committee.
		Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	Supported projects being undertaken.
		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	Ongoing	Coordinator business to complete as resources allow.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	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	Ongoing	Coordinator business to update as resources allow.
		When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	Ongoing	Coordinator business to complete as resources allow.
1.1e (2)	Develop and implement a Youth Strategy which meets the needs of young people within our community.	Implement Youth Strategy	Manager Community and Culture	In Progress	Draft being developed in conjunction with Youth Councils.

**1.2: Public spaces provide for a diversity of activity and strengthen our social connections**

**1.2a: Maintain and enhance the amenity of our main streets and public spaces so that they are attractive, clean and people feel safe.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2a (1)	Enhance the amenity and appearance of our towns main streets.	Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	General Manager	In Progress	Landscaping and pavement plans under preparation.
		Commence preparation for the creation of a Masterplan for Cootamundra CBD	Manager Community and Culture	In Progress	Funding achieved and works underway. Access still needs to be considered and also paving for future grants applications for the Cootamundra main street.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2a (1)	Enhance the amenity and appearance of our towns main streets.	Implement upgrades to main street and public spaces as funded by grants	Manager Community and Culture	In Progress	Funding has been allocated.
1.2a (2)	Provide and maintain a clean and attractive streetscape.	Provide an attractive streetscape, by implementing the strategies identified in the Public Open Spaces Strategy	Manager Community and Culture	Ongoing	Strategies are being implemented as resources allow.
		Provide an attractive streetscape, by implementing the strategies identified in the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	In Progress	Designs have been completed and submitted to Council Workshop for consideration and approval. Council has unofficially approved for works to proceed in accordance with designs presented and funding allocation of \$500,000. Grant Funding
1.2a (3)	Plan for and manage the construction of public space upgrades as funding permits.	Investigate options for improving access to local businesses	Manager Community and Culture	In Progress	Access & Inclusion committee are working on a fact sheet to assist Cootamundra businesses navigate planning requirements pertaining to access upgrades.

**1.2b: Promote our sense of identity and enhance the attractiveness of our region by investing in town and village entrances.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2b (1)	Improve the amenity of town and village entrances.	Continue signage upgrades for entry to towns and villages	Manager Community and Culture	In Progress	Gundagai signage to commence February. Cootamundra is undergoing redesign due to RMS problems with original location.

**1.2c: Encourage the wide-spread use of open spaces and community facilities by ensuring they are welcoming, accessible, maintained and managed for everyone to enjoy, and that they continue to meet the needs of our community.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (1)	Maintain and improve Council buildings and properties in accordance with asset management plans.	Consider accessibility when planning and delivering future Council building upgrades	Manager Facilities	Ongoing	Maintenance of grounds are part of our operational works. Accessibility for all new builds are considered and part of the planning process. Consideration is being given to existing grounds and buildings and budgets being prepared for possible modification works in the future
		Design new Council developments with accessibility to the main entrance	Manager Facilities	In Progress	As part of the planning/design process, accessibility is considered and reviewed by an access consultant. Any existing access issues are being investigated and budgets prepared for future modifications
		Investigate modifications to Council buildings to improve accessibility for staff	Manager Facilities	Ongoing	Investigating the priority buildings for urgent modifications and prepare drawings/budgets to carry out works

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (2)	Maintain and improve Council library facilities.	Create post Covid-19 programs to cater for ongoing service delivery to isolated residents	Manager Community and Culture	Ongoing	Looking at funding opportunities for projects which connect communities.
1.2c (3)	Maintain and improve Councils parks and recreation and sporting facilities.	Complete revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks and Recreation Service	Ongoing	This is achieved via the level of maintenance and level of funding allocated.
		Maintain Sporting Grounds as per the current adopted schedules and specifications	Manager Facilities	In Progress	Staff are working with the Gundagai Golf Course staff to make sure grounds are mowed and watered on a regular basis. Staff are also working on new landscaping/fencing to have a more inviting sporting precinct
1.2c (4)	Co-ordinate the provision of Council facilities for community use.	Maintain public open spaces, and identify and manage capital improvement as detailed in the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Ongoing	This is achieved via the level of maintenance and level of funding allocated.
		Maintain public open spaces, and identify and manage capital improvement as detailed in the Public Open Spaces Strategy	Manager Facilities	Ongoing	Future planning and budgeting of improvements to existing spaces and identifying the main areas of improvement required in conjunction with the Public Spaces Strategy
1.2c (5)	Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	Revise Council representation and liaison with relevant Section 355 Committees	General Manager	In Progress	Reports tabled to Council.

**1.3: Our community members are healthy and safe**

**1.3a: A broad range of services are provided and supported to meet the needs of all members to promote personal health and well-being and encourage a healthy lifestyle.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3a (1)	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.	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	Ongoing	Attend meetings, when they occur, and provide assistance, where able.
1.3a (1)		Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	Attend meetings, when they occur.
1.3a (2)	Promote a wide range of health and community services offered by various agencies in the local government area.	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	Promoted via social media and newsletters. Looking at how information is displayed on website.
1.3a (3)	Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	Undertake continued improvements at Mirrabooka Community Centre	Manager Community and Culture	Ongoing	New flooring installed, and maintenance issues undertaken as they arise.
1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities.	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	Ongoing	This is achieved in accordance with the level of funding and resources allocated.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Promote programs which encourage healthy lifestyle choices and activities as identified in the Recreation Needs Study and Public Open Spaces Strategy	Manager Facilities	In Progress	Assisting sporting groups to encourage sport and physical activities. Keeping and improving our pathways, free and accessible for all users.

**1.3b: Provide opportunities for the recreational and active use of parks, sporting facilities and swimming pools by ensuring they are promoted, accessible, safe, maintained and managed, and meet the needs of all age groups.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (1)	Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the Implementation of the Public Open Spaces Strategy	Manager Facilities	In Progress	Discussion with sporting groups and end users for all activities, to discuss improvements to facilities and action plan to be developed for future works
		Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the Implementation of the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	In Progress	This is being implemented by holding public meetings and newspaper media/electronic stories, holding community surveys etc. This is evident with such projects as The new proposed Pump Track, Stadium Climbing Wall, Parker Street Redevelopment, Albert Park, Wallendbeen Mainstreet, War memorials both at Coota and Wolla, etc.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Finalise development of the Recreation Needs Study and Public Open Spaces Strategy	Manager Community and Culture	Completed	The Recreation Needs Study and Public Open Spaces Strategy is complete and adopted by Council.
		Finalise development of the Recreation Needs Study and Public Open Spaces Strategy	Manager Facilities	In Progress	Document created and under review for adoption
		Finish improvements to the Gundagai Netball Courts lighting and amenities	Manager Facilities	In Progress	New clubhouse design being finalised after consultation with user groups. New lighting has been completed and sewer stack to be relocated to allow amenities work to be completed.  DA/CC application being prepared for submission
		Finish upgrade to Community Fitness infrastructure in Gundagai	Manager Facilities	In Progress	Additional pieces of equipment have been purchased in conjunction with the Gundagai Youth council. Equipment to be installed early new year
		Complete construction of Country Club Oval Clubhouse/Amenities Building	General Manager	In Progress	Loan approved by Council and actions being undertaken by Country Club.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (2)	Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	Complete maintenance and revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Facilities	In Progress	New gardens, seeding, seating, topdressing and water coolers are all part of ongoing works throughout the Gundagai area. Upgrade of playgrounds and improvements to carparks are all underway
1.3b (4)	Develop and implement an inspection and maintenance plan for playground equipment.	Continue undertaking routine playground maintenance and inspections as per the program, for Cootamundra	Manager Waste, Parks and Recreation Service	Ongoing	Implemented as and when required and in accordance with council's WH & S policy.
		Continue undertaking routine playground maintenance and inspections as per the program, for Gundagai	Manager Facilities	In Progress	New and old playgrounds are inspected and a record of findings are being collected. Repairs undertaken and/or, a program of replacement items are being put together with planning for major replacements and budgets being looked at
		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	Ongoing	This is being undertaken as and when the opportunity arises. E.g. availability of grant funding, resources and timelines.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (5)	Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	Encourage the pool & gymnasium managers/leasees to conduct activities for people of all abilities	Manager Facilities	Ongoing	Equipment, as part of grant funding, is being purchased to assist with access for all users. Pool programs are being developed and advertised by council lessee. Gym membership is on the increase and lessee is coordinating programs to suit individuals
		Encourage the pool & gymnasium managers/leasees to conduct activities for people of all abilities	Manager Waste, Parks and Recreation Service	Completed	This has been completed with the Cootamundra Aquatic Centre and Sports Stadium now being managed by private contractor, L&R Group. The operation will be monitored to ensure councils objectives and outcomes are achieved.
1.3b (6)	Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	Finish construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	In Progress	DA/CC being submitted for final approval. Modification of designs have been undertaken to meet budget allowed. Sewer breather pipe being relocated to allow construction works to be undertaken
		Identify the current and future community needs of councils public open spaces, and implement the actions as per the Public Open Spaces Strategy	Manager Facilities	In Progress	Works were undertaken as part of the recreational needs study and awaiting adoption by council. Planning required, in conjunction with user groups to implement the recommendations

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (6)	Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	Identify the current and future community needs of councils public open spaces, and implement the actions as per the Public Open Spaces Strategy	Manager Waste, Parks and Recreation Service	Ongoing	All Cootamundra Open Spaces are maintained in accordance with available resources and funding.
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	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	Implemented as and when required and in accordance with council's WH & S policy. This is the same as item (1.3b (4)
		Implement the 'Detail Works Activity Program'	Manager Waste, Parks and Recreation Service	Ongoing	This is being achieved by the level and routine maintenance program that's in place and the further development of the community open spaces where and when funding allows.
		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks and Recreation Service	In Progress	This is currently being implemented with the development of Parker Streetscape, Albert Park, Jubilee park, Pump Track, Climbing Wall, Wolla Mainstreet etc.
		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Facilities	Ongoing	Continue to create master plans for sites and budget preparation, ready for grant opportunities. Work with Community and Culture to identify suitable grants

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Technical Services	Ongoing	Ongoing review of footpath network with area.
		Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	Monthly inspections completed. Seek grants for projects as determined.

**1.3c: Work with key partners and members of our community to maintain low levels of local crime and deliver community safety.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3c (1)	Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	RSO continuing working partnership. Submitting road safety programs and projects
1.3c (2)	Develop and operate safe food handling and public health controls.	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	Ongoing	This is an ongoing measure. COVID has interrupted some education and inspection timeframes, however individual training and inspections have recommenced in a COVID safe manner
1.3c (3)	A range of programs are supported, promoted and controlled to encourage and	Analyse data captured through Companion Animals Management System (CAMs) for resource reviews	Manager Regulatory Services	Ongoing	Data captured through CAMs system and analysis recorded. Ongoing process.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3c (3)	enforce responsible companion animal ownership.	Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	Ongoing	Continuing, although COVID-19 restrictions have not allowed for planned days.
		Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Ongoing	Events to be held in November and December 2020.
		Continue Companion Animals Audit	Manager Regulatory Services	Ongoing	Continuing as an ongoing process.

**1.3d: Deliver dependable emergency service management practices and responses which protect our community members.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3d (1)	Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	Continuing with LEMC meetings by way of mail in reports.
1.3d (2)	Develop and maintain effective and well tested emergency management plans.	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Ongoing	Continuing.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3d (3)	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.	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	Continuing process Council staff in constant contact with LEOCON.
1.3d (4)	Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	Establish and equip functional Emergency Operations Centres at Cootamundra and Gundagai	Manager Regulatory Services	In Progress	Cootamundra centre is now established and well equipped. In process of establishing and equipping Gundagai centre.
		Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	Continuing.

## 2: A prosperous and resilient economy: We are innovative and open for business

### 2.1: The local economy is strong and diverse

#### 2.1a: Develop and deliver strategies which support the economic sustainability of the Cootamundra-Gundagai region.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Analyse standardised visitor data to build a visitor profile	Manager Community and Culture	In Progress	Implementation underway.
		Arrange two (2) annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	In Progress	Previous meeting held in March 2020, next meeting to occur in November 2020.
		Commence preparation for creating and maintaining Councils tourism websites	Manager Community and Culture	Ongoing	Cootamundra Website complete and maintained accordingly. Gundagai website rebrand underway.
		Consider Assess Trails, Art Trails and Walking and Riding Trails, in budget development deliberations inclusive of capital and operational expenditure	Manager Community and Culture	In Progress	Application for funding for the Cootamundra-Tumblong Rail Trail being developed.
		Coordinate a workshop with businesses and Tourism Action Committees to plan for growth in the visitor economy held	Manager Community and Culture	In Progress	Planning to coordinate another workshop post COVID-19.
		Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	In Progress	Looking at funding options.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Implement standardised visitor data capture'	Manager Community and Culture	In Progress	Monthly statistics now recorded at both the Cootamundra Heritage Centre and Bradman's Birthplace.
		Implement masterplan improvements to Heritage Centre and have shovel ready for grant applications	Manager Community and Culture	In Progress	Masterplan development meeting are underway.
		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	Further funding will be required for building access upgrades and stabilisation of the structure.
		Prepare update reports to Council on achievements, against the action plan contained in the Tourism and Economic Development Strategy	Manager Community and Culture	Ongoing	Updates provided through the IP&R process.
		Secure and develop The Motorcycle Collection as a tourism attraction in Cootamundra	Manager Community and Culture	Ongoing	Suitable site yet to be acquired.
2.1a (2)	Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Ongoing	Will plan post COVID
		Identify businesses who would partner with Council in a program of regularly updated information distributed from their premises	Manager Community and Culture	Ongoing	Information provided at Cafes and accommodation businesses.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (3)	Implement strategies which encourage the growth of the local population.	Participate in Country Change initiative	Manager Community and Culture	Ongoing	Provided up to date information for campaigns and responded to new resident enquiries.
2.1a (4)	Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	Pursue available grant opportunities	General Manager	In Progress	Advise of several grant opportunities reported to Council.

**2.1b: Develop and implement land-use strategies and management practices which protect our agricultural sector.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1b (1)	Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	Implement Rural Land Strategy	Manager Development, Building and Compliance	In Progress	Council's Rural Lands Strategy has been adopted and the appropriate recommendations and findings have been included in Council's Local Strategic Planning Statement. The recommendations and finds of both these documents will be used to inform the comprehensive, consolidated local environmental planning instrument and associated policies.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1b (2)	Develop and operate development control systems which support the protection of agricultural land.	Develop new LEP and DCP	Manager Development, Building and Compliance	In Progress	Council is continuing to finalise its strategic land use planning documents to inform the development of both the LEP and DCP and supporting suite of policies and documents.
2.1b (3)	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.	Continue to maintain Saleyards Facility	Manager Regulatory Services	Completed	Full time Regulatory attendant employed to maintain facility.

**2.1c: Ensure transportation networks link our local government area with other regional centres and cities and support economic, environmental and community needs.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1c (1)	Work with key partners to explore and advocate for opportunities to better utilise and develop transportation and freight networks which meet our community needs.	Investigate options to better use and develop transportation and freight networks in the Local Government area	Manager Community and Culture	Ongoing	Looking at potential with Inland Rail

**2.1d: Ensure communication and electronic technologies are accessible to all, meet the current and future needs of our community, and provide consistent and reliable coverage across the local government area.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1d (1)	Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	Continue to 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	NBN roll out supported and promoted where appropriate. Potential partnership with Wi-sky
2.1d (2)	Support and advocate for the installation of the National Broadband Network across the local government area.	Facilitate provision of information on the NBN to the Community on Councils website	General Manager	Completed	NBN is now available in the LG area.
2.1d (3)	Offer and promote free public wi-fi internet access in key public spaces across the local government area.	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Coordinator Business	Ongoing	Public Wi-Fi has been consistently available to designated areas.

**2.1e: Identify, promote and incentivise the strategic and innovative investment opportunities that exist in our region.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1e (1)	Implement a range of initiatives which support and promote the sustainable development of the towns Central Business Districts and industrial land.	Implement Cootamundra and Gundagai Town Strategies	Manager Development, Building and Compliance	In Progress	The Cootamundra Town Strategy has been finalised and the recommendations and findings have been incorporated into Council's Local Strategic Planning Statement. The Gundagai Town Strategy is to be finalised in the latter part of 2020

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1e (2)	Promote to the community and industry groups potential growth opportunities and development efficiencies.	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	Business Update Newsletters in Gundagai and in Cootamundra in conjunction with the CDC
		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's competitive advantage exists	Manager Community and Culture	Ongoing	VIBE Survey to look at new and emerging growth patterns.
2.1e (3)	Encourage growth in development and construction locally.	Develop factsheets for developing and building in the local area	Manager Development, Building and Compliance	Completed	Factsheets and checklists have been updated and are now on Council's website.

**2.1f: Develop and strengthen effective partnerships with, and between, locally-based organisations and business operators to enhance connectivity and working together.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1f (1)	Work in partnership with agencies and other levels of government to support local businesses.	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	Promoted training. At the moment this is mostly online due to COVID.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1f (2)	Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	Develop a list of available industrial land and publish quarterly updates on Councils website	Manager Community and Culture	Ongoing	Looking to expand available land as supply is an issue.
2.1f (3)	Maintain a close liaison and continue to work with Regional Development Australia.	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	Attended.
		Participate in the Country Change Initiative	Manager Community and Culture	Ongoing	Participated.

**2.2: Strategic land-use planning is co-ordinated and needs-based**

**2.2a: Develop integrated land-use strategies which meet the community's current and future needs.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2a (1)	Develop a new, comprehensive Local Environmental Plan for the local government area.	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Land use studies to inform the development of a comprehensive, consolidated LEP, DCP and supporting documents are nearing completion with only one identified study left to complete.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2a (2)	Identify and address current and future land-use needs through integrated strategic planning and development.	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	In Progress	Strategic Land Use strategies to inform the development of a comprehensive, consolidated LEP and DCP are nearing completion with only one identified study left to complete.
2.2a (3)	Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	This ongoing action is being met with all inspections being undertaken in agreed timeframes.
		Responses to enquiries provided within 5 working days	Manager Development, Building and Compliance	Ongoing	80% of enquiries to the department are responded to within the allocated timeframe. More in depth responses require a longer timeframe for research and response.

**2.2b: Provide appropriate land-use development to meet market demand**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2b (1)	Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Strategic Land Use strategies to inform the development of a comprehensive, consolidated LEP and DCP are nearing completion with only one identified study left to complete.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (4)	planning and development outcomes for the community.	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Yet Commenced	A comprehensive review of these documents will be undertaken upon completion of strategic land use studies and draft LEP documents.
2.2b (2)	Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	Complete construction of roads and provisions of services for subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	Not Yet Commenced	Design completed. Awaiting funding.
		Market and promote Bourke Estate residential subdivision in Gundagai	General Manager	In Progress	Marketing being undertaken - Excellent uptake.
		Prepare preliminary planning proposal for Stage 2 of Claron Estate residential subdivision in Cootamundra, including access to the Cemetery	General Manager	In Progress	Discussions being organised.

### ***2.3: Tourism opportunities are actively promoted***

#### **2.3a: Develop and implement strategies which provide opportunities for increased tourism.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Implement strategies from the Tourism and Economic Development Strategy	Manager Community and Culture	Ongoing	Implementation ongoing.

**2.3b: Actively promote the local government area and local programs, activities and events to attract visitors to the region.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3b (1)	Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Ongoing	Including on tourism websites as upgrades take place. Coordinator business to include on Council sites with upgrades.
		Investigate options for the production of a Mobility Map	Manager Community and Culture	Ongoing	Look for external funding? Also could be considered as part of PAMP.
2.3b (2)	Work with the community to develop a marketing strategy for the local government area as a tourist destination.	Develop Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	Ongoing	Branding being implemented. Targeted 12 months action plan for marketing under development.
2.3b (3)	Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	Continue to maintain and promote Calendar of Activities, Programs and Community Events	Manager Community and Culture	Ongoing	Calendar of Activities Programs and Community Events is regularly promoted and maintained.
		Implement a competitive application based events funding program in the LGA	Manager Community and Culture	Completed	Implemented.
		Maintain Cootamundra Tourism Website, and continue production of Events Newsletter	Manager Community and Culture	Ongoing	Cootamundra Tourism Website is maintained and production of Events Newsletter continues.

**2.3c: Invest in improvements to visitor amenity and experiences.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3c (1)	Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	Analyse Visitor Services Review and conduct further research as necessary	Manager Community and Culture	Ongoing	Agritourism strategy underway. Planning for extension to Cootamundra Heritage Centre.
2.3c (2)	Undertake a redevelopment of the Gundagai Visitors Information Centre.	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatrette space and accessibility improvements	Manager Community and Culture	Not Yet Commenced	To be completed in the next 6 months.
2.3c (3)	Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	Review existing Caravan Park facilities, recommend improvements and consider funding options	Manager Community and Culture	In Progress	Review to be undertaken in November 2020.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3c (4)	Undertake connection of water supply to the Dog on the Tuckerbox site.	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	In Progress	The scope of work was expanded to extend water supply to Coolac, which led to up sizing of infrastructure with cost. The project is now considered in two stages, Stage 1 Extension of water supply to Dog on the Tucker Box and complete concept design for water supply extension to Coolac, Stage 2 work include detail design and construction of water supply extension to Coolac. This work is not part of the original scope of works. Current funds are not adequate to delivery Stage 1 work.
2.3c (5)	Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	Commence implementation of the recommendations of the Gundagai Gaol Masterplan	Manager Community and Culture	In Progress	Working Bee November 6th. Funding can be sought now that the State Heritage Listing has gone through.
		Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	In Progress	Funding sought for access upgrades and site rectification.

**2.4: Our local workforce is skilled and workplace ready**

**2.4a: Develop and implement strategies which increase the knowledge, skills and health of our local workforce.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.4a (1)	Promote local employment and training opportunities within the Council organisation.	Develop Council Training Plan	General Manager	In Progress	HR Coordinator is currently collecting feedback from Managers and staff.
		Include consideration for disability inclusion in Councils Workforce Management Plan	General Manager	In Progress	To be included in the update of the Workforce Management Plan. Currently updating HR system so that data is correct.
		Include relevant discrimination legislation in EEO Policy, Staff Induction and Recruitment Training	General Manager	In Progress	Integration of EEO Policy and Plan are in the process of being adopted into induction and the recruitment process.
		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	Coordinator HR to liaise with Disability and Inclusion Action Group.
2.4a (2)	Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	Promotion provided through websites, social media and email newsletters on request.

### 3: Sustainable natural and built environments: We connect with the places and spaces around us

#### 3.1: The natural environment is valued and protected

##### 3.1a: Develop and implement land-use strategies and management practices which enhance and protect our natural environments and biodiversity.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (1)	Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	Continue to assess all development applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	Strategic Land Use strategies to inform the development of a comprehensive, consolidated LEP and DCP are nearing completion with only one identified study left to complete.
3.1a (3)	Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Civil Works	In Progress	Works on last protect in current program to commence in Q4 2020
		Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Technical Services	In Progress	Stormwater priority projects completed. Ongoing review of stormwater issues in line with assessment report.
		Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	Previous program, stormwater infrastructure upgrade at Tor Street, Gundagai has been completed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (4)	Develop and implement a street tree planting plan which enhances amenity and our natural environment.	Continue to undertake Street Tree Planting in accordance with Gundagai Street tree planning Masterplan	Manager Facilities	In Progress	West Street was identified in the master plan and has had new trees planted. Dangerous and old trees have been identified for removal and works are underway to make safe. Ongoing plantings are being undertaken as per the plan. Modification of the plan is being considered due to tree species and a modified document will be presented to council at a later date

**3.1b: Investigate and implement renewable energy technologies to reduce our environmental footprint.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1b (1)	Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	Presentation made at Council Workshop.
3.1b (2)	Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Councils environmental impact.	Investigate funding sources for solar energy works for Council buildings	Manager Facilities	In Progress	Council staff have investigated several options for solar with various companies. Analyzing the best value for money options before proceeding further

**3.1c: Investigate and implement sustainable waste and water strategies.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1c (2)	Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	Commence planning for construction of a re-use shop at Cootamundra Waste depot	Manager Waste, Parks and Recreation Service	In Progress	This is being incorporated with the proposed Landfill Master Plan.
		Commence planning for construction of Waste Facilities and methods of operation as determined by the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	In Progress	Draft Waste Strategy Completed, landfill rehabilitation assessment investigation and report, Landfill Master Plan, shire landfill land surveys, new amenities building Coota, MRF Fencing, new Transfer Station Compactor, are all in progress.
		Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks and Recreation Service	In Progress	The only works budgeted for the 2020/2021 financial year is the renewal of the Landfill operations management contract.
3.1c (3)	Provide a facility through which used chemical drums can be disposed of correctly.	Continue to provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Ongoing	Drum muster service continuing for the LGA.
3.1c (5)	Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	In Progress	Discussions with Asset manager for possible use after new sewer treatment plant is operational. Options for raw water to be used on ovals is also being investigated

**3.1d: Deliver, encourage and support a range of programs, activities and projects that promotes awareness and encourages the active protection and sustainability of our natural environment.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (1)	Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	Investigate opportunities to use raw water	Manager Assets	In Progress	Treated effluent produced at Gundagai sewage Treatment Plant is inadequate during dry summer months to meet irrigation demands for Gold course and sporting oval. Options are being considered to use raw water to supplement this. Agreement would be required with Natural Resources Access Regulator to use the unused allocation for this purpose.
3.1d (2)	Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	Investigate funding opportunities and conduct community consultation and education sessions for the materials recovery facility	Manager Waste, Parks and Recreation Service	Ongoing	No funding was allocated and or resources made available for this to proceed during the 2020/2021 financial. Council staff are working however with REROC promoting waste management vis a collaborative approach with surrounding Councils.
		Investigate funding opportunities to construct a new adult change facility at the Waste Facility in Cootamundra	Manager Waste, Parks and Recreation Service	Ongoing	No Funding allocated for the 2020/2021 financial year for any structural works to proceed. Staff will/are making applications as and when opportunities arise.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (2)	Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	Investigate funding opportunities to construct a new adult change facility at the Waste Facility in Gundagai	Manager Waste, Parks and Recreation Service	Not Yet Commenced	Currently no strategies are in place at this time.
3.1d (3)	Encourage the best use of treated water through water saving measures.	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	Use of treated effluent to irrigate Dog off Leash park at Cootamundra is in progress. In the past, it has been experienced that during long dry summer the irrigation demand was well in excess of treated effluent produced by Cootamundra Sewage Treatment Plant. The existing 80 ML storage dam is being used as balance storage to overcome this to some extent.
3.1d (4)	Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	Returns are completed and submitted within timeframes as required.
		Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	Reports are completed and submitted within timeframes as required.
3.1d (5)	Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	Grant Funding opportunities pursued and secured when available	General Manager	Ongoing	Grants are sourced and applied for when available, details of grants and outcomes are regularly reported to Council.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (6)	A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	In Progress	Grants have been submitted for funding.
		Undertake illegal dumping surveillance	Manager Regulatory Services	In Progress	Overt surveillance continuing, grant submitted for funds for cameras.

**3.1e: Undertake active weeds and pest management practices.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1e (1)	Noxious weeds will be contained, reduced or eliminated as appropriate.	Develop a Community Education and Awareness program in regards to weed management	Manager Regulatory Services	In Progress	Community Education and Awareness program development is progressing. Weeds management education has been provided to farmers.
		Undertake Weed Control program in conjunction with Riverina Regional Strategic Weed Management Plan	Manager Regulatory Services	Ongoing	Biosecurity & Regulatory staff undertaking active weed management, using electronic weed capture and reporting.
3.1e (2)	Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Ongoing	Appropriate Council officers participate in the project as required.

**3.2: Our built environments support and enhance liveability**

**3.2a: Develop and implement land-use plans and design practices which complement the character of our communities, are considerate of our heritage, support sustainable design practices and respond to changing needs.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2a (1)	Develop and operate development control systems to ensure compliance with appropriate legislation and to achieve the best possible development outcomes for the community.	Provide Development Applicants with relevant information concerning Disability Discrimination legislation	Manager Development, Building and Compliance	Ongoing	Reference to Disability Discrimination legislation is included in development consents as appropriate.
3.2a (2)	Ensure new development is considerate of our heritage.	Include heritage considerations when assessing all Development Applications, as applicable, and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	All applications are assessed in accordance with the requirements of the relevant Acts, Regulations, LEP and DCP, including heritage considerations.

**3.2b: Ensure a variety of housing options are made available.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2b (1)	Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	Continue preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Strategic Land Use strategies to inform the development of a comprehensive, consolidated LEP and DCP are nearing completion with only one identified study left to complete.

**3.2c: Deliver and maintain infrastructure to meet the current and future needs of our community.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (1)	Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	Draft issue paper was completed and issued for comments. Reference Group has been established to develop this further under the guidance of Department of Planning, Industry and Environment (DPIE).
3.2c (3)	Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	In Progress	Feasibility study has been completed and development of a business case is in progress. Recent hydraulic analysis indicate that the transmission pipe supplying to the proposed Nangus Reservoir has to be amplified from DN100 to DN150 to meet peak demands.
3.2c (4)	Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	Commence construction for the Gundagai Sewer Treatment Plant replacement	Manager Assets	In Progress	A contract has been let to Precision Civil Infrastructure to construct a 3000 EP sewage treatment plant, replacing existing sewage pump station and rising main. Progress of work completed at the end of September is 25%.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (5)	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.	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	Work is in progress. Planning of new works has commenced.
3.2c (7)	Manage Councils waste collection, disposal and processing facilities.	Manage Councils waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks and Recreation Service	Ongoing	This is in progress and monitored by the EPA via reporting processes and license conditions.
3.2c (8)	Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	Continue monitoring Council Public Toilet Facilities	Manager Facilities	In Progress	Renovation works undertaken to Yarri Park facility. A New build is planned for the 20/21 year in Carberry Park with a Changing Places (Adult Change) facility as part of the site re-development. A Feasibility study to be investigated for a new amenity to be constructed at the new playground (Lindley Park) South Gundagai. Additional amenities were constructed at Anzac Park for spectators and existing amenities are being looked at for future upgrade works.

**3.2d: Develop and implement strategies to deliver safe and accessible local roads, bridges, footpaths and parking.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2d (1)	Develop and implement strategies to improve safety and accessibility of all road users.	Ensure information is available for, users of scooters and electric wheelchairs on footpaths, and pedestrian safety	Manager Civil Works	Ongoing	Road Safety Officer providing details as appropriate. Covid -19 restricting public meetings
		Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	Working in partnership with TfNSW and other groups as required.
3.2d (2)	Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	Undertake annual Road Maintenance Program	Manager Technical Services	Ongoing	Continual road maintenance within road network as required.
		Undertake annual Road Maintenance Program	Manager Civil Works	Ongoing	Works progressing as conditions and resources permit.
3.2d (3)	Undertake the annual footpath renewal and extension program.	Undertake Footpath Renewal and Extension Program	Manager Civil Works	Ongoing	Renewal of paths as per funding availability. Seeking grant fund were appropriate.
		Undertake Footpath Renewal and Extension Program	Manager Technical Services	Ongoing	Footpath works within works program for completion later in year.
3.2d (4)	Develop and implement asset management plans and strategies for all transport assets.	Review and update condition assessment data across the local government area	Manager Assets	Ongoing	Road, bridges and foot path assets valuation was completed in July 2020. A new GIS layer is to be created in the Intramap to include this.

**3.2e: Supply local public transport networks to cater for the current and future needs of residents, businesses and visitors.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2e (2)	Advocate for State and Federal departments to improve public transport networks to meet the needs of our community.	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Working with Riverina Joint Organisation on various common tenders for member councils. Recently participated in alum tendering process.

## 4: Good Governance: An actively engaged community and strong leadership team

### 4.1: Decision-making is based on collaborative, transparent and accountable leadership

#### 4.1a: Council is representative of the community and works together to meet the needs of our local government area.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1a (1)	Councillors will support and advocate for the needs of all members in our community.	Ensure Councillors are available and contactable by community members	General Manager	Ongoing	Councillor's contact information is available on Council's website and can also be obtained upon request.
4.1a (2)	Implementation of the Cootamundra-Gundagai Regional Councils suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	Present quarterly 'Progress Report' on Delivery Program/Operational Plan to Council and the Community	Coordinator Business	Ongoing	Q1 Progress Report to be presented at the November Council Meeting.
4.1a (3)	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.	Conduct 6 monthly review of Operational Plan and resourcing strategies	Coordinator Business	In Progress	A review schedule and strategy is to be developed to assist with the management of review processes for all CGRC Integrated Planning and Reporting (IPR) documents.

**4.1b: Strengthen strategic partnerships with the community, business and all levels of government.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1b (1)	Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	Seek funding opportunities when available	General Manager	Ongoing	Advice of several grant opportunities reported to Council.
4.1b (2)	Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Ongoing	Council resolved and sent letters to support this action.
4.1b (3)	Participation in relevant REROC activities that will benefit the local government area.	Participation in REROC events and activities	General Manager	Ongoing	Continued participation has taken place in REROC board meetings and other events and activities hosted by REROC.
4.1b (5)	Continue to foster and support the Youth Council.	Formalise the Youth Council in Cootamundra	Manager Community and Culture	Completed	Youth Council developed.
4.1b (6)	Work in partnership with community members, businesses and all levels of government to deliver community priorities.	Participation in Stakeholder events and activities	General Manager	Ongoing	Participated where able, however Covid-19 has impacted participation levels, especially on large scale events.

**4.1c: A clear strategic direction is outlined in Councils corporate plans and guides Councils decision-making and future planning.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1c (1)	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.	Develop and adopt Operational Plan for next financial year	Coordinator Business	Not Yet Commenced	Development of the 21/22 Operational Plan will commence in early 2021 in conjunction with the budget.
4.1c (2)	Council's decision-making and future planning shows evidence of being linked to Councils integrated suite of plans and the needs of our community.	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Coordinator Business	In Progress	Linkages to the Community Strategic Plan are included in the Business Paper Reports and are being added to new template for plans, guides and reports.
4.1c (3)	Determine development applications in an efficient and effective manner based on merit	80% of DAs determined within statutory 40 days timeframe	Manager Development, Building and Compliance	Ongoing	The majority of development applications are determined within statutory timeframes, although staff resources at times makes this challenging.
4.1c (4)	Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	In Progress	Cootamundra 2050 plan complete. Gundagai equivalent in planning phase.

**4.1d: Monitor, review and report on the outcomes of corporate plans.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1d (1)	Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	Continually identify improvements in operating councils corporate planning software (Pulse)	Coordinator Business	In Progress	<p>Further modules are being investigated with demonstrations arranged with staff and Pulse representative for the Project Management Module, Delegations and Policy Module and Risk Management Module.</p> <p>Governance Officer continually monitors improvement updates for the current reporting system, and recently participated in the latest features walk-through webinar hosted by Pulse.</p>
4.1d (2)	The integrated planning and resourcing documents will be reviewed and updated on a regular basis to meet the changing needs of our community members.	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	Coordinator Business	In Progress	A review schedule and strategy is to be developed to assist with the management of review processes for all CGRC Integrated Planning and Reporting (IPR) documents. CGRC Community Engagement Strategy will be developed by February 2021.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1d (2)		Integrated planning and resourcing strategies reviewed and updated as legislatively required	Coordinator Business	In Progress	All Integrated Planning and Reporting (IPR) documents are reviewed and updated as legislatively required as per the Office of Local Government IPR manual and guidelines. A summarised review schedule and strategy is also being developed to further assist staff meet these requirements.
4.1d (3)	Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	Develop and present report identifying Community communication options and strategies	Coordinator Business	In Progress	A report will be presented to council once the CGRC Community Engagement Strategy has been finalised, anticipated for February 2021.

**4.1e: Elected representatives are trained, skilled, resourced and knowledgeable.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1e (1)	Support for Councillors to attend training, conference and development opportunities will be provided.	Attend the Local Government NSW Annual General Conference, in line with any Covid-19 requirements	General Manager	Completed	CGRC to attend the Online conference in November 2020.
4.1e (2)	Programs and activities which encourage and develop the capacity of current and future community leaders is provided.	Identify programs and activities which encourage and develop the capacity of current and future community leaders	General Manager	Ongoing	Available and relevant seminars and training attended by Councillors.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1e (3)	Provide and maintain services and infrastructure that assists the efficient and effective undertaking of the duties of the elected Council.	Continue to provide and maintain services and infrastructure to assist elected representatives in undertaking their duties	General Manager	Ongoing	Ongoing support provided as needed.
4.1e (4)	Support Councils elected representatives in undertaking their role in the community.	Continue to provide administrative support to Councils elected representatives to assist in undertaking their role in the community	General Manager	Ongoing	Ongoing support provided as needed.

#### ***4.2: Active participation and engagement in local decision-making***

**4.2a: Ensure opportunities for genuine and robust community consultation and engagement are provided to all members of our community.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2a (1)	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.	Continue to maintain support for councils Digital Communication Panel	Coordinator Business	Ongoing	Ongoing promotions to encourage participation in the Digital Communication Panel is being undertaken via councils media channels.

**4.2b: Provide opportunities to review the objectives and delivery of the Community Strategic Plan to ensure it continues to meet the changing needs of the community.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2b (1)	Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	Relevant staff to undertake Community Engagement Training (IAP2)	Coordinator Business	Not Yet Commenced	Training delayed due to Covid-19 restrictions. To be rescheduled for 2021.
4.2b (2)	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.	Develop a strategy to update the Community Strategic Plan on a regular basis to meet the changing needs of our community	Coordinator Business	Not Yet Commenced	A review schedule and strategy is to be developed to assist with the management of review processes for all CGRC Integrated Planning and Reporting (IPR) documents. The CGRC Community Engagement Strategy, and the CSP Community Engagement Strategy will be developed by February 2021.

**4.2c: Engage and partner with the community in delivering the objectives of the Community Strategic Plan.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2c (1)	Promote the objectives of the Community Strategic Plan and work in partnership with community members, businesses and other local stakeholders to deliver community priorities.	Develop a Community Engagement Strategy to assist with delivering the objectives in the Community Strategic Plan	Coordinator Business	In Progress	The CGRC Communication Engagement Strategy, and the CSP Communication Engagement Strategy will be developed by February 2021.

**4.2d: Promote and celebrate the achievements of Council and our local community.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2c (1)	Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	Continue to promote the objectives of the community strategic plan via Councils media channels	Coordinator Business	Ongoing	All council media channels, which include: the community newsletter, social media, website and media releases are being utilised to promote council's strategies and plans.
		Continue to promote the objectives of the community strategic plan via Councils media channels			All council media channels, which include: the community newsletter, social media, website and media releases are being utilised to promote council's strategies and plans.

**4.3: Cootamundra-Gundagai Regional Council is a premier local government Council**

**4.3a: Maintain a strong and robust financial position that supports the delivery of services and strategies and ensures long-term financial stability.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (1)	Ensure Councils long term financial planning supports the delivery of community expectations and financial stability.	Continue to consolidate Councils rating structure	Manager Finance and Customer Service	Completed	Complete.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (2)	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.	Prepare and implement procedures to enable all staff with budget responsibility to effectively operate Councils integrated budgeting process	Manager Finance and Customer Service	Ongoing	A new version of the budget management software has been implemented and user access is being reviewed to ensure consistency with monthly finance reporting.
4.3a (3)	Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	Develop a suite of Audit Reports to monitor procurement practices	Coordinator Business	In Progress	Monitoring procedures are in place. Procurement policy and procedure has also been updated, in conjunction.
		Undertake assessment and improvement of procurement processes	Coordinator Business	In Progress	Procurement Policy was reviewed and adopted in January 2020. Procurement Procedure and Guidelines for Officers was developed and adopted in June 2020. These documents will be regularly reviewed and improved as required and per the review schedules.
4.3a (4)	Identify and follow-up opportunities to increase Councils revenue base including grant funding opportunities to deliver additional income to fund major projects.	Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	Grant opportunities are identified and applications made as appropriate.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (5)	Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	Implement works programs to improve asset condition	Manager Assets	Ongoing	Asset renewal program has been identified and implemented progressively depending on the availability of capital project funding.
		Review and improve Asset Management Plans	Manager Assets	Ongoing	Asset Management plans are reviewed and asset renewal details are updated in the asset register.
4.3a (6)	Improve functionality and amenity within Councils work depots.	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	Not Yet Commenced	Preliminary investigations ongoing

**4.3b: Council meets all legislative requirements and operates within good governance practices and frameworks.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3b (1)	Council ensures statutory compliance is achieved and demonstrates good governance practices.	Participate in the Alliance Legislative Compliance Framework Methodology	Coordinator Business	Ongoing	Active participant in the Alliance Audit Risk and Improvement Committee, next meeting anticipated for November 2020.
3.2c (6)	Implement effective integrated risk management strategies and practices.	Continue undertaking Cootamundra Flood Study	Manager Assets	Ongoing	Flood study findings were presented by Consultants WMA Water on 9 September 2020 to the Flood Management Committee. Comments made at this meeting was taken into consideration and the flood model is rerun and is scheduled to be presented on 11 November 2020.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3b (3)	Implement effective integrated risk management strategies and practices.	Implement Councils Fraud Control Plan	Coordinator Business	In Progress	Implementation of Fraud Control Plan is in progress.
		Undertake development of a Corporate Risk Register	Coordinator Business	In Progress	Corporate risk register is under development. It is anticipated to be developed by the end of 2020.

**4.3c: Information is communicated to our community consistently, reliably and timely, and over a variety of platforms to meet the needs of residents.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3c (1)	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.	Develop Community Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Coordinator Business	In Progress	The CGRC Community Engagement Strategy, and the CSP Community Engagement Strategy will be developed by February 2021.
		Improve services available on Councils websites through the development of eServices and online forms	Coordinator Business	Not Yet Commenced	To commence with the implementation of the Authority Upgrade to 7.1 which has been delayed due to scheduling issues until 2021.

**4.3d: Council services the community in a manner that is professional, efficient and promotes an ease of doing business.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (1)	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.	Develop and implement a new Customer Service Charter	Manager Finance and Customer Service	Ongoing	Charter has been developed, currently being reviewed before implementation.
4.3d (2)	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.	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Coordinator Business	In Progress	To commence with the implementation of the Authority Upgrade to 7.1 which has been delayed due to scheduling issues until 2021.
		Integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Coordinator Business	In Progress	Further investigation required to meet our changing needs.
		Review Business Systems and identify services that can be delivered on Councils Website	Coordinator Business	Not Yet Commenced	To commence with the implementation of the Authority Upgrade to 7.1 which has been delayed due to scheduling issues until 2021.
4.3d (3)	Councils records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	Review infoXpert workflows to streamline record keeping	Coordinator Business	In Progress	Comprehensive review undertaken, further continual improvements are ongoing.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (4)	Requests for service are processed in an efficient and effective manner.	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Finance and Customer Service	Not Due to Commence	Planned for quarters 3 and 4.
		Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Finance and Customer Service	Not Due to Commence	On hold due to COVID 19 restrictions.
4.3d (5)	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.	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	In Progress	Ongoing.
		Develop a Cemetery Services Strategic plan	Manager Regulatory Services	Ongoing	Pending completion of mapping project. Ongoing.
		Provide signage, seating and additional landscaping for the Gundagai Area Cemeteries	Manager Regulatory Services	Completed	Action Completed.
4.3d (6)	Councils fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	Undertake plant replacement in accordance with related policies and programs	Manager Technical Services	Ongoing	Backhoe and MR Tipper ordered, other items noted within replacement program are planned to be replaced later in the year.

**4.3e: Continuous improvement practices are utilised to ensure facilities and services are provided efficiently and meet the changing needs of our community.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3e (1)	Effective day-to-day management and leadership of the organisation conducts service reviews and implements continuous improvement practices to create greater efficiencies and effectiveness across the organisation.	Identify and develop improvement programs	General Manager	In Progress	Finance Committee working list developed.
4.3e (2)	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.	Undertake monitoring of project implementation	General Manager	Ongoing	A spreadsheet detailing each of the projects has been developed and distributed to Councillors via the monthly major project report.

**4.3f: Council attracts, retains, develops and supports employees in a safe, healthy and non-discriminatory work environment.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3f (1)	Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	Review and enhance recruitment practices	General Manager	Not Yet Commenced	Review of recruitment practices will commence in the Second quarter.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3f (2)	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.	Implement Operational Plan activities	General Manager	Ongoing	Operational plan being delivered.
4.3f (3)	Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	Update statistics and demographics in the Workforce Management Plan	General Manager	Ongoing	Currently updating HR system so that data is correct.
4.3f (4)	Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	Develop internal Council newsletter and incorporate WHS messages to all staff	General Manager	Not Yet Commenced	Project has been delayed due to competing priorities. Scheduled for initiation in 2021.
		Monthly WHS reports and statistics discussed at Managers Meetings	Manager Technical Services	Ongoing	WHS officers are working on new reporting structure that will provide improved statistics and data for management group. Expected to roll out in next few weeks.
		Monthly WHS reports and statistics discussed at Managers Meetings	Manager Civil Works	Ongoing	Reports being presented
4.3f (5)	Develop and implement a Staff Wellbeing Program	Develop and implement Staff Wellbeing Program	General Manager	Not Yet Commenced	Project has been delayed due to competing priorities. Scheduled for initiation in 2021.

**4.3g: Council staff are well-trained, skilled, resourced and knowledgeable.**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3g (1)	Implement a training plan to enhance the skills and knowledge of staff across the organisation.	Develop Staff Training Plan, following skills/performance process	General Manager	In Progress	HR Coordinator is currently collecting feedback from Managers and staff.
4.3g (2)	Provide learning and development opportunities to staff to develop the individuals potential and meet the needs of the community and organisation.	Develop succession plans for each Section of Council	General Manager	Not Yet Commenced	To be initiated with performance reviews in 2021.
		Implement Performance Review Program, and undertake the first cycle	General Manager	Not Due to Commence	Performance reviews to commence in 2021.
4.3g (3)	Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	Provide ongoing enhancement to Staff Intranet	Coordinator Business	Not Yet Commenced	Further discussions to be had on the viability of keeping current system. Options to enhance or replace, will be investigated in 2021.
		Undertake integration of Mapping Systems with Councils Corporate Systems	Manager Assets	In Progress	A training session was organised for council staff on the Mapping System. Proposed to establish a GIS reference group within the organisation to identify the need for GIS improvement.

### 8.1.3 NSW ELECTORAL COMMISSION PROPOSED CHANGES TO ELECTORAL DISTRICTS

DOCUMENT NUMBER	339355
REPORTING OFFICER	Teresa Breslin, 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>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. AEC Proposal for Cootamundra <a href="#">↓</a>

#### RECOMMENDATION

**Council writes to the NSW Electoral Commission supporting the changes proposed for the electoral district of Cootamundra.**

#### Introduction

The Electoral Districts Redistribution Panel has given public notice of its draft determination of the names and boundaries of electoral districts.

This is a legal process and ensures we have approximately the same number of voters in each of the State's 93 electoral districts.

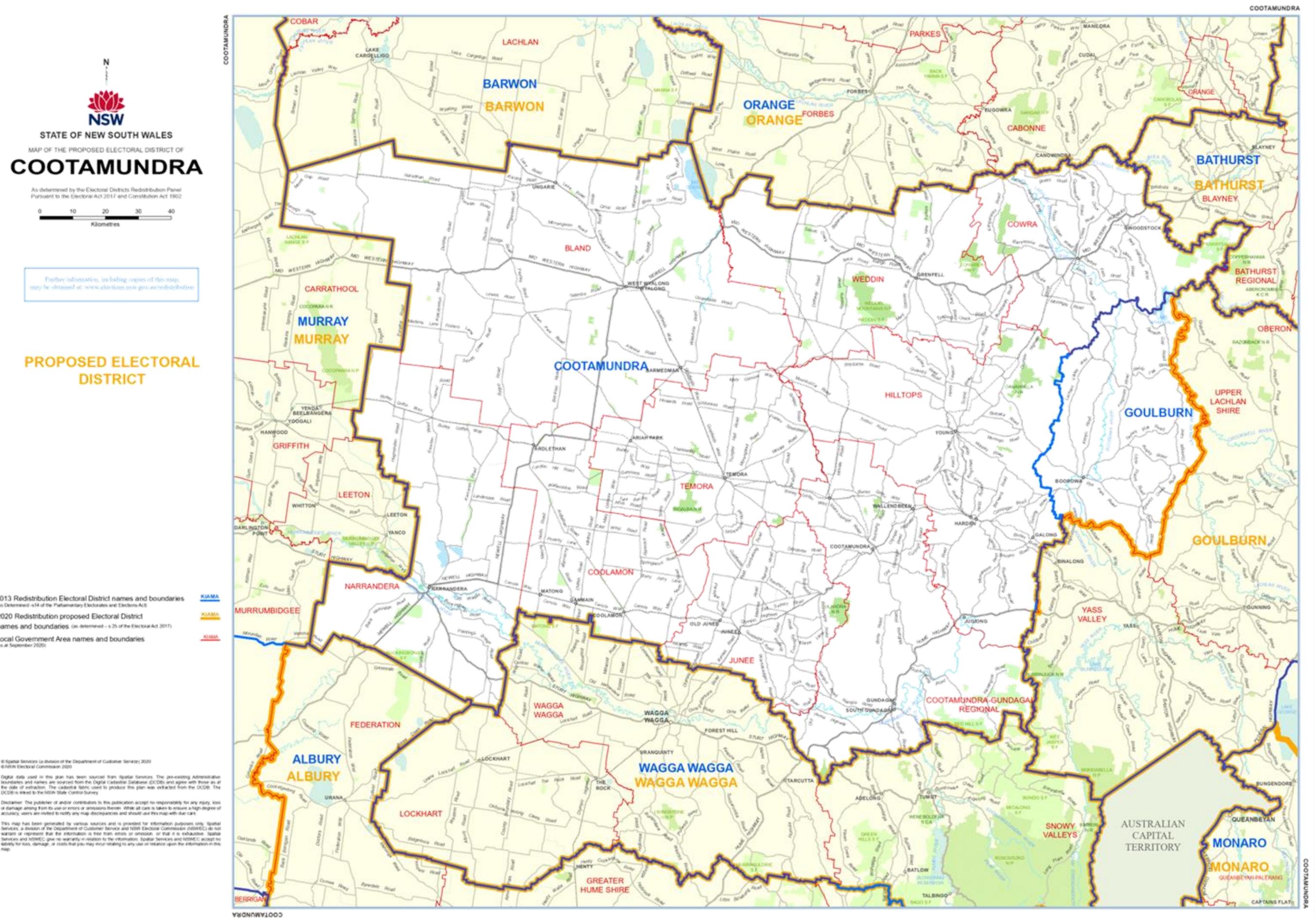
#### Discussion

As required by section 25(2)(a)(i) of the Electoral Act 2017, the maps of the 93 proposed electoral districts, together with four index maps, are available for inspection. These maps are in PDF form. There is also a link below to interactive electoral district maps on the NSW Electoral Map Viewer on the NSW Government Spatial Services website. The electoral district of Cootamundra is attached.

As required by section 25(2)(a)(ii) of the Electoral Act, the Panel's reasons for making the draft determination can be found in the Report of the Electoral Districts Redistribution Panel on the draft determination of the names and boundaries of electoral districts of New South Wales. This and other information on the process, are available on the NSW Electoral Commission website at [elections.nsw.gov.au/redistribution](http://elections.nsw.gov.au/redistribution)

Submissions have been requested and close on 9 December 2020.

Given that the whole of CGRC LGA remains within the Cootamundra electoral district, it is a positive outcome.



**8.1.4 NSW ALGWA CONFERENCE - 18-20 MARCH 2021**

DOCUMENT NUMBER	339488
REPORTING OFFICER	Teresa Breslin, Governance Officer
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>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	As detailed in the report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. ALGWA 2021 Conference Flyer <a href="#">↓</a>

**RECOMMENDATION**

**Council support Cr Bowden, Cr Nicholson and any interested Council staff, to attend the ALGWA NSW Conference in 2021.**

**Introduction**

The Australian Local Government Women's Association (ALGWA) supports and promotes women in local government through advocacy, advice and action. The Annual Conference is an opportunity to come together and engage in learning and networking that will assist in personal and professional development. NSW still lags way behind the rest of the country with only 29% of councillors being women. Victoria leads the way with 45%.

**Discussion**

Crs Bowden and Nicholson, along with Linda Wiles, Coordinator Business were scheduled to attend last year's ALGWA Conference, which was unfortunately cancelled. The 2021 Conference is to be held at Shellharbour from 18-20 March, 2021.

Councillor Bowden is an Executive Member of ALGWA NSW and played a small part in organising speakers for the Conference. At the Conference there will also be elections for positions on the Executive.

Early Bird registration is now available at \$980.00 per person and accommodation is currently ranging from \$330.00 - \$1497.00 for three (3) nights.



## 2021 ALGWA NSW Branch Annual Conference

Shellharbour City Council is proud to be the host city for the 2021 NSW Branch Annual Conference. ALGWA supports and promotes women in local government through advocacy, advice and action. The Annual Conference is an opportunity to come together and engage in learning and networking that will assist in personal and professional development.

We have put together an inspiring program featuring well known and respected speakers who will share their insights to encourage women in local government to empower themselves and each other.

Early Bird Rates Available Now.

### **REGISTER NOW**

<https://www.shellharbour.nsw.gov.au/council/nsw-algwa-conference-2020>

Due to various events taking place around the same time, it is suggested that you book accommodation early.

For more information please contact Joanne Frasca via email or on 024221-6122.

**Joanne Frasca** | Executive Assistant – Councillor Support

76 Cygnet Avenue, Shellharbour City Centre  
Locked Bag 155, Shellharbour City Centre, NSW 2529  
p. (02) 4221 6122

### 8.1.5 'YOUR HIGH STREET' GRANT PROGRAM

DOCUMENT NUMBER	339342
REPORTING OFFICER	Teresa Breslin, Governance Officer
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	1. Your High Street Grant Program Launch <a href="#">↓</a>

### RECOMMENDATION

- 1. The report on 'Your High Street' Grant Program be noted.**
- 2. Projects be scoped and reported for consideration at the December 2020 Ordinary Council Meeting.**

### Introduction

The Department of Planning, Industry and Environment is rolling out a new state-wide grants program from today to fund projects which stimulate and improve local economies, public places and community wellbeing.

Your High Street builds on the success of the award winning \$15 million Streets as Shared Spaces grant program launched in May 2020, which funded 48 temporary demonstration and pilot projects across 27 regional Councils and 14 Councils in Greater Sydney. The program recently won the Chief Commissioner's Award at the 2020 Greater Sydney Planning Awards and was a finalist for the 2020 NSW Premier's Award for 'Well Connected Communities and Quality Local Environments'.

Your High Street will support permanent public space improvements, with Councils able to apply for up to \$1 million to deliver projects by May 2022. Successful projects will promote improvements to amenity and high street functionality that boost high street businesses and support physical distancing during COVID-19.

### Discussion

The program helps to deliver the Premier's Priority to increase quality, green, open space, within 10 minutes' walk of urban homes and to increase tree canopy cover and green cover across Greater Sydney.

Council has been encouraged to apply for funding to support local projects that:

- Improve or increase the number of uses for a public space over day and night
- Improve safety and comfort for people

- Improve local accessibility and connections
- Increase footfall and capacity for trade for local businesses

Applications close at 5pm on Friday 29 January 2021. Successful projects will be announced in April 2021.



Cootamundra-Gundagai Regional Council  
Mr Phil McMurray

Via email: mail@cgrc.nsw.gov.au

Dear Mr Phil McMurray,

**Notification of the 'Your High Street' Grant Program launch**

I am writing to inform you that the Department of Planning, Industry and Environment (the Department) has just launched the 'Your High Street' Grant Program (the Program).

The Program aims to improve the amenity and functionality of high streets to support an increase in local business trading.

The grant is open to all local councils across NSW, and we would be delighted if your council would consider applying. Projects valued at up to \$1 million that can be delivered within 12 months of funding approval, that create permanent change that boosts economic recovery for a high street in your local government area can seek funding. For more information about the program, please visit [www.dpie.nsw.gov.au/premiers-priorities/great-public-spaces/streets/grants-for-councils](http://www.dpie.nsw.gov.au/premiers-priorities/great-public-spaces/streets/grants-for-councils).

Applications close at 5pm on Friday 29 January 2021. I acknowledge this timing may be challenging for you and I appreciate how hard council is working to support the community's wellbeing and safety as well as local business recovery during COVID-19.

It is also worth noting that there is a mandatory requirement for council to include a letter from the General Manager/Chief Executive Officer as part of its grant submission. The letter should outline council's commitment and ability to deliver all elements of the project within the 12-month period. This includes:

- Demonstrating council's community consultation specific to support the 'Your High Street' project details;
- Mapping of all other necessary approvals for the successful completion of the project in the timeframes set; and
- Where required, evidence of council or committee approval for the project.

The Department looks forward to receiving your council's submission.

If you have any more questions, please contact the team at  
[PublicSpace@planning.nsw.gov.au](mailto:PublicSpace@planning.nsw.gov.au)

Yours sincerely

**Alex O'Mara**  
**Group Deputy Secretary**  
**Place, Design and Public Spaces**  
12.11.2020

### 8.1.6 CAREFLIGHT REQUEST FOR DONATION

DOCUMENT NUMBER	338635
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
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>1.3 Our community members are healthy and safe</p>
FINANCIAL IMPLICATIONS	A donation amount (if) determined by Council.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. CareFlight Request for Donation <a href="#">Download</a>

#### RECOMMENDATION

**Council consider donating an amount to CareFlight.**

#### Introduction

CareFlight was born in 1986 by a group of people that shared a vision of creating a modern medical retrieval service in Australia. It was believed that patients that required transport from an accident or between hospitals should be attended by critical care specialists who can perform 'physician only' procedures.

In 1986, CareFlight commenced operations with one daylight helicopter operating with one doctor on duty.

Today doctors and nurses fly from six bases on helicopters, turbo-prop air ambulances and med-jets to destinations throughout Australia and beyond.

#### Discussion

A donation request has been received from CareFlight. The correspondence attached to the report details a selection of donation types to be considered by Council.

**CareFlight**

14 October 2020

377264 / 20APX / Fall  
Mr A McAlister  
Cootamundra-Gundagai Regional Council  
PO Box 420  
COOTAMUNDRA NSW 2590

019 / A017814

26 OCT 2020

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

**Since COVID-19 hit our shores, we have attended more homes for life-threatening injuries from falls.**

**We're seeing many more life-threatening falls than last year. Please support CareFlight to save Australian lives. We're needed, more than ever.**

Dear Mr McAlister,

The impact of the coronavirus pandemic has affected us all in so many ways. Right now, as we all spend time at home, we're seeing many more life-threatening falls than last year.

My name is Dr Chris Cheeseman. I am the Rapid Response Medical Director for CareFlight and was the doctor on shift earlier this year, when the call came in for a man who had been badly hurt in a fall in his backyard.

My crew and I raced to the scene. We found the man, dazed and confused with serious head and chest injuries. I suspected bleeding on the brain – which meant time was of the essence. We checked for internal bleeding, stabilised the patient and quickly transported him to hospital.

Sadly, he may have been our first, but he was by no means our last fall rescue for the day. Four people started their day, determined to get a job done. They had no idea that in a few short hours, they would all desperately need CareFlight's help.

Mr McAlister, thank you for your recent gift and for joining our CareFlight community. It means a great deal to know there are people like you who stand with us. Your support will make a tangible difference to people's lives.

In these difficult times, CareFlight is needed more than ever. It's why I'm writing to you now, to ask if you can support us again.

**As we head into the Christmas season, will you please help our crew save lives wherever we are called, with a gift of \$93?**

**Home – the safest place of all?**

It's supposed to be the place we feel the most secure. But as a CareFlight doctor, I am attending more domestic falls than ever before. In fact, falls missions are significantly more than ever before.

It's not all that surprising. Confined more to our homes during lockdown and social restrictions,

*Please turn over*

**CareFlight GPO Box 9829 In Your Capital City · Toll free: 1800 655 876 · Fax: 1300 788 786 · ABN: 18 210 132 023**

**[www.careflight.org/safety](http://www.careflight.org/safety)**

GEN

people have increasingly turned their attention to home maintenance and repairs – sometimes with disastrous consequences.

And while there are things everyone can do to keep themselves safer while working in and around their home, CareFlight is here for those moments in life when the unexpected does happen.

We are ready to respond to almost any incident, it is what we're trained to do. We know the next call could be anything from a road trauma scene, to a workplace accident, to a backyard fall. We are airborne within a few short minutes – our helicopters can respond so quickly that our pilots are usually receiving instructions on their flight path after we've left the ground. All this makes us one of the fastest response aeromedical services in the world.

**I know too, that we rely on community support to keep our services running. The crew and I can only save lives, because you're standing with us.**

**It's why I hope you'll help us with a gift of \$93 this holiday season, so we can be there when people need us most.**

### **Saving seconds, saving Australian lives**

Having worked for decades in emergency trauma medicine, I have seen the life-saving value of CareFlight firsthand. We bring critical care treatment right to the patient – into their very home, if needed. And we can be there fast – a factor that really does change outcomes.

Over my career, I have known hundreds of patients who would not be alive today without CareFlight. For them, we were the difference between life and death.

Mr McAlister, we can only do what we do because of people like you.

Our crew are some of the most dedicated, experienced and resilient people I've ever met and I'm proud to work with them. The pandemic has changed our missions and raised new challenges for a frontline service like ours.

When Australian lives hang in the balance, you can be certain of one thing – we'll be ready to answer the call.

**Mr McAlister, I will be on roster again this Christmas, ready to answer any calls for help. When someone does need us, your gift of \$93 today will ensure we can race to their side.**

From all of us here, stay safe this holiday season – and thank you so much for your support.

Yours sincerely,



**Dr Chris Cheeseman  
Rapid Response Medical Director  
CareFlight**

PS Mr McAlister, I want you to know how grateful our patients are for your helping hand. Your support matters so much. I hope you'll give \$93 today, to keep us flying this Christmas.

PPS As a trauma doctor, I've seen my fair share of home accidents. Please, take care when doing DIY projects – we've included some tips in the enclosed brochure to help you stay safe these holidays.








**Donate today to help CareFlight fly to the rescue.**

Here is my single gift of:

**\$93**

**\$63**

**\$127**

My choice  
\$ \_\_\_\_\_

**OR**

**Help CareFlight save more lives by becoming a Support Crew Member.**

Here is my regular monthly gift of:

**\$30/month**

**\$45/month**

**\$60/month**

My choice  
\$ \_\_\_\_\_



As a member of the CareFlight Support Crew, you receive a members' only keyring when you donate \$20 a month or more. This exclusive keyring includes a service to securely return your keys to you at no cost, if they are lost. It's like a rescue service for your keys. As a member you will also be invited to special base tours and have the opportunity to meet the CareFlight team.

**Your donation can be made by:**

**Option 1:** Cheque/money order  
(Made payable to CareFlight)

**Option 2:** Direct debit  
(Monthly donations only. An authorisation form will be sent to you.)

**Option 3:** Credit card

**By credit card:**  MasterCard  Visa  Amex

Credit card number:

Name on card:

Signature:  Expiry date:

**Donations of \$2 or more are tax deductible**

I would like more information on leaving a bequest to CareFlight in my Will.

Please contact me regarding the possibility of having a CareFlight representative do a presentation at my next group/club meeting.

Please contact me regarding possibility of my club/association/service club visiting a CareFlight base.

**Privacy Information:**  
CareFlight recognises the importance of your privacy and safeguarding your personal information. CareFlight fully complies with the Privacy Act 1988 (Cth) ("Act") and the Australian Privacy Principles (APP). For further information go to [www.careflight.org/privacy\\_statement/](http://www.careflight.org/privacy_statement/). All precautions are taken to protect your details and we use them to contact you about fundraising, our work, events, merchandise and other issues we feel may be important to you. To change the type and frequency of information you receive, contact 1800 655 876.

Please tick here if you do NOT want to receive future communications from CareFlight.  
Occasionally we allow like-minded organisations to contact you with information that may be of interest to you, including some organisations located outside Australia. Those organisations allow us to do the same and this way we can reach more people with vital information.

Please tick here if you do NOT want to receive communications from organisations we trust.

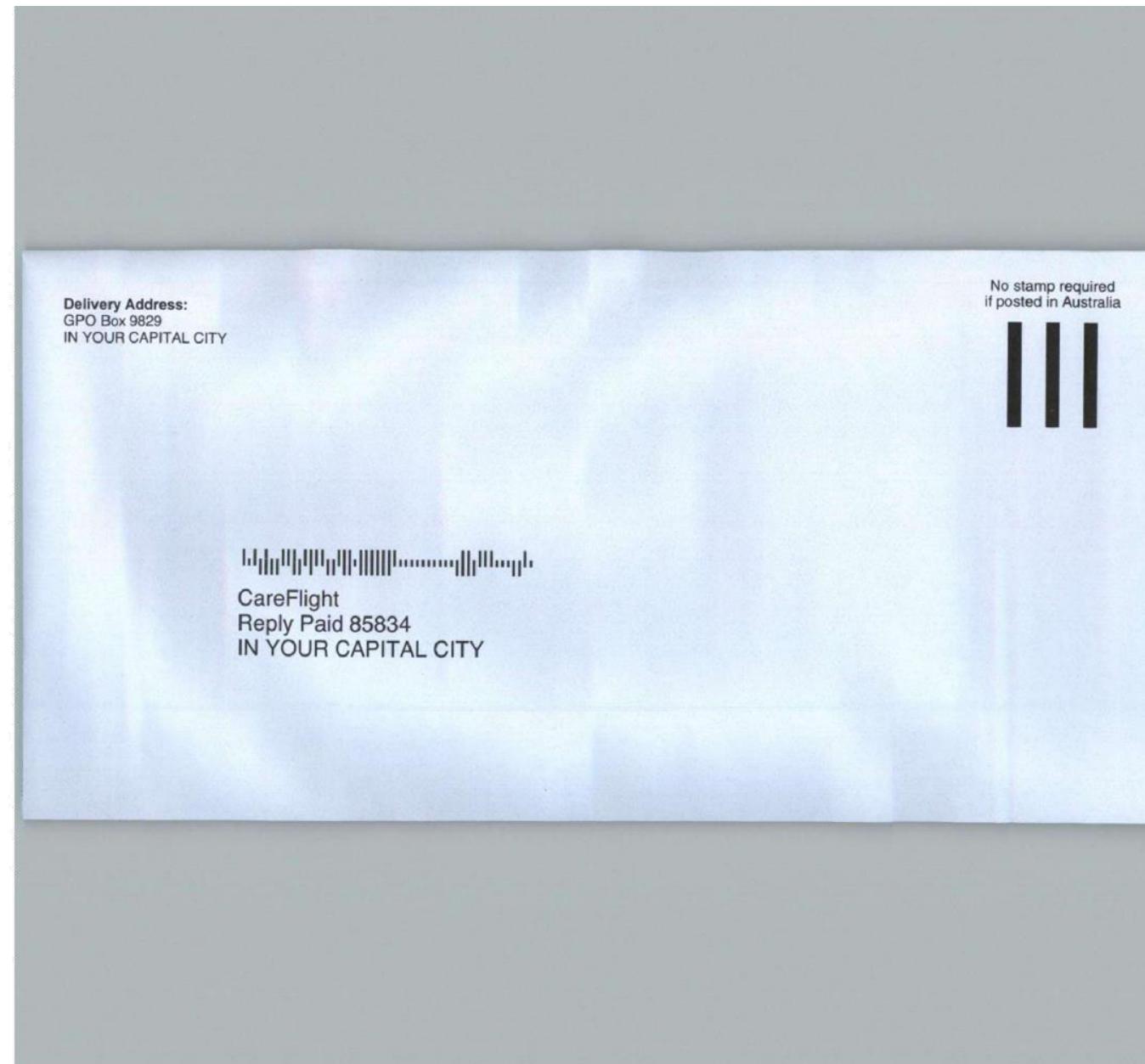
AO17814

**TO DONATE:** Call toll free: 1800 655 876 · Post: GPO Box 9829 In Your Capital City · Fax: 1300 788 786 · Visit: [www.careflight.org/safety](http://www.careflight.org/safety)

ABN: 18 210 132 023

Item 8.1.6 - Attachment 1

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**8.1.7 THE COOTAMUNDRA ARTS AND CRAFTS CENTRE INC. REQUEST FOR DONATION**

DOCUMENT NUMBER	339475
REPORTING OFFICER	Teresa Breslin, Governance Officer
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>1.1 Our Community is inclusive and connected</p>
FINANCIAL IMPLICATIONS	The Cootamundra Arts and Crafts Centre Inc is seeking financial support from 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. Cootamundra Art and Craft Centre correspondence <a href="#">↓</a>

**RECOMMENDATION**

That, as there is no available budget,

1. Council advise the Cootamundra Art & Craft Centre that it is unable to accede to its request for a contribution of \$1,300 towards the cost of disabled access; or
2. Council refer the request to be considered in conjunction with other projects at the December meeting for funding from the Local Roads and Community Infrastructure Program

Introduction

Council received correspondence from the Cootamundra Arts and Craft Centre Inc. in relation to a planned project to install a ramp leading to the entrance of their building.

Discussion

The Cootamundra Arts and Craft Centre provides a valuable community service to the people of the Cootamundra/Gundagai and visitors. Some members and visitors have significant mobility issues which makes it difficult for them to tackle the steps leading to the front door. With this in mind the centre applied for funding through the state government to build a ramp, the funding application was successful. Unfortunately, due to delays the original quote from 2018, needed to be updated and has come in at an additional \$1300.00.

The Cootamundra Arts and Craft Centre is seeking a contribution towards the additional cost of the ramp. This year Council changed its approach towards contributions to community organisations. Instead of responding to ad hoc approaches for assistance throughout the year, Council allocated a budget of \$30,000 for the year and advertised the opportunity for community organisations to apply for funding. A number of applications were received and the budget was fully allocated.

Council appreciates the effort the Cootamundra Art & Craft Centre has gone through to secure funding and all necessary approvals to provide disabled access to the centre, and this is a worthy

project for the community. There are, however, a number of buildings that don't have disabled access, and Council does not have the financial capacity to underwrite this.

There is however, an opportunity to fund the project from the Local Roads and Community Infrastructure Program. Projects will be considered for funding at the December Council meeting.



## Cootamundra Art & Craft Centre Inc.

Phone (02) 6942 2895

ABN: 94 257 120 248

PO Box 427, Cootamundra NSW 2590

"Station Masters Residence"

Railway Complex  
Hovell Street, Cootamundra

10 November 2020

The General Manager  
Cootamundra/ Gunnadai Regional Council  
Wallendoon Street  
COOTAMUNDRA NSW 2590

### Gallery Hours

10.00 am to 3.00 pm Monday Tuesday and Thursday  
12.00 - 3.00 Wednesday, Friday, Saturday & Sunday

President: Elaine Cooper  
Secretary: Juanita Martin  
Treasurer: Joyce Orgill

cc: Cr Doug Phillips  
Cr Craig Stewart  
Cr Leigh Bowden

Dear Mr Murray

I am writing on behalf of the Cootamundra Art and Craft Centre (the Centre) about a project to install a ramp leading to the entrance the building. The Centre is located in Railway premises previously known as the Station Masters Residence. It fronts Hovell Street and is next to the Cootamundra Information Centre. The Centre has rented this building from the Australian Rail Track Corporation (ARTC) for a number of years now and provides a place for the community to come together to share or learn a variety of craft skills. The Centre is responsible for expenses including rent, telephone, insurance, power, heating and cooling. It does not receive ongoing or regular funding from any organisation and as such members who sell their work through the Craft Shop provide a percentage of the sale price directly to the Centre. From time to time members also raise funds in other ways (such as raffles or market days) to assist with costs of keeping the Centre running. In the past the Cootamundra Council has generously supported the Centre with a donation of \$100.00.

Some members and visitors have significant mobility issues which makes it difficult for them to negotiate the steps leading up to the front door. With this in mind the Centre applied for funding (\$3140) through the State Government to build a ramp to provide much needed disability access for all. The funding application was successful and funds were sent to Cootamundra Council late in 2018.

Unfortunately, there have been a number of processes and signatures that have taken an overwhelmingly long period of time to obtain. In mid 2020 I sought assistance from the Federal Government who assisted me to obtain the relevant signatures. The ARTC and the Heritage Council of NSW and Cootamundra /Gunnadai Council have provided the majority of relevant approvals. We are now at the Construction Certificate Stage and require this before any work can commence. The delays mean that our original quote from 2018 needed to be updated. It has come in at an additional cost of \$1300.00.

The Centre Executive Committee met recently to discuss how we might approach the shortfall in funding. Members agreed that given our Centre provides such a valuable community service to the people of the Cootamundra/ Gunnadai and visitors we should approach the Council and you as the General Manager to seek a significant contribute towards the additional cost of the ramp.

The Centres members are dedicated to improve access and we are seeking your assistance. You can contact me on 0410764951 or by emailing [danrina534@gmail.com](mailto:danrina534@gmail.com)

Sincerely  
Sue Thomas  
Ramp Project Manager  
Cootamundra Art and Craft Centre Inc.

### 8.1.8 COOTAMUNDRA FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN - ACCEPTANCE OF GRANT

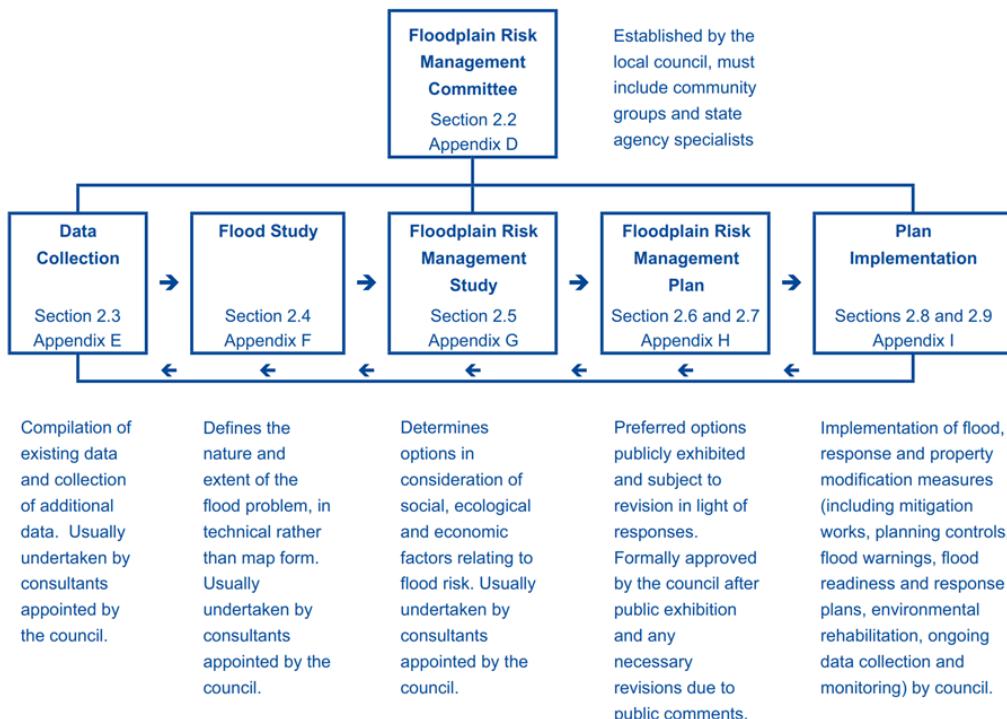
DOCUMENT NUMBER	339543
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement 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>1. Funding Agreement <a href="#">↓</a></li> <li>2. Cover Letter <a href="#">↓</a></li> </ol>

#### RECOMMENDATION

**Council accept the grant offer of up to \$80,000 under the 2020/21 NSW Floodplain Management Program to prepare the Cootamundra floodplain risk management study and plan.**

#### The Floodplain Risk Management Process

Council is implementing the NSW Government's Floodplain Risk Management Process, which is summarised in the diagram below (extracted from the NSW Government Floodplain Development Manual):



### Progress

The flood study is the first stage in the floodplain management process, which has been fully funded by the Stronger Communities Fund. The Draft Flood Study has been considered by Council's Floodplain Risk Management Committee, and Council is considering a recommendation via a separate report that it be placed on public exhibition for 28 days. Following the exhibition period and consideration of submissions received, Council will consider a further recommendation to adopt the Cootamundra Flood Study.

Following the adoption of the Flood Study, a Floodplain Risk Management Study and Plan (FPRMS&P) can be prepared. In anticipation of this next step, Council has successfully applied for grant funding.

### Proposed Floodplain Risk Management Study and Plan (FPRMS&P)

Council has received advice on 18 November 2020 that is has been successful for a grant of up to \$80,000 under the NSW Government's 2020/21 Floodplain Management Program for funding of the Cootamundra FPRMS&P. The grant is being provided on a 4:1 funding ratio, and Council has approved an allocation of \$20,000 as Council's contribution towards this grant.

Subject to Council's acceptance of the grant, and the subsequent adoption of the Flood Study, Council will engage a consultant to prepare the FPRMS&P. This project will be accelerated in early 2021, and will be overseen by the Cootamundra Floodplain Risk Management Committee.

When the FPRMS&P is complete, Council will be eligible to apply for construction funding for implementation of measures identified in the FPRMS&P.



**DEPARTMENT OF PLANNING, INDUSTRY AND ENVIRONMENT**  
**Funding Agreement for Financial Assistance**

under the *2020/21 NSW Floodplain Management Program*

**Grant Details**

**Program**                   **Floodplain Management Program**

**Grant number:**           **2020/FMP/0017**

**Recipient:**               **Cootamundra Gundagai Regional Council**

**Project:**               **Cootamundra floodplain risk management study and plan**

**Maximum funding amount:**   **\$80,000.00**

**Funding ratio:**           **4:1**

**Funding term completion date:** **1 March 2022**

**Acceptance of conditions:**

On behalf of Cootamundra Gundagai Regional Council, I accept the following conditions of this Funding Agreement. This Funding Agreement commences on the signing of this document by both parties.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (name)

\_\_\_\_\_ (position)

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

**Note: This agreement must be signed by the General Manager or officer delegated with authority to bind the Recipient**

**Approval of Agreement between DPIE and Cootamundra Gundagai Regional Council**

Signed for and on behalf of the Department of Planning, )  
Industry and Environment representing the Crown in )  
right of New South Wales by )

Alexandra Gardiner, Acting Manager, Contestable  
Grants - Coast, Estuary and Flood

) *A. Gardiner*  
) Date: 18/11/2020

Please return the signed Agreement **by Friday 22 January 2021** to:

Acting Manager, Contestable Grants - Coast, Estuary and Flood  
Energy, Environment and Science, DPIE  
[coastalestuary.floodgrants@environment.nsw.gov.au](mailto:coastalestuary.floodgrants@environment.nsw.gov.au)

If the signed Agreement is **not** returned by this date, the offer of funding will automatically lapse.

## Conditions

### 1 Definitions and Interpretation

Defined terms and aids to interpretation of this Agreement are set out in the Dictionary at the end of this Agreement.

### 2 DPIE's obligations

- 2.1 DPIE will pay the Recipient, in accordance with the terms of this Agreement, an amount up to the Maximum Funding Amount towards the Recipient's performance of the Project.
- 2.2 DPIE will not pay the Recipient for anything that is part of the Recipient's Core Activities.
- 2.3 DPIE may arrange the provision of additional services to the Recipient, including:
  - support with the administration of financial assistance
  - participation in meetings of the Recipient's Floodplain Risk Management Committee
  - meeting with the Recipient's staff frequently, particularly at critical stages in the Project
  - assistance with the preparation of briefs and review of proposals for studies
  - technical review of plans, studies and designs for compliance with Government objectives and Project aims and requirements
  - assistance with the preparation and review of specifications for works
  - assistance with the review of tenders for works, and
  - assistance with the management of consultants and contractors.
- 2.4 DPIE will approve the Work Plan referred to in clause 3.1.

### 3 Recipient's obligations

- 3.1 By **7 May 2021**, and following compliance with clauses 3.12, 17.3 or 18.4 and 17.4 or 18.5 the Recipient will submit a Work Plan in the format provided on DPIE's website, based on the recommended tender. Before awarding the contract for this project, the Recipient must receive written advice from DPIE indicating the Work Plan has been approved.
- 3.2 The Recipient will carry out the Project as outlined in its Application and in accordance with the Work Plan.
- 3.3 The Recipient will advise DPIE immediately if it has sought, is offered, or intends to accept funding from any other source(s) for this Project at any time during the Funding Term.
- 3.4 The Recipient contribution must not include funds received from any other NSW or Commonwealth program for the agreed contribution.
- 3.5 The Recipient must ensure that all funds provided by DPIE under this Agreement are applied only to the actual cost of the Project.
- 3.6 The Recipient will ensure that all activities undertaken under the Project are consistent with the objectives of the Floodplain Management Program, the *NSW Flood Prone Land Policy*, the *NSW Floodplain Development Manual* (2005) and the NSW State Emergency Service requirements from the *Floodplain Risk Management Process Guidelines*. If necessary, the Recipient may seek clarification of this obligation from DPIE.
- 3.7 The Recipient will undertake or oversee all technical, environmental, heritage and risk assessments, and obtain the necessary consents in relation to the Project in accordance with NSW legislative requirements and accepted best practice guidelines.
- 3.8 The Recipient will, in conjunction with DPIE, monitor and evaluate the Project against the agreed project outcomes as described in the Application or any subsequent written agreement between the parties.
- 3.9 The Recipient will keep DPIE informed of the progress of the Project in relation to the Work Plan and will highlight any significant technical issues.

- 3.10 The Recipient will report on or explain any aspect of the Project requested by DPIE, and give due consideration to all comments issued by DPIE in relation to the Project.
- 3.11 The Recipient's Representative will be responsible for managing the Recipient's obligations under this Agreement. The recipient must notify DPIE immediately of any change to the Recipient's Representative at any time during the funding term.
- 3.12 The Recipient will provide DPIE with a copy of the proposed technical specification and related contract conditions for comment before tendering. The Recipient is to advise DPIE in writing how DPIE's comments are incorporated into final documentation before tendering.
- 3.13 At the completion of the Project, the Recipient will provide to DPIE copies of all project deliverables, including but not limited to final reports, model data files, damage calculation files and reports final works designs and specifications, manuals, and work as executed documentation. Project deliverables are to be uploaded electronically through the NSW flood data portal, unless otherwise advised. A hard copy of project deliverables is to be provided to DPIE.

#### **4 Record keeping**

- 4.1 The Recipient must:
  - (a) Maintain financial receipts and expenditure details and other correspondence and materials related to the Project until the grant is formally acquitted
  - (b) Permit DPIE to inspect (and if necessary be supplied with copies of) all the Recipient's accounts and any other documents, including any application documents, relating to the Project, and
  - (c) Comply with all reasonable requests by DPIE for other information and particulars concerning the Project within 14 days of such request.

#### **5 Reports**

- 5.1 The Recipient must prepare and submit to DPIE:
  - (a) a Milestone Report and Expenditure Certificate for each Milestone achieved, and
  - (b) a Final Report for the Project within two months of the project completion date.
- 5.2 The reports must be prepared using the **relevant templates provided by DPIE**.

#### **6 Claiming a payment**

- 6.1 DPIE will make Milestone Payments to the Recipient under this Agreement up to a total amount not exceeding the Maximum Funding Amount.
- 6.2 DPIE will make a Milestone Payment to the Recipient in response to the successful delivery of a Milestone and the submission of a satisfactory Milestone Report and Expenditure Certificate in accordance with clause 5.1.
- 6.3 The Milestone Payment for a Milestone will be the proportion, set as the Funding Ratio, of the Recipient's **Actual Expenditure** in delivering the Milestone, as detailed in the relevant Milestone Report and Expenditure Certificate, subject to clause 6.4.
- 6.4 If a Milestone Payment determined under clause 6.3 would mean that the total amount DPIE pays under this Agreement would exceed the Maximum Funding Amount, that Milestone Payment will be reduced by the amount by which the Maximum Funding Amount would be exceeded.
- 6.5 If the total amount of all the Milestone Payments DPIE makes for the Project is less than the Maximum Funding Amount, DPIE will not be liable to make additional payments to the Recipient.
- 6.6 Payments will not be made until the Recipient provides DPIE with a valid Australian Business Number.

**7 Goods and Services Tax (GST)**

- 7.1 In this clause, the expressions 'Australian law', 'consideration', 'GST' and 'input tax credit', have the meanings given to those expressions in the *A New Tax System (Goods and Services Tax) Act 1999*.
- 7.2 Funding made under this Agreement is a payment specifically covered by an appropriation under Australian law, which is not the provision of consideration for GST purposes.
- 7.3 DPIE's financial assistance to the Recipient under this Agreement will be based upon a Project's actual costs, less any input tax credits the Recipient is entitled to.

**8 Variation**

- 8.1 The Recipient must obtain prior written approval from DPIE for any variation to the:
  - (a) Agreement (including the Funding Term)
  - (b) Work Plan
  - (c) budget (including any changes to funding sources)
  - (d) scope of a Project (to that outlined in the Application).

**9 Breach of conditions**

- 9.1 If the Recipient breaches any of the Recipient's obligations under this Agreement, or is otherwise not undertaking or is unable to carry out the Project in accordance with the Work Plan, DPIE may make a written request to the Recipient to rectify the breach or resume carrying out the Project in accordance with the Work Plan.
- 9.2 DPIE may suspend or withhold any payments under this Agreement or part thereof until the Recipient has taken action to comply with a request under clause 9.1.
- 9.3 If the Recipient cannot rectify a breach or complete the Project to the satisfaction of DPIE after receiving a request under clause 9.1, DPIE may terminate this Agreement.
- 9.4 If DPIE terminates the Agreement:
  - (a) DPIE will only be liable to pay the Recipient in respect of Milestones that the Recipient has satisfactorily delivered at the date of termination and for which the Recipient has submitted a Milestone Report and Expenditure Certificate, and
  - (b) The Recipient must repay to DPIE any monies DPIE paid to the Recipient under this Agreement that is in excess of DPIE's liability at the date of termination.
- 9.5 If the Recipient fails to repay any excess payments, DPIE may recover them in any appropriate court as a debt due to the Crown.

**10 Publicity**

- 10.1 The Recipient must acknowledge the NSW Government's contribution in any public statements or written material in relation to the Project.
- 10.2 The Recipient must also use the current NSW Government logo in any publicity provisions related to the Project (including brochures, signage, advertising, invitations etc., but excluding those documents referred to in clause 17.15), and ensure compliance with any accompanying logo style guides.
- 10.3 The Recipient must extend an invitation to a government representative to any launch or public event associated with the Project, and where they are able to attend, acknowledge them as an official guest. Where practicable, the Recipient should also afford the government representative the courtesy of publicly addressing the event.
- 10.4 DPIE may publicise the awarding of the funding at any time after it is awarded, including:
  - (a) the Recipient's name
  - (b) the amount of financial assistance

- (c) the title and description of the Project, and
- (d) the outcomes of the Project.

## 11 Intellectual property

- 11.1 In this clause, Intellectual Property includes all statutory, legal, equitable and other proprietary rights and interests, including without limit, in copyright, patents, registered and unregistered trademarks, registered designs, circuit layouts, trade secrets, semiconductor or circuit layout rights, trade, business or company names, or other proprietary rights, or any rights to registration of such rights existing in Australia, whether created before or after this agreement.
- 11.2 The Recipient warrants that:
  - (a) in carrying out the Project, it will not infringe any Intellectual Property rights, and
  - (b) any report by the Recipient will not contain anything that, to its knowledge, is libellous or defamatory.
- 11.3 The Recipient indemnifies DPIE and their employees and agents against any action, costs, expenses, losses or damages suffered or incurred by all, or any more of them, arising out of, or in any way in connection with:
  - (a) any breach by the Recipient or its employees or its agents of the Recipient's obligations under clause 11.2, and
  - (b) any infringements by DPIE of third party Intellectual Property rights in its use of the Project Materials.
- 11.4 Subject to clause 11.5:
  - (a) The Recipient grants to the State, at no cost, a perpetual, irrevocable, worldwide, royalty-free non-exclusive licence, including the right to sub-lisence, to use, reproduce, modify, adapt, publish and communicate to the public, the Project Materials (to avoid doubt, including for the purpose of making the Project Materials freely available to the public or any section of it, whether in hard copy or on-line and including use and modification of any models and copying photographs), and
  - (b) To ensure compliance by the Recipient with clause 11.4(a), if the Recipient engages a third party to create the Project Materials the Recipient must ensure that the terms of its engagement provide that the third party:
    - i. assigns Intellectual Property in such materials to the Recipient immediately on creation of materials; and
    - ii. warrants that it has the legal authority to comply with the obligation referred to in clause 11.4(b)i.
- 11.5 To the extent that the Recipient cannot take ownership of Intellectual Property in any Incorporated Existing Materials:
  - (a) the Recipient must ensure that relevant third parties grant to the State, at no cost, a perpetual, irrevocable, worldwide, royalty-free, non-exclusive licence, including the right to sub-lisence, to use, reproduce, modify, adapt, publish and communicate to the public, the Incorporated Existing Materials for any Non-Commercial Purpose (to avoid doubt, including for the purpose of making the Incorporated Existing Materials freely available to the public or to any section of it, whether in hard copy or on-line and including use and modification of any models and copying of photographs); and
  - (b) if any of the Incorporated Existing Materials are included in the materials referred to in clause 17.14(a), the Recipient must ensure that relevant third parties make those Incorporated Existing Materials available to the public under a Creative Commons Attribution 4.0 licence.

- 11.6 To the extent that the State owns Intellectual Property in the Project Materials, the State grants to the Recipient, at no cost, a perpetual, irrevocable, worldwide, royalty-free non-exclusive licence, including the right to sub-liscence, to use, reproduce, modify, adapt, publish and communicate to the public, the Project Materials.

## 12 Indemnity and release

- 12.1 The Project shall be performed at the Recipient's risk. The Recipient accepts full responsibility for the performance of the Project and for the consequences of implementing any of the Project's findings and recommendations.
- 12.2 The Recipient indemnifies and keeps indemnified the Secretary of the Department of Planning, Industry and Environment and his employees and agents, the Minister and the Crown in right of NSW from and against all actions, claims, demands and other proceedings that may be made or recovered against the Secretary of the Department of Planning, Industry and Environment and his employees and agents, the Minister and the Crown in right of NSW, in respect of any damage to property, personal injury or death where the damage, injury or death was caused by any wilful, unlawful or negligent act or omission of the Recipient or its employees or agents in relation to the carrying out of the Project. DPIE will inform the Recipient as soon as it becomes aware of any such action, claim, demand or proceeding.
- 12.3 The Recipient will release the Secretary of the Department of Planning, Industry and Environment and his employees and agents, the Minister and the Crown in right of NSW from and against all actions, claims, demands and other proceedings that the Recipient may make or recover against the Secretary of the Department of Planning, Industry and Environment and his employees and agents, the Minister and the Crown in right of NSW, in respect of any damage to property, personal injury or death suffered by the Recipient, its employees or agents in relation to the carrying out of the Project.
- 12.4 The indemnity and release provided by the Recipient in clauses 12.2 and 12.3 is reduced proportionately to the extent that the relevant damage to property, personal injury or death is caused or contributed to by any wilful, unlawful or negligent act or omission by DPIE or its employees or agents.

## 13 Insurance

- 13.1 The Recipient shall be responsible for effecting and maintaining all insurances required under workers' compensation legislation and for taking all other actions requisite as employer of person engaged to carry out all or any part of the Project. The Recipient shall also be responsible for ensuring volunteers carrying out any part of the Project are covered by volunteer personal accident insurance.
- 13.2 The Recipient must effect and maintain public liability insurance in relation to all premises and sites on which the Project is carried out for all works and activities undertaken for this Project. The insurance shall be for an amount of at least \$20,000,000. The policies or a certificate of currency shall be made available to DPIE for inspection on request.

## 14 Confidentiality

- 14.1 DPIE will not disclose any information that is contained in the reports, documents and materials that you have indicated is confidential and that the DPIE has agreed not to disclose.
- 14.2 DPIE undertakes not to disclose any personal information (in accordance with the definition of personal information contained in the Privacy and Personal Information Protection Act 1998), that is contained in the reports, documents and materials that you have submitted without your written consent, with the exception of the purpose outlined in 14.4.
- 14.3 DPIE will not use any personal information for purposes other than the original purposes for which that personal information was supplied without your written consent, with the exception of the purpose outlined in 14.4.

- 14.4 DPIE may disclose information contained in reports, documents and materials you have submitted to a third party for the sole purpose of evaluation of its grants programs. DPIE will ensure that any third party agrees to keep all information acquired, material prepared or collected and any findings of the Project confidential.
- 14.5 Clauses 14.1 and 14.2 are subject to any legal obligation on DPIE to disclose information.

## **15 Survival of obligation**

- 15.1 The Recipient's obligations under clauses 4, 5, 10, 11, 12 and DPIE's obligations under clause 14 survive the termination or expiry of this Agreement.

## **16 Miscellaneous**

- 16.1 Any written notice or demand provided for in the Agreement may be served on the Recipient by ordinary prepaid post or email.
- 16.2 Neither the Recipient nor any person engaged by the Recipient shall be in the service or employment of DPIE by virtue of this Agreement.
- 16.3 Any court proceedings arising out of or relating to this Agreement must not be heard or started in any court other than a court in NSW. The Agreement will be governed by and construed in accordance with the law for the time being in force in NSW.
- 16.4 The invalidity or unenforceability of any one or more of the conditions of the Agreement shall not invalidate or render unenforceable the remaining conditions of the Agreement. Any invalid or unenforceable condition shall be severable and all other conditions shall remain in full force and effect.
- 16.5 All project activities need to be consistent with relevant current Government policy.

## **Specific conditions**

### **17 Studies and Survey, investigations and design, monitoring and documentation projects**

- 17.1 The following conditions apply to studies and survey, investigations and design, monitoring and documentation projects only.
- 17.2 The Recipient will arrange for all work in the project to be undertaken by an external consultant selected through competitive tendering, unless DPIE approves otherwise under clauses 17.16 and 17.17.
- 17.3 The Recipient will submit the project brief to be used in the call for tenders to DPIE and will consider all DPIE comments on the brief prior to releasing the call for tenders.
- 17.4 The Recipient will seek comments from DPIE on all proposals received in response to the call for tenders and consider DPIE's comments before awarding the contract for the work.
- 17.5 If the project captures or generates geospatial data, all data will be supplied by the Recipient at, or before, the completion of the project to DPIE. Data must be compatible with the ESRI software, unless prior written approval is given by DPIE.
- 17.6 The recipient shall provide digital metadata files for all geospatial data produced under this agreement. The digital metadata files shall be provided to DPIE along with each final product deliverable. The metadata file shall meet ISO 19139 standards and NSW metadata portal requirements.
- 17.7 If the Project involves the collection of any geospatial data (including LiDAR, digital elevation or monitoring data) the Recipient must do all things necessary to ensure that the Whole-of-Government is granted a permanent, irrevocable royalty-free, non-exclusive licence to make such Project Materials publicly available and to otherwise communicate, reproduce, adapt or publicise them on a non-profit basis.
- 17.8 If the Project involves the collection of any LiDAR or digital elevation data, the Recipient will ensure that the data is collected and classified in accordance with the "ICSM LiDAR

Acquisition Specifications and Tender Template" and/or the most recent version of the Land and Property Information "Standard LiDAR Product Specifications".

- 17.9 If the project involves collecting raw data, such as LiDAR data, the Recipient will ensure that all collected data is supplied in addition to derived data for the project. For LiDAR, this would include supplying the full LAS files.
  - 17.10 Geospatial data includes those generated in a: Geographic Information System (GIS); Land Information System (LIS); Remote Sensing or Image Processing system; Computer-Aided Design and Drafting (CADD) system; Automated Mapping/Facilities Management (AM/FM) system; and other computer system that employs or references data using either absolute, relative, or assumed coordinates.
  - 17.11 The Recipient will supply progress reports, draft reports and working papers on investigations and associated model data files to DPIE for technical review. The Recipient will submit all comments provided by DPIE following such review to the selected consultant for consideration.
  - 17.12 The Recipient will seek comments from DPIE and consider all DPIE comments prior to finalisation of any draft reports or working papers or designs and asset management plans and operations and maintenance manuals.
  - 17.13 The Recipient will place a copy of all current public consultation drafts and final floodplain management plans and studies on its internet website within one month of completion of these documents.
  - 17.14 The parties agree that:
    - (a) The Recipient will make the Project report and associated figures (excluding any sections highlighted as confidential by the Recipient), spatial flood extent layers for key events and other data and tools the Recipient agrees (via correspondence with DPIE) available to the public under a Creative Commons Attribution 4.0 licence
    - (b) All other inputs, outputs, tools and material associated with the project not specifically identified in clause 17.14(a) need not be made available to the public under a Creative Commons licence or otherwise, other than as is required by law.
  - 17.15 The Recipient will ensure that draft and final floodplain management plans and studies **do not** include the NSW Government or DPIE name or logo on the cover or title page.
- The Recipient will ensure that these documents include the following acknowledgement:
- "[the Recipient's name] has prepared this document with financial assistance from the NSW Government through its Floodplain Management Program. This document does not necessarily represent the opinions of the NSW Government or the Department of Planning, Industry and Environment."
- 17.16 If the Recipient proposes to undertake the work in the Project itself:
    - (a) The Recipient must provide a detailed cost estimate (including those costs directly incurred in undertaking the Project and on-costs to a maximum of 10% of salaries) to DPIE and seek approval from DPIE
    - (b) The cost estimate is to be accompanied by detailed justification for the work to be done by the Recipient together with full details of the key staff to be involved demonstrating that they have the expertise, skills, qualifications and experience to undertake the work
    - (c) The Recipient must show it can and will commit the key staff and other resources required to the project to ensure that work is completed within the time period specified in the approved Work Plan. The Recipient must not change the nominated key staff without DPIE's approval, and
    - (d) The Recipient will not commence work until DPIE gives written approval.
  - 17.17 If DPIE gives approval for the Recipient to undertake the work itself:
    - (a) The Recipient must effect and maintain appropriate professional indemnity insurance in relation to carrying out all works and activities undertaken for the Project. The

insurance shall be for an amount of at least \$20,000,000. The policies or a certificate of currency shall be made available to DPIE for inspection on request

- (b) Clauses 17.12 to 17.16 above apply, as appropriate, to the Recipient's undertaking of the work, and
- (c) Despite clause 2.2, DPIE will pay, under the Agreement, for the Recipient's costs as outlined in the detailed cost estimate provided under clause 17.16 (a). DPIE will not pay for other Recipient's Core Activities.

## **18 Construction and specified maintenance projects**

- 18.1 The following conditions apply to construction and specified maintenance projects only.
- 18.2 The Recipient will arrange for all construction work to be carried out by an external contractor selected through competitive tendering, unless DPIE approves otherwise under clauses 18.8 and 18.9.
- 18.3 The Recipient will arrange for full-time supervision of construction work to be undertaken by an external contractor selected by competitive tendering, unless DPIE approves otherwise under clauses 18.8 and 18.9.
- 18.4 The Recipient will seek and obtain DPIE's comments in writing of the draft plans, designs, estimates and asset management plan or operations and maintenance manual for the works and consider DPIE's comments before calling for tenders for the construction work.
- 18.5 The Recipient will submit a written report on tenders to DPIE, seek comments on the recommended tender and consider all DPIE comments before awarding the contract for the construction work.
- 18.6 The Recipient will ensure that the works are constructed strictly in accordance with the agreed plans and specifications. No variations are to be undertaken without DPIE's prior written agreement.
- 18.7 The Recipient is to maintain the works constructed in good order and condition at the Recipient's expense by including the required funding for such maintenance in its asset management plan within its annual Plan of Management. In relation to flood warning systems, maintenance is considered to include the regular servicing of the gauging stations and any other hardware and the operational aspects of the system to ensure that it is fit for its intended purpose.
- 18.8 If the Recipient proposes to carry out day labour or other work or undertake supervision, the Recipient must provide to DPIE sound economic or practical reasons and a detailed cost estimate and obtain written approval from DPIE prior to commencing work.
- 18.9 If DPIE gives approval to the Recipient to undertake day labour, or other work or supervision, then:
  - (a) The Recipient must effect and maintain appropriate professional indemnity insurance in relation to carrying out for all works and activities undertaken for the Project. The insurance shall be for an amount of at least \$20,000,000. The policies or a certificate of currency shall be made available to DPIE for inspection on request
  - (b) For full-time supervision of contract works, the Recipient must provide full details of the key staff to be involved demonstrating that they have the expertise, skills, qualifications and experience to undertake the work and that it can and will commit these staff and the other resources required to the project to ensure that work is completed within the time period specified in the approved Work Plan. The Recipient must not change the nominated key staff without DPIE's approval
  - (c) Clauses 18.4, 18.6 and 18.7 apply as appropriate to the Recipient's undertaking of the work, and
  - (d) Despite clause 2.2, DPIE will pay under the Agreement for the Recipient's costs as outlined in the cost estimate provided under clause 18.8.

## Dictionary

**“Actual Expenditure”** means the actual monetary amount expended on the project and cannot include in-kind contributions.

**“Agreement”** means this funding agreement and includes the Grant Details, the Conditions, the Work Plan (as agreed to by both parties), any Schedules, attachments or Appendices.

**“Applicants Contribution”** means the funding portion to be paid by the applicant, this contribution cannot include funds received under any other NSW or Commonwealth programs unless agreed to at the time of application.

**“Application”** means the recipient’s application for funding.

**“Confidential Information”** means any information that:

- (a) is by its nature confidential
- (a) is designated, or marked, or stipulated as confidential, or
- (b) you know or ought to know is confidential

But does not include information which:

- (c) is or becomes public knowledge other than by breach of this Agreement;

**“DPIE”** means the Department of Planning, Industry and Environment representing the Crown in right of New South Wales. The Department of Planning, Industry and Environment is part of the Department of Premier and Cabinet.

**“Expenditure Certificate”** means the form that details actual project expenditure to date and is lodged with a Milestone Report to generate a Milestone Payment.

**“Final Report”** means the report outlining the achievements of the project, including project acquittal.

**“Funding Ratio”** means the agreed proportion of funding contributed by the Floodplain Management Program relative to the funds provided by Council (from its own revenue, not from other funding sources), to the overall cost of the Project, without exceeding the Maximum Funding Amount., as set out in the Grant Details.

**“Funding Term”** means the duration of this Agreement as set out in the Grant Details or until the date on which this Agreement is terminated, whichever comes first.

**“Incorporated Existing Materials”** means any materials existing at the commencement of the Project which are incorporated into the Project Materials.

**“Maximum Funding Amount”** means the maximum amount of funding that DPIE will provide under this Agreement, as set out in the Grant Details.

**“Milestone Date”** means the date by which each Milestone must be completed as specified in the Work Plan.

**“Milestone Payment”** means a payment made on the successful delivery of a Milestone.

**“Milestone Report”** means the report, which provides details of the activities carried out to achieve a Milestone.

**“Milestone”** is a significant event in the Project that signals the commencement and/or completion of some part of that Project, or a stage at which agreed parts of the Project will be completed as specified in the Work Plan.

**“Non-Commercial Purpose”** means any purpose other than the purpose of generating a profit.

**“Project Materials”** means anything brought or required to be brought into existence as part of, or for the purpose of, carrying out, or in connection with, the Project, including all reports, documents, computer models, data files and field data.

**“Recipient’s Core Activities”** means core activities undertaken by the Recipient, including preparation of study briefs, review of proposals and tenders, researching and copying the Recipient’s records, attending meetings, contract administration, accounting costs, and liaising with the public and government agencies.

**“Recipient’s Representative”** means the representative nominated by the Recipient to oversee the Project.

**“State”** means the Crown in right of the State of New South Wales.

**“Work Plan”** means the plan that outlines the Project’s planned activities, budget, timeline, outputs and Milestones as agreed to by both parties.

The following words have the meaning ascribed to them in the Grant Details: **“Commencement Date”**, **“Completion Date”**, **“Grant Number”**, **“Project”**, **“Recipient”**.



DOC20/950796  
Contact officer: Steve Manwaring  
02 6229 7170

Mr Phil McMurray  
General Manager  
Cootamundra Gundagai Regional Council  
PO Box 420  
COOTAMUNDRA NSW 2590

Attention: Ganesh Ganeshamoorthy

Dear Mr McMurray

I refer to Council's application for funding under the 2020-21 Floodplain Management Program for the following project:

**Cootamundra floodplain risk management study and plan**  
**Maximum Funding Amount: \$80,000.00**  
**Grant Reference Number: 2020/FMP/0017**

I am pleased to advise Council has been awarded a grant under the NSW Government Floodplain Management Program. The offer is subject to Council undertaking to meet the balance of funds for the project, as outlined in Council's application, and agreeing to the terms set out in the attached *Funding Agreement for Financial Assistance* (the Agreement).

Council may accept this offer by signing the enclosed Agreement and returning it via email to the address noted at the bottom of the Agreement by **22 January 2021**. Please note that if the Agreement is not returned by this date the offer of funding may lapse.

I would like to draw Council's attention to condition 3.1 of the Agreement, which outlines the requirement to submit a work plan after Council has received tenders for the work. The work plan must be based on the tender information. The work plan should be prepared in consultation with the Department of Planning, Industry and Environment contact, Steve Manwaring, and be submitted electronically through the online Grants Management System at <https://gms.environment.nsw.gov.au/> no later than **7 May 2021**.

If Council has any questions, please contact me on 02 9895 6494 or at [coastalestuary.floodgrants@environment.nsw.gov.au](mailto:coastalestuary.floodgrants@environment.nsw.gov.au)

Yours sincerely

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

18/11/2020

Alexandra Gardiner  
A/Manager Contestable Grants - Coast, Estuary and Flood  
Grants Branch, Office of the Coordinator-General

**8.1.9 COOTAMUNDRA FLOODPLAIN RISK MANAGEMENT COMMITTEE MINUTES**

DOCUMENT NUMBER	339368
REPORTING OFFICER	Teresa Breslin, 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	1. Cootamundra Floodplain Risk Management Committee Minutes 11 November 2020 <a href="#">Download</a>

**RECOMMENDATION**

1. The Minutes of the Cootamundra Floodplain Risk Management Committee Meeting held on Wednesday 11 November 2020, attached to the report, are submitted for adoption.
2. The draft Cootamundra Flood Study, be placed on public exhibition for a period of 28 days.

Introduction

The attached Minutes of the Cootamundra Floodplain Risk Management Committee Meeting held on 11 November, 2020 are submitted for adoption.

Discussion

The Committee has recommended that the draft Cootamundra Flood Study be placed on public exhibition for 28 days.



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# Minutes

## COOTAMUNDRA FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**4.00PM, WEDNESDAY 11<sup>th</sup> November, 2020**

Administration Centres: Ph: 1300 459 689

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

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

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## Cootamundra Floodplain Risk Management Committee Meeting 11<sup>TH</sup> November 2020

### Agenda

<b>Meeting title:</b>	Cootamundra Floodplain Risk Management Committee - Meeting No 3
<b>Date:</b>	11 November 2020
<b>Time:</b>	4.00pm – 6.00pm
<b>Location:</b>	Alby Schultz Meeting Centre, Cootamundra
<b>Attendees:</b>	Councillor Charlie Sheahan – Chairperson Phil McMurray – General Manager – (Arrived 5pm) Mark Ellis - Manager Civil Works Sharon Langman - Manager Planning, Building & Compliance Ganesh Ganeshamoorthy – Manager Assets (via <i>video conference</i> ) Mike Brearley – Consultant Project Manager Steve Manwaring – OEH Representative (Via <i>video conference</i> ) Craig Ronan - State Emergency Service (via <i>video conference</i> ) Ross Tout - State Emergency Service (via <i>video conference</i> ) Erin Askew – WMA Water (Via <i>video conference</i> ) Belinda Scott – Community Member Ken Loiterton – Community Member
<b>Apologies</b>	Steve Mills – Community Member - Muttama Ck Regeneration Group

No.	Description	Responsible
1.	Welcome	Chairperson
2.	Adoption of Previous Minutes and Business Arising ( <i>Attachment 1</i> ) Moved Ken Loiterton, Seconded Belinda Scott. Adopted	Chairperson
3.	Presentation on Draft Flood Study.  Comments included: <ul style="list-style-type: none"><li>Following the previous meeting, there has been extensive review of all information available including: stream gauge records, surrounding catchments, 1974 flood behavior and other calibration events.</li></ul>	Erin Askew, WMAWater

Minutes from the Cootamundra Floodplain Risk Management Committee Meeting  
held 11<sup>th</sup> November 2020 at 4pm

Page 1

- A higher continuing loss rate has been adopted in the model.
- A lower design flowrate has been adopted in the model.
- Consequently, there has been a slight reduction in the design flood levels across the study area when compared with Draft 1.
- There has also been a slight reduction in the number of properties impacted, compared to the Draft 1 report.
- It is desired that the public exhibition period commences as soon as possible following the Council meeting on 24 November 2020.

The committee agreed to the following actions:

- WMA Water will trim the mapping to remove flow depths below 200mm.
- WMA Water will provide more explanation on the significance of the 1974 flood event in the report.
- Steve Manwaring (DPIE) and Craig Ronan (SES) will review the minor changes to Draft 2 prior to public exhibition.
- The minutes of this meeting will be reported to the Council meeting on 24 November and that Public Exhibition commence shortly afterwards, with a “drop-in” community engagement session to be held in Cootamundra prior to 4 December 2020.

Motion

“That the Cootamundra Flood Plain Risk Management Committee recommends that the draft flood study considered at the meeting held 11 November 2020, with minor amendments requested by the committee, be placed on public exhibition.”

Moved: Ken Loiterton Seconded: Ross Tout. Adopted

4. Proposed Floodplain Risk Management Study	Steve Manwaring, DPIE
It is expected that the outcome of Council's grant application will be announced within the next month.	
5. Questions/ Discussions	All
General discussion regarding the public exhibition period.	
6. Date for next meeting	
<b>TBA</b>	

**8.1.10 ILLABO TO STOCKINBINGAL INLAND RAIL COMMUNITY CONSULTATIVE COMMITTEE**

DOCUMENT NUMBER	338755
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the 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>  3.2 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**

**Council nominate a representative to sit on the Illabo to Stockinbingal Inland Rail Community Consultative Committee.**

Introduction

In November, 2018 an Inland Rail Project Community Consultative Committee (CCC) for the section from Stockinbingal to Illabo, was formed. To date Council representation has been the Manager Civil Works and Manager of Development, Building and Compliance.

Discussion

At a recent meeting it was suggested there should be an elected Councillor representative on the Committee in addition to staff representation. This report is put forward for Council consideration.

### 8.1.11 COOTAMUNDRA TOURISM ACTION COMMITTEE REPORT

DOCUMENT NUMBER	338654
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
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>1.1 Our Community is inclusive and connected</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	Nil

#### RECOMMENDATION

1. The Report containing responses to recommendations included in item 8.1.7 Cootamundra Tourism Action Group s355 Committee Minutes from the Ordinary Meeting held 27<sup>th</sup> October, 2020 be received and noted.
2. The responses to the recommendations referred to in 1 above be considered by Council.

#### Introduction

At the Ordinary Meeting held Tuesday, 27<sup>th</sup> October, 2020 Council resolved (Min. no. 315/2020) item 8.1.7 Cootamundra Tourism Action Group s355 Committee Minutes to consider the recommendations contained within the report. Council requested that relevant Managers provide a response detailing suitability and costings, if any, to each recommendation mentioned in the Minutes of the Committee Meeting held 1<sup>st</sup> October, 2020.

#### Discussion

The responses provided by Managers to the recommendations contained in the Minutes for the consideration of Council are as follows:

1. *Council reinstate the “Best dry land wheat growing region” sign at the Wallendbeen round-about area that was removed when the new Council signage was erected.*  
**Manager Community and Culture:** This will be considered as part of an overall interpretation strategy for the village of Wallendbeen.
2. *Council install new and appropriate Village Centre directional signage (current signs are small and easily missed when travelling on the highways)*  
**Manager Civil Works:** Manager of Civil Work will pursue the matter with the Local Area Traffic Committee and advise the CTAC.

3. *Council seek appropriate permissions from Transport for NSW to undertake landscaping and beautification + ongoing maintenance of the Roundabout.*

**Manager Waste, Parks and Recreation Services:** Plan will be developed once approval and funding is obtained. This design MUST be complimentary to the Rest Area Landscape Plan.

4. *Council enact any existing or develop a new landscaping plan for the Wallendbeen Rest-area. This should be bright, colourful and enticing and give a great first impression of our LGA!*

**Manager Waste, Parks and Recreation Services:** Landscape Master and Delivery Plan will be developed once a budget is allocated for works to proceed. Estimated funding required would be \$25,000. If completed externally. To undertake internally resources and time would need to be allocated.

5. *Council seek funding to re-vamp the Milestone Sculptures including the replacement or upgrade of the Fibre-optics lighting system.*

**Manager Community and Culture:** Investigations are ongoing. Advice will be tabled at the CTAC meeting in December.

6. *Council assist the Wallendbeen Community Association by working with the new owners of the Service station site to see development progress made, and with GrainCorp to progress options for the Silo painting to go ahead or other appropriate activities to be considered.*

**Manager Development, Building and Compliance:** Attempts are still being made to get agreement from GrainCorp for the silo art, however GrainCorp consider these to be "active" silos as such their policy prohibits painting on them. Council has assisted potential interested parties in relation to the Wallendbeen Service Station site, however Council has no power to force anyone to undertake develop. It is acknowledged the building is unsightly in its current vacant form however it is not in such a state that Council can force demolition.

There is no cost associated with this response.

7. *Council Planning staff consider an approach to allow an easier approval process for Food Vans to set up at the rest stop. For instance, space being automatically earmarked, with a booking system in place rather than individual approval applications needed.*

**Manager Development, Building and Compliance:** Exemptions are in place during COVID under the government orders. In normal circumstances where such is to occur on Council land an application still needs to be made to ensure that adequate insurances, food handling equipment and processes are in place. Approval is also required to ensure that accesses are not blocked and Council has given approval as the landowner. There are exemptions for food vans to set up on private land as exempt development under the State Environmental Planning Policy (SEPP).

Any costs associated under development applications in Council's 2020/21 fees and charges adopted June, 2020 (Min. no. 168/2020).

8. *That simple factsheets and application forms/processes be put in place and any current ones reviewed and updated as necessary for food vans, market stalls, business & community signage, busking & performance activities etc.*

**Manager Development, Building and Compliance:** The existing factsheets are progressively being reviewed and updated on Council's website. Applications for the Planning, Building & Compliance functions of Council have been reviewed and are up to date. Where possible the matters described are contained within the local approvals policy currently on exhibition, where they are not development consent is required. Staff are working to update our events checklist and guide.

9. *That Council investigate its options to develop a dual-purpose tourist viewing area and bushfire mustering point on Rosehill Road.*

**Manager Civil Works:** Item was put to the November Local Area Traffic Committee meeting with recommendation to investigate further.

**Manager Community and Culture:** Seeking further clarification from CTAC regarding the location.

**8.1.12 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP**

DOCUMENT NUMBER	339352
REPORTING OFFICER	Jeana Scott, Tourism and Economic Development 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	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. CTAG Committee Meeting Minutes 5 November 2020 <a href="#">Download</a>

**RECOMMENDATION**

1. The Minutes of the Cootamundra Tourism Action Group s.355 Committee meetings held on 5 November 2020, attached to the report, be received and noted.
2. The membership of Kim Knox-Thurn onto the Cootamundra Tourism Action Group s.355 Committee as detailed in the report, and attached minutes, be endorsed.

Introduction

The attached Minutes of the Cootamundra Tourism Group s.355 Committee held on 5 November 2020 are submitted for the information of Council.

Membership

Kim Knox-Thurn has recently applied for membership on the CTAG s.355 Committee. Kim is an active member of the Wallendbeen and Cootamundra Communities and is looking forward to being a valuable member of the CTAG Committee, if accepted.

It is recommended that Kim Knox-Thurn application for membership be accepted.



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# Minutes

## COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE

STEPHEN WARD ROOMS, WALLENDOON STREET  
4.30PM, THURSDAY 5<sup>TH</sup> NOVEMBER 2020

### AGENDA ITEMS

#### 1.1 Attendance and Confirmation of Quorum

Attendance: President/Chairperson: Nina Piotrowicz

Secretary: N/A

Treasurer: N/A

Councillor: Leigh Bowden

General Members: Yvonne Forsyth, Hans Brutzman, Annie Jacobs, Leah Sutherland, Gwen Norman, Brian Nolan

Other: Kim Knox-Thurn, Betty Punnett, Wayne Bennett (Staff), Jeana Bell (Staff)

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 were received from Councillor Penny Nicholson and Miriam Crane.

#### 1.3 Minutes of Previous Meeting

The Committee confirmed that the minutes of Meeting 1<sup>st</sup> October 2020 were a true and accurate record of that meeting. (Motion: Hans Brutzman, Seconded: Leah Sutherland. Carried)

The recommendations from the last meeting regarding Wallendbeen were put to Council. Various Council staff need to review the detail and a report will be provided to Councillors at an upcoming Council meeting (either November or December depending).

#### 1.4 Committee Membership

Recommendation to Council:

That Council agree to the addition of Kim Knox-Thurn as a member of the Cootamundra Tourism Action Group.

(Moved: Nina Piotrowicz, Seconded: Leah Sutherland. Carried)

### 1.5 Discussion items

- ***Current & Future Projects of the Waste, Parks & Recreation Services Team***

Wayne Bennett, Manager Waste, Parks & Recreation Services talked about several current and pending projects on his list worth over \$3 million, including:

- Parker Street upgrade
- Jubilee Park Masterplan
- Albert Park – New All Abilities Playground & War Memorial
- New Pump Track & Rock-Climbing Wall

In terms of the CTAG recommendations re Wallendbeen, Wayne noted that either his team or an external party could prepare a design for the round-about/rest area but both will require resources and funding to be allocated by Council. He agreed that it is a key entry area to our LGA and needs attention. He noted previous investigations and work re the lighting of the Milestone Sculptures. Council may need to approach the original artist re alterations to the lighting mechanism as the fibre optic system is costly and difficult to maintain. Funding for this would also need to be sourced. There are some current issues with the reinstallation of the original walk bridge from the rest area over to the sports field, but he is still hoping this will be resolved soon.

Muttama Creek is governed by multiple agencies and state departments limiting work being able to be carried out. There are also multiple local interest groups. A plan with all groups working together to integrate the creek into the town and be able to take advantage of the bird watching, walking, sitting, viewing, plant life aspects of the creek is highly desirable in the future.

- ***Marketing & Branding Activities Prioritisation***

The Committee were encouraged to provide any feedback to Jeana by Friday 13<sup>th</sup> November to enable Miriam and herself to develop their action plans.

From review some activities listed are already underway but require some polishing. Discussion highlighted a need to focus on the promotion aspects of the plan. Jeana was not privy to the budget available for activities.

Gwen highlighted that there needs to be improved coordination in publicising what is on/happening. Jeana will consider what improvements can be made to the website events section. Improved publicity (and possibly print out) of the monthly Newsletter to also be explored. Nina noted that we still do need to consider a billboard and external promotion so that people even know that Cootamundra exists to want to search what is on. Jeana noted that a Billboard will likely need to be on a to be identified Council owned spot due to costs. *Action: Jeana to follow-up progress with Miriam.*

Annie highlighted Pioneer Park as a key attraction & thing to do in Cootamundra that needs development, even starting with new path signage so people do not get lost. She has identified a grant that could be sought and has passed details to Jeana & Miriam. *Action: Jeana to work with Miriam and Annie to ensure a grant application is prepared.*

Leigh noted that the next Community Strategic Plan should soon be put forward for input. Council funding and resource allocation depends on activities being listed or inferred in this plan. We need to make sure that TED activity for Cootamundra is included in this next plan. She stressed that our future recommendations should always reference the CSP to add weight. She also encouraged members to be "grant ready" with any ideas put forward if possible – with an identified source of funding it is easier for Council to lend assistance.

- ***Council facilitation - Beach Volleyball & Motorcycle Museum***

The 355 Beach Volleyball Committee has been disbanded as the format was not the right fit and the members could no longer take on the task. Remaining funds have seemingly been distributed to sporting groups and schools. The Committee feels the Council has let the community down by not holding the funds for a future event following COVID and working to facilitate a new Committee to run the event. This was an important event on the Cootamundra Calendar that ran for 20 years and effort should be undertaken to continue it! *Action: Cr Bowden to raise a question to the next Council meeting re the future organisation of the Beach Volleyball Carnival.*

Nina noted that whilst she understood Council did not have the resources to develop the Motorcycle Museum, it is in the Council's Tourism & Economic Development Strategy and therefore Council should help with facilitating and offering guidance to the interested parties. *Action: Jeana to organise a meeting with the interested Motorcycle Museum parties to provide some guidance as to their next steps (ie funding opportunities, operation models etc)*

### **1.6 Other Business**

- Despite the rainy weather, the Driver Reviver program was well received. There were some issues with the signage provided. *Action: Jeana to coordinate with the Council facilities staff to help the volunteers with the set up and put down of the program signage for the next round (Christmas holidays)*
- *Action: Jeana to follow up re progress with Stop Revive Survive signage at the Old Gundagai Road/Muttama Road turn-off.*
- The Consultants are still working on the Agritourism Strategy – no update on ETA.
- Council Draft Activities Policy – Out for comment until 16<sup>th</sup> November – members encouraged to review and provide comment.
- The CDC have had a great response to the Business Awards. Announcement of winners soon. Shop Local Christmas Party set for the 17<sup>th</sup> December.
- A private tour company recently organised a 1-hour stopover with their Heritage Train at the Coota West Station. Planted provided catering and the Heritage Centre provided a speaker. There were some issues which can be addressed when the company returns, this time for an overnight tour in 2021.
- *Action: Cr Bowden to raise at the next Cootamundra Aboriginal Working Party meeting, how a Welcome to Cootamundra from our First Nations people could be included on the Visit Cootamundra website & brochures and also on our entry signage. A funding source will also need to be investigated.*
- Kim passed on a message of thanks from the Wallendbeen Community Association for the recommendations of CTAG made to Council.
- Annie noted recent discussions with a GrainCorp contact. A Community Engagement Officer for the Silo Art project looks to be employed in early 2021 and this may mean progress for the painting of the Wallendbeen Silos.

### **1.7 Next Meeting**

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

**8.1.13 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP**

DOCUMENT NUMBER	338938
REPORTING OFFICER	Teresa Breslin, 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	To comply with the CGRC s.355 Committee Management Manual.
ATTACHMENTS	<p>1. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Monthly Meeting and Annual General Meeting held on 2 November 2020 <a href="#">↓</a></p>

**RECOMMENDATION**

- 1. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee ordinary meeting held on 2 November, 2020, attached to the report, be received and noted.**
- 2. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Annual General Meeting held on 2 November, 2020, attached to the report, be received and noted.**
- 3. The office bearers of the Cootamundra Heritage Centre Management s.355 Committee as detailed in the report, be endorsed for 2020.**

Introduction

The attached ordinary meeting Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting are submitted for the information of Council.

The attached AGM Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting are submitted for the information of Council.

Membership

The Cootamundra Heritage Centre Management s.355 Committee conducted their Annual General Meeting (AGM) on 2 November, 2020. The details of office bearers is provided for Council's consideration, as follows:

<b>Chairperson:</b>	Geoff Larsen	<b>Vice-Chairperson:</b>	Craig Stewart
<b>Secretary/ Treasurer</b>	Betti Punnett	<b>Roster Coordinator:</b>	Betti Punnett
<b>Publicity Officer:</b>	Betty Brown	<b>VIC Liaison:</b>	Yvonne Forsyth

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE  
MANAGEMENT COMMITTEE ANNUAL GENERAL MEETING HELD AT THE COOTAMUNDRA  
HERITAGE CENTRE ON MONDAY 2 NOVEMBER 2020 COMMENCING AT 4.45PM**

**Present:** Geoff Larsen (Chairperson). Betty Brown, Yvonne Forsyth, Betti Punnett, Craig Stewart, Sandra McGowan, Kelly Manwaring

Cootamundra Gundagai  
Document Received

- 9 NOV 2020

File No. ....

**Apologies:** Abb McAlister, Michele Pigram, Arthur Ward

**Minutes of the previous meeting:** Read and confirmed: Moved Yvonne Forsyth, seconded Betty Brown

**CARRIED**

**Business Arising:** Nil

**Financial Report:** Presented by Treasurer Betti Punnett. CHC Nos: 1619 Adults, 173 Children, 0 Buses. Donations: \$2456.70; Souvenirs: \$1160.50 **TOTAL: \$3617.20** since 4 November 2019. Moved Betti Punnett, seconded Craig Stewart

**CARRIED**

**Annual Report:** Presented by Secretary Betti Punnett

Chairperson Geoff Larsen thanked all members for their commitment and hard work over the past year. He declared all positions vacant and asked Craig Stewart to conduct the election of office bearers.

**Election of Office Bearers:**

<b>CHAIRPERSON:</b>	Geoff Larsen	Nominated: Seconded:	Yvonne Forsyth Betty Brown
<b>VICE CHAIRPERSON:</b>	Craig Stewart	Nominated: Seconded:	Betty Brown Geoff Larsen
<b>SECRETARY/TREASURER</b>	Betti Punnett	Nominated: Seconded:	Yvonne Forsyth Craig Stewart
<b>ROSTER CO-ORDINATOR:</b>	Betti Punnett	Nominated: Seconded:	Geoff Larsen Betty Brown
<b>PUBLICITY OFFICER:</b>	Betty Brown	Nominated: Seconded:	Yvonne Forsyth Betti Punnett
<b>VIC LIAISON:</b>	Yvonne Forsyth	Nominated: Seconded:	Betti Punnett Geoff Larsen

Craig Stewart congratulated all on being elected and wished them well for 2020-2021.

There being no further business, the meeting closed at 5.10pm

*Betti Punnett  
Secretary/Treasurer*

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE  
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE  
CENTRE ON MONDAY 2 NOVEMBER 2020 COMMENCING AT 4.10PM**

**Present:** Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Betti Punnett, Craig Stewart, Sandra McGowan, Kelly Manwaring

**Apologies:** Mayor Abb McAlister, Michele Pigram, Arthur Ward

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

**Business Arising:** \* Mt Hored photograph - Ian Brown thanked for giving information about service through Mt Hored and Ashley Hay

\* Framed photograph collected from Camera Art \$85.00 - to be displayed in Agriculture Gallery

\* Letter to Elfie Shelley - address received, but not yet written

\* Curtrax strings and hooks received \$125.23

\* Blinds - nothing further

\* Gantry - nothing further

**Financial Report:** Betti Punnett presented the Financial Report with takings of CHC \$271.85, VIC \$118.00; Nos: CHC 208; VIC 135 Children 40 since 12 October. Moved Betti Punnett, seconded Betty Brown **CARRIED**

**Correspondence:** IN: \* Curtrax Email quote \$125.23

\* Camera Art account \$85.00

**OUT:** \* October Meeting Minutes

\* Mayor Abb McAlister - invitation to AGM

\* Miriam Crane - request for purchases: framed photograph, blinds, Curtrax

\* Andrew Brock - replace spotlight bulb on gantry; gallery blinds

**General Business:** \* Helen Hamilton had inquired re anything further on Hugh Hamilton's suggestion for possible statue of Arthur Butler. Nothing to report. Suggested Wayne Bennett be contacted (Betti Punnett) Hugh Hamilton's leaflet on Cootamundra's aviation history to be printed.

\* Mark Forsyth has offered music scores from past CADAS and Musical Society performances. One copy of each to be accepted, preferably in archival box and labelled. (Betti Punnett) 1950s +

\* Yvonne Forsyth reported that supply of tea towels needs to be replenished

\* Members discussed need for more space - archival as well as for CHC items. Kelly Manwaring and Sandra McGowan spoke on preserving photographic negatives from *Cootamundra Herald* - all negatives need to be labelled, correctly stored and preferably digitalized. Cootamundra Local History Society Inc seeking grant/s to do so. There is a need to discuss with C/GRC future requirements of CHC. Members emphasized that so much - photographs, paper and physical items - is irreplaceable.

\* Betti Punnett reported C/GRC had offered historic Mayoral chair and the large council logo for display. Logo accepted, but really no appropriate place to exhibit/keep the chair.

\* Christmas Party - to be held at Bradman's Birthplace - possibly 6 December

\* Craig Stewart was thanked for replacing national flag rope (donated)

There being no further business, the meeting closed at 4.58pm

Betti Punnett

Secretary/Treasurer

**Next Meeting Monday 2 February 2021 4.00pm**

## COOTAMUNDRA HERITAGE CENTRE

Month		CHC		Donations	VIC	Souvenirs	Total	
		Adults	Children	Buses				
<b>Oct</b>	1	15	3		\$20.00	7	\$3.00	\$23.00
<b>2020</b>	2	17			\$15.00	9	\$53.00	\$68.00
	3	27	6		\$25.00	22	\$19.00	\$44.00
	4	21	2		\$49.80	17	\$22.00	\$71.80
	5	24	1		\$36.60	4	\$44.00	\$80.60
	6	21	5		\$19.00	19	\$30.00	\$49.00
	7	24	9		\$46.00	14	\$7.00	\$53.00
	8	19	5		\$26.70	0	\$7.00	\$33.70
	9	0			0	0	0	\$0.00
	10	5			\$10.50	14	\$6.00	\$16.50
	11	3			\$2.00	5	\$7.00	\$9.00
	12	7			\$18.40	5	0	\$18.40
	13	11			\$43.65	13	\$7.00	\$50.65
	14	4			\$3.00	7	\$7.00	\$10.00
	15	29			\$35.15	25	\$6.00	\$41.15
	16	12			\$19.00	6	\$2.00	\$21.00
	17	9			\$2.00	6	\$8.00	\$10.00
	18	5	2		\$12.70	8	\$7.00	\$19.70
	19	18			\$22.00	1	\$3.00	\$25.00
	20	20			\$5.60	5	0	\$5.60
	21	9			\$10.50	6	\$10.00	\$20.50
	22	9			\$14.00	9	0	\$14.00
	23	6			\$7.00	3	0	\$7.00
	24	16			\$18.00	7	\$7.00	\$25.00
	25	6			\$22.05	8	\$58.00	\$80.05
	26	2			0	0	0	\$0.00
	27	4			\$5.00	4	0	\$5.00
	28	16			\$14.00	16	\$1.00	\$15.00
	29	10			\$14.00	3	0	\$14.00
	30	6			\$6.90	1	\$2.00	\$8.90
	31	9			\$17.30	0	0	\$17.30
	.	<b>384</b>	<b>33</b>		<b>\$540.85</b>	<b>244</b>	<b>\$316.00</b>	<b>\$856.85</b>
	.							
	.							

## COOTAMUNDRA HERITAGE CENTRE

Year	Month	CHC			VIC	TOTAL		
		Adults	Children	Buses				
2017	Nov	131	13	0	\$216.20	123	\$34.50	\$250.70
	Dec	137	10	2	\$214.65	128	\$162.10	\$376.75
		<b>268</b>	<b>23</b>	<b>2</b>	<b>\$430.85</b>	<b>251</b>	<b>\$196.60</b>	<b>\$627.45</b>
2018	Jan	160	14	2	\$186.50	118	\$256.00	\$442.50
	Feb	111	3		\$216.95	146	\$134.00	\$350.95
	Mar	186			\$380.50	191	\$208.00	\$588.50
	Apr	292	32		\$450.30	202	\$178.00	\$628.30
	May	220	3	1	\$320.80	180	\$85.00	\$405.80
	June	196	36		\$345.40	165	\$100.00	\$445.40
	July	150	18		\$287.15	123	\$141.00	\$428.15
	Aug	190			\$316.55	148	\$261.00	\$577.55
	Sept	194	15		\$366.00	189	\$102.00	\$468.00
	Oct	293	33		\$531.80	227	\$188.00	\$719.80
	Nov	155	38	1	\$233.50	144	\$64.00	\$297.50
	Dec	163	6	1	\$241.65	94	\$127.00	\$368.65
		<b>2310</b>	<b>198</b>	<b>5</b>	<b>\$3,877.10</b>	<b>1927</b>	<b>\$1,844.00</b>	<b>\$5,721.10</b>
2019	Jan	103	21		\$191.85	115	\$99.00	\$290.85
	Feb	89	3		\$125.70	105	\$34.00	\$159.70
	Mar	241	2	1	\$369.25	179	\$163.00	\$532.25
	Apr	268	53		\$381.55	267	\$188.00	\$569.55
	May	201	27		\$361.90	225	\$121.00	\$482.90
	June	193	33		\$285.20	186	\$60.00	\$345.20
	July	162	34		\$293.90	178	\$172.00	\$465.90
	Aug	178	1	1	\$321.00	166	\$141.00	\$462.00
	Sept	241	3		\$550.65	239	\$141.00	\$691.65
	Oct	232	6		\$378.90	304	\$250.00	\$628.90
	Nov	142	9		\$251.65	144	\$175.00	\$426.65
	Dec	142	8	2	\$224.90	102	\$75.00	\$299.90
		<b>2192</b>	<b>200</b>	<b>4</b>	<b>\$3,736.45</b>	<b>2210</b>	<b>\$1,619.00</b>	<b>\$5,355.45</b>
2020	Jan	176	26		\$262.60	131	\$125.00	\$387.60
	Feb	110	56		\$285.40	129	\$89.00	\$374.40
	Mar	99	0		\$154.65	117	\$43.50	\$198.15
	Apr			<b>CLOSED</b>				
	May			<b>CLOSED</b>				
	June	123	0		\$173.00	118	\$68.00	\$241.00
	July	189	19		\$299.50	140	\$75.00	\$374.50
	Aug	160	12		\$187.55	79	\$85.00	\$272.55
	Sept	253	11		\$313.60	186	\$157.00	\$470.60
	Oct	384	33		\$540.85	244	\$316.00	\$856.85
	Nov							
	Dec							
		<b>1494</b>	<b>157</b>		<b>\$2,217.15</b>	<b>1144</b>	<b>\$958.50</b>	<b>\$3,175.65</b>

**8.1.14 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	339346
REPORTING OFFICER	Teresa Breslin, 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	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Cootamundra Showground Users Group Section 355 Committee meeting 21 October 2020 <a href="#"><u>↓</u></a>

**RECOMMENDATION**

**The Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 21 October, 2020, attached to the report, be received and noted.**

**Introduction**

The attached Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 21 October, 2020 are submitted for the information of Council.



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

## COOTAMUNDRA SHOWGROUD USERS SECTION 355 COMMITTEE

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
7PM, WEDNESDAY 21st OCTOBER, 2020

### 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: Roderick Jones, John Collins, David Manwaring,  
Darren Absolon

Other Attendance: Joan Collins

**Confirmation of a Quorum:**

There are [4] Members appointed to this Committee.

Quorum numbers are met [yes/no]

*Note: If quorum numbers are not met no actions can be made at this meeting. An informal discussion on items on the agenda can only take place. All agenda items from this meeting will be transferred to the next meeting for determination. Notes on the informal discussion can be made for reference at the next meeting. See Section 355 Committee Manual to identify if quorum numbers are met.*

#### 1.2 Apologies

Abb McAlister, Gil Kelly, Paul Clancy and Alice Crawford

#### 1.3 Disclosure of Interests

Identify if there are any Conflict of interests that need to be disclosed in the Minutes.

#### 1.4 Confirmation of previous meeting Minutes

The minutes of the Showground Users Group Section 355 Committee ordinary meeting dated 19 September 2020 be confirmed as true and correct.

Moved: John Collins

Seconded: David Manwaring

### 1.5 Business arising from previous Minutes

Item/Discussion	Action	Status
Update on Electrical works/solar		Ongoing
Tree Removal at RDA site		Ongoing
Request from RDA to have grounds sprayed	Andrew to chase crews	Ongoing
Rod slashed RDA site	Rod carried works and thanked by committee	Completed
Pump Shed	Spoken to Spinifex change in quote-Check with girls on PO	Approved
Pump Shed	Plumbing problems	Repaired
Water Leak in electrical trench	Contact Ben to fix	Repaired

### 1.6 Correspondence in/out:

#### Incoming correspondence:

- Glider club asking about usage of pavilion

#### Outgoing: correspondence: NIL

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

Treasurer's report attached.

Moved: Rod Jones

Second: Darren Absolon

### 1.8 General Business:

- Sky light pavilion-Urgent repair required
- Tar patcher to top dress roadway or send pothole crew on showground road
- Speak to Ben regarding key, don't cut locks
- Follow up key from dog group or send invoice
- 3<sup>rd</sup> to 5<sup>th</sup> September, Car club John Collins

### 1.9 Date and Time of Next Meeting

The next meeting is scheduled for 7pm, Wednesday 18<sup>th</sup> November 2020, Alby Schultz Meeting Centre.

Time Meeting Closed 8.18pm.

**8.1.15 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL CHRISTMAS AND NEW YEAR CLOSURE**

DOCUMENT NUMBER	338690
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>4.1 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	Nil

**RECOMMENDATION**

**The report on the Christmas 2020 and New Year 2021 closures for Council's facilities be received and noted.**

Introduction

Each year Council's offices and depots close for the Christmas and New Year period. The Administration Centres have traditionally closed from close of business Christmas Eve to reopen 2<sup>nd</sup> January.

Discussion

The following arrangements are submitted for the information of Council:

**All Works Depots:** Close on Wednesday, 23<sup>rd</sup> December, 2020 at Midday and reopen on Monday, 4<sup>th</sup> January, 2021.

**Administration Offices:** Close Thursday, 24<sup>th</sup> December, 2020 at Midday and reopen on Monday, 4<sup>th</sup> January, 2021 at 9:00am.

**Cootamundra Library:** Close Thursday, 24<sup>th</sup> December, 2020 at Midday and reopen on Monday, 4<sup>th</sup> January, 2021 at 9:00am.

**Gundagai Library:** Close Thursday, 24<sup>th</sup> December, 2020 at Midday and reopen on Monday, 11<sup>th</sup> January, 2021 at 9:00am.

**Gundagai Visitor Information Centre:** Close Thursday, 24<sup>th</sup> December, 2020 at Midday and reopen on Tuesday, 29<sup>th</sup> December, 2020 at 9:00am.

**Cootamundra Aquatic Centre:** Closed on Friday, 25<sup>th</sup> December, 2020 and reopen on Saturday, 26<sup>th</sup> December, 2020 at 10am.

**Gundagai Swimming Pool:** Closed on Friday, 25<sup>th</sup> December, 2020 and reopen on Saturday, 26<sup>th</sup> December, 2020 at 2pm.

Skeleton staff to be available for essential services only during this period. Management have had discussions with staff for these arrangements. A list of skeleton and on-call members of staff on duty during the Christmas and New Year period will be compiled and will be distributed to relevant staff once confirmed.

Availability and contact details will be required from staff in the event of an emergency for distribution to the Local Emergency Management Officer.

### 8.1.16 COUNCILLOR PROFESSIONAL DEVELOPMENT

DOCUMENT NUMBER	339365
REPORTING OFFICER	Phillip McMurray, 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>4.1 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	<p>1. The Councillor Induction and Professional Development Guidelines issued by the Office of Local Government in 2018</p> <p><a href="#"></a></p>

#### RECOMMENDATION

Endorse Cr Bowden's Notice of Motion titled Councillor Professional Development, that being:

- 1. Council develop a Councillor Professional Development Policy.**
- 2. Council include adequate funding in its budget for Councillor professional development.**

#### Discussion

Under section 232(1)(g) of the Local Government Act, all mayors and councillors have a responsibility to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

To support this, the general manager is required under the Local Government Regulation to ensure the delivery of an ongoing professional development program for the mayor and each councillor over the term of the council to assist them acquire and maintain the skills necessary to perform their roles. The content of the ongoing professional development program is to be determined in consultation with the mayor and each councillor. It must be needs-based and reflect the specific skills, knowledge and personal attributes required by the mayor, each individual councillor and the governing body as a whole, to perform their roles effectively.

Mayors and councillors must make all reasonable efforts to participate in activities offered to them as part of a professional development program. Councils are also required to report on the participation of the mayor and councillors.

The Councillor Induction and Professional Development Guidelines issued by the Office of Local Government in 2018 under section 23A of the Local Government Act, are attached to this report. Council must take these guidelines into consideration.

Council has an allocation in its budget of \$30,000 for Councillor expenses of this nature, but a structured program hasn't yet been developed.

For these reasons I endorse Councillor Bowden's Notice of Motion titled 'Councillor Professional Development'.

# Councillor Induction And Professional Development Guidelines

---

2018



**COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDELINES**

2018

**ACCESS TO SERVICES**

The Office of Local Government is located at:

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# About these guidelines

The *Councillor Induction and Professional Development Guidelines* (the Guidelines) have been issued under section 23A of the *Local Government Act 1993* (the Act) to assist general managers and council staff to develop, deliver, evaluate and report on the induction and professional development programs they are required to provide mayors and councillors under the *Local Government (General) Regulation 2005* (the Regulation). Councils are required to consider the Guidelines when

undertaking these activities. These Guidelines also apply to county councils, and where relevant, joint organisations.

The Guidelines have also been developed to ensure mayors and councillors are aware of the knowledge, skills and personal attributes expected of them in their civic roles under the Act, and of the support their council should be providing to ensure they are able to effectively fulfil their roles.

These Guidelines are divided into five parts:

<b>Part A</b>	explains the statutory requirements for <b>induction and professional development programs</b> for mayors and councillors in NSW.
<b>Part B</b>	guides councils on how to develop and deliver <b>information sessions</b> to potential candidates considering nominating for election.
<b>Part C</b>	guides councils on how to develop and deliver <b>induction programs</b> for newly elected and returning mayors and councillors.
<b>Part D</b>	guides councils on how to develop and deliver <b>ongoing professional development programs</b> that ensure mayors and councillors continue to develop their capabilities throughout their terms in office.
<b>Part E</b>	outlines how councils are to <b>report</b> on the induction and professional development activities offered to mayors and councillors and their participation in those activities.

It is acknowledged that many NSW councils already provide induction and ongoing professional development programs for mayors and councillors. It is also recognised that the needs and circumstances of councils vary as do the capabilities of individual mayors and councillors, as well as their development needs. The aim of the Regulation and the Guidelines is to ensure that all mayors and councillors across the state have access to such programs, and that the programs delivered by councils meet a consistent minimum standard. The Guidelines have also been designed to be used flexibly by councils and to accommodate, and in some cases build upon, existing programs.

These Guidelines include:

- details of the capabilities (ie the knowledge, skills and attributes) that mayors and councillors are required to have or to acquire in order to fulfil their roles effectively
- a framework for the development of pre-election information sessions for candidates, and induction and ongoing professional development programs for elected members
- information about the developmental stages of each program and what to consider at each stage, and
- checklists of the content that is required in candidate information sessions and induction programs for elected members.

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## Introduction



## Background

Mayors and councillors come from a diverse range of backgrounds and bring different knowledge, skills, perspectives and insights to their roles. This is one of the strengths of a democratic and representative system of local government.

However, few new mayors or councillors have extensive knowledge of the system of local government, how a council works, or the full scope of their roles and responsibilities when they assume office for the first time. Some are unaware of the need for mayors and councillors to work as a team, despite their political differences, to make decisions that are in the best interests of the community. There may be others who, if they had been fully aware prior to their election of the nature of the role of a mayor or councillor and of the time commitment involved, may not have nominated to stand.

The role exercised by mayors and councillors is a very demanding one and the community rightly has high expectations of the performance of the mayor and councillors. As the governing body of the council, mayors and councillors must work together as a cohesive team to meet the needs of the community. The multi-faceted nature of the roles also requires mayors and councillors to have a wide variety of skills, experience and knowledge, along with the time, passion and commitment to achieve results for the community.

From their first council meeting, mayors and councillors will be required to work together to make important decisions on behalf of their communities, and to take responsibility for those decisions. These decisions will impact on local communities, the services and infrastructure delivered by the council, and the local natural and built environments. They will often involve significant use of public money. Proper induction into their roles, and the building of the governing body as a unified

and collaborative team, are vital if mayors and councillors are to be effective from the start of their terms in office.

Some mayors and councillors may need to develop knowledge and skills in a broad range of areas that are unfamiliar to them in order to undertake their roles successfully. These may include, for example, understanding council meeting procedures or land use planning requirements or interpreting financial statements.

Even experienced mayors and councillors say they can find it challenging to keep abreast of changes to the legislative and policy context for local government as well as changes to their councils' policies and procedures.

Ongoing professional development and training, as well as early relationship building between councillors, is essential if the community is to be well served by their elected representatives on council.

## Statutory requirements

The Act prescribes the roles and responsibilities of mayors and councillors both collectively as the governing body of the council, and as individual members of the governing body. It also places a responsibility on each mayor and councillor to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

To assist mayors and councillors to meet this obligation, the Regulation requires general managers to deliver induction and ongoing professional development programs that will help mayors and councillors to acquire and maintain the skills necessary to perform their roles. Mayors and councillors have a reciprocal obligation to participate in these programs. Part A of these Guidelines further explains what is required of councils, mayors and councillors under the Regulation.

**Councillor induction and Professional Development Guidelines**

Each council is required to publicly report on participation in the council's induction and professional development program. Part E of these Guidelines outlines these reporting requirements.

## Induction and professional development – an overview

### Pre-election candidate information sessions

Whilst not a mandatory requirement, it is recommended that general managers begin induction and professional development activities by holding at least one candidate information session for people considering nominating for election prior to the election.

These sessions are to be designed to ensure potential candidates are fully aware and informed of what will be expected of them if they are elected. Part B of these Guidelines provides more information about how each council could develop and deliver candidate information sessions.

### Induction programs

An induction program is a process used within many businesses, government agencies and non-government bodies to welcome new people to an organisation and to prepare them for their new roles.

An induction program ensures the organisation provides a person commencing a new role with all the information they need to do their job in the first few months. It also enables the person to become a useful, integrated member of the organisation, rather than being 'thrown in at the deep end' without understanding how to perform their role, or how it fits in with the rest of the organisation.

In the local government context, a good councillor induction program can build early positive relationships and teamwork between councillors, increase productivity and provide essential knowledge from the moment a mayor or councillor is elected. This can ensure newly elected mayors and councillors become more productive in a shorter period of time.

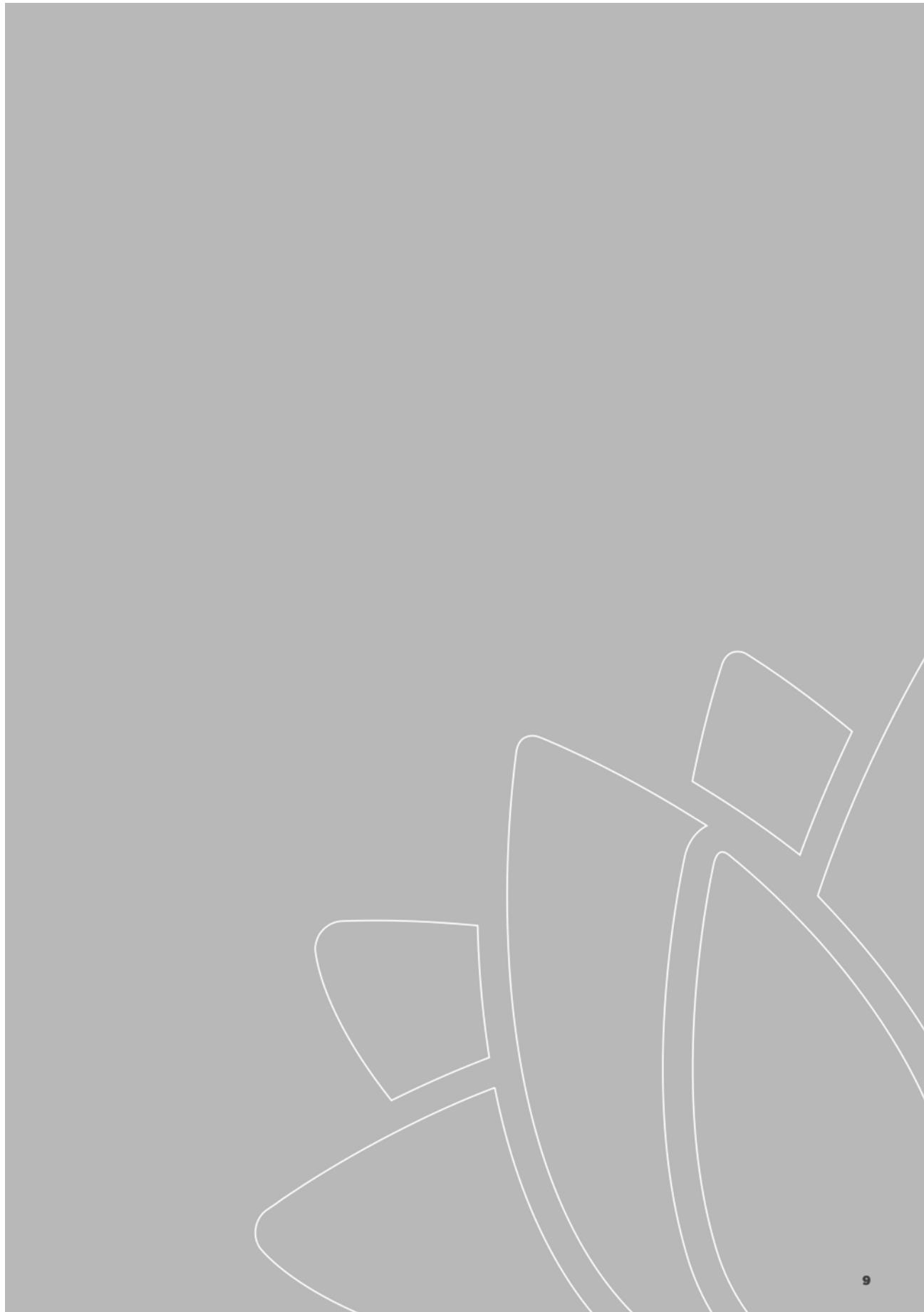
Councillor induction programs are mandatory in NSW under the Regulation. Part C of these Guidelines outlines how each council should develop its councillor induction program.

### Professional development programs

A professional development program is any program which involves a deliberate and ongoing process of improving and increasing the professional knowledge, competence, skill and effectiveness of people in the workplace through professional development activities specific to their needs.

In local government, an effective professional development program can ensure mayors and councillors fill any skills or knowledge gaps they have that may otherwise prevent them from making the best possible contributions to their communities.

Ongoing professional development programs for mayors and councillors are mandatory in NSW under the Regulation. Part D of these Guidelines outlines how each council should develop its councillor professional development program.



## **Part A: Statutory and Policy Context**



**Statutory requirements**

## Statutory requirements

Under section 232(1)(g) of the Act, all mayors and councillors have a responsibility to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

To support this, the general manager is required under the Regulation to ensure the delivery of:

- an **induction program** for newly elected and returning councillors and a specialised supplementary induction program for the mayor within six months of their election, and
- an **ongoing professional development program** for the mayor and each councillor over the term of the council to assist them to acquire and maintain the skills necessary to perform their roles. The content of the ongoing professional development program is to be determined in consultation with the mayor and each councillor. It must be needs-based and reflect the specific skills, knowledge and personal attributes required by the mayor, each individual councillor and the governing body as a whole, to perform their roles effectively.

These requirements also apply to councillors and mayors elected during the term of a council to fill a casual vacancy.

Under the Regulation, mayors and councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or professional development program. Councils are also required to report on the participation of the mayor and councillors in these programs.

## Principles, roles and responsibilities under the Act

Councils are required to apply the five sets of guiding principles prescribed under the Act in exercising their functions. These principles (outlined in **Appendix A**) seek to ensure that each council carries out its functions in a way that facilitates the creation of a strong, healthy and prosperous local community. Mayors and councillors must understand these principles and be able to apply them when exercising their functions.

The Act also prescribes the roles and responsibilities of mayors and councillors, both collectively as the governing body of the council, and individually as members of the governing body (these are outlined in **Appendix B**). Mayors and councillors must have a strong understanding of their prescribed roles and responsibilities under the Act in order to be able to fulfil them.

Councils must design their induction and professional development programs to ensure that mayors and councillors have the capabilities (ie the knowledge, skills and attributes) needed to apply the guiding principles and to effectively undertake their prescribed roles and responsibilities.

## Reporting requirements

Mayors and councillors are ultimately accountable to the community that elects them for the performance of their duties.

To facilitate this accountability, councils are required under the Regulation to report each year in their annual reports on the participation of the mayor and each councillor in the induction and professional development program during that year.

**Councillor Induction and Professional Development Guidelines**

The information to be reported includes:

- the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
- the name of the mayor and each councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.

These reporting requirements do not apply to joint organisations.

## Council policy

Each council needs to enshrine its commitment to uphold these statutory requirements and to the induction and ongoing professional development of mayors and councillors in all relevant council policies. This will ensure that councillor induction and professional development is embedded in council's values and operations, and that an effective induction and ongoing professional development program is implemented.

Each council should also ensure that its ongoing professional development program is accommodated by and reflected in its councillor expenses and facilities policy.<sup>1</sup> The expenses and facilities policy should make clear and adequate provision for relevant training and professional development activities as legitimate expenses.

Councils may also wish to consider other mechanisms to reinforce their commitment to ongoing professional development for the mayor and councillors, and develop a structured approach for realising this commitment in practice.

This may be done through developing and adopting a resolution or a charter as a statement of commitment to support ongoing professional development for the mayor and councillors.

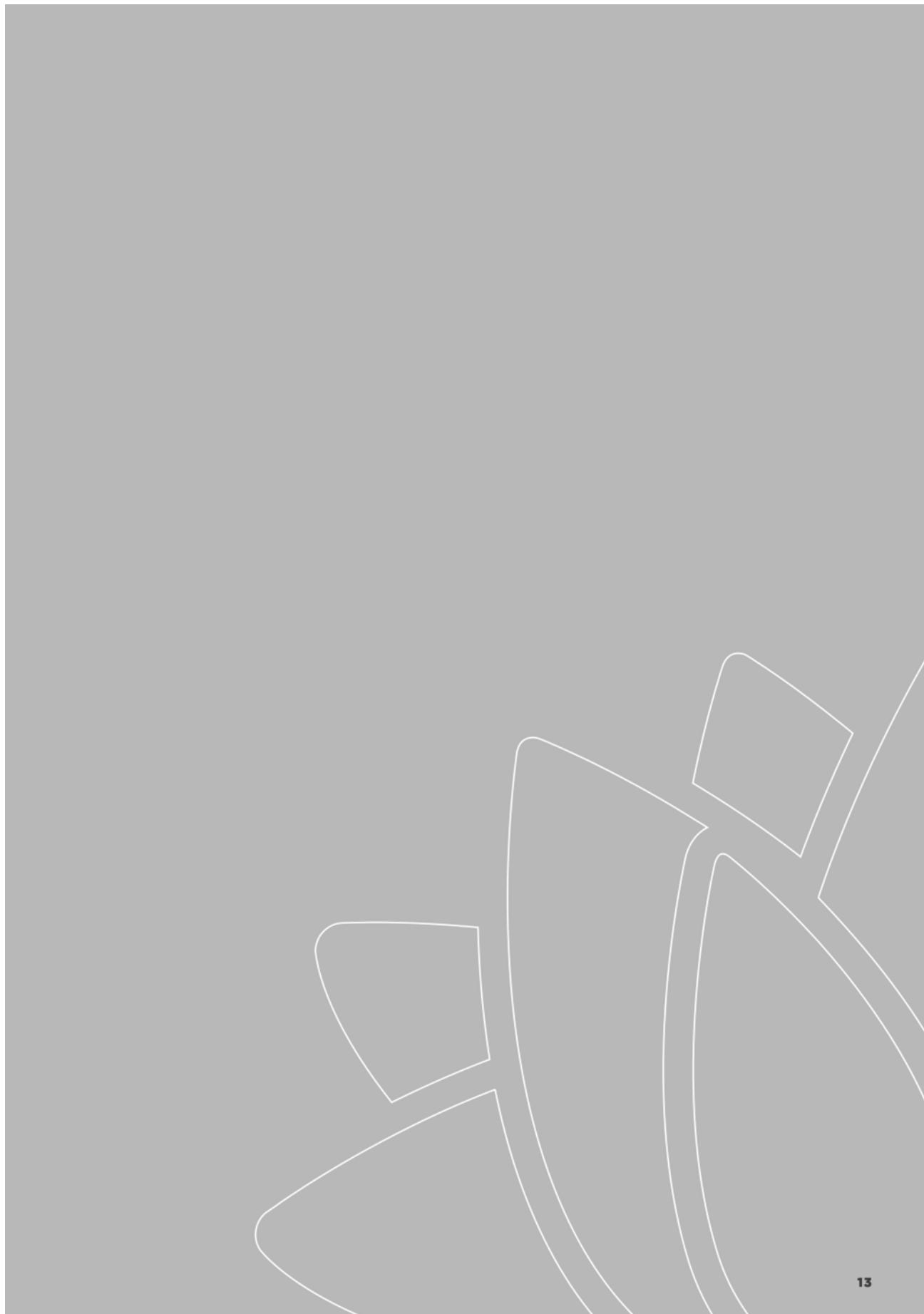
Alternatively, councils may wish to develop and adopt a councillor induction and professional development policy. A model policy is provided in **Appendix C**.

## Budget

Each council should allocate an annual budget to support induction and professional development activities to be undertaken in that year. Progress against expenditure of the budget allocation should be reported on a quarterly basis as part of the budgetary cycle.

Councils will need to determine the size of the budget allocation, which may change annually, depending on training needs. It is to be expected that costs will be higher in the first year of council's term due to the need to deliver an induction program. The delivery program financial estimates and the Long Term Financial Plan will reflect the varying training and development budget requirements over the term of the council.

<sup>1</sup> A councillor expenses and facilities policy must be prepared by each council in accordance with section 252 of the Act and the Office of Local Government's *Guidelines for the payment of expenses and the provision of facilities to mayors and councillors in NSW*.



## **Part B:**

### **Pre-Election Information Session for Potential Candidates**



## Benefits of a pre-election candidate information session

It is vital that people who are considering nominating for election to a council have a solid understanding of the role before they nominate. This includes an understanding of what will be expected of them should they be elected, and the legislative boundaries they must work within.

Being fully informed will ensure that candidates who nominate have seriously considered whether they have the knowledge, skills and personal attributes required to fulfil the responsibilities of civic office (noting that the specific knowledge required can be developed if these skills and personal attributes are present). Being fully informed will also assist them to judge whether they will be able to effectively meet the demands of representing their community on council.

Whilst not a mandatory requirement, it is recommended that the general manager ensure at least one candidate information session is held prior to nomination day for people considering nominating for election to council.

The benefits of a pre-election information session/s include:

- candidates being fully informed about the:
  - roles and responsibilities of a mayor and/or councillor
  - legislation and council policies they are expected to comply with
  - time commitment required, and
  - skills, knowledge and personal attributes needed
- candidates being given the opportunity to learn from experienced mayors and councillors
- candidates being given the opportunity to ask council any questions about the role
- candidates being aware of the financial and other support available to them to fulfil the role of a mayor and/or councillor

- candidates understanding that their behaviour as a mayor and/or councillor will be governed by council's code of conduct and that there are penalties for breaches
- council being able to provide potential candidates ahead of time the key dates of any known events that they will be required to participate in during council's term if they are elected so they can make tentative arrangements to attend (for example, council meetings, induction)
- the community benefiting from each candidate seeking election based on a platform that reflects what they can and cannot do or achieve as councillor, and
- reduced tension and conflict due to newly elected mayors and councillors having a better understanding of their roles and what can be achieved by a unified governing body.

## Delivering a pre-election candidate information session

### Accessibility

The communities served by councils are diverse, and this should be reflected in the people elected to councils. Candidate information sessions therefore need to be highly accessible to ensure as many candidates as possible that wish to attend are physically able to. This includes the venue selected, transportation options available nearby, the time the session is held and the way information is presented and delivered, particularly for people who are visually or hearing impaired.

To ensure candidates that may not be able to attend due to mobility issues or their regional geographic location are not excluded, councils should publish as much information from the candidate information sessions as possible online. Councils, particularly those in regional areas, are encouraged to webcast candidate information sessions.

**Councillor Induction and Professional Development Guidelines**

## Timing

Councils can choose when to hold their candidate information session/s, but at least one session should be held before the deadline for nomination to allow potential candidates to be fully informed before they nominate for election. The session/s could be held at council premises, or another appropriate public venue/s, at a convenient time that will enable as many potential candidates as possible to attend. For councils divided into wards, councils could consider the benefit of holding sessions in different wards.

During the information session, councils are encouraged to recommend to candidates that they attend a council meeting/s or a council committee meeting/s to gain further insight into council decision making and meeting practice. The timing of candidate information sessions should allow for candidates to attend a meeting if they wish, and therefore would be best held before a council meeting.

Councils will need to ensure that the details of the candidate information session/s are well advertised in the local community (for example, the council's website, local radio, social media, newspapers, and/or any other effective means) so that any potential candidates are aware the information session/s is being held.

## Content

A checklist of the content to be included in a candidate information session/s is provided in **Appendix D**. Recommended content covers the:

- role of council
- roles and responsibilities of the governing body, mayor, councillors, general manager and other staff
- legal and ethical responsibilities of the mayor and councillors
- time commitment required of a mayor and councillor
- support available to assist the mayor and councillors in their roles, and
- knowledge, skills and personal attributes required to successfully fulfil the roles of mayor and councillor.

## Delivery

The candidate information session/s is best delivered by the person who is most able to engage attendees and deliver the content in a way that will achieve the outcomes sought. This person could be the general manager, another staff member or an external provider. If the information session/s is not presented by the general manager it is recommended that the general manager still be present to answer any questions.

Mayors or councillors from previous council terms may also be invited to provide an overview of their experience in council, and any significant issues they think potential candidates should consider before deciding whether to nominate. This could take the form of an informal talk, a panel discussion or a councillor question and answer session. Whilst they are welcome to attend, it is not appropriate to invite currently elected members to present at candidate information sessions as current members may choose to re-nominate for election. Current members, however, are able to attend as an audience member if they wish.

Consideration should be given to which delivery method, or combination of delivery methods, would best suit the information being conveyed and should recognise that attendees are likely to have a variety of learning styles.

### Resource sharing

There are parts of each council's candidate information session/s that will be common to all councils, for example, the roles and responsibilities of mayors and councillors and the election process.

To achieve greater efficiency, councils are encouraged to share candidate information session resources or jointly hold parts of their session/s with other councils. Joint and regional organisations are also encouraged to develop and/or deliver regional candidate information sessions on behalf of their member councils that candidates can attend. These common sessions could be supplemented by member councils with individual sessions at each council or online content that provides local information specific to that council.

Printed and face-to-face training resources, such as the candidate information pack and other visual aids used in sessions, could also be shared between councils, or developed by joint or regional organisations on behalf of their member councils.

The NSW Electoral Commission provides a range of information and educational resources about the election process and the legal obligations of candidates when nominating and campaigning that council may wish to use. More information can be found at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au) and [www.votensw.info](http://www.votensw.info).

### Candidate information pack

Councils are encouraged to prepare a candidate information pack for attendees that provides key information for continued consideration after the information session/s. This can take the form of printed material presented in a folder that potential candidates can take away and read, or a dedicated

section on council's website that provides all the necessary information. The pack can also include any relevant information or resources made available by external bodies. The NSW Electoral Commission, for example, provides a range of educational resources that guide candidates through the election process.

## 3. Evaluation

It is recommended that the information session/s be evaluated by council to determine how effective it was in helping potential candidates understand what is involved in being a councillor or mayor, and to enable them to assess their suitability for these roles. Councils could do this by seeking the views of attendees at the end of a session.

For greater insight, councils may also consider surveying the councillors elected approximately six months after the election to assess whether they feel the session gave them an accurate view of their roles and responsibilities, or whether they would have benefitted from any other information being given at the sessions.

The outcomes achieved from the information session/s could include, at a minimum, potential candidates fully understanding:

- the roles and responsibilities of a councillor and mayor, including the knowledge, skills and personal attributes needed to perform these roles effectively
- the legislation, code of conduct and other council policies they will need to comply with
- the time commitment that will be required from them, and
- the financial and other support available to them to fulfil the role of a mayor and/or councillor.

The evaluation could assess whether these outcomes were achieved.

## **Part C:**

### **Induction Program**

### **for Mayors and Councillors**



## Benefits of a councillor induction program

Holding an induction program for councillors (including a supplementary component for mayors) each council term is a mandatory requirement under the Regulation. The mayor and all councillors are expected to participate in all induction activities.

The induction program will enable the mayor and councillors to quickly become familiar with how the council works, the rules under which it operates and the complexities of the roles. It is a vital way to ensure new and returning mayors and councillors get the information they need to be effective leaders from the very beginning of the council's term.

It is important that the councillor induction program is not simply used to present dry facts. It is also a vital opportunity to talk with councillors and the mayor about the accepted values and behaviours of the council that they have become a part of.

The induction program is also an invaluable opportunity to sow the seeds for a governing body that functions as a strong, collaborative team. It provides the chance for the mayor and each councillor to understand what motivated their new colleagues to become councillors, and to bond as a team with a common focus on making a difference for the community. It can also be used as an opportunity to have early conversations about how they would like to operate as a team to work towards common goals and to identify success factors for council and the community. It can also establish clear roles and responsibilities and build trust and positive working relationships.

The induction program will benefit mayors and councillors by:

- providing them with access to essential information in a structured and consistent way that will assist them to function well in their role and to make informed and effective decisions from the start of their term in office

- enabling more active and rapid participation in the business of the council
- enabling them to meet, build rapport, share knowledge and experiences, and form positive working relationships with each other
- identifying common goals and a shared vision as a governing body
- introducing councillors to staff to help break down any 'us and them' divide and create one team working for the community whilst still recognising the legislated separation between the two groups
- providing an opportunity for appropriate role models and mentoring relationships to be established between experienced mayors and councillors and new councillors
- helping them to understand key legislation
- helping them to understand their prescribed roles and responsibilities
- briefing them on the 'big picture', and providing them with a clear understanding of council's health and performance
- enabling them to understand and agree on the key issues and tasks for the new council, and to build a vision for the governing body's term
- enabling them to understand key council information, policies and procedures
- enabling them to understand the council and the local government area
- enabling them to feel empowered with key information about the integrated planning and reporting processes and their opportunities for influence, and
- increasing their self-confidence in their ability to perform their roles.

An induction program should also be delivered for any councillors or a mayor elected during the term of a council to fill a casual vacancy.

**Councillor Induction and Professional Development Guidelines**

## Returning councillors

Because local government is complex and subject to change, the mayor and all councillors, both new and experienced, are expected to participate in the councillor induction program at the commencement of each council term.

Whilst returning councillors may already know much of the information provided in the induction program, their attendance at these sessions will demonstrate to new councillors that their roles and responsibilities are important. Returning councillors can also contribute valuable information and lessons learnt from previous council terms, and help build a positive and collaborative culture for the new governing body.

Important aspects of the induction program include building trust and positive relationships between the members of the new governing body, establishing working bonds, and the mayor and councillors determining how they can work together as a team. The mayor and all councillors need to be part of this process.

For returning mayors, council can assess the prior knowledge and experience of the returning mayor and provide refresher training as needed as part of the supplementary mayoral component of the induction program. This includes mayors elected midway through the council term who are also expected to undergo mayoral induction.

## County councils

County councils are required to deliver an induction program for their member councillors. This includes new members who are appointed to fill a casual vacancy.

Induction programs for county councils are to be delivered as an external supplementary component of the induction program each member participated in at their home council.

This supplementary external component is to be delivered by the county council and focus on providing the councillor the information

they need to know about the county council in order to fulfil their role. This could include, for example:

- early functions required of members such as the election of the chairperson
- the functions and directions of the county council
- the county council's business activity strategic plan
- financial information
- applicable regulatory requirements (e.g. for water supply or sewerage infrastructure)
- staffing, and
- local issues.

County councils should also include team building activities in their induction programs (as described below) to set a positive and unifying foundation for the operation of the county council.

## Joint organisations

Joint organisations are not required to deliver an induction program for the voting representatives who are elected to their board.

However, joint organisations may choose to deliver an induction program to all board members (including voting representatives and non-voting representatives) to ensure they understand their responsibilities and the role and functions of their joint organisation. Where joint organisations undertake operational functions or deliver services on behalf of member councils, it is strongly recommended that joint organisation board members receive a briefing on these and relevant financial information as part of any induction offered.

Joint organisations may also include team building activities (as described below) to set a positive and unifying foundation for the operation of the joint organisation.

## Delivering a councillor induction program

### Accessibility

Councillor induction programs need to be highly accessible to ensure that all councillors are able to attend, particularly those with mobility issues or other impairments which may cause attendance to be difficult. Councils should therefore select options which maximise the accessibility of induction sessions. This includes the venue selected, transportation options available nearby, the time the session is held and the way information is presented and delivered, particularly for the sight or hearing impaired.

Councils are also encouraged to publish as much induction material as possible online to enable councillors to access induction materials and other relevant council information when needed.

### Planning

Councils should aim to have their induction programs finalised in time to provide potential candidates the proposed induction timetable at the candidate information session/s. Candidates can then make tentative arrangements to enable them to attend the induction program straight after the election if they are elected.

It is important that councillors feel welcome when they start their terms. This will send a supportive message that builds on the positive culture being encouraged for the governing body. Council should also ensure that the resources each councillor and the mayor needs are set up and ready when they start. This includes any IT equipment, office facilities or other necessary resources that will ensure they are productive from their first day in office.

### Timing

The Regulation allows a maximum of six months for the delivery of the induction program to provide councils the flexibility to develop an approach that best meets the needs of its mayor and councillors.

The first induction training session should take place, where practical, as soon as possible after the results of the election are declared and prior to the first council meeting. It should aim to provide councillors and the mayor with the information they need to function effectively in their roles, including in meetings, until the rest of the induction program is delivered. At a minimum, this should include training in council's code of conduct, code of meeting practice, preparation for taking the oath of office and electing the mayor (if applicable). The rest of the induction program must be delivered within six months of the polls being declared.

The delivery of the components of the induction program should be timed to reflect the information the councillors and the mayor need in the first week, the first month and the first six months of council. In addition, the relevant components of the induction program should be delivered before the review of the council's community strategic plan, and before the adoption of its delivery program.

Some councils prefer to deliver the full induction program as soon as possible to provide councillors with all of the information and induction training they need from the start of their term in office. However, this approach runs the risk of councillors feeling overloaded with information.

Other councils prefer to deliver the induction program approximately six weeks after the election so that new councillors have the opportunity to gain some practical experience first. However, this approach runs the risk of councillors not being effective or lacking confidence during the weeks preceding the induction training.

**Councillor Induction and Professional Development Guidelines**

Alternatively, some councils choose to use a mixture of these approaches by staging the induction program over a number of weeks. Ultimately, the optimum timing for delivery of an induction program will vary depending on local circumstances.

## Content

A checklist of recommended content for induction programs for councillors and a supplementary program for mayors is provided at **Appendix E**.

There should be two core components of council's induction program:

- a knowledge-based component that ensures new mayors and councillors have the information they need to undertake their roles (this includes a supplementary component for the mayor), and
- a team-building component designed to bring councillors together to form a collaborative, positive and united governing body.

## Knowledge component

In the first few weeks in particular, new mayors and councillors will need to know:

- their roles, responsibilities and legislative obligations
- what the council does and how the council operates, including an overview of integrated planning and reporting and land use planning
- their financial management responsibilities
- the key issues and tasks for the new council
- the legislation, rules, principles and political context under which councils operate
- the council's organisational structure and the roles and responsibilities of staff
- key council policies and procedures they must comply with
- the role of council meetings and how to participate effectively in them

- the support available to the mayor and councillors, and where they can go to get more information or assistance
- how to speak to the media appropriately and effectively, and
- information on the process for electing the mayor (where applicable).

Mayors will also need to know:

- the roles and responsibilities of the mayor as leader of the council, including ceremonial functions
- how to chair council meetings
- the role and functions of regional and other external bodies (including joint and regional organisations of councils) council is a member of
- how to oversee the general manager, including understanding recruitment processes and leading performance reviews
- how to lead council's integrated planning and reporting, and
- how to manage code of conduct complaints about the general manager.

## Team building component

Team building activities should be held, where necessary, depending on the relationships that exist between councillors and how they are likely to function as a team. The activities should aim to ensure mayors and councillors, as a governing body, understand the need to:

- build relationships with each other based on trust and mutual respect
- contribute to a positive and ethical culture within the governing body
- encourage and facilitate collaboration with each other
- work towards consensus as members of the governing body for the benefit of the community
- manage alternative views within the governing body without damaging relationships
- champion and communicate the council's vision and strategic plans as a cohesive team

**Induction program**

- respect the diversity of skills and experiences on the governing body, and
- communicate and uphold the decisions of council in a respectful way, even if their own positions are not adopted.

Activities should also help the mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and
- promote a culture of integrity and accountability within council and when representing council in the community and elsewhere.

### **Structure and delivery**

Each component of the induction program should be presented by the person who is best able to deliver the content and achieve the outcomes sought. This could be the general manager, another staff member or an external provider. Previous or current mayors or councillors may also be invited to provide an overview of their experiences on council, as might an experienced former or current mayor or councillor from outside the council.

The induction program should be conducted in a way that avoids the mayor and councillors being overloaded with information, particularly if this is at the expense of team building. This may be achieved by limiting the length of sessions, having a number of short sessions rather than one longer session and/or through the use of a range of delivery modes and materials.

Some councils structure their councillor induction programs intensively over two or more days – possibly a weekend – while others choose to hold shorter, evening sessions over several weeks. Others choose a combination of these two approaches.

Consideration should be given to which delivery method, or combination of methods, would best suit the information being conveyed and the different learning styles of councillors. Options could include:

- intensive blocks over two or more days (including weekends)
- evening or dinner sessions over several weeks
- a mix of regional and local level induction sessions
- informal briefings from the general manager and other senior staff
- guest speakers and presenters from other councils, state government agencies or other local government groups
- a guided tour of the council's administration building/s, depot, council facilities and local government area
- in-house workshops by council staff and/or professional training providers
- seminars and conferences
- panel discussions
- a mock council meeting or meetings
- training booklets and discussion papers distributed to councillors to work through at their own pace, and/or
- online information and training resources.

Where possible, presentations should be supported by written materials, including an induction manual or handbook that councillors can retain and refer to. Councils are also encouraged to publish these materials online for easy access by councillors.

**Councillor Induction and Professional Development Guidelines**

## Resource sharing

There are parts of each council's induction program that will be common to all councils, for example, councillor roles and responsibilities, statutory frameworks, the code of conduct, the code of meeting practice and media training.

To achieve greater efficiency, councils are encouraged to share common induction resources with other councils or jointly hold parts of their induction program with other councils. Joint and regional organisations are also encouraged to develop and/or deliver the common elements of their member councils induction programs on their behalf. These common sessions can be supplemented by member councils with individual sessions that provide local information and team building activities specifically for the elected members of that council.

Printed and face-to-face training induction resources could also be shared between councils, or developed by joint or regional organisations on behalf of their member councils.

The Office of Local Government also offers 'Hit the Ground Running' workshops, held shortly after each council election, which councils may wish to include in their induction program.

## Induction manual

Councils should develop an induction manual or handbook to support councillors in the first weeks following the commencement of the council's term of office. This resource may also include relevant background reference material for the longer term, and printed or online resources specifically developed for new councillors. It could also include a copy of the Councillor Handbook which has been developed by the Office of Local Government for councillors. The induction manual may be provided prior to, at or after induction training.

How the information is presented in the induction manual will affect how useful it is. For example, some councils have found that a manual is most likely to be used if the information is presented in a folder. Some councils may consider also providing the information as an online resource. An online resource may be easier for councils to keep updated and can make topic searching easier for users. It will also provide councillors easier access to council information when needed.

**Appendix F** provides a checklist of the content that could be included in an induction manual or online resource. Recommended content includes:

- basic information about the council
- profiles (demographic, economic etc.) of the local government area
- information about council meetings
- key planning and policy documents and information
- key legislation
- information about support for councillors, and
- useful resources from other state government agencies and independent bodies and/or details about where they may be accessed.

It is suggested that online resources include hyperlinks to electronic versions of any plans, policies or other documents referred to in the councillor induction manual.

## Casual vacancies

Under the Regulation, an induction program must also be delivered by a council for any newly elected mayor or councillor who is elected to fill a casual vacancy that arises during the council term.

## Evaluation

Councils should evaluate the induction program to determine what elements worked well and whether there were any deficiencies that need to be addressed.

The methodology for the evaluation should be determined when the induction program is being developed to ensure that relevant data is collected. At a minimum, the evaluation should assess whether the induction program resulted in councillors and the mayor:

- understanding the need to build trusting and positive relationships with a common purpose as a team of councillors
- understanding the need to build a cohesive and positive culture for the governing body
- understanding the need to build a positive working relationship with the general manager and other staff
- understanding their roles and the roles of internal and external stakeholders, and feeling confident in their ability to perform their roles
- understanding key council information and how council works
- being aware of all relevant legislation and council policies and procedures, and being committed to complying with them
- understanding the key issues and tasks for the new council
- being able to make informed and effective decisions from the start of their term in office

- being able to effectively participate in council meetings and apply meeting rules correctly from the start of their term in office
- being able to fulfil their integrated planning and reporting responsibilities, including financial management responsibilities
- knowing how to speak to the media appropriately, and
- feeling confident in understanding and using financial information to manage the council's finances.

In the case of the mayor, being able to:

- act as a stabilising influence and show leadership in times of crisis
- build a positive working relationship with the general manager
- oversee the general manager, including leading recruitment processes and performance reviews
- chair council meetings
- undertake their ceremonial functions
- lead the council's integrated planning and reporting, and
- manage code of conduct complaints about the general manager.

## **Part D:**

# **Professional Development Program for Mayors and Councillors**



## Benefits of a professional development program for mayors and councillors

Ongoing professional development for mayors and councillors is mandatory in NSW. It is an investment which will enhance the effectiveness of a council's performance in achieving its goals.

The benefits of an ongoing professional development program for councillors and mayors include:

- mayors and councillors representing their communities to the best of their ability
- mayors and councillors feeling confident and supported in their roles
- the governing body making decisions based on a full understanding of all the key issues and consequences
- improved performance of council overall
- greater understanding of, and compliance with, legal responsibilities
- better management of the council's finances and resources, and
- mayors and councillors developing skills and knowledge that they can take into their personal and professional lives.

## Developing an ongoing professional development plan

As part of council's professional development program, an ongoing professional development plan must be developed for the mayor and each councillor. The program will span the council's term, with individual activities implemented over time according to priority. The mayor and each councillor is expected to complete all the activities included in their professional development plan.

### Assessment

As a first step to developing individual plans, an assessment is required of the knowledge, skills and personal attributes the mayor and each councillor bring to their roles and a comparison made against those that they need to effectively serve their community. Councils may also have additional knowledge, skills or attributes that they need elected members to possess, reflecting the specific services or particular environmental, social or economic challenges facing their community.

Any deficit in knowledge, skills or attributes identified through the assessment process should form the basis of the professional development plans developed for the mayor and each councillor. This process should be undertaken for both new and experienced mayors and councillors.

### Activities

The professional development plan developed for the mayor and each councillor must outline how their individual development needs are going to be met within the council term. Professional development activities should be prioritised according to need and approved by the general manager where council funds are required.

**Councillor Induction and Professional Development Guidelines**

Professional development activities should, wherever possible, follow the 70/20/10 learning principle. The 70/20/10 principle requires that:

- 70% of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
- 20% of learning activities are provided via learning and developing through others – for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
- 10% of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.

The 70/20/10 learning principle enables councils and elected members to take into account the varied learning styles the mayor and individual councillors have, as well as the time they have available for professional development, when selecting professional development activities. It also minimises the financial costs of delivering an ongoing professional development program by prioritising learning through on-the-job experiences and networking.

### **Resource sharing**

There may be professional development activities that are common to all councillors or mayors. Councils are encouraged to share educational resources with other councils and/or jointly hold professional development activities with other councils. Joint and regional organisations are also encouraged to develop and/or deliver regional professional development activities on behalf of their member councils.

### **Timing**

The timing of professional development activities for the mayor and councillors should be designed in such a way so as to not overload councillors with learning activities in the early part of council's term. The timing should reflect what knowledge and skills councillors and the mayor need at various points in council's term to undertake their roles.

For example, councils should ensure that the mayor and councillors have acquired the knowledge and skills necessary to effectively contribute to the review of the community strategic plan and the development of the delivery program before these activities are undertaken.

### **County councils and joint organisations**

County councils should offer professional development activities that are relevant to their specific functions and operations and that may be necessary to support decision making in relation to those functions and operations.

While joint organisations are not required to deliver a professional development program, they should consider offering professional development activities relevant to any functions or services provided by the joint organisation on behalf of member councils to support any decision making required by the board in relation to those activities.

## Local Government Capability Framework and 'PD in a Box'

Local Government NSW has developed a Local Government Capability Framework. This describes the knowledge, skills and personal attributes needed by mayors and councillors to represent their communities on council and to deliver community outcomes. These are listed in **Appendix G**.

The Framework is supported by 'PD in a Box', a free and confidential online portal that mayors and councillors can use to assess the knowledge and skills they bring to their role and self-identify gaps that require professional development. Mayors and councillors will receive an ongoing professional development plan through the portal, based on their input, which will suggest specific activities that they can participate in to build the skills and knowledge they need.

Councils are able to use this as a tool to support the development of ongoing professional development programs for their mayors and councillors.

The Local Government Capability Framework and PD in a Box can be found at [www.lgnsw.org.au](http://www.lgnsw.org.au).

## Evaluation

Councils are to evaluate their ongoing professional development program to assist the council to determine the program's effectiveness and to identify areas of possible improvement.

The outcomes of the professional development program should, at a minimum, include councillors and mayors demonstrating the core skills and knowledge areas listed in council's needs analysis.

The evaluation should assess whether these outcomes were achieved.

## **Part E: Public Reporting**



Holding elected office in a council is a role that carries with it significant responsibilities. All holders of elected offices in councils owe it to the communities that entrust them with this responsibility to ensure that they hold and maintain the skills necessary to exercise their functions effectively on behalf of the community.

Mayors and councillors are ultimately accountable to the community that elects them for the performance of their functions. For this reason, councils are required to publicly report each year in their annual report on the participation of the mayor and each councillor in the council's induction and professional development programs during that year.

The information published in the annual report is to include:

- the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
- the name of the mayor and each councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.

These reporting requirements do not apply to joint organisations.

## **Appendix A: Guiding Principles for Councils under the Act**



## General principles (section 8A(1))

Councils should:

- provide strong and effective representation, leadership, planning and decision-making
- carry out functions in a way that provides the best possible value for residents and ratepayers
- plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community
- apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements
- work cooperatively with other councils and the state government to achieve desired outcomes for the local community
- manage lands and other assets so that current and future local community needs can be met in an affordable way
- work with others to secure appropriate services for local community needs
- act fairly, ethically and without bias in the interests of the local community, and
- be responsible employers and provide a consultative and supportive working environment for staff.

## Decision-making principles (section 8A(2))

Councils should:

- recognise diverse local community needs and interests
- consider social justice principles
- consider the long-term and cumulative effects of actions on future generations, and
- consider the principles of ecologically sustainable development

Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

## Community participation principle (section 8A(3))

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

**Councillor Induction and Professional Development Guidelines****Principles of sound financial management (section 8B)**

Council spending should be responsible and sustainable, aligning general revenue and expenses.

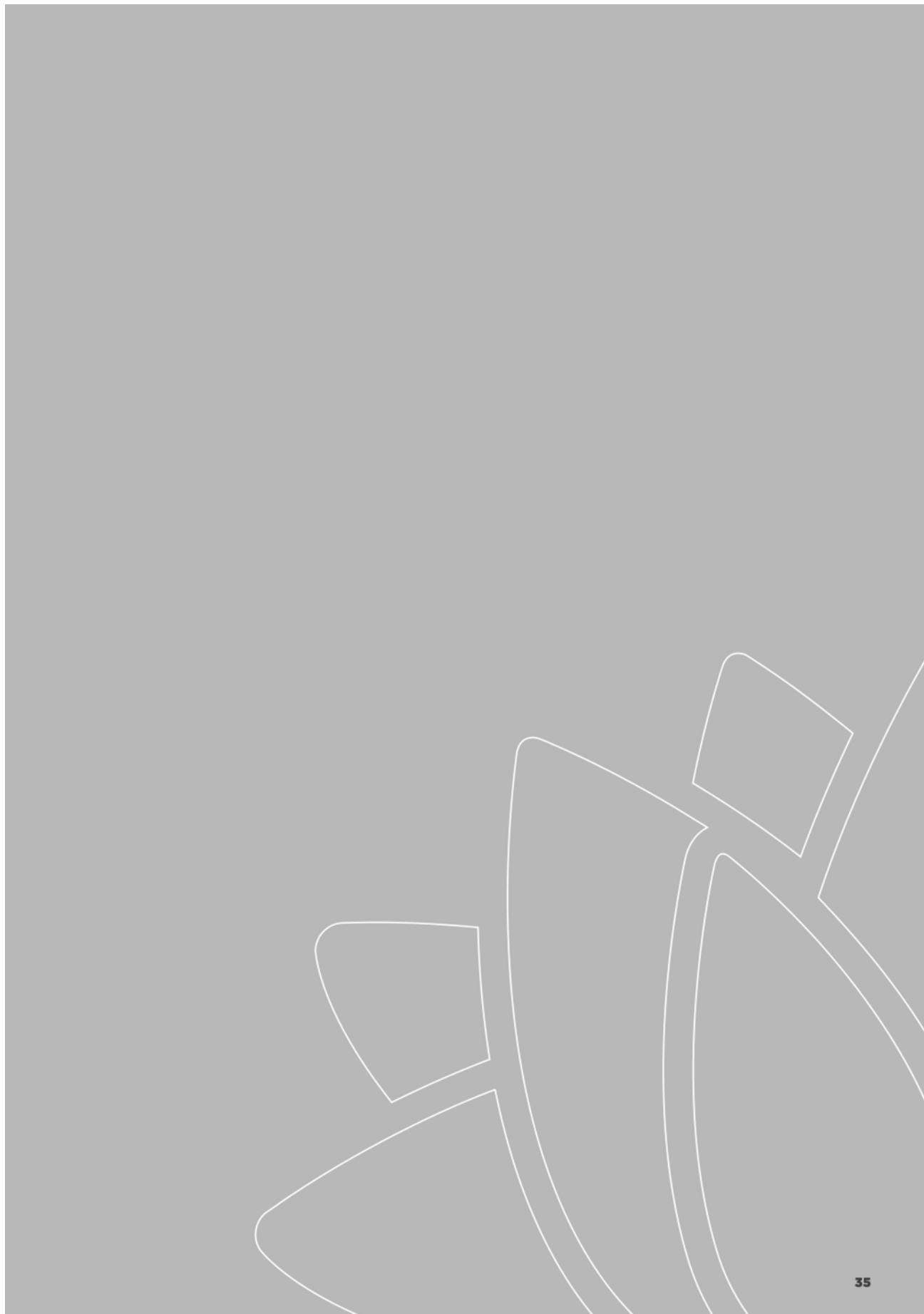
Councils should:

- invest in responsible and sustainable infrastructure for the benefit of the local community
- have effective financial and asset management, including sound policies and processes for:
  - performance management and reporting
  - asset maintenance and enhancement
  - funding decisions, and
  - risk management practices
- have regard to achieving intergenerational equity, including by ensuring that policy decisions are made after considering their financial effects on future generations, and by ensuring that the current generation funds the cost of its services.

**Integrated planning and reporting principles (section 8C)**

Councils should:

- identify and prioritise key local community needs and aspirations and consider regional priorities
- identify strategic goals to meet those needs and aspirations
- develop activities, and prioritise actions, to work towards the strategic goals
- ensure that the strategic goals, and the activities developed to work towards them, may be achieved within council resources
- regularly review and evaluate progress towards achieving strategic goals
- maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals
- collaborate with others to maximise the achievement of strategic goals
- manage risks to the local community or area or to the council effectively and proactively, and
- make appropriate evidence-based adaptations to meet changing needs and circumstances.



## **Appendix B: Roles and Responsibilities under the Act**



## Governing body of a council (section 223)

The mayor and councillors collectively comprise the governing body of a council. The role of the governing body is to:

- direct and control the affairs of the council in consultation with the general manager
- provide effective civic leadership to the local community
- ensure as far as possible the financial sustainability of the council
- ensure as far as possible that the council acts in accordance with the principles prescribed under the Act and the council's plans, programs, strategies and policies
- develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council
- determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the council's strategic plans and for the benefit of the local area
- keep the performance of the council under review, including service delivery
- make decisions necessary for the proper exercise of the council's regulatory functions
- determine the process for the appointment of the general manager and for monitoring their performance
- determine the senior staff positions within the organisation structure of the council
- consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities, and
- ensure that the council acts honestly, efficiently and appropriately.

The governing body is to consult with the general manager in directing and controlling the affairs of the council.

## Individual councillors (section 232)

Councillors are individually and collectively accountable to the local community for the performance of the council. Each councillor has a responsibility to:

- be an active and contributing member of the governing body
- make considered and well informed decisions as a member of the governing body
- participate in the development of the council's integrated planning and reporting framework
- represent the collective interests of residents, ratepayers and the local community
- facilitate communication between the local community and the governing body
- uphold and represent accurately the policies and decisions of the governing body, and
- make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

**Councillor Induction and Professional Development Guidelines**

## The mayor (section 226)

The mayor is often considered the voice of the council and the leader of the community. While the mayor has the same roles and responsibilities as councillors, the mayor is essentially the “first among equals” and is expected to exercise a leadership role within a council. This leadership role is reflected in the mayor’s extra responsibilities.

The role of the mayor is to:

- be the leader of the council and a leader in the local community
- advance community cohesion and promote civic awareness
- be the principal member and spokesperson of the governing body, including representing the views of the council in regard to its local priorities
- exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council
- preside at meetings of the council and ensure that meetings of the council are conducted efficiently, effectively and in accordance with the Act
- ensure the timely development and adoption of the council’s strategic plans, programs and policies
- promote the effective and consistent implementation of the council’s strategic plans, programs and policies
- promote partnerships between the council and key stakeholders
- advise, consult with and provide strategic direction to the general manager in relation to the implementation of the council’s strategic plans and policies
- in conjunction with the general manager, ensure adequate opportunities and mechanisms for engagement between the council and the local community
- carry out the civic and ceremonial functions of the mayoral office
- represent the council on regional organisations and at inter-governmental forums at the regional, state and commonwealth levels
- in consultation with the councillors, lead performance appraisals of the general manager, and
- exercise any other functions of the council that the council determines.



## **Appendix C: Model Councillor Induction and Professional Development Policy**



## Purpose

The purpose of this policy is to demonstrate X Council's<sup>2</sup> commitment to ensuring that the mayor and councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993* ('the Act').

## Scope

This policy applies to all councillors of X Council, including the mayor.

## Policy

### Statement of commitment

X Council is committed to developing an induction and ongoing professional development program for the mayor and councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the mayor and each councillor will have a professional development plan that identifies specific gaps in their capabilities (ie their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

## Induction program

X Council will develop an induction program for new and returning councillors as well as a supplementary program for the mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. The induction program will cover<sup>3</sup>:

- an orientation to council facilities and the local government area
- an overview of the key issues and tasks for the new council including council's community strategic plan, delivery program, operational plan, resourcing strategy and community engagement plan
- the legislation, rules, principles and political context under which councils operate
- the roles and responsibilities of councillors and the mayor
- Council's organisational structure, workforce management strategy and the roles and responsibilities of the general manager and council staff
- what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council
- key Council policies and procedures councillors must comply with including the code of conduct
- the role of Council meetings and how to participate effectively in them
- the support available to the mayor and councillors and where they can go to get more information or assistance, and
- information on the process for taking the oath of office and electing the mayor at the first council meeting (where applicable).

2 Insert name of your council.

3 Each council is to list the topics it has included in its induction program. See Part C of these Guidelines for further information.

**Councillor Induction and Professional Development Guidelines**

In the case of the mayor, the program will also cover:

- how to be an effective leader of the governing body and the council
- the role of the Chair and how to chair council meetings
- the mayor's role in integrated planning and reporting
- the mayor's role and responsibilities under the code of conduct
- the mayor's role and responsibilities in relation to the general manager's employment
- the mayor's role at regional and other representative bodies, and
- the mayor's civic and ceremonial role.

The mayor and councillors must have a working knowledge and understanding of these areas by the end of the induction program.

The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure mayors and councillors:

- identify how they would like to work together as a team and identify a common vision for the governing body
- build relationships with each other based on trust and mutual respect that facilitate collaboration
- contribute to a positive and ethical culture within the governing body
- work towards consensus as members of the governing body for the benefit of the community
- develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships
- understand what supports or undermines the effective functioning of the governing body

- respect the diversity of skills and experiences on the governing body, and
- communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

Activities should also help the mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and
- promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.

The mayor and councillors, including those re-elected to office, must attend all induction sessions.

X Council will evaluate the induction program at the end of each council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

## **Ongoing professional development program**

An individual ongoing professional development plan will be developed for the mayor and each councillor to address any gaps in the capabilities (ie the knowledge, skills and attributes) needed to effectively fulfil their role.

Each professional development plan will span the council's term, and identify professional development activities that the mayor or councillor will participate in. Professional development activities will be prioritised according to need and approved by the general manager where council funds are required in accordance with council's councillor and expenses and facilities policy. The Mayor and councillors are expected to complete all the activities included in their professional development plan.

Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:

- 70% of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
- 20% of learning activities are provided via learning and training through others – for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
- 10% of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.

The timing of professional development activities for the mayor and councillors will be designed in such a way so as to not overload councillors with learning activities in the early part of council's term. The timing will reflect what knowledge and skills councillors and the mayor need at various points in council's term to undertake their roles.

The mayor and councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

## Responsibilities

The mayor and each councillor are responsible for making themselves available to attend any development activities identified in the professional development plan. The mayor and all councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the council.

[Identify the role or responsible staff member] is responsible for planning, scheduling and facilitating induction and professional development activities for the mayor and councillors in consultation with the general manager.

The general manager has overall responsibility for X Council's induction and professional development program.

## Budget

An annual budget allocation will be provided to support the induction and professional development activities undertaken by the mayor and councillors. Expenditure will be monitored and reported quarterly.

## Approval of training and/or expenses

Professional development activities that require council funds are to be approved by the general manager in accordance with X Council's Councillor Expenses and Facilities Policy.

**Councillor Induction and Professional Development Guidelines**

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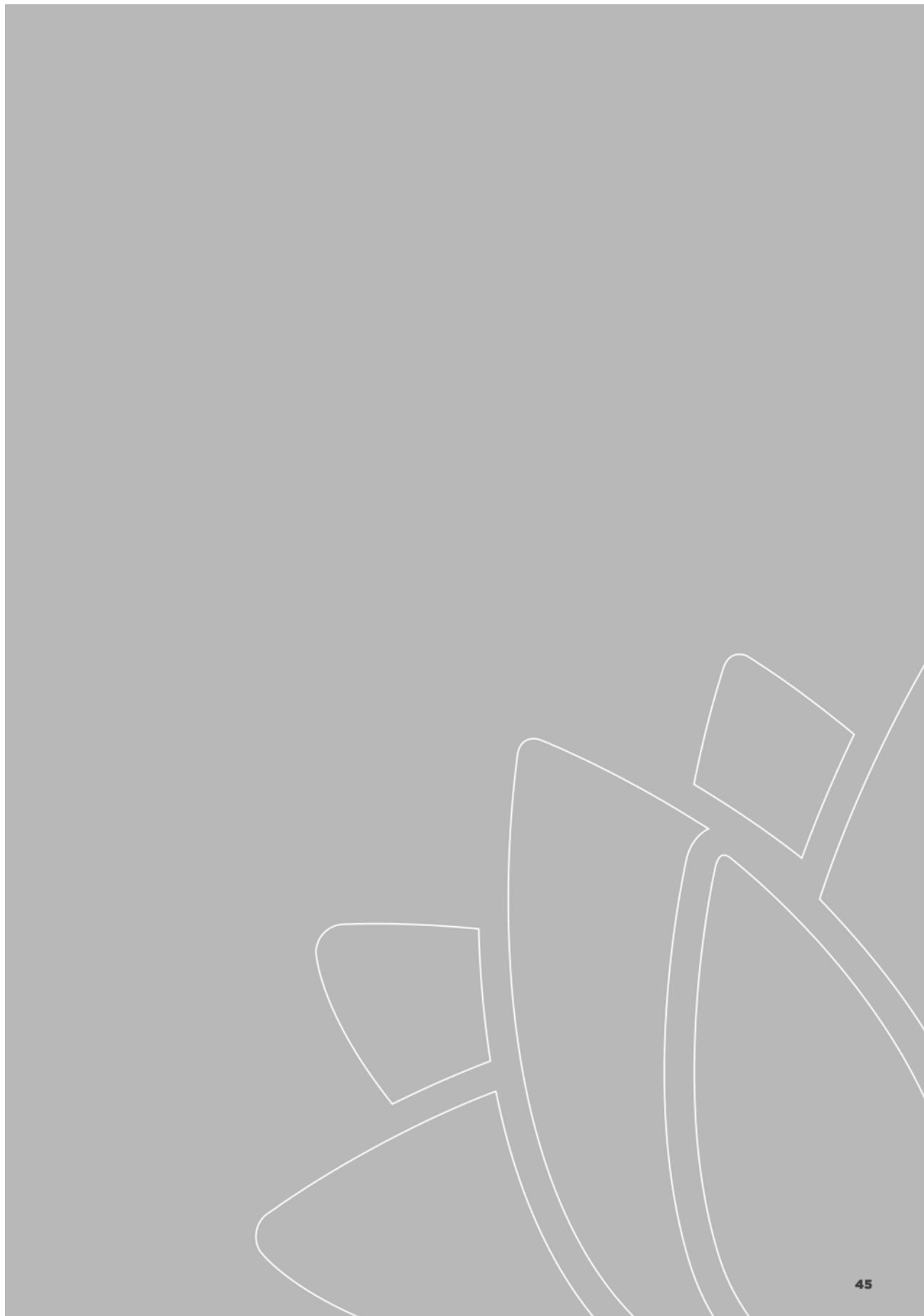
## Evaluation

Council will evaluate the professional development program at the end of each council term to assess whether it was effective in assisting the mayor and councillors to develop the capabilities required to fulfil their civic roles.

## Reporting

The general manager of X Council will publicly report each year in Council's annual report:

- the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
- the name of the mayor and each councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.



## **Appendix D:** **Candidate Information Session** **Content Checklist**

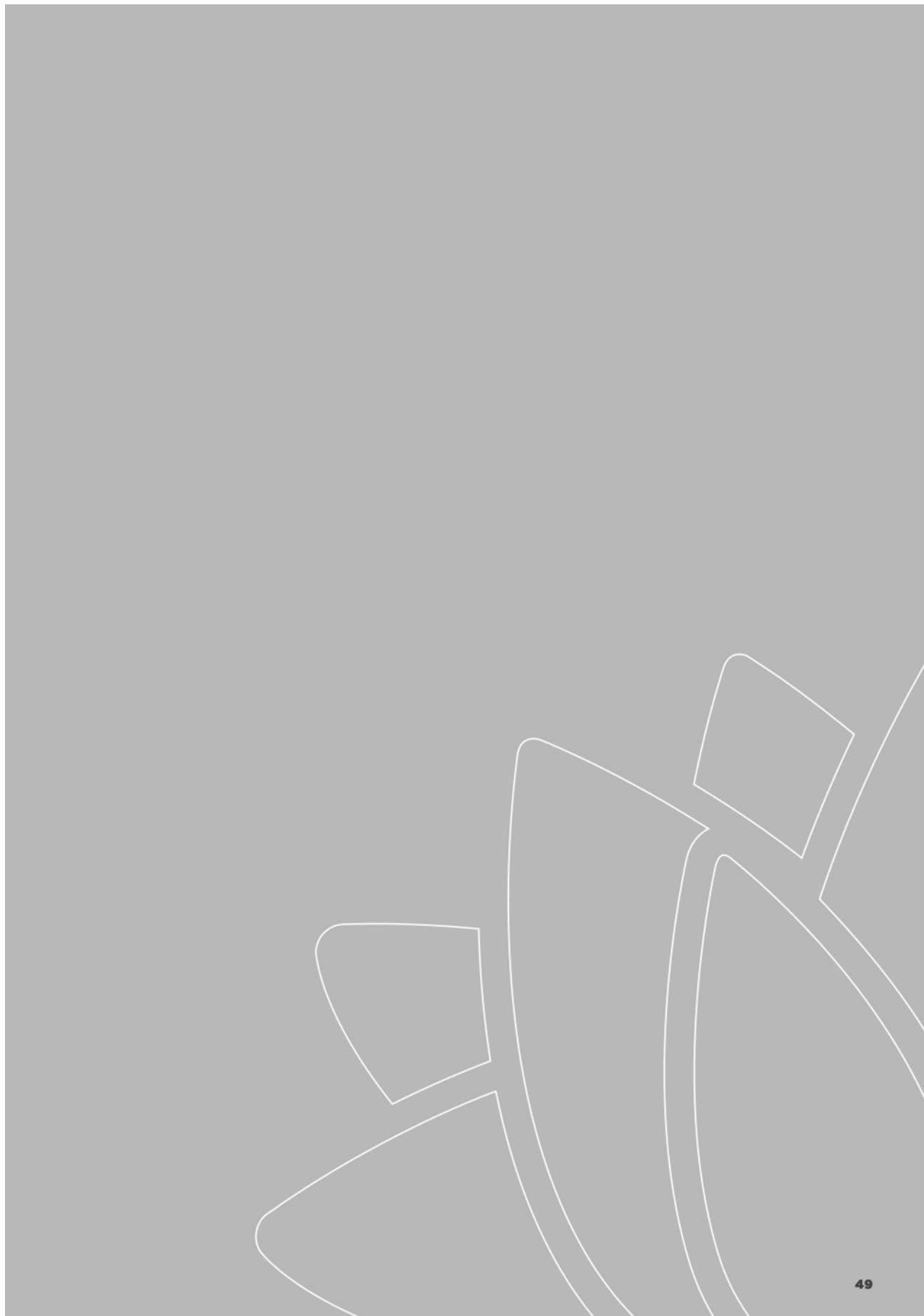


## Candidate information session checklist

Topic Area	Suggested Content
<b>Role of council</b>	<ul style="list-style-type: none"> <li>• The role and responsibilities of local government</li> <li>• The guiding principles under the Act that govern council's functions</li> <li>• The purpose of council and committee meetings</li> </ul>
<b>Roles and responsibilities of councillors and staff under the Act</b>	<ul style="list-style-type: none"> <li>• The roles and responsibilities of the governing body and individual councillors under the Act, including in relation to integrated planning and reporting</li> <li>• The roles and responsibilities of the mayor as leader of the governing body, including oversight of the general manager</li> <li>• The strategic nature of the roles of elected members compared to the operational roles of the general manager and council staff</li> <li>• The regional and other bodies the council is a member of and the roles of those bodies</li> </ul>
<b>Legal and ethical responsibilities</b>	<ul style="list-style-type: none"> <li>• Requirement to take an oath of office</li> <li>• Requirement to meet the ethical standards prescribed under the Act and councils code of conduct, including managing pecuniary and non-pecuniary interests</li> <li>• Outline of the legal responsibilities of councillors under the Act and their personal responsibilities under other legislation, for example in relation to: <ul style="list-style-type: none"> <li>- work health and safety</li> <li>- anti-discrimination</li> <li>- privacy</li> <li>- public access to information</li> <li>- record keeping and records management</li> </ul> </li> <li>• Outline of any council policies that councillors will be expected to comply with, for example: <ul style="list-style-type: none"> <li>- councillor and staff interaction policy</li> <li>- code of meeting practice</li> <li>- code of conduct</li> <li>- councillor expenses and facilities policy</li> <li>- conflicts of interest policy</li> <li>- gifts and benefits policy</li> <li>- councillor induction and professional development policy</li> </ul> </li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Outline of the knowledge, skills and personal attributes needed to perform the roles of a councillor or mayor</li> <li>• Outline of the additional knowledge, skills and personal attributes required by the mayor</li> </ul>

**Councillor Induction and Professional Development Guidelines**

Topic Area	Suggested Content
	<ul style="list-style-type: none"> <li>Participation in council's councillor induction program</li> <li>Participation in the mayor's supplementary induction program</li> <li>Expected attendance at council meetings, including meeting days, times, frequency and possible duration</li> <li>Preparation required for council meetings, for example: <ul style="list-style-type: none"> <li>attending pre-meeting briefings</li> <li>reading business papers</li> <li>ensuring councillors have a full understanding of issues requiring decisions</li> </ul> </li> </ul>
<b>Time commitment</b>	<ul style="list-style-type: none"> <li>Potential participation in other meetings, for example extraordinary council meetings, regional bodies, external bodies</li> <li>Potential attendance at community events, ceremonies and other functions</li> <li>Responding to media requests and inquiries</li> <li>Potential participation in formal community consultation processes</li> <li>Answering letters, emails and phone calls from residents and ratepayers as well as participating in regular informal conversations</li> <li>Participation in any other activities that are likely to arise and require the mayor or councillors' time</li> </ul>
<b>Support available to assist councillors in the role</b>	<ul style="list-style-type: none"> <li>The annual fees paid to councillors and the mayor</li> <li>Council's expenses and facilities policy</li> <li>Council's induction and professional development program for councillors and the mayor</li> <li>The responsibility of the general manager and staff to provide timely information and advice and the administrative and professional support necessary for councillors to effectively discharge their functions</li> </ul>
<b>Ways to gain further understanding</b>	<ul style="list-style-type: none"> <li>Attendance at a council meeting/s or council committee meeting/s to observe council decision making and meeting practice</li> <li>NSW Electoral Commission website and other educational materials</li> </ul>



## **Appendix E:** **Induction Program** **Content Checklist**



**Induction program checklist**

Topic area	Suggested content
<b>Establishment of a well-functioning governing body</b>	<ul style="list-style-type: none"> <li>• Team building activities to help councillors and the mayor: <ul style="list-style-type: none"> <li>- identify how they would like to work together as a team</li> <li>- understand why each councillor is in office and help identify a common purpose and bond between councillors</li> <li>- identify a common vision for the governing body</li> <li>- identify what a successful term in office will look like for council and the community and what is needed from individual councillors and the mayor to achieve this</li> <li>- identify accepted values and behaviours</li> <li>- build relationships with each other based on trust and mutual respect</li> <li>- contribute to a positive and ethical culture within the governing body</li> <li>- value and develop teamwork and collaboration skills</li> <li>- work towards consensus as members of the governing body for the benefit of the community</li> <li>- manage alternative views within the governing body without damaging relationships</li> <li>- develop respectful negotiation and conflict resolution skills</li> <li>- champion and communicate the council's vision and strategic plans as a cohesive team</li> <li>- respect the diversity of skills and experience of the other members of the governing body</li> <li>- communicate and uphold the decisions of council in a respectful way, even if their own position was not adopted</li> <li>- understand what supports or undermines the effective functioning of the governing body</li> <li>- identify appropriate council meeting practice and behaviours</li> <li>- understand their opportunities for influence</li> </ul> </li> </ul>
<b>Orientation to council facilities and local government area</b>	<ul style="list-style-type: none"> <li>• Guided tour of the council facilities available to councillors, for example, chambers, offices, utilities</li> <li>• Guided tour of the local government area including council facilities, significant sites and projects</li> <li>• Introduction to council staff to help build a positive team culture between the governing body and administration (whilst respecting the legislated separation between the two)</li> </ul>

**Councillor Induction and Professional Development Guidelines**

Topic area	Suggested content
<b>Overview of the key issues and tasks for the new council</b>	<ul style="list-style-type: none"><li>• The demographic profile of the local government area</li><li>• Council's current social and economic health and performance</li><li>• The key social, environmental and economic concerns facing the community</li><li>• The key issues and tasks the new council will need to address</li><li>• Any issues faced by previous councils or useful historical information that may impact or assist the new council</li><li>• The current community strategic plan and the process that led to its development, including its role in informing the new council's activities</li><li>• Council's current delivery program, operational plan, resourcing strategy and community engagement strategy</li><li>• Regional and other bodies council is a member of and the roles of those bodies</li><li>• Overview of council's assets</li></ul>
<b>Legal and political context of local government</b>	<ul style="list-style-type: none"><li>• The relationship of state and commonwealth governments to local government</li><li>• The statutory framework that applies to local government</li><li>• Each of the guiding principles under the Act that govern council's functions</li><li>• The key accountabilities of the council to the community, the NSW Government and oversight agencies</li><li>• The roles and responsibilities of oversight agencies such as the:<ul style="list-style-type: none"><li>- Office of Local Government</li><li>- Department of Planning and Environment</li><li>- Environment Protection Authority</li><li>- NSW Audit Office</li><li>- Independent Commission Against Corruption, and</li><li>- NSW Ombudsman</li></ul></li><li>• The role and responsibilities of the Minister for Local Government</li></ul>

**Induction program checklist**

Topic area	Suggested content
<b>Roles and responsibilities of councillors and staff</b>	<ul style="list-style-type: none"> <li>• The process for electing the mayor (if applicable)</li> <li>• The roles and responsibilities of the governing body and individual councillors under the Act including: <ul style="list-style-type: none"> <li>- the strategic nature of their role compared to the operational roles and responsibilities of the general manager and council staff and the limits on councillors role or direction in operational matters</li> <li>- the different roles of the governing body and the general manager in determining council's organisational structure</li> <li>- councillors obligations under council's code of conduct and the <i>Work Health and Safety Act 2011</i> in their dealings and behaviour towards the general manager and staff</li> </ul> </li> <li>• The role and responsibilities of the mayor under the Act including: <ul style="list-style-type: none"> <li>- the mayor's civic and ceremonial role and the functions they exercise under this</li> <li>- the mayor's responsibility for exercising day-to-day oversight, monitoring ongoing performance and leading annual performance reviews of the general manager</li> </ul> </li> <li>• The roles and responsibilities of the general manager and council staff under the Act including: <ul style="list-style-type: none"> <li>- the responsibility of the general manager and staff to provide timely information and advice to the mayor and councillors and the administrative and professional support necessary to discharge their functions</li> <li>- council's protocol or policy on councillor and staff interaction and how councillors can request assistance or information from staff or forward constituent requests to staff</li> </ul> </li> <li>• The regional and other bodies the council is a member of and the roles of those bodies</li> <li>• How to speak to the media appropriately and effectively</li> <li>• Financial and other delegations</li> <li>• Integrated planning and reporting responsibilities</li> </ul>

**Councillor Induction and Professional Development Guidelines**

Topic area	Suggested content
<b>Overview of the key functional areas of council operations and staffing</b>	<ul style="list-style-type: none"><li>• Council's organisational structure</li><li>• The role and responsibilities of each business unit or functional area within council, for example:<ul style="list-style-type: none"><li>- planning and other regulatory functions</li><li>- assets and infrastructure</li><li>- financial management</li><li>- community services</li><li>- governance</li><li>- internal audit</li><li>- teams responsible for implementing key council policies, strategies or programs</li></ul></li><li>• Council's workforce management strategy</li><li>• An overview of the requirements of the <i>Guidelines for the Appointment and Oversight of General Managers</i> released by the Office of Local Government</li><li>• An overview of the general manager's contract of employment, performance agreement and key performance indicators</li></ul>

**Induction program checklist**

Topic area	Suggested content
<b>Legal and ethical responsibilities and risk management</b>	<ul style="list-style-type: none"> <li>• Preparation for taking the oath or affirmation of office</li> <li>• All legislation that councillors are expected to comply with, for example in relation to: <ul style="list-style-type: none"> <li>- local government</li> <li>- work health and safety</li> <li>- anti-discrimination</li> <li>- privacy</li> <li>- public access to information</li> <li>- record keeping and records management</li> <li>- tendering and procurement</li> </ul> </li> <li>• All council policies and protocols that councillors will be expected to comply with, for example: <ul style="list-style-type: none"> <li>- councillor and staff interaction policy</li> <li>- code of meeting practice</li> <li>- code of conduct</li> <li>- conflicts of interest policy</li> <li>- councillor expenses and facilities policy</li> <li>- gifts and benefits policy</li> <li>- councillor induction and professional development policy</li> <li>- risk management and internal audit policy</li> <li>- media policy</li> </ul> </li> <li>• In relation to council's code of conduct: <ul style="list-style-type: none"> <li>- how to identify, disclose and manage pecuniary and non-pecuniary interests</li> <li>- the process for making and managing code of conduct complaints under the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i></li> <li>- the consequences of a breach of council's code of conduct</li> <li>- the definition of "corrupt conduct" under the <i>Independent Commission Against Corruption Act 1988</i> and the potential consequences of engaging in corrupt conduct</li> </ul> </li> <li>• Participation in the councillor induction and professional development program</li> <li>• How the council manages risk, including: <ul style="list-style-type: none"> <li>- council's risk management framework</li> <li>- the role of the Audit, Risk and Improvement Committee</li> <li>- council's internal audit function</li> <li>- external audit</li> </ul> </li> </ul>

**Councillor Induction and Professional Development Guidelines**

Topic area	Suggested content
<b>Decision-making</b>	<ul style="list-style-type: none"> <li>The purpose of council meetings</li> <li>Prescribed meeting rules and council's code of meeting practice</li> <li>The role of the chair</li> <li>How to use closed meetings appropriately</li> <li>What an orderly, effective and efficient council meeting looks like and how it is conducted</li> <li>How councillors should prepare for a council meeting, including pre-meeting briefings</li> <li>The role of business papers and meeting minutes and how to understand and interpret them</li> <li>The role of committees, the committee structure adopted by the council and the functions of each of council's committees</li> </ul>
<b>Strategic planning</b>	<ul style="list-style-type: none"> <li>The statutory requirements for integrated planning and reporting, including its conceptual basis, guiding principles and reporting requirements</li> <li>How integrated planning and reporting is conducted by council including: <ul style="list-style-type: none"> <li>council's integrated planning and reporting frameworks, timelines and processes</li> <li>the mayor's and councillors' roles</li> <li>community consultation and participation</li> <li>change management processes</li> <li>reporting mechanisms</li> </ul> </li> </ul>
<b>Land use planning</b>	<ul style="list-style-type: none"> <li>Overview of the land use planning system, including: <ul style="list-style-type: none"> <li>relevant legislation</li> <li>the role of council in land use and development approvals</li> <li>the development assessment and approval process under the <i>Environmental Planning and Assessment Act 1979</i></li> <li>the role of independent panels, including Joint Regional Hearing Panels and Independent Hearing and Assessment Panels, in relation to development approvals</li> </ul> </li> <li>the delegations made with respect to development assessments and approvals</li> <li>the role of environmental planning instruments and how to interpret them</li> <li>the environmental planning instruments that apply to council's area and the development control plans adopted by council</li> <li>delegations</li> <li>the role of oversight agencies, for example, the Department of Planning and Environment and the Greater Sydney Commission</li> <li>the role of the Minister for Planning</li> </ul>

**Induction program checklist**

Topic area	Suggested content
<b>Natural resource management</b>	<ul style="list-style-type: none"> <li>• Council's public land management responsibilities and the statutory requirements that apply to public land management</li> <li>• Council's natural resource management responsibilities and the regulatory frameworks under which it exercises its functions</li> </ul>
<b>Water management (for councils that are water utilities)</b>	<ul style="list-style-type: none"> <li>• Council's water management responsibilities and the regulatory frameworks under which it exercises its functions</li> <li>• Drinking water quality and public health responsibilities</li> <li>• Integrated Water Cycle Management – including water security and asset planning</li> <li>• Water utility operation and performance monitoring</li> </ul>
<b>Financial processes and financial management</b>	<ul style="list-style-type: none"> <li>• The responsibility of councillors for the financial management and sustainability of the council under the Act</li> <li>• Council's long-term financial plan and other components of council's resourcing strategy, including revenue sources</li> <li>• How to interpret and understand the financial information contained in financial reports prepared by council</li> </ul>
<b>Asset management</b>	<ul style="list-style-type: none"> <li>• Asset management planning requirements</li> <li>• Council's asset management strategy</li> </ul>
<b>Customer services and complaints handling</b>	<ul style="list-style-type: none"> <li>• Council's complaints handling process and how councillors should handle constituents' concerns</li> </ul>
<b>Support available to assist councillors in their role</b>	<ul style="list-style-type: none"> <li>• The annual fees paid to councillors and the mayor</li> <li>• Council's expenses and facilities policy</li> <li>• Ongoing professional development for the mayor and councillors</li> <li>• The responsibility of the general manager and staff to provide timely information and advice and the administrative and professional support necessary for councillors to effectively discharge their functions</li> </ul>
<b>Supplementary topics for mayor</b>	<ul style="list-style-type: none"> <li>• How to be an effective leader of the governing body and the council</li> <li>• The role of the chair and how to chair council meetings</li> <li>• The mayor's role and responsibilities under the code of conduct</li> <li>• The mayor's role in integrated planning and reporting</li> <li>• The mayor's role and responsibilities in relation to the general manager's employment: <ul style="list-style-type: none"> <li>- the requirements of the mayor under the <i>Guidelines for the Appointment and Oversight of General Managers</i> released by the Office of Local Government</li> <li>- how to conduct day-to-day oversight of the general manager including in relation to credit card use and other expenses, and</li> <li>- how to lead recruitment and performance reviews of the general manager</li> </ul> </li> <li>• The mayors role on the regional and other bodies they attend on behalf of the council and council's position on the key issues under consideration by these bodies</li> <li>• The mayor's civic and ceremonial role and the community functions the mayor will be expected to attend</li> </ul>

## **Appendix F:**

### **Councillor Induction Manual**

### **Content Checklist**



Topic area	Suggested content
<b>Governing body</b>	<ul style="list-style-type: none"> <li>Summary of the shared purpose, goals, vision and success markers identified by the governing body during the induction process</li> <li>Summary of the values and behaviours identified by the governing body during the induction process that will characterise the council term</li> </ul>
<b>Basic information about the council</b>	<ul style="list-style-type: none"> <li>Organisational chart and outline of key function and service areas, including those of senior staff</li> <li>Information and/or chart showing the relationships between councillors and council staff and decision-making processes</li> <li>List of council facilities and map of the local government area</li> <li>How to use council's IT system/s</li> <li>How to raise work, health and safety issues</li> <li>List of regional bodies and committees council is a member of</li> </ul>
<b>Profile of the local government area</b>	<ul style="list-style-type: none"> <li>Information about council wards</li> <li>Population statistics</li> <li>Useful information about the local government area</li> <li>Useful information about key issues or tasks for the new council</li> </ul>
<b>Information about council meetings</b>	<ul style="list-style-type: none"> <li>Council's code of meeting practice</li> <li>Agenda and minutes of recent meetings</li> <li>Meeting times and venues</li> <li>Deadlines related to meetings, business papers and minutes</li> <li>List of council committees and their composition</li> </ul>
<b>Key planning and policy documents and information</b>	<ul style="list-style-type: none"> <li>Integrated planning and reporting documents, for example, the current community strategic plan, delivery program, operational plan, community engagement strategy and resourcing strategy, workforce management strategy etc.</li> <li>List of financial and other delegations</li> <li>Most recent annual report</li> <li>End-of-term report of last council term</li> <li>Council policy documents, including council's: <ul style="list-style-type: none"> <li>policy register/list of policies</li> <li>code of conduct</li> <li>councillor expenses and facilities policy</li> <li>information access policy</li> <li>councillor and staff interaction policy and protocol</li> <li>gifts and benefits policy</li> <li>media policy</li> <li>conflicts of interest policy</li> <li>council's risk management framework and relevant internal audit, external audit and risk management related documents</li> </ul> </li> <li>Any other relevant plans, policies and procedures</li> </ul>

**Councillor Induction and Professional Development Guidelines**

Topic area	Suggested content
<b>Key legislation</b>	<ul style="list-style-type: none"><li>• Copy of key legislation or relevant excerpts from legislation</li><li>• Information about the key legislation and regulation under which council exercises its functions, for example:<ul style="list-style-type: none"><li>• <i>Local Government Act 1993</i></li><li>• <i>Local Government (General) Regulation 2005</i></li><li>• <i>Environmental Planning and Assessment Act 1979</i></li><li>• <i>Protection of the Environment Operations Act 1997</i></li><li>• <i>Work Health and Safety Act 2011</i></li><li>• <i>State Records Act 1998</i></li></ul></li><li>• How to access up-to-date versions of the legislation online (<a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.gov.au</a>)</li></ul>
<b>Information about support for councillors</b>	<ul style="list-style-type: none"><li>• How to make a request or claim under council's expenses and facilities policy</li><li>• Information about the induction and professional development program</li><li>• Contact details of council officer/s that councillors may contact for information</li></ul>

[Induction manual checklist](#)

Topic area	Suggested content
<b>Other useful resources and/or details about where they may be accessed</b>	<ul style="list-style-type: none"><li>Induction program presentations and materials</li><li>Contact details for key organisations such as the Office of Local Government and Local Government NSW</li><li>The <i>Councillor Handbook</i> released by the Office of Local Government</li><li>Bluett's Local Government Handbook NSW</li><li>A copy of useful publications and guidance material produced by NSW Government agencies and other bodies (where relevant) in relation to:<ul style="list-style-type: none"><li>capital expenditure, tendering and procurement (Office of Local Government, Department of Finance, Services and Innovation)</li><li>the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> (Office of Local Government)</li><li>the <i>Guidelines for the Appointment and Oversight of General Managers</i> (Office of Local Government)</li><li>the <i>Internal Audit Guidelines</i> (Office of Local Government)</li><li>land-use planning and development approvals processes (Department of Planning and Environment)</li><li>public interest disclosures (NSW Ombudsman)</li><li>access to information and privacy (Information and Privacy Commission)</li><li>fraud and corruption (Independent Commission Against Corruption, NSW Audit Office)</li><li>external audit (NSW Audit Office)</li><li>annual reviews and performance audits of local government (NSW Audit Office)</li><li>anti-discrimination (Anti-Discrimination Board of NSW)</li><li>council rating determinations (Independent Pricing and Regulatory Tribunal)</li><li>councillor and mayoral remuneration (Local Government Remuneration Tribunal)</li></ul></li></ul>

## **Appendix G: Local Government Capability Framework**



## Personal attributes

	Clr	Mayor
<b>Manage self</b>		
Talks to the mayor/councillor, general manager and other councillors about own role and responsibilities, and seeks feedback	✓	✓
Pursues responsibilities with energy, drive and commitment	✓	✓
Manages own time effectively, balancing demands in line with council priorities	✓	✓
Shows awareness of own strengths and areas for growth	✓	✓
Looks for and takes opportunities to develop knowledge and skills as a councillor	✓	✓
Honestly examines personal motivation and capability as mayor		✓
Reflects on and integrates feedback, showing a capacity and willingness to modify own behaviours		✓
<b>Display resilience and adaptability</b>		
Is flexible and willing to change their mind in light of new information	✓	✓
Stays calm and objective in challenging situations	✓	✓
Advocates constructively for an idea or position, even in the face of strong, contrary views	✓	✓
Listens when challenged and seeks to understand criticisms before responding	✓	✓
Stays positive and perseveres in the face of resistance or setbacks	✓	✓
Accepts public feedback and responds in a thoughtful and considered way	✓	✓
Reads situations quickly and shows leadership in times of crisis		✓
Acts as a stabilising influence in challenging and emotionally charged situations		✓
<b>Act with integrity</b>		
Is open, honest and consistent in words and behaviour	✓	✓
Tells the truth and admits to own mistakes	✓	✓
Maintains confidentiality	✓	✓
Takes steps to clarify ethical issues and seeks advice when unsure what to do	✓	✓
Follows the code of conduct, legislation and policies applicable to councillors/mayors	✓	✓
Speaks out against illegal and inappropriate behaviour and perceived conflicts of interest	✓	✓
Helps councillors understand their obligations to comply with the codes of conduct, legislation and policies		✓
Identifies and discusses ethical issues with councillors		✓
Promotes a culture of integrity within council and in dealings external to council		✓

**Councillor Induction and Professional Development Guidelines**

	Clr	Mayor
<b>Demonstrate accountability</b>		
Prepares appropriately for council meetings	✓	✓
Acts in the public interest and observes the highest standards of personal conduct at all times	✓	✓
Takes responsibility for fulfilling the role of councillor/mayor to the best of their ability	✓	✓
Is transparent in actions and decision making, declaring potential conflicts	✓	✓
Models the highest standards of accountability, providing transparency to enable public scrutiny		✓
Provides advice on strategies taken by council to be accountable, transparent and efficient		✓

## Relationships

	Clr	Mayor
<b>Communicate and engage</b>		
Clearly communicates ideas and arguments	✓	✓
Adjusts tone, pace and message for different audiences	✓	✓
Listens when others are speaking and asks appropriate, respectful questions	✓	✓
Shows sensitivity to cultural, religious and other individual differences when interacting with others	✓	✓
Uses communication channels that are suitable for the diversity in the community	✓	✓
Creates opportunities for people to engage with council and contribute to public disclosure and debate	✓	✓
<b>Community and customer focus</b>		
Keeps up to date on current issues affecting the community	✓	✓
Shows pride in and talks positively about the community and region	✓	✓
Commits time and energy to serving the community	✓	✓
Works towards social, environmental and economic sustainability in the community/region	✓	✓
Collects and uses broad community feedback to identify opportunities for improvement	✓	✓
Builds effective relationships with a range of people who reflect the diversity in the community	✓	✓

	Clr	Mayor
<b>Work collaboratively</b>		
Shares information with other councillors about community issues, stakeholders and activities	✓	✓
Is respectful of council staff and receptive to their advice	✓	✓
Shows respect for the diversity of skills and experience on the governing body	✓	✓
Initiates collaborative forums on issues facing the community	✓	✓
Works together with stakeholder networks for the benefit of the community and region	✓	✓
Encourages councillors to work collaboratively		✓
Builds a productive working relationship with the general manager based on clear expectations, trust and respect		✓
Supports positive relations between the general manager and the governing body		✓
Builds partnerships between council and external stakeholders that are of strategic value to council		✓
Facilitates and supports strategic collaboration with other councils to benefit the broader region		✓
<b>Influence and negotiate</b>		
Uses understanding of political processes and networks to develop a negotiation strategy	✓	✓
Listens to contrary points of view and endeavours to find common ground	✓	✓
Influence others with a fair and considered approach and sound arguments	✓	✓
Avoids starting from an entrenched position and is willing to give and take	✓	✓
Wins concessions without damaging relationships	✓	✓
Establishes and maintains relationships outside council in order to find common ground and further council's position		✓
Anticipates points of contention and plans negotiations accordingly		✓
Steers discussion and debate towards achieving an acceptable outcome		✓

**Councillor Induction and Professional Development Guidelines****Results**

	Clr	Mayor
<b>Plan and prioritise</b>		
Identifies and pursues critical priorities and sets aside less critical activities	✓	✓
Contributes to setting clear performance goals that include quality measures	✓	✓
Considers council performance reports and rollover of projects when making new plans	✓	✓
Considers the impact of changes, e.g. government policy/economic conditions and budgets, on strategic plans	✓	✓
Incorporates sound risk management principles into strategic planning	✓	✓
Works with the general manager to translate strategic direction into a delivery program and operational plan		✓
Monitors progress against the delivery program and operational plan		✓
Considers council's current and potential future role within the community and region when planning		✓
<b>Think and solve problems</b>		
Gathers and investigates information from a variety of sources	✓	✓
Asks questions to get to the heart of the issue and define the problem clearly	✓	✓
Considers the broader context and long-term impacts of policy options	✓	✓
Works with others to assess options and identify appropriate solutions	✓	✓
<b>Create and innovate</b>		
Thinks about issues and opportunities from different viewpoints	✓	✓
Looks for non-obvious solutions	✓	✓
Encourages independent thinking and new ideas from others	✓	✓
Explores innovative solutions with long-standing community-wide impact	✓	✓
<b>Deliver results</b>		
Monitors and provides advice on the delivery of customer/community focused services	✓	✓
Instigates and champions initiatives to deliver community outcomes	✓	✓
Identifies and addresses potential risks to the achievement of council goals	✓	✓
Engages with senior staff about strategies to improve council performance		✓

## Resources

	Cllr	Mayor
<b>Finance</b>		
Uses basic financial terminology appropriately	✓	✓
Makes informed contributions to debate about the allocation of financial resources	✓	✓
Demonstrates respect for public funds and the obligation to manage council resources responsibly	✓	✓
Is aware of financial risks and strategies to manage and minimise these	✓	✓
Is able to discuss implications of council's long term financial plan, audited financial statements and budget reviews	✓	✓
Identifies and supports opportunities to generate revenue and attract investment	✓	✓
Promotes the role of sound financial management and its impact on council effectiveness		✓
<b>Assets and tools</b>		
Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan	✓	✓
Makes informed contributions to debate about the allocation of assets to community priorities	✓	✓
Supports asset risk minimisation strategies, plans and outcomes for council	✓	✓
Promotes the role of councils as custodians of community assets	✓	✓
Ensures asset management decisions consider long term financial sustainability	✓	✓
Promotes the role of sound asset management and its impact on long term financial sustainability		✓
<b>Technology and information</b>		
Uses a range of technologies to communicate and engage with the community	✓	✓
Supports the introduction of new technologies to improve the efficiency and effectiveness of the council	✓	✓
<b>Procurement and contracts</b>		
Exercises commercial acumen in reviewing and approving council contracts and tenders	✓	✓
Makes decisions on council tenders according to value for money, probity and community benefit	✓	✓

**Councillor Induction and Professional Development Guidelines****Civic leadership**

	Clr	Mayor
<b>Represent communities</b>		
Makes themselves available to discuss issues and council activities with members of the community	✓	✓
Seeks to understand the range of views on complex issues in the community	✓	✓
Raises issues that are important to constituents with council	✓	✓
Treats all people in the community impartially and champions their right to be heard	✓	✓
Uses a variety of approaches to gather views from a range of individuals and organisations		✓
Advocates for local interests in dealings with external stakeholders, including other sectors and governments		✓
<b>Inspire direction and purpose</b>		
Demonstrates passion, enthusiasm and personal dedication to council's vision for the community	✓	✓
Champions the community strategic plan and communicates the way forward	✓	✓
Encourages community involvement in council planning processes	✓	✓
Communicates the context and parameters surrounding council strategies and plans	✓	✓
Communicates the purpose and plans using a variety of channels to reach many audiences		✓
Regularly communicates progress against the community strategic plan		✓
<b>Govern responsibly</b>		
Contributes constructively to debate in council	✓	✓
Works towards consensus as a member of the governing body	✓	✓
Contributes to a positive and ethical culture within the governing body	✓	✓
Participates responsibly in exercising council's employer functions in relation to the general manager	✓	✓
Acts in a way that preserves the health and safety of people in the council workplace	✓	✓
Leads constructive council meetings with a view to reaching consensus		✓
Cultivates a positive and ethical culture within the governing body		✓
Works with the general manager to ensure legal and regulatory frameworks are applied consistently by council		✓
Sets clear performance standards for the general manager and monitors progress		✓
Regularly discusses performance with the general manager and addresses performance issues early		✓

	Clr	Mayor
<b>Make quality decisions</b>		
Makes considered decisions on merit in the public interest	✓	✓
Considers information about the context and regulatory environment before making decisions	✓	✓
Considers financial and budget implications, including value for money, in making decisions	✓	✓
Explains council decision-making process to constituents	✓	✓
Communicates the decisions of council in a respectful way, even if own position was not adopted	✓	✓
Assists the community to understand council decisions in context, considering priorities and constraints	✓	✓
Ensures council works through issues, considering all relevant information, before making decisions		✓
Ensures council considers financial and budget implications in making decisions		✓



**8.1.17 UPDATED COUNCIL MEETING ACTION REPORT**

DOCUMENT NUMBER	338933
REPORTING OFFICER	Teresa Breslin, 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> <b>4.2 Active participation and engagement in local decision-making</b>
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. 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
05.07.2017	Amend Gundagai LEP 2011 to correct mapping discrepancies	Manager Development, Building and Compliance	Ongoing.  Amendment No 4 is currently being reviewed following feedback from the Department of Planning prior to a Gateway determination.  Gateway determination issued, currently on exhibition for 28 days. To be reported back to October 2019 Council meeting.
18.06.2019			Partly complete – schedule 1 amendment gazette
19.09.2019			May 2020 update – negotiations underway with DPIE regarding progressing the remainder of this proposal.  June 2020 – Council has been allocated new staff from DPIE, negotiations underway as to the most appropriate way to progress this matter.  September 2020- ongoing  <b>November 2020 - ongoing</b>

Ordinary Meeting 30 October 2018			
ITEM	ACTION	STAFF	Status
Council, with further consultation, consider the representations made by Mr Peter Beath on behalf of the members of the Cootamundra Aboriginal Working Party, in his letter dated 24 October 2018.  8.1.4 Resolution 215/2018	"It is recommended the CGRC take a proactive approach engaging with the existing community groups and organisations to look at the formation of a formal Aboriginal Advisory/Consultative Committee under section 355 of the local Government Act 1993"	Manager Culture and Community	July 2020 MOU written  <b>September 2020 - CAWP making comments for draft revision.</b>
8.1.5 Resolution 216/2018	<p>2. In time, and subject to available funding, CGRC, in conjunction with the local Aboriginal communities, the Brungle-Tumut LALC and the Young LALC, undertake the mapping of the sites of cultural significance to Aboriginal people in this LGA.</p> <p>3. CGRC, in consultation and negotiation with Aboriginal communities in the region, form an Aboriginal Advisory Committee to liaise with Council about matters of importance and concern to local Aboriginal people.</p> <p>4. The Consultative Committee consider the implementation of an Indigenous Employment Strategy</p>	<p>Manager Development</p> <p>Manager Culture and Community</p> <p>HR</p>	May 2020 – seek funding opportunities to undertake the required studies as they arise.  June 2020 – Funding opportunities from Heritage Office will allow this to occur. Grant applications will open in the latter part of the year. Council is on the mailing list to be notified when the grants open.
	CGRC put in place Cultural (Aboriginal) Competency/Cross Cultural training to Council Staff and Councillors.	Manager Culture and Community	<b>September 2020 - CAWP/Gundagai Cultural Group considering options for suitable training providers.</b>

28.11.2017 – 7.3.2.1	Waste Collection Services	Manager Waste, Parks and Recreation	<p>23/10/19 update - Draft financial plan delivered to council in September with the final plan scheduled to go to the November Council meeting.</p> <p><u>November 2019</u> - Report to November 2019 for Councils consideration</p> <p>February 2020 – report adopted in principal, report to Feb meeting seeking council approval to place the report out to the community for 3 months seeking comment.</p> <p>March 2020 – Reviewed report going to council this month.</p> <p>July 2020 – Council has taken over the operation of the Cootamundra Transfer Station (Pit) and will present a report on the weigh bridge activities every 3 months for the information of Council.</p> <p>Sept 2020 – staff are current correlating data collected and working on the waste operations financial structure with a further report to come back to Council.</p> <p><b>November 2020 – all relevant weighbridge data has been given to the Deputy General Manager and Manager Waste, Parks and Recreation as to enable them to prepare a financial plan for Councils consideration.</b></p>
31.01.2018 – 7.1.1.4	Prepare detailed design and cost estimates for Turners Lane industrial subdivision. Include budget allocation in 2018/2019 budget.	GM	<p>22/03/2018 To be outsourced. An amount of \$500K has been included in budget estimates.</p> <p>Proposals being sought.</p> <p>Awarded to MJM – Designs expected Dec 18.</p>
18.06.2019		Manager Assets	<p>July 2019 update - Final civil design plans received. Awaiting final electrical design (anticipated mid-</p>

			August). Awaiting result of funding application prior to commencement of construction.
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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	<p>Long term project.</p> <p>Include in new PAMP CYCLEWAYS Plan</p> <p>Safety audit of rail overpass completed.</p> <p><b>November, 2020 - Draft report to go to November, 2020 Traffic Committee Meeting for consideration</b></p>
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.	Manager Waste, Parks and Recreation	<p><b>November 2019</b> - This is still yet to happen with the current work load and this rated as a low priority action will be implemented ASAP.</p> <p>In the meantime Council is working with the Group with the existing works as required</p> <p>no change to date.</p> <p>March – no change</p> <p>June 2020 – Council staff have been working with the Muttama Group delivering mulch and undertaking some clearing works. There is no funding for any works associated with the Muttama Group.</p> <p>July 2020 – no change</p> <p>Sept 2020 – Council staff are collectively working with the Muttama Creek Group in managing related activities.</p> <p><b>November 2020 – this is ongoing in accordance with available resources and funding.</b></p>

ORDINARY MEETING - 28 MAY, 2019			
ITEM	ACTION	STAFF	Status
Question 8.1.9 Council Meeting Action Report		GM	<p>Prepare report for June/July business paper.</p> <p>Ongoing. Seeking funding opportunities for bridge assessment.</p>

ORDINARY MEETING - 25 June, 2019			
ITEM	ACTION	GM	Status
Aside request from Cr Sheahan	<p>Disability access audit of business' with awareness programme delivered by Council staff to business owners/managers Starting with Council premises first.</p>	Manager Development, Building and Compliance	<p>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.</p> <p>June 2020 – still on hold due to COVID 19</p> <p>July 2020 – still on hold due to COVID 19</p> <p>October2020-still on hold due to COVID-19</p>

ORDINARY MEETING - 27 AUGUST, 2019			
ITEM	ACTION	STAFF	Status
8.10.1 Cootamundra Aquatic Centre Access	3. The cost for the installation of permanent barricades be investigated with the consideration to disabled access.	Manager Waste, Parks and Recreation	<p>This has been completed on a temporary trial basis.</p> <p><u>November 2019</u> – no change.</p> <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> <p><b>November 2020 – No longer relevant as the pool is now managed and operated by a private Contractor.</b></p>

ORDINARY MEETING - 29 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

ORDINARY MEETING 26 NOVEMBER, 2019			
ITEM	ACTION	STAFF	STATUS
8.7.2 COUNCIL MINI HIACE BUS COMMUNITY USAGE REVIEW RESOLUTION 437/2019 Moved: Cr Penny Nicholson Seconded: Cr Leigh Bowden	2. Council undertake consultation with representatives of Mirabooka to develop a fee proposal, to be included in the report, to be prepared and submitted to the Ordinary Meeting to be held Tuesday, 26th May, 2020 for the consideration of Council for inclusion in the 20/21 Fees and Charges.  3. A further report with more accurate hire details be prepared and submitted to the Ordinary Meeting to be held Tuesday, 26th May, 2020 for the consideration of Council.	Manager Civil Works/ GM	12.02.2020 Trial continuing. Report to be prepared for the consideration of Council at the Ordinary Meeting to be held 26 <sup>th</sup> May 2020  June 2020- Report to be prepared for the consideration of Council at the Ordinary Meeting to be held 30 <sup>th</sup> November, 2020  November, 2020 – report deferred until normal bus use resumes.

ORDINARY MEETING 28 JANUARY, 2020			
ITEM	ACTION	STAFF	STATUS
8.1.15 Cootamundra Tourism Action Group Section 355 Committee Minutes of meeting held 15 January 2020	That Council seek an appropriate funding arrangement to ensure the position of Economic Development and Tourism Officer in Cootamundra, continues beyond the	Manager Culture and Community	Memo drafted to GM proposing solution for funding role to June 2021.

RES 020/2020	current one year term which ends in November, 2020.		
8.1.16 Gundagai Tourism Action Section 355 Committee  RES 021/2020	Council seek permission from Transport for New South Wales to locate a variable message sign on the northern side of Gundagai, with the intention of encouraging south bound motorists to Stop, Revive, Survive in Gundagai.	Manager Culture and Community	Anthony Carroll taking to February, 2020 traffic committee  June 2020- still seeking advice from TfNSW on location of the variable message sign  September 2020 – sign location Gundagai approved. Design being drafted for Cootamundra.

Ordinary Meeting March, 2020			
ITEM	ACTION	STAFF	STATUS
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	Manager Community and Culture	
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.	Manager Assets	October, 2020 -ongoing

Ordinary Meeting 30 June, 2020			
ITEM	ACTION	STAFF	STATUS
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	September 2020 – Workshop with Tourism Committees to determine 12 month actions to be held October.

ORDINARY MEETING 28 JULY, 2020			
ITEM	ACTION	OFFICER	STATUS
8.1.3 Governance responses to issues identified by the Audit Office NSW  <b>Resolution 204/2020</b>	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.	GM	
8.1.4 Cootamundra Tourism Action Group Section 355 Committee - Minutes of Meeting held 2 July 2020  <b>Resolution 205/2020</b>	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	
8.6.1 Ten Year Plant Replacement Programme and Plant Fund  <b>Resolution 225/2020</b>	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	<b>October, 2020 - Ongoing</b>
8.7.1 Civil Works and Technical Services Report - July 2020  <b>Resolution 226/2020</b>	Council investigate drainage concerns along the Wallendoon Street edge of Clarke Oval.	Manager Civil Works	To be surveyed and designed to prepare cost estimate for future funding
9.1 Notice of Motion - Rail Trail between Cootamundra and Tumblong  <b>Resolution 229/2020</b>	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.  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.  That all legitimate concerns of adjoining landholders be considered and addressed.	Manager culture and Community	Application submitted to OLG to reallocate funding of \$100K for pre-planning.  <b>Tour arranged for 24<sup>th</sup> October, 2020</b>

ORDINARY MEETING 29 SEPTEMBER, 2020			
ITEM	ACTION	OFFICER	STATUS
8.1.12 Information Bulletin  <b>RESOLUTION 272/2020</b>	<ol style="list-style-type: none"> <li>That Council write to the Hon. Mark Coulton, MP thanking him for the first quarterly payment of its Financial Assistance Grant and tell him of some of our local priority projects and stressing that the amount of the Financial Assistance Grant is insufficient for Councils local infrastructure.</li> <li>Council correspond with the Hon. Shelley Hancock MP and express interest in having a workshop for Women held in the Cootamundra-Gundagai Local Government Area.</li> </ol>	EA to GM	<b>Complete</b>
8.1.14 Australia Day 2021  <b>RESOLUTION 274/2020</b>	<ol style="list-style-type: none"> <li>Information on Australia Day Awards 2021 be received and noted.</li> <li>Council support the submission of an application for funding for local Australia Day 2021 activities, from the \$500,000 Australia Day 2021 event branding grants program.</li> <li>Council staff further investigate the viability of Council applying for funding from the \$7.5 million Australia Day 2021 COVIDsafe Events grant program.</li> </ol>	Coordinator Business	<b>November, 2020</b> - Applications submitted for \$1000 Branding funding Applications submitted for \$20,000 grant for both Cootamundra and Gundagai. Council is required only to match funds totally what would normally be spent on Australia Day celebrations.
8.2.1 Cootamundra-Gundagai Regional Council Sewerage Fund Replenishment Loan  <b>RESOLUTION 275/2020</b>	That authority be granted to the General Manager to execute the loan agreement on behalf of Council.	Manager Finance	
8.3.1 Cootamundra-Tumblong Rail Trail Detailed Development Plan  <b>RESOLUTION 279/2020</b>	That Council allocate an amount of \$10,000 from the existing budget for the Recreational Needs Study to complete initial project consultation with primary producers neighbouring the Cootamundra-Tumblong Rail Corridor.	Manager Community and Culture	

8.3.2 Old Mill Gundagai Stabilisation Work Request for Quotation  <b>RESOLUTION 280/2020</b>	Council delegate authority to the General Manager to negotiate with Adaptive Interiors (the preferred supplier) to determine whether all or part of the project can be delivered within existing budget, by utilising local suppliers or different methodology.	Manager Community and Culture/ GM	
8.6.1 Construction of Water Supply Extension to Dog on the Tucker Box, Gundagai  <b>RESOLUTION 286/2020</b>	Council enter into a contract as detailed in the Water Supply Extension documentation, circulated under Confidential Cover in this unique circumstance.	Manager Assets	
9.1 Acquisition of Land for Residential and Industrial Expansion at Gundagai  <b>RESOLUTION 291/2020</b>	<ol style="list-style-type: none"> <li>1. That Council investigate the purchase of suitable industrial and residential land for expansion of North and South Gundagai.</li> <li>2. That Council consult local developers and real estate agents about opening up further blocks for residential growth in Cootamundra.</li> <li>3. That Council fast track the provision of services to the Turners Lane industrial blocks and list them with the local real estate agents.</li> </ol>	Manager Community and culture	
9.2 Council Meet with the Cootamundra Hospital Board to Discuss Lobbying the State Government for a New Hospital  <b>RESOLUTION 292/2020</b>	Arrangements be made for Council to meet with the Cootamundra Hospital Board and discuss a proposal of lobbying the State Government for a new hospital to be built in Cootamundra.	Mayor	Discussion had with Kerry Lindeman and Ruth O'Dwyer

EXTRAORDINARY MEETING 6 OCTOBER, 2020			
ITEM	ACTION	OFFICER	STATUS
5.1.1 Call for Nominations of Motions for the LGNSW Conference <b>RESOLUTION 001/2020</b> <b>RESOLUTION 002/2020</b> <b>RESOLUTION 003/2020</b> <b>RESOLUTION 004/2020</b>	Lodge Motions resolved at the extraordinary meeting by 25 <sup>th</sup> October, 2020	GM	Complete
5.2.1 Integrated Water Cycle Management Strategy <b>RESOLUTION 0051/2020</b>	<ul style="list-style-type: none"> <li>Council send a letter to Goldenfields Water County Council detailing the Integrated Water Cycle Management Strategy Project Reference Group containing an offer of the position of community representative on the Project Reference Group.</li> <li>Council send a letter to two nominated community representatives detailing the Integrated Water Cycle Management Strategy Project Reference Group containing an offer of the position of community representative on the Project Reference Group.</li> </ul>	Manager Assets	<p>Complete</p> <p>Letter sent to Gundagai nominate community representative</p> <p>Cootamundra Representative yet to be determined.</p>
6.2 Cootamundra Aquatic Centre and Sports Stadium Reviewed Expressions of Interest <b>RESOLUTION 006/2020</b>	<ul style="list-style-type: none"> <li>Council accept the revised offer \$ from L&amp;R Group to Manage the Cootamundra Aquatic Centre and Sports Stadium.</li> <li>Council delegate authority to the General Manager to negotiate the contract with L&amp;R Group for the Management of the Cootamundra Aquatic Centre and Sports Stadium.</li> <li>Media release be arranged containing information on the acceptance of the offer from L&amp;R Group</li> </ul>	Manager Waste, Parks and Recreation	<b>November 2020 – Aquatic Centre and Sports Stadium now under contract.</b>

ORDINARY MEETING 27 OCTOBER, 2020			
ITEM	ACTION	OFFICER	STATUS
7.1 Minutes of the Access and Inclusion Committee Meeting held on Thursday 1 October 2020  <b>Resolution 007/2020</b>	<p>2. Council prioritises the upgrade of the footpath on the western side of Sutton Street, between Hurley and Mackay Streets, so it joins the existing footpath leading to the town centre.</p> <p>3. The works be prioritised as a matter of urgency</p> <p>4. A list of foot path works be provided to Council</p>	Manager Civil Works	To be estimated and included in future works
8.1.1 Boundary Commission's Public Enquiry into the Demerger Proposal Affecting Cootamundra-Gundagai Regional Council  <b>Resolution 309/2020</b>	<p>3. The NSW Local Government Boundaries Commission be advised that Council will be making representations at each first NSW Local Government Boundaries Commission's community consultation session in both Cootamundra and Gundagai.</p> <p>4. The Local Government Boundaries Commission be advised of the Councillors nominated to be representatives at the remaining NSW Local Government Boundaries Commission's community consultation sessions in both Cootamundra and Gundagai, as detailed in the report.</p> <ul style="list-style-type: none"> <li>• Cr Sheahan represent Council at the 2nd Cootamundra session</li> <li>• Cr Stewart represent Council at the 3rd Cootamundra session</li> <li>• <del>Cr Bowden</del> Mayor McAlister represent Council at the 2nd Gundagai session</li> <li>• Cr Graham represent Council at the 3rd Gundagai session</li> <li>• Cr Nicholson represent Council at the 4th Gundagai session</li> </ul> <p>5. That the Deloittes Report, in full, be made available to the Council.</p>	EA to GM	

	6. That Local Government Boundaries Commission be requested to make their findings and recommendations to the NSW Government public.		
8.1.4 Draft Agency Information Guide (AIG) <b>Resolution 00812/2020</b>	The draft Agency Information Guide be uploaded to the CGRC webpage	Governance Officer	Completed. Version control updated, uploaded to website, emailed sent to all
8.1.6 Muttama Creek Regeneration Group s.355 Committee Meeting Minutes <b>Resolution 00914/2020</b>	1. The Muttama Creek Regeneration Group be recognised for the good work being undertaken at the creek.	EA to GM	In draft form 2.11.2020  Completed and sent 00/11/2020
8.1.7 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes <b>Resolution 315/2020</b>	<p>The recommendations contained in the Minutes for the consideration of Council are as follows:</p> <ol style="list-style-type: none"> <li>1. Council reinstate the “Best dry land wheat growing region” sign at the Wallendbeen round-about area that was removed when the new Council signage was erected.</li> <li>2. Council install new and appropriate Village Centre directional signage (current signs are small and easily missed when travelling on the highways)</li> <li>3. Council seek appropriate permissions from Transport for NSW to undertake landscaping and beautification + ongoing maintenance of the Roundabout.</li> <li>4. Council enact any existing or develop a new landscaping plan for the Wallendbeen Rest-area. This should be bright, colourful and enticing and give a great first impression of our LGA!</li> <li>5. Council seek funding to re-vamp the Milestone Sculptures including the replacement or upgrade of the Fibre-optics lighting system.</li> <li>6. Council assist the Wallendbeen Community Association by working with the new owners of the Service station site to see development progress made, and with GrainCorp to progress options for the Silo painting to</li> </ol>	1TBC  2 TBC  3 Mark  4 TBC  5 Miriam  6 Miriam/ Sharon?	<b>Report going to the November, 2020 Council Meeting.</b>

	<p>go ahead or other appropriate activities to be considered.</p> <p>7. Council Planning staff consider an approach to allow an easier approval process for Food Vans to set up at the rest stop. For instance, space being automatically earmarked, with a booking system in place rather than individual approval applications needed.</p> <p>8. That simple factsheets and application forms/processes be put in place and any current ones reviewed and updated as necessary for food vans, market stalls, business &amp; community signage, busking &amp; performance activities etc.</p> <p>9. That Council investigate its options to develop a dual-purpose tourist viewing area and bushfire mustering point on Rosehill Road.</p>	7 Sharon  8 Sharon  9 Miriam	
8.2.1 Special Rate Variation - Notification of Intention to Apply  <b>Resolution 010/2020</b>	IPART be notified of Council's intention to apply for a Special Rate Variation (SRV) under Section 508(A) of the Local Government Act, 1993 to be retained permanently in the rate base.	DGM	
8.2.2 Draft Concealed Water Leak Policy  <b>Resolution 01118/2020</b>	The draft Concealed Water Leak policy be uploaded to the CGRC webpage	Governance Officer	Completed. Version control updated, uploaded to website, emailed sent to all
8.3.1 List of local Arts and Cultural Groups across the Cootamundra and Gundagai Local Government Area  <b>Resolution 322/2020</b>	<p>1. Council adopt this preliminary list, as the Arts &amp; Cultural Groups across the Local Government Area and invites further groups to contact Council for inclusion on the Arts &amp; Cultural Groups.</p> <p>2. The Community and Culture team actively engage with these committees to:</p> <ul style="list-style-type: none"> <li>I. build and sustain partnerships;</li> <li>II. support groups activities; and</li> </ul>	Manager Community and Culture	Complete

	III. assist groups to secure funding for arts and cultural development in the local government area.		
8.3.3 Clubgrants Category 1 Local Committee Formation <b>Resolution 324/2020</b>	<ol style="list-style-type: none"> <li>1. A ClubGRANTS Local Advisory Committee be formed in accordance with the required structure as detailed in the report, to meet four times per year.</li> <li>2. The Manager Community and Culture be representative of Council on the ClubGRANTS Local Advisory Committee.</li> </ol>	Manager Community and Culture	
8.7.2 Aerodrome Users Group - Meeting Notes held on 13 October 2020 <b>Resolution 328/2020</b>	<ol style="list-style-type: none"> <li>1. Write to Aerodrome users seeking nominations to convene an Aerodrome Advisory Committee, and if sufficient interest is received, Council convene the committee;</li> <li>2. Undertake preliminary investigation of options for an annual fee structure for discussion with Aerodrome users/Aerodrome Advisory Committee;</li> <li>3. Consider the establishment of a working relationship with the Aircraft Owners &amp; Pilots Association (AOPA) and local pilots to form a partnership with Council to host an annual AOPA event;</li> <li>4. Ensure the Cootamundra Aerodrome and its proximity to town is promoted on Council's website and social media platforms; and</li> <li>5. Landing fees contained in Council's 2020/21 revenue policy not be levied.</li> </ol>	Manager Civil Works     Manager Finance	Correspondence sent 3/11/2020
8.10.1 Feasibility of a Waste Transfer Station at Adjungbilly <b>Resolution 331/2020</b>	2. A further report be prepared and submitted for the consideration of Council to the Ordinary Meeting scheduled to be held 8 <sup>th</sup> December, 2020.	Manager Waste, Parks and Recreation	<b>November 2020</b> - Due to existing workload, existing resources and already committed timeline works will be undertaken early in 2021.
11.2 Lot 1 Turners Lane Cootamundra <b>Resolution 333/2020</b>	3. Council delegate authority to the General Manager to execute any documentation in relation to concluding the sale.	GM	

ORDINARY MEETING 27 NOVEMBER, 2020			
ITEM	ACTION	OFFICER	STATUS
CHRISTMAS 2020 AND NEW YEAR 2021 COUNCIL CLOSURE	Give facility closures information to Comms and Customer Service for advertising and notices for buildings	Coordinator of Business and Manager Finance	

**8.1.18 INFORMATION BULLETIN**

DOCUMENT NUMBER	338463
REPORTING OFFICER	Teresa Breslin, 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>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Bridges Renewal Program R5 and Heavy Vehicle Safety and Productivity Program Funding Advice <a href="#">Download</a></li> <li>2. REROC AGM - 23rd October, 2020 - Minutes <a href="#">Download</a></li> <li>3. REROC Board Meeting - 23rd October, 2020 - Minutes <a href="#">Download</a></li> <li>4. Update on Critical Communications Enhancement Program- CGLGA <a href="#">Download</a></li> <li>5. Co-op progress meeting <a href="#">Download</a></li> <li>6. Ministers Message - 17 November 2020 <a href="#">Download</a></li> </ol>

**RECOMMENDATION**

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

**Introduction**

Council receives a variety of correspondence from state and federal government departments, local groups and other sources. The attached correspondence is submitted for the interest of Council and the Community.



The Hon Scott Buchholz MP

Assistant Minister for Road Safety and Freight Transport  
Federal Member for Wright

Ref: MS20-001702

Cr Abb McAlister  
Cootamundra-Gundagai Regional Council  
PO Box 34  
GUNDAGAI NSW 2722

Dear Cr McAlister

**BRIDGES RENEWAL PROGRAM (BRP) ROUND FIVE AND HEAVY VEHICLE  
SAFETY AND PRODUCTIVITY PROGRAM (HVSPP) ROUND SEVEN**

Thank you for your proposals for funding under either or both Rounds Five and Seven, of the BRP and HVSPP respectively. Your continued support of these programs, which provide funding to improve community access and increase heavy vehicle safety and productivity, is valued.

I am pleased to advise you that the proposals listed below have been successful in qualifying for Australian Government funding under the current funding rounds:

- Brawlin Road Bridge 380 replacement, Burra Creek
- Burra Road Bridge 126 replacement, Burra Creek
- Lucerndale Road Bridge 157 replacement, Tumblong
- Lucerndale Road Bridge 158 replacement, Tumblong

Attached to this document is an offer of funding setting out the terms and conditions for these projects. This documentation needs to be completed and returned by email to the relevant address, [BridgesRenewal@infrastructure.gov.au](mailto:BridgesRenewal@infrastructure.gov.au) or [HVSPP@infrastructure.gov.au](mailto:HVSPP@infrastructure.gov.au) by 30 November 2020. Council should not accept tenders for, or commence construction of, the project until the funding agreement has been finalised.

If you require further information or assistance, the Department of Infrastructure, Transport, Regional Development and Communications can be contacted by the above email addresses or by telephone on 02 6274 8040.

I wish you every success with your project.

Yours sincerely

Scott Buchholz

The Hon Scott Buchholz MP

Parliament House Canberra | (02) 6277 4144 | minister.buchholz@infrastructure.gov.au  
21 William Street, Beaudesert QLD 4285 | [scott.buchholz.mp@aph.gov.au](mailto:scott.buchholz.mp@aph.gov.au)

**RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS**  
**MINUTES OF THE ANNUAL GENERAL MEETING HELD**  
**Friday 23 October 2020**

Held at The Rules Club, Fernleigh Rd, Wagga Wagga  
Meeting commenced at: 11:00am

**PRESENT**

Cr B Monaghan	Bland Shire Council
Ray Smith	Bland Shire Council
Cr J Seymour OAM	Coolamon Shire Council
Tony Donoghue	Coolamon Shire Council
Cr Abb McAlister	Cootamundra-Gundagai Regional Council
Phil McMurray	Cootamundra-Gundagai Regional Council
Cr Heather Wilton	Greater Hume Shire Council
Steven Pinnuck	Greater Hume Shire Council
Cr Neil Smith	Junee Shire Council
James Davis	Junee Shire Council
Cr Rodger Schirmer	Lockhart Shire Council
Peter Veneris	Lockhart Shire Council
Cr Greg Verdon	Riverina Water County Council
Andrew Crakanthorp	Riverina Water County Council
Cr Dennis Palmer	Goldenfields Water
Aaron Drenovski	Goldenfields Water
Cr Rick Firman OAM	Temora Shire Council - CHAIRMAN
Elizabeth Smith	Temora Shire Council
Cr Graham Sinclair	Temora Shire Council
Julie Briggs	REROC
Kate Hardy	REROC
Claire Garrett	REROC
Paul Worsfold	Riverina Joint Organisation
Rachel Whiting	Regional Development Australia, Riverina
Richard Allsopp	Regional Development Australia, Riverina

**APOLOGIES**

Apologies for non-attendance were received from Mr Gary Lavelle and Mr James Bolton.

**Moved Cr H Wilton, seconded by Cr N Smith that the apologies be accepted.**

**CARRIED**

**CONFIRMATION OF MINUTES**

**Moved Cr H Wilton, seconded Cr N Smith that the minutes of the Annual General Meeting of REROC held on 14 November 2019 be confirmed.**

**CARRIED**

**CHAIRMAN'S REPORT**

Cr R Firman spoke to the written report.

**Moved Cr R Firman, seconded Cr J Seymour that the Chairman's Report be received.**

**CARRIED**

**FINANCIAL STATEMENTS**

T Donoghue presented the Financial Statements.

**Moved T Donoghue, seconded by P Veneris that the Financial Statements be received.**

**CARRIED**

**ELECTION OF OFFICE BEARERS**

Cr R Firman vacated the Chair. J Briggs acted as Returning Officer.

**Chairperson**

J Briggs called for nominations for the position of Chairperson for the ensuing term.

Cr R Firman was nominated by Cr R Schirmer, seconded Cr N Smith.

There being no further nominations, J Briggs declared Cr R Firman elected as Chairperson of REROC for the ensuing term.

**CARRIED**

**Deputy Chairperson**

J Briggs called for nominations for the position of Deputy Chairperson for the ensuing term.

Cr J Seymour was nominated by Cr R Schirmer, seconded Cr A McAlister.

There being no further nominations, J Briggs declared Cr J Seymour elected as Deputy Chairperson of REROC for the ensuing term.

**CARRIED**

**Treasurer**

J Briggs called for nominations for the position of Treasurer for the ensuing term.

T Donoghue was nominated by Cr N Smith, seconded by Cr A McAlister.

There being no further nominations, J Briggs declared T Donoghue elected as Treasurer of REROC for the ensuing term.

**CARRIED**

**Executive Committee**

J Briggs advised that three Nominations were received for the two remaining Elected representative positions on the Executive. Nominations were received from:

- Cr Abb McAlister
- Cr Neil Smith
- Cr Rodger Schirmer

An election was held for the positions as a result of the election Cr Abb McAlister and Cr Rodger Schirmer were elected to the Executive.

In accordance with the Terms of Reference for the Executive the remaining positions on the Executive were taken-up by the General Managers from the Member Councils that were not represented by an Elected representative. The General Managers appointed to the Committee were Mr Ray Smith, Mr Steve Pinnuck and Mr James Davis.

**Moved Cr N Smith, seconded Cr H Wilton that Cr A McAlister, Cr R Schirmer, Steve Pinnuck, Ray Smith, and James Davis be appointed to the Executive Committee of REROC for the ensuing term.**

**CARRIED**

**APPOINTMENT OF AUDITORS**

**Moved by T Donoghue, seconded Cr J Seymour that Crowe be re-appointed as Auditors to REROC for the 2020-21 Financial Year.**

**CARRIED**

**CLOSURE**

Meeting closed at 11:20am

**RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS**  
**MINUTES OF THE BOARD MEETING**  
**held at The Rules Club, Fernleigh Rd Wagga Wagga**  
**Friday 23 October 2020**

Meeting opened at 11:20am

**PRESENT**

Cr B Monaghan	Bland Shire Council
Ray Smith	Bland Shire Council
Cr J Seymour OAM	Coolamon Shire Council
Tony Donoghue	Coolamon Shire Council
Cr Abb McAlister	Cootamundra-Gundagai Regional Council
Phil McMurray	Cootamundra-Gundagai Regional Council
Cr Heather Wilton	Greater Hume Shire Council
Steven Pinnuck	Greater Hume Shire Council
Cr Neil Smith	Junee Shire Council
James Davis	Junee Shire Council
Cr Rodger Schirmer	Lockhart Shire Council
Peter Veneris	Lockhart Shire Council
Cr Greg Verdon	Riverina Water County Council
Andrew Crakanthorp	Riverina Water County Council
Cr Dennis Palmer	Goldenfields Water
Aaron Drenovski	Goldenfields Water
Cr Rick Firman OAM	Temora Shire Council - CHAIRMAN
Cr G Sinclair	Temora Shire Council
Elizabeth Smith	Temora Shire Council
Julie Briggs	REROC
Kate Hardy	REROC
Claire Garrett	REROC
Paul Worsfold	Riverina Joint Organisation
Rachel Whiting	Regional Development Australia, Riverina
Richard Allsopp	Regional Development Australia, Riverina

Alternate Delegate

**APOLOGIES**

Apologies for non-attendance were received from Gary Lavelle, James Bolton and Matthew Dudley.

*Moved J Davis, seconded Cr H Wilton that the apologies be accepted.*

CARRIED

**CONFIRMATION OF MINUTES**

*Moved Cr H Wilton, seconded P Veneris that the minutes of the meeting held on 27 August 2020 be confirmed.*

CARRIED

**BUSINESS ARISING**

Business arising dealt with in reports.

**CORRESPONDENCE**

The Correspondence report was tabled. J Briggs raised the following issues with members:

**Letter from Bland Shire Council IPART's Recommendation on Rates on Mines - IPART'S**  
recommendation will reduce the income from the mining rate to the equivalent of the business rate resulting in a significant loss of income for all the councils with mines. Bland is seeking support from REROC to lobby against this recommendation.

***Moved by Cr N Smith, seconded by Cr J Seymour that the REROC Board refer the matter to the Riverina Joint Organisation for lobbying.***

CARRIED

***Moved by T Donoghue, seconded by Cr A McAlister that the REROC Board write a letter of support for Bland Shire Council to LGNSW and to all local Members.***

CARRIED

**Letter from Don Furner, CEO Canberra Raiders -** requesting a letter of support for the Aspire program for funding to deliver the program into the REROC Region. There was a deadline for providing the letter, so the Executive approved the provision of support.

***Moved by S Pinnuck, seconded E Smith that the REROC Board endorse the action to provide a letter of support to the Canberra Raiders for the Aspire program.***

CARRIED

***Moved Cr B Monaghan, seconded Cr H Wilton that the Correspondence be received.***

CARRIED

**CHIEF EXECUTIVE OFFICER'S REPORT**

The report was tabled. J Briggs raised the following issues with members:

**Terms of Reference for the REROC Executive** – a copy of the new Terms of Reference was provided to the Board for adoption.

***Moved Cr N Smith, seconded S Pinnuck that REROC Board adopt the new Terms of Reference for the REROC Executive.***

CARRIED

**IRCC Grant Funding** – we have lodged an application for Increasing Resilience to Climate Change (IRCC) funding for a project to address energy use at small council sites. The project is called *Optimising Risk Treatments on Council Community Assets to Build Self-sufficiency*. We have requested \$115,000.

**Voluntary Regional Waste Group Funding (VRWG)** – the EPA has advised that there will be no funding for VRWGs until the NSW 20 Year Waste Strategy is adopted which is not likely to happen until mid 2021. There has been a request for interim funding while the Strategy is being approved however, interim funding needs to be approved by the Expenditure Review Committee.

**Moved by Cr S Pinnuck, seconded Cr N Smith that REROC write to the Minister for Environment and local members requesting transitional funding for the VRWGs that will allow their continued operation until funding arrangements that will be delivered through the 20 Year Waste Strategy are determined.**

**CARRIED**

**EPA Local Government Advisory Group** – T Donoghue and J Briggs were invited to join this new Group. Membership includes LGNSW CEO, the OLG CEO as well as senior staff of the EPA and representatives from the other VRWGs (including JOs that are VRWGs) and RENEW NSW to direct and inform policy decisions. The group will have input into the final 20 year waste strategy.

**Southern Lights** – the evaluation of the communications tender is continuing.

**Design and Building Practitioners Act 2020** – Discussions are underway with Engineers Australia (EA) about establishing a process to recognise engineers who are not degree-trained but have substantial experience. We are looking at trialling the assessment process with three engineers who have different qualifications and experience. LGNSW has an information session on the new legislation on November 17 which J Briggs will attend.

**Moved by Cr H Wilton, seconded Cr N Smith that REROC continue to work with Engineering Australia on a possible pathway for skills recognition.**

**CARRIED**

**Public Lighting Code** – the review of the Code is currently underway. REROC have been pushing for changes in several areas. There is a further meeting planned on the Code and it should be completed before the end of the year.

**Contaminated Land Project** – noted.

**Moved Cr J Seymour, seconded Cr N Smith that the CEO Report be received.**

**CARRIED**

#### **RESOURCE SHARING REPORT**

The report was tabled. J Briggs raised the following issues with members:

**Southern Lights** - LED lighting has been completely rolled out in Temora, Bland and Junee apart from a few decorative lights in Temora. Cr R Firman commented on the improvement the new lighting had made to the Temora LGA. Public Lighting Code limits installation of additional lighting to 10 lights, this is expected to be removed from the Public Lighting Code. Essential Energy supports the removal of this clause. Cootamundra-Gundagai currently have spot replacements occurring in the LGA, Cr McAlister commented that the spot replacements that are being installed are far brighter than the old lights.

**Planning Technical Committee** – a workshop is being developed on Biodiversity Offsets with the Biodiversity Trust. The cost of offsets is beginning to impact on planning and development in LGAs.

**RivSIG and Mapped Out** – The Mapped Out conference agenda was provided to the board for review.

**Energy Management Group** – The agenda for the Energy Conference will be finalised by November.

**Moved Cr R Schirmer, seconded Cr A McAlister that the Resource Sharing report be received.**

**CARRIED**

#### TREASURER'S REPORT

The report was tabled by T. Donoghue.

**Moved Cr R Schirmer, seconded Cr H Wilton that the Finance Report be received.**

**CARRIED**

#### WASTE FORUM REPORT

The report was tabled. K Hardy raised the following issues with members:

**No Time to Waste 2021** – preparations are underway for the event to take place in February 2021. The majority of speakers have been able to accommodate the change in date. Minister Evans is still to confirm if he can attend in person or will be sending a video presentation.

**Recycle Night? Recycle Right!** - We will be running another round of *Recycle Night? Recycle Right!* advertisements throughout November and December and are currently liaising with the TV stations to book this in.

**King and Queen of Green Shows** – shows will be performed at primary schools in the LGAs of Bland, Temora and Cootamundra-Gundagai LGAs over the coming week. The shows focus on saying no to single use plastics and incorporate some of the Kindy Kit messaging as well.

**EPA Litter Grant update** – we will be completing another round of Litter Checks on all of the nominated sites. The 'Don't be a Tosser' radio ad campaign is running again throughout October.

**Community Recycling Centres (CRCs)** - We have booked in the CRC TV advertising for the 2020/21 year and this year have split our TV budget across the three channels. The CRC radio advertisements will be aired until the end of financial year. Advertising in The Rural newspaper will run until the end of June 2021. Our CRC cinema advertising has also resumed. We have also updated all advertising material and the CRC Riverina Murray website to reflect Snowy Valleys no longer being a member of the REROC Waste Forum.

**Additional Funding received for CRC Small Drop off stations** – we received funding to purchase CRC Small Drop Off Stations, these have been ordered and will be delivered to the participating councils together with CRC battery boxes which can be given away to residents.

**Safe Sharps and Diabetes NSW** - we are waiting to hear back from Diabetes NSW about their discussions with the Ministry of Health to assist with funding for the upgrade of the *Safe Sharps* website. We have also been approached by a company called Abbvie who want to discuss the possibility of utilising the *Safe Sharps*' locations on their new *Destination Pharmacy* website. J Briggs and K Hardy have a follow up meeting with them next week to discuss this further.

**EGEL Waste to Energy Project** – a project committee of P McMurray, Cr A McAlister, C Davis, T Donoghue, J Briggs and K Hardy has been formed to meet regularly with members of the EGEL team to discuss the proposed Waste to Energy Plant in Cootamundra. The next meeting is scheduled for the 30 October.

**Voluntary Regional Waste Groups (VRWG) Funding after 30 June 2021** – the EPA has advised that there is no straight forward solution for the approval of interim funding for the VRWGs. A submission for this funding needs to go to Treasury for approval.

**Kindy Kits** – we have received some feedback that the material that is put in our Kindy Kit bags is not being delivered to the students at schools, the intention of these bags is not only to provide a library bag but to also deliver waste forum material that can be utilised as teaching tools both at home and at school. A survey will be developed and sent to all REROC primary schools requesting feedback on the bags and the content and from here a decision will be made as to whether we continue with this project.

*Moved Cr A McAlister, seconded P McMurray that the Waste Forum report be received.*

CARRIED

#### YOUTH & COMMUNITY DEVELOPMENT NETWORK REPORT

The report was tabled. K Hardy raised the following issues with members:

**Take Charge Riverina Youth Leadership Forum** - preparation is underway for the event to be held in March 2020. A suggested letter will be sent to all REROC Mayors and the Chairman of Riverina Water to send to each High School in their respective LGAs inviting students and teachers to attend.

**Youth and Community Development Meeting** – the group continues to meet via Zoom with the last meeting being held on 14 October where Larah Harding from PHN Murrumbidgee attended to discuss funding opportunities for the REROC LGAs to deliver youth mental health programs during Youth Week 2021. REROC will be following up with all councils to see if they would like us to also complete a regional submission.

**Emily Jones, Greater Hume** – congratulations to Miss Emily Jones on winning the NSW Trainee of the Year.

*Moved Cr H Wilton, seconded Cr J Seymour that the Youth & Community Development Network report be received.*

CARRIED

#### PROCUREMENT REPORT

The report was tabled. K Hardy raised the following issues with members:

**Bitumen Emulsion Tender** – this has been finalised.

**Liquid Alum Tender** – this has been finalised.

**Waste Metal Tender** – the RFQ for Waste Metal closed on 22 September and after the evaluation process the recommended supplier, Infrabuild Recycling, was advised of their successful tender

submission. Following on from this we have had an issue with an existing contractor approaching REROC councils offering a better rate than what they had originally tendered. We discussed the issue with all councils and advised of the importance of following through with our procurements so we don't lose our credibility in the market and all councils have confirmed with REROC they will be going with the recommended supplier.

**Riverina JO BPAP** – REROC is continuing to provide the project support for this project.

**Upcoming tenders** – Regional Battery Collections, Sodium Hypo Chlorite, Southern Lights EOI and Camera Inspections and jetting.

**Moved Cr B Monaghan, seconded Cr H Wilton that the Procurement report be received.**

**CARRIED**

#### **REGIONAL CONTAMINATED LAND MANAGEMENT PROJECT REPORT**

The report was tabled. M. Dudley raised the following issues with members:

**Contaminated Land Management** – Refresher training was held on 26 August 2020 with 63 participants. This webinar had the objective to relate contaminated land management and requirements therein to specific council services and business processes.

**UPSS readiness** - Introduction to *UPSS Regulation 2019* held on 9 September 2020 with 65 participants. Further UPSS online training will be held on 27, 28 and 29 October

**Moved E Smith, seconded Cr H Wilton that the Contaminated Land Management report be received.**

**CARRIED**

#### **GENERAL BUSINESS**

**The release of the 2019/20 Annual Report** – this will be distributed widely.

**Guest Speaker** – Ms Rachel Whiting provided the Board with an overview of the Riverina RDA's Country Charge project and Thrive Riverina. There are still opportunities for councils to be involved in both projects.

#### **NEXT MEETING**

Friday 11 December 2020

#### **CLOSURE**

Meeting closed at 1.00p.m.



**Telco  
Authority**

McKell Building – Level 10, 2-24 Rawson Place, Sydney NSW 2000  
ABN 85 430 594 829 | [www.telco.nsw.gov.au](http://www.telco.nsw.gov.au)

Our ref. BN20/1277

2 November 2020

Mr Phil McMurray  
General Manager  
Cootamundra-Gundagai Regional Council  
81 Wallendoon Street  
Cootamundra NSW 2590

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

### **Update on Critical Communications Enhancement Program: Cootamundra-Gundagai LGA**

Dear Mr McMurray

This letter is to provide you with an update regarding the NSW Government's Critical Communications Enhancement Program (CCEP).

Delivered by the NSW Telco Authority, the CCEP is expanding and enhancing the Public Safety Network for emergency services organisations.

This network provides critical, secure and reliable radio communications to frontline responders and these sites were pivotal in protecting communities and supporting the emergency response to the 2019-20 bushfires in NSW.

Following our previous correspondence on 4 August 2020 (BN20/915), one existing telecommunications site is now confirmed for upgrade as part of the program.

The NSW Telco Authority has awarded Downer EDI Ltd a contract to commence construction activities at South Gundagai. Further details are listed in the table below.

We will continue to provide you with further updates as additional sites within the Cootamundra-Gundagai Regional Council LGA are confirmed for upgrade or construction.

Should any member of the community require further information about the CCEP, please do not hesitate to refer them to our website, [telco.nsw.gov.au/ccep](http://telco.nsw.gov.au/ccep), call 1800 794 862 or email [ccepinfo@customerservice.nsw.gov.au](mailto:ccepinfo@customerservice.nsw.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robert Hillas'.

Robert Hillas  
Senior Project Manager, CCEP  
**NSW Telco Authority**


**CCEP PUBLIC SAFETY NETWORK SITES WITHIN COOTAMUNDRA-GUNDAGAI LGA**

Site Name	ACMA ID	Address	Lot/DP	Site Proposal type	Site Status
<b>South Gundagai</b>	198029	Jackalass Property Gundagai Trig Station Brungle Road Gundagai NSW 2722	Lot 7302/DP1148862	<b>Colocation:</b> upgrading and/or installation of equipment on existing communications infrastructure	Construction to commence end-2020
<b>Mt Burra</b>	9960	876 Reno Road Jones Creek NSW 2722	Lot 1/DP533908	<b>Colocation:</b> upgrading and/or installation of equipment on existing communications infrastructure	Construction to commence end-2020
<b>Cootamundra</b>	9012641	140 Turners Lane Cootamundra NSW 2590	Lot 10/DP1217995	<b>Colocation:</b> upgrading and/or installation of equipment on existing communications infrastructure	Construction complete but not operational
<b>Gogobilly Hill</b>	9909	422 Clifford's Lane Stockinbingal NSW 2795	Lot 38/DP750619	<b>Colocation:</b> upgrading and/or installation of equipment on existing communications infrastructure	Site design undergoing assessment

Site Name	ACMA ID	Address	Lot/DP	Site Proposal type	Site Status
<b>Mt Yaven</b>	205872	Off Hume Highway Mundarlo NSW 2722	Lot 167/DP727790	<b>Colocation:</b> upgrading and/or installation of equipment on existing communications infrastructure	Site design undergoing assessment
<b>Red Hill State Forest</b>	35201	Red Hill Road Adjungbilly NSW 2727	Lot 73/DP750970	<b>Greenfield:</b> installation of new radio communications infrastructure on a site where no such infrastructure	Site deferred - scheduled to recommence in 2021

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**From:** [Richard White](#)  
**To:** [Mail](#); [Leigh Bowden](#)  
**Subject:** Co-op progress meeting  
**Date:** Friday, 13 November 2020 2:04:36 PM  
**Attachments:** [Co-op Community Meeting 01.12.20.JPG](#)

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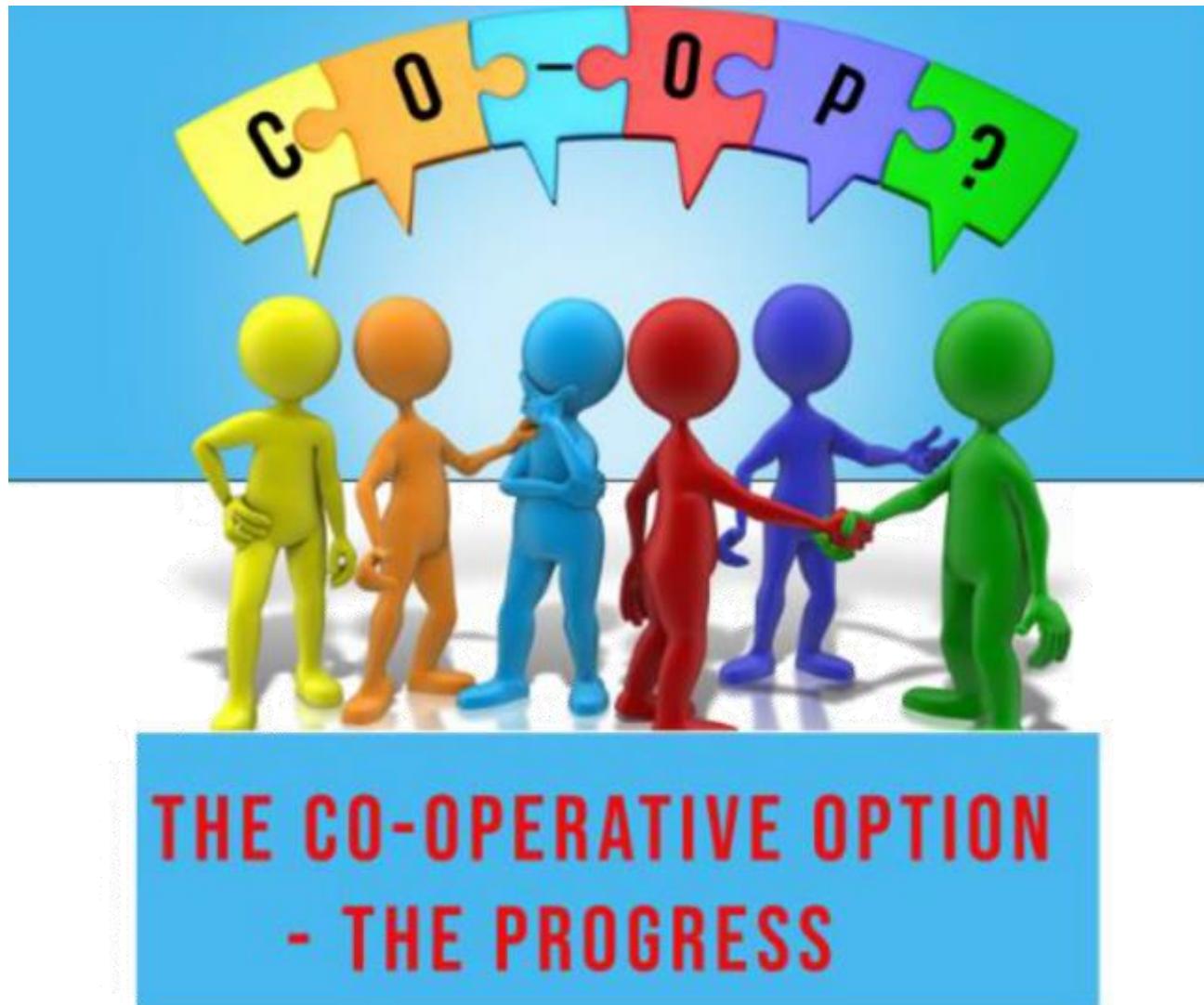
Dear Councillors,

You are warmly invited to a community meeting to inform people about the progress of the Co-operative Option to replace the Target store in Cootamundra.

The meeting is on Tuesday 1 December at the Cootamundra Ex Services Club at 5.30 pm  
The Steering Group look forward to welcoming you there,

Kind regards,

Richard White  
Steering Group Member  
[rwhite67@gmail.com](mailto:rwhite67@gmail.com)  
0400450997



**TUESDAY 1ST DECEMBER 2020  
5.30PM - 7.30PM  
COOTA EX-SERVICES CLUB**

With the aim of filling the gap the closure of Target will create, the Steering Group have been working hard on creating our own community co-operative. Come along, meet the team and hear of the progress so far. If you have questions please submit them before the November 24th to [cooperative@cootamundra.com](mailto:cooperative@cootamundra.com)

**RSVP ESSENTIAL (COVID-19 regulations) to  
[cooperative@cootamundra.com](mailto:cooperative@cootamundra.com) or  
69421400 or call into the CDC 169A Parker St**



## Message from Minister Hancock

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17 November 2020



### Budget provides almost \$57 million for full attendance voting at council elections

Local government elections are an essential part of Australian democracy as communities choose their local leaders to serve their best interests for four years.

Since the COVID-19 pandemic began, the NSW Government has been working to protect this local democracy while ensuring the health and safety of voters, candidates and electoral staff at the next local government elections.

This included postponing the elections until September 2021 and considering a proposal from the NSW Electoral Commissioner for mandatory universal postal voting.

I have considered your feedback on this important matter and I recognise there are many views on the best way to conduct local government elections.

In direct response to calls from the local government sector, **I have instructed the NSW Electoral Commissioner to prepare for full attendance voting at the September 2021 local government elections.**

If COVID-19 is still impacting our communities next year, the cost of holding elections in a full attendance model will increase to meet a substantial rise in the electoral staff and polling booths needed to comply with physical distancing and sanitising requirements.

I recognise this decision may result in significant financial challenges to councils, which is why **I have also secured a funding package of almost \$57 million** as part of the NSW Government State Budget.

The Government will provide the NSW Electoral Commission with additional funding to hold COVID-Safe elections **if required**, so councils will only be billed for the cost of holding elections in a normal environment.

The funding package of almost \$57 million over two years also includes \$5.1 million for the Department of Planning, Industry and Environment to support the local government elections and the \$19.9 million the Government announced in September 2019 to fund the NSW Electoral Commission's core costs.

In addition to funding for elections, the NSW Budget will see State and local governments continue to work together to support local communities impacted by bushfires, drought and the COVID-19 pandemic.

Today I was pleased to announce more than \$150 million to help the State's 128 local councils to deliver infrastructure, facilities and services to build a better NSW.

Budget highlights for 2020-21 include:

- **More than \$78 million to help local councils provide pensioner discounts on rates and charges**
- **Almost \$33 million to help councils meet increases in the emergency services levy**, primarily to pay for new workers' compensation arrangements for firefighters with cancer
- **More than \$9.4 million under the Local Infrastructure Renewal Scheme** to help councils pay for loans for much-needed upgrades and maintenance of infrastructure
- **\$6 million to fund expansion works at the RSPCA NSW Sydney Shelter at Yagoona**
- **Almost \$6 million from the Companion Animals Fund** for councils to manage pet cats and dogs including pounds/shelters, ranger services, dog exercise areas, and education and awareness programs
- **More than \$4 million under the Low-Cost Loans Initiative** to help provide low interest loans to councils to invest in infrastructure to address housing affordability
- **\$650,000 under the Digital Restart Fund** towards the design and development of a new database for the NSW Pet Registry.

Since 2011 this Government has provided more than **\$9.7 billion in financial support to our councils** to deliver and improve infrastructure, services and facilities for their local communities.

11/17/2020

Minister's message - 17 November 2020

In April, the Government announced a nation-leading \$395 million COVID-19 Local Government Economic Stimulus Package to safeguard council jobs and delivery of community services and infrastructure.

This Budget will continue to ensure we support local councils and communities doing it tough.

I sincerely thank council staff and councillors across the State for their efforts in supporting their local communities during the very challenging times we have faced in the wake of bushfires, drought and COVID-19.

**Shelley Hancock**  
**Minister for Local Government**

Please click [here](#) to unsubscribe from our mail list.

## 8.2 FINANCE

### 8.2.1 UPDATED MONTHLY MAJOR PROJECTS PROGRAM AND PROJECTS SCHEDULE

DOCUMENT NUMBER	339096
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
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>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no legislative implications associated with this report.
POLICY IMPLICATIONS	There are no policy implications associated with this report.
ATTACHMENTS	1. Council Projects Management Program October 2020 <a href="#">Download</a>

#### RECOMMENDATION

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

#### Introduction

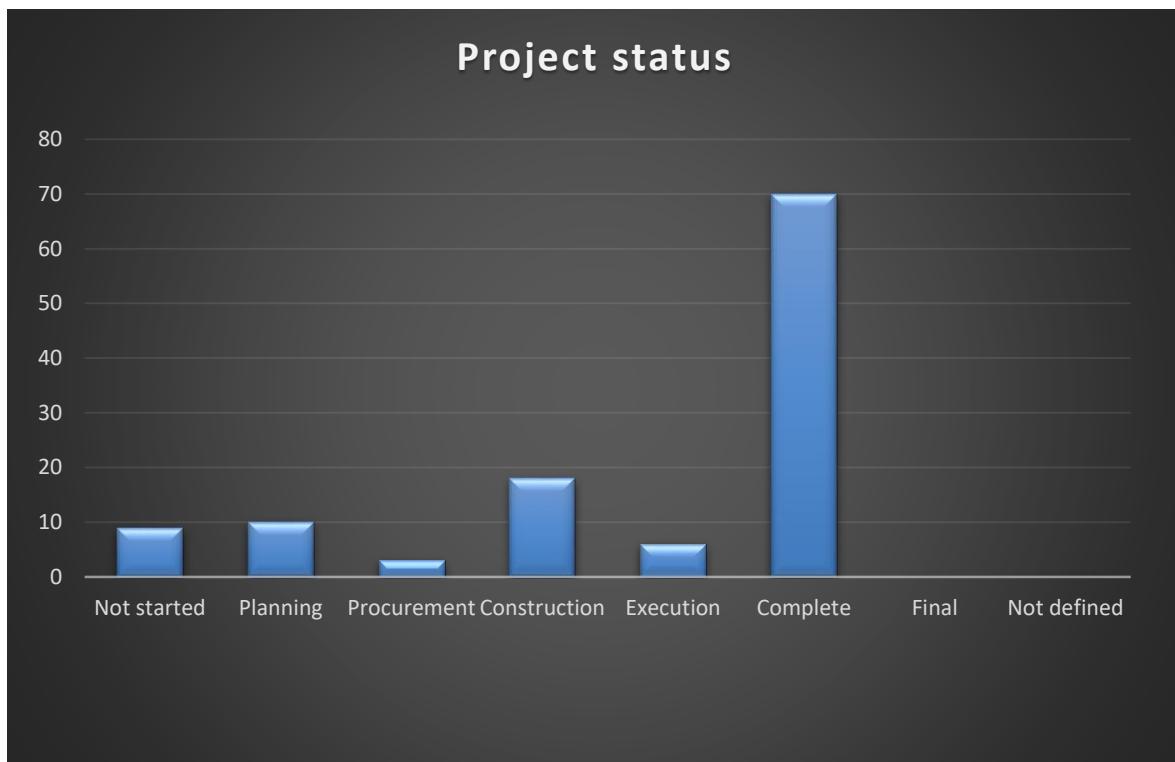
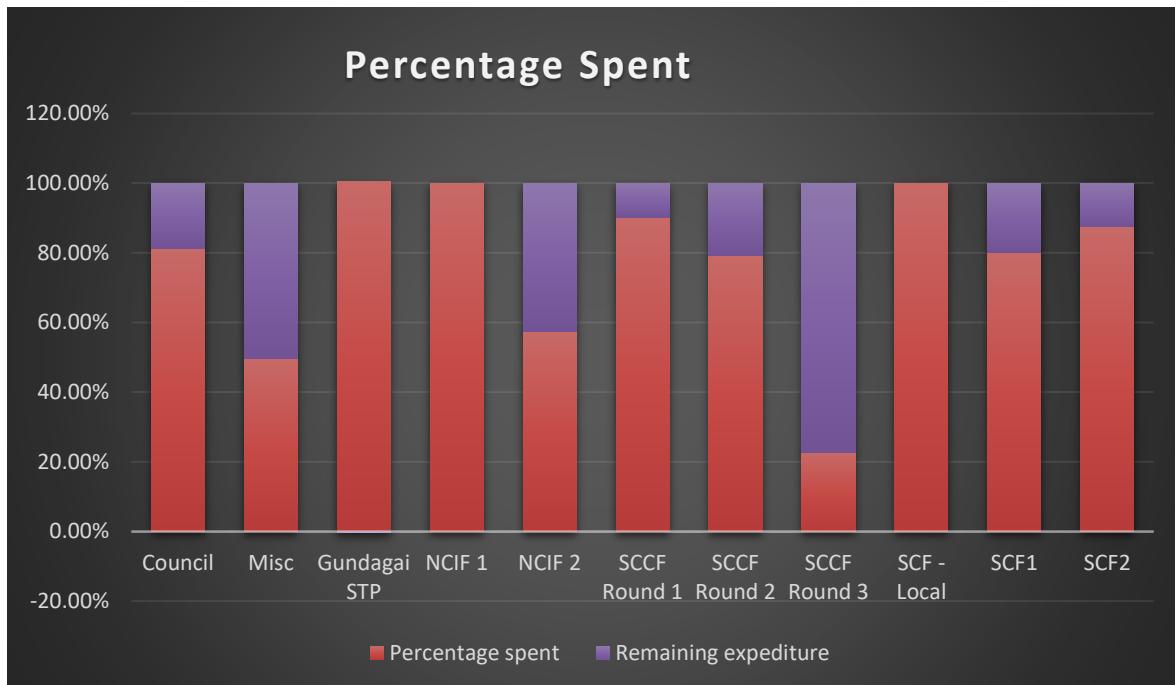
Council has and is managing 110 major grants projects worth \$53,030,487. This report provides a monthly update as at 31<sup>st</sup> October 2020 to Councillors as to the progress and status of the projects.

#### 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.

Following completion of the annual financial statements for 2019/2020, Council's finance staff will include all major capital works in the monthly report that is presented to Council. It is anticipated these will be included in the monthly report for January 2021.





As at 31st October 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%
Mirrabooka 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	8,808	1.11%
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	5,471,719	100.76%
Sheridan and West Streets intersection treatments	Council	Complete	Complete	500,000	499,943	99.99%
		Total		8,615,490	6,999,641	81.24%
<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%
Wallenbeen 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	17,000,000	17,053,018	100.31%
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, fascia and construction of retaining wall	Public Reserves Management Fund	Complete	Complete	171,760	166,801	97.11%
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	0	Jul-21	500,000	51,863	10.37%
Sheridan St Redevelopment - Main St Upgrade - Stage 2	Drought Community	0	Jul-21	500,000	5,437	1.09%
		Total		19,057,350	18,071,648	94.83%
<b>NCIF Round 1</b>						
NCIF Round 1	NCIF 1	Complete	Complete	5,000,000	5,000,000	100.00%
		Total		5,000,000	5,000,000	100.00%
<b>Total NCIF 2</b>						
Gundagai Depot Training Room Construction	NCIF 2	Complete	Complete	300,000	294,727	98.24%
Gundagai Admin Refurbishment	NCIF 2	Procurement	Feb-21	100,000	5,301	5.30%
Branding and marketing plan	NCIF 2	Execution	Dec-20	100,000	45,158	45.16%
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	133,510	89.01%
Recreational Needs Study	NCIF 2	Execution	Dec-20	100,000	79,737	79.74%
Consolidation and upgrade of Authority Corporate Software System	NCIF 2	Execution	Dec-20	414,282	275,819	66.58%
GIS Operational Review	NCIF 2	Complete	Oct-20	50,000	49,560	99.12%



As at 31st October 2020

Project	Funding source	Status	Completion Date	Budget	Total committed expenditure	Percentage spent
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	50,000	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%
Total				1,914,282	1,099,492	57.44%
<b>SCCF Round 1 projects</b>						
Cootamundra AFL - Demolition of old clubrooms & construction of new clubrooms	SCCF Round 1	Construction	Mar-21	372,800	122,312	32.81%
Gundagai Tigers - Construction of new shed & fitout of gymnasium	SCCF Round 1	Complete	Complete	100,000	99,940	99.94%
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	150,172	100.11%
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%
Wallenbeen 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 & Installation 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	499,900	100.00%
Gundagai large scale adventure playground & fitness centre	SCCF Round 1	Complete	Complete	1,000,000	955,962	95.60%
Total				2,889,244	2,601,859	90.05%
<b>SCCF Round 2 projects</b>						
Cootamundra Showground Completion of Multipurpose Pavilion SCCF2	SCCF Round 2	Complete	Complete	53,290	36,738	68.94%
Anzac Park South Supporters Toilets - Gundagai	SCCF Round 2	Complete	Complete	86,061	88,151	102.43%
Mirrabooka Revivification (SCCF2)	SCCF Round 2	Complete	Complete	67,045	67,373	100.49%
Cootamundra Rifle Club Mower, top dressing, building maintenance, storage shed	SCCF Round 2	Construction	Dec-20	63,015	28,617	45.41%
Upgrades to Christ Church hall Cootamundra	SCCF Round 2	Complete	Complete	70,273	70,143	99.82%
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	197,450	99.15%
Gundagai Racecourse and Showground Amenities Block	SCCF Round 2	Complete	Complete	215,000	214,965	99.98%
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	53,841	100.00%
Gundagai Friendship Park Playground	SCCF Round 2	Complete	Oct-20	60,000	54,569	90.95%
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	16,433	25.86%



As at 31st October 2020

Project	Funding source	Status	Completion Date	Budget	Total committed expenditure	Percentage spent
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	91,551	93.04%
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	12,911	10.56%
Cootamundra Turf Club Irrigation system upgrade	SCCF Round 2	Construction	Sep-20	81,970	67,624	82.50%
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	Complete	Complete	172,987	172,775	99.88%
Cootamundra Community Garden	SCCF Round 2	Construction	Oct-20	70,242	68,658	97.74%
Total				2,323,769	1,843,133	79.32%
<b>SCF1 projects</b>						
Gundagai pool tiling and disabled ramp	SCF1	Complete	Complete	894,724	366,342	40.94%
Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet	SCF1	Planning	Jun-21	300,000	19,864	6.62%
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	500,568	100.11%
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%
Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	SCF1	Planning	Dec-20	600,000	388,728	64.79%
Nangus Water Supply Works	SCF1	Procurement	Dec-21	647,500	71,153	10.99%
Stormwater mitigation	SCF1	Construction	Oct-20	1,000,000	961,273	96.13%
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	2,100,000	100.00%
Cootamundra water mains replacement project *should be a separate work order for each segment*	SCF1	Complete	Complete	2,000,000	1,999,978	100.00%
Construct public toilets - Sheridan St Gundagai	SCF1	Complete	Complete	150,000	152,911	101.94%
Total				9,859,557	7,904,464	80.17%
<b>SCF2 projects</b>						
Yarri Park Youth precinct/Lions Park – Basketball courts and Pump Track	SCF2	Construction	Sep-20	130,000	122,145	93.96%
Gundagai Preschool – Capital works projects to build additional rooms, providing more spaces.	SCF2	Planning	Jun-21	510,000	275,767	54.07%
Coolac Hall & Oval – Project includes relining hall, new kitchen, installation of cricket nets, picket fence, irrigation and seating.	SCF2	Complete	Complete	200,000	195,296	97.65%
Gundagai Public School P&C – Installation of soft fall for playground.	SCF2	Complete	Complete	75,100	75,099	100.00%



As at 31st October 2020

Project	Funding source	Status	Completion Date	Budget	Total committed expenditure	Percentage spent
Gundagai Tourism Action Group (s355 Committee) – Gundagai Main Street History walk.	SCF2	Complete	Complete	50,000	50,566	101.13%
Ellwood Hall (Stockinbingal) – General repairs and installation of heating and cooling.	SCF2	Complete	Complete	60,000	56,967	94.95%
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	54,811	91.35%
Adjungbilly Hall – Upgrade tennis courts into multipurpose facility, install community BBQ.	SCF2	Construction	Dec-20	130,000	116,546	89.65%
Tumblong Hall – Community facilities, multipurpose courts and BBQ area.	SCF2	Construction	Dec-20	137,447	103,709	75.45%
Mill Centre – Interactive Tourist Attraction.	SCF2	Construction	Jun-21	200,000	33,995	17.00%
Owen Vincent Oval - Gundagai	SCF2	Complete	Complete	150,000	149,021	99.35%
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	69,781	69.78%
Cootamundra Arts Centre – Disabled access ramp.	SCF2	Planning	Jun-21	3,142	-	0.00%
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.	SCF2	Construction	Dec-20	430,000	431,112	100.26%
(CAPNEW)	SCF2	Construction	Dec-20	52,000	24,653	47.41%
Cootamundra Harness Racing – Upgrades and maintenance to track.	SCF2	Construction	Dec-20	450,000	450,000	100.00%
Cootamundra Netball Courts – 4 new netball courts to replace non-complying courts.	SCF2	Complete	Complete	1,355,000	1,356,231	100.09%
Cootamundra Country Club – Upgrades to precinct including dam, machinery shed, course, upgrade to building façade.	SCF2	Complete	Complete			
		Total		4,278,118	3,746,075	87.56%

SCCF3 projects						
Sustainable Redevelopment and Upgrade of Cootamundra Library	SCCF3	Not started	Jun-21	199,659	30,156	15.10%
Youth and Community Toolbox Room	SCCF3	Not started	Jun-21	200,000	30,207	15.10%
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 - Carberry Park Car Park and Toilet Upgrade	SCCF3	Not started	Jun-21	96,000	14,400	15.00%
Indoor Rock Climbing Wall Cootamundra Stadium	SCCF3	Not started	Jun-21	448,526	67,498	15.05%
Pump Track Cootamundra	SCCF3	Not started	Jun-21	250,000	62,730	25.09%
St Patricks Primary School Enhanced Active Spares	SCCF3	Not started	Jun-21	165,000	118,248	71.67%
		Total		1,548,054	351,569	22.71%

**8.2.2 INVESTMENT REPORT - OCTOBER 2020**

DOCUMENT NUMBER	339549
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 October 2020 was \$8,858.23, 14% 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 October 2020 <a href="#">Download</a>

**RECOMMENDATION**

**The Investment Report for October 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 the month have produced interest of \$8,858.23, 14% below the budget.

INVESTMENT REPORTAs at: 31-10-20

Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
23 Sep 2020	0.60%	60	\$2,000,000.00	National Australia Bank	\$ 1,019.18	22 Nov 2020
25 Jun 2020	0.90%	152	\$2,000,000.00	BOQ	\$ 1,528.77	24 Nov 2020
25 Jun 2020	0.85%	180	\$2,000,000.00	National Australia Bank	\$ 1,443.84	22 Dec 2020
11 Aug 2020	0.80%	182	\$2,000,000.00	AMP	\$ 1,358.90	9 Feb 2021
18 Aug 2020	0.80%	182	\$1,000,000.00	AMP	\$ 679.45	16 Feb 2021
		AC	\$1,957,905.11	Commonwealth Bank	\$ -	At Call
		BOS	\$1,200,000.00	Commonwealth Bank	\$ 1,833.73	At Call
		AC	\$57,339.04	National Australia Bank	\$ 106.69	At Call
<b>Total</b>			<b>\$12,215,244.15</b>			
Matured in Report Month						
25 Jun 2020	1.20%	124	\$1,000,000.00	AMP	\$ 887.67	27 Oct 2020
<b>Totals</b>					<b>\$ 8,858.23</b>	

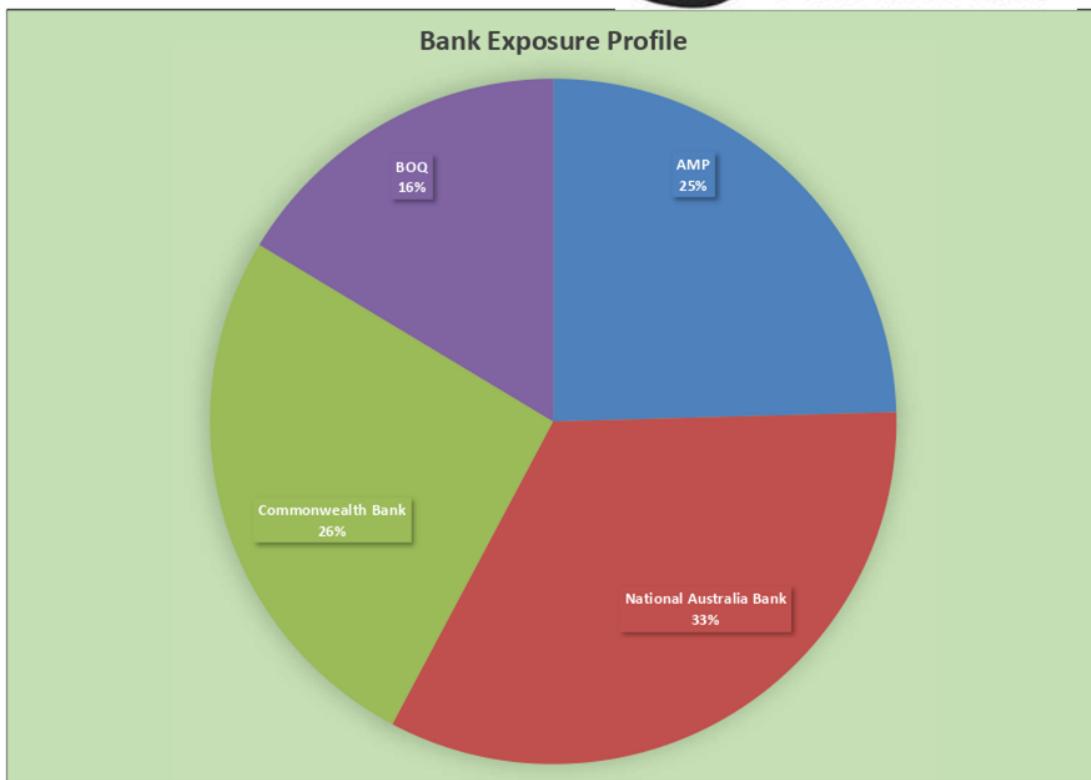
Budgeted Interest for Month	\$ 10,250.00
Combined Interest Rate	0.87%
BBSW Benchmark Rate	0.0737%

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

A handwritten signature in black ink, appearing to read "Tim Swan".

Tim Swan  
Responsible Accounting Officer



### **8.3 COMMUNITY AND CULTURE**

Nil

## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 MODIFICATION TO DEVELOPMENT APPLICATION 2016/108-2 - CLUBHOUSE AND AMENITIES ON LOT 7009 DP1021379, CLARKE OVAL, WALLENDOON STREET, COOTAMUNDRA

DOCUMENT NUMBER	339243
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
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	Council needs to assess each application on its individual merits in accordance with legislative requirements and timeframe.
POLICY IMPLICATIONS	There are no policy implications associated with this report.
ATTACHMENTS	Nil

#### RECOMMENDATION

- Council approve Modification to Development Application 2016/108-2 Clubhouse and amenities on Lot 7009 DP1021379, Clarke Oval, Wallendoon Street, Cootamundra subject to the following conditions and reasons**

#### 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
4B	Floor Plan, Elevation and Sections	Coota Design	29.10.20
5B	Elevation and Details	Coota Design	30.10.20
-	Specification		Aug 2020

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

**(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.

## PRIOR TO COMMENCEMENT OF WORKS

**(1) PCW Condition - Structural Engineer's Slab/Footing Details Required.**

The applicant shall submit to Council, prior to an inspection of any structural concrete work, plans of such work either certified by a practising Structural Engineer or in accordance with AS2870.

**Reason:** Deemed performance standard.

**(2) PCW Condition - Further Details Required.**

The applicant shall submit to Council, in duplicate, information relating to toilets, covered awning and disabled ramp. No work relating to this detail shall be carried out until the information is supplied and approved by Council.

**Reason:** To minimise further delays on the project.

**(3) 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.*

**(4) PCW Condition – Signage.**

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

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

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

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

**(5) 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.*

**(6) PCW Condition – Builders Toilets.**

Provision being made for temporary WC accommodation on site prior to the commencement of excavation or other associated building works.

**Reason:** *To ensure minimum standards of hygiene for onsite workers.*

**(7) 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.*

**(8) 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.*

**(9) 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.*

**(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 Storage.**

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

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

**(4) DUR Condition – Waste Removal.**

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

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

**(5) DUR Condition – Tree Protection - Nature Strip.**

Existing trees which are located on the nature-strip shall be protected during the construction period.

*Reason: The Council's concern that the amount of vegetation in the Shire should continue to increase to improve the climate and appearance.*

**(6) DUR Condition - Pipe Replacement.**

Should the proposed building be located over existing vitrified clay sewer pipes then such pipes shall be reinstated in PVC material in the area under the proposed building.

*Reason: To minimise the opportunity for damage to the building as a result of leaking sewage.*

**(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 - Asbestos Removal.**

Any quantity of asbestos, whether it be stabilised or non-stabilised (loose), should be undertaken with care. Stabilisation asbestos can include fibro sheets, fibro roofing, fibro water pipes, and bituminous floor tiles. If you are removing more than 10 sq. metres of surface area you will need to have a specially licensed person with WorkCover, authorised to undertake such work. If you are removing stabilised asbestos sheeting, roofing etc, observe the following the following precautions:

1. Remove entire sheets of materials without breaking the product, ie punch nail holes through rather than break the sheet, take down - don't drop
2. Thoroughly wet each sheet of the waste before removing
3. Wrap the sheeting in plastic 200 microns thick
4. When transporting, make sure the top of the trailer is taped over with plastic sheeting and secured
5. Transport to an asbestos authorised disposal area, ie Cootamundra Waste Depot is authorised, provided prior notice has been given so that the disposal pits are specifically opened up and protective gear is worn by the operator of the plant
6. When unloading do not drop on the ground but gently place into the area as directed by the Council operator
7. Do not use power tools which expose the asbestos fibres
8. Do not scrub or water-blast any asbestos cement sheeting
9. Do not slide sheets over other sheets as this will release fibres
10. Wear a protective mask and goggles

Specific websites with additional information are at [www.nsw.gov.au/fibro](http://www.nsw.gov.au/fibro) and [www.diysafe.nsw.gov.au](http://www.diysafe.nsw.gov.au)

**Reason:** *To minimise the risk of asbestosis and to dispose of this harmful product in a safe secure manner at an accredited disposal point.*

**(11) DUR Condition - Demolition of Buildings.**

The following points must be complied with:

1. Building demolition work is to be carried out in accordance with the requirements / provisions of AS2601-2001 - Demolition
2. All existing services are to be disconnected, sealed and made safe prior to the demolition a /or removal of existing structures on site - The sewer and water service is to be disconnected by a licensed plumber and drainer and all works are to be inspected by Council - The requirements of other utility authorities shall be ascertained and adhered to by the applicant
3. The disposal of any asbestos materials in accordance with the requirements of WorkCover NSW and AS 2601-2001 - Demolition of Structures
4. The applicant shall take all steps necessary to ensure the safety of adjoining neighbours and members of the general public
5. Adjoining neighbours shall be given a minimum of 24 hours' notice of the intention to commence demolition works
6. Ground surface shall be graded and finished flat to ensure ease of maintenance

**Reason:** *So that the demolition is conducted in a manner that maintains acceptable safety, environmental and legislative standards.*

**(12) DUR Condition - Demolition Works.**

Demolition of existing building or structures is to be carried out in a manner so that the risk of injury to the health and safety of site personnel and public persons will be minimised.

Identify and locate service supply mains - water, electricity and notify the controlling authority to disconnect such services prior to demolition.

All debris is 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 Waste Services Officer for an estimate of costs in this regard.

*Reason: To ensure site safety and to minimise the disruption of services through damage to same.*

**(13) 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*

**(14) 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.*

**(15) DUR Condition – Railings and Balustrade.**

Where any ramp or decking area has any level more than 1m above the finished ground level, the construction of the balustrade must be in accordance with the Building Code of Australia 3.9.2.3 Balustrade Construction. Balustrades must be at least 1 metre above the floor of a landing and be constructed so that any opening does not permit a 125mm sphere to pass through it.

*Reason: Statutory compliance.*

**(16) DUR Condition – Water Proofing - Wet Areas.**

An owner/builder will not be permitted to provide water proofing membranes to any wet area unless that person holds a Water Proofing Membrane subcontractor's licence with the Department of Fair Trading. The application of water proof membranes to nominated wet areas is a 'Critical Stage Inspection' requiring mandatory inspection by the Council or an accredited Private Certifying Authority. The standards for compliance are AS 3740 2010 for Water Proofing Internal Wet Areas.

*Reason: To ensure that water proofing of internal wet areas are competently carried out to the required Standard and Code of Practice.*

**(17) 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.*

**(18) DUR Condition – Scalding.**

The Hot Water System to the bathroom/ensuite is to be set not to exceed 50°C to prevent accidental scalding of children and the infirm. The licensed Plumber is to complete the attached certificate of compliance for the completed installation.

*Reason: Statutory requirement.*

**(19) 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.*

**(20) 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.*

**(21) 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.*

## 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.

## 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 – 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.

**(4) 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

## Introduction

A development application was approved by Council on 11 January 2017 for the erection of New Club and Multipurpose Rooms at Lot 700 DP1021379 Clark Oval Wallendoon Street Cootamundra for the Cootamundra Australian Football Club Inc (CAFC). The club has proposed a number of changes to the approved structure which require the modification of the Development Consent. Under Part D 10 the Delegations of Authority reviewed in November 2019 '*any development application or application to modify a consent that involves land owned or controlled by Council, or where Council is the applicant is to be referred to Council for determination*'. This modification application is therefore referred to Council for determination.

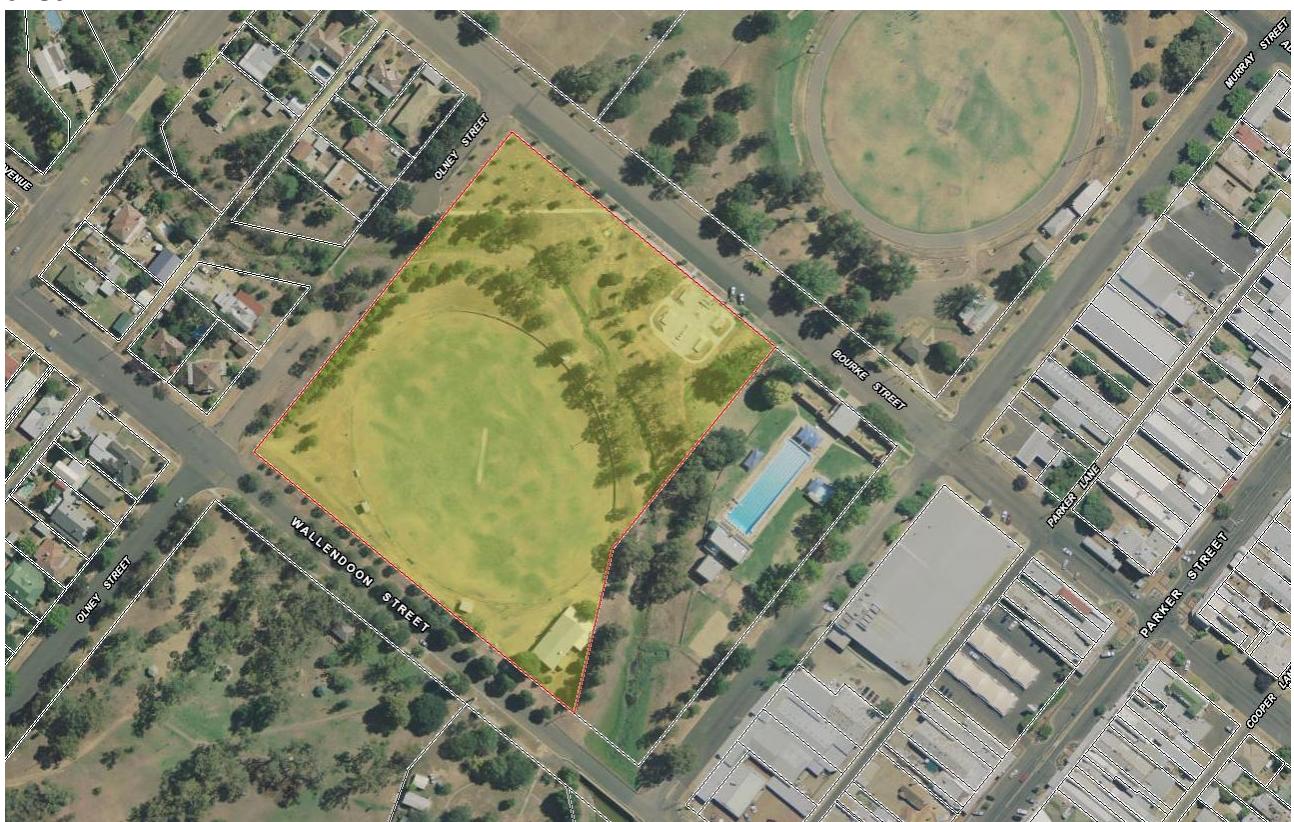
## Discussion

### **PROPOSAL:**

The modifications to the previously approved *Recreation Facility (Outdoor)* include changes to the access, exits, amenities and outdoor spectator area.

### **SITE:**

The building, under construction, is located at Clarke Oval adjacent to the sporting oval used by the CAFC. It has frontage to Wallendoon, Bourke and Olney Streets and is surrounded by a mix of residential and recreation land uses with good vehicular and pedestrian access. The site has kerb and gutter to all sides as well as partially sealed driveway. It is situated one block to the north west of Cootamundra commercial area.



**Figure 1** – Aerial view Clarke Oval, Wallendoon St Cootamundra (in yellow) in context of surrounding development  
(source: Six Maps)

**INTEGRATED / DESIGNATED / ADVERTISED / NEIGHBOUR NOTIFICATION / CROWN DEVELOPMENTS:**

The proposal is not integrated, designated, crown or advertised development.

**GENERAL REQUIREMENTS OF THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:****1.7 Application of Part 7 of Biodiversity Conservation Act 2016 and Part 7A of Fisheries Management Act 1994**

The sections of these Acts require Council to consider whether the development or activity is likely to significantly impact on threatened species, their populations or ecological communities. It is unlikely that this proposal will significantly affect threatened species, populations or ecological communities, for the following reasons:

***Biodiversity Conservation Act 2016***

The site has not been declared as an area of outstanding biodiversity value and the development does not exceed the biodiversity offset scheme thresholds. Furthermore, there are no trees to be removed. There has already been some ground disturbance as a result of this proposal. The site is within the urban environment, within an existing sporting precinct, it is not known to provide habitat for threatened species, nor is it part of a connective wildlife corridor.

***Fisheries Management Act 1994***

The development does not involve any waterways, watercourses or drains, nor is there any evidence of declared critical habitat in the vicinity of the site.

**2.22 Mandatory community participation requirements**

Part 1 of Schedule 1 sets the requirements for community participation by planning authorities in the discharge of their planning functions and includes the notification of development applications. Relevantly:

***7 Application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)***

- (1) Minimum public exhibition period for an application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)—***
  - (a) if the relevant community participation plan specifies a period of public exhibition for the application—the period so specified, or***
  - (b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition, or***
  - (c) otherwise—14 days.***

The proposal does not trigger the notification provisions of CGRC Community Participation plan. Accordingly, the proposal was not notified.

**4.5 Designation of consent authority**

This proposal is not state or regionally significant, Council is therefore the consent authority.

**4.10 Designated Development**

The proposal is not designated development in accordance with the provisions of Schedule 3 of the Environmental Planning and Assessment Regulation.

**4.13 Consultation and concurrence**

If required by an Environmental Planning Instrument (EPI), Council is required to consult or obtain concurrence of the agency. No consultation is required by an EPI.

**4.14 Consultation and development consent—certain bush fire prone land**

The site is not mapped as being bush fire prone land. Accordingly, no referral or consultation was undertaken with the NSW RFS.

**4.22 Concept development application**

The proposal does not involve concept development as defined by the Act.

**4.33 Determination of Crown development applications**

The proposal is not a Crown development.

**4.36 Development that is State Significant Development**

The proposal is not State Significant development as defined by the Act.

**4.46 Integrated Development**

This refers to development that cannot be undertaken unless a licence or permit is issued by another authority. No other permits or licences are required therefore the proposal is not integrated development.

**4.55 Modifications of consents – generally**

The applicant has lodged the proposed modification as a 4.55(1A), being a modification involving minimal environmental impact. This section of the Act provides that the consent authority may, on application being made by the applicant or any other person entitled to act on a consent granted by the consent authority and subject to and in accordance with the regulations, modify the consent if:

*(a) it is satisfied that the proposed modification is of minimal environmental impact, and*

It is intended that this report will demonstrate that the modification is of minimal environmental impact.

*(b) it is satisfied that the development to which the consent as modified relates is substantially the same development as the development for which the consent was originally granted and before that consent as originally granted was modified (if at all), and*

In determining whether the modification will result in substantially the same development, the legislation requires Council to consider the proposed modification against the original consent and is not to take into account any previous modifications (of which there are none in this instance).

The summary of the proposed changes is detailed previously in this report, and whilst it appears that there are numerous changes, the NSW Land and Environment Court (NSWLEC), has considered the meaning of "substantially the same" numerous times with the main principles emerging from a range of cases are as follows:

- the comparison between the original development and the modified development involves a consideration of quantitative and qualitative, elements of the proposal [*Moto Projects (No 2) Pty Ltd v North Sydney Council*],
- the modification power is 'beneficial" and 'facultative", meaning, it is designed to assist the modification process rather than to act as an impediment to it ... "it is to be construed and applied in a way that is favourable to those who seek to benefit from the provision" [*North Sydney Council v Michael Standley & Associates Pty Limited* ],
- a proposal can only be regarded as a modification if it involves "alteration without radical transformation" [*Sydney City Council v Illeace Pty Ltd*].

With this in mind, the use and activities on the site are substantially the same, as follows:

- the use of the property as a recreation facility (outdoor) remains the same,
- the floor area remains the same,
- required access and egress is achieved.

Considering the above factors, it is accepted that the proposal would not change the core elements of the development, in particular the nature of the use.

(c) *it has notified the application in accordance with:*

- (i) *the regulations, if the regulations so require, or*
- (ii) *a development control plan, if the consent authority is a council that has made a development control plan that requires the notification or advertising of applications for modification of a development consent, and*

The modification was not notified in accordance with Council's Community Participation Plan.

(d) *it has considered any submissions made concerning the proposed modification within any period prescribed by the regulations or provided by the development control plan, as the case may be.*

No submissions were received.

(3) *In determining an application for modification of a consent under this section, the consent authority must take into consideration such of the matters referred to in section 4.15 (1) as are of relevance to the development the subject of the application. The consent authority must also take into consideration the reasons given by the consent authority for the grant of the consent that is sought to be modified.*

Following is the section 4.15 assessment of the proposed modification.

## **SECTION 4.15 CONSIDERATIONS:**

### **4.15(1)(a)(i) - Provisions of any Environmental Planning Instrument:**

#### ***State Environmental Planning Policies (SEPPs) and deemed SEPPs***

The following SEPPs are relevant to the development:

#### **SEPP No. 55 – Remediation of Land**

Clause 7(1) prescribes that a consent authority must not consent to the carrying out of any development on land, unless it has considered whether the land is contaminated. Council has no evidence to indicate that the land is a site of possible contamination, and no further investigation is warranted.

#### **SEPP No. 64 – Advertising and Signage**

Alteration to onsite signage is not proposed as part of this application.

### SEPP (Infrastructure) 2007

The sections of this policy that are relevant to an assessment of this application are detailed as follows:

- *Clause 45 (Determination of development applications—other development)* applies to a development application for development in proximity to electricity infrastructure (e.g within 5 metres of an exposed overhead power line). The development does not meet these, therefore no referral to Essential Energy was required.
- *Clause 66(C) (Development adjacent to corridor)* applies to developments adjacent to a gas pipeline corridor. This development is not adjacent a gas pipeline, the pipeline is located on the western side of Cootamundra.
- *Division 15, Subdivision 2 (Development in or adjacent rail corridors)*, including *Clauses 84, 85, 86 and 87*. The site is not within the railway corridor and therefore this division is not applicable.
- *Clause 101 (Development with frontage to classified road)*. The proposal is on land that has frontage to a State Highway, which for the purposes of ISEPP is a classified road. Nonetheless the proposal will not impact upon traffic safety nor will it alter vehicular access to the land. The proposal will not produce emissions or increase the volume of traffic access the site or using the road. Accordingly, this clause is satisfied. does not apply as the site does not front a classified road.
- *Clause 102 (Impact of road noise or vibration on non-road development)*, is not applicable to this proposal as the activity is not identified in the SEPP.
- *Clause 103 (Excavation in or immediately adjacent to corridors)*, does not apply as the development will not result in an excavation adjacent a listed road.
- *Clause 104 and Schedule 3 (Traffic generating development)*, does not apply, as the type and scale of development is not identified in the Schedule.

### **Local Environmental Plan (LEP)**

The applicable LEP is the Cootamundra LEP 2013 (CLEP), and the relevant provisions of the LEP are discussed below.

#### **1.2 Aims of Plan**

Whilst not actively working towards each of the following aims of the LEP, it does not compromise them, or prevent them from being achieved.

- (a) to ensure that local amenity is maintained and enhanced,
- (b) to protect viable agricultural areas from conflicting land uses,
- (c) to identify, protect, conserve and enhance areas of environmental and aesthetic significance,
- (d) to encourage the ecologically sustainable use and management of natural resources,
- (e) to identify and protect areas used for community and recreational activities,
- (f) to identify and manage the heritage resources of Cootamundra.

#### **1.4 Definitions**

The proposed development is defined as a:

***recreation facility (outdoor)*** means a building or place (other than a recreation area) used predominantly for outdoor recreation, whether or not operated for the purposes of gain, including a golf course, golf driving range, mini-golf centre, tennis court, paint-ball centre, lawn bowling green, outdoor swimming pool, equestrian centre, skate board ramp, go-kart track, rifle range, water-ski centre or any other building or place of a like character used for outdoor recreation (including any ancillary buildings), but does not include an entertainment facility or a recreation facility (major).

### **1.6 Consent authority**

The consent authority for the purposes of this Plan is (subject to the Act) the Council.

### **1.9A Suspension of covenants, agreements and instruments**

The application does not identify any covenants on the land.

### **2.1 Land use zones**

The site is zoned RE1 Public Recreation and the proposal is permissible in the zone with development consent.

### **2.3 Zone objectives**

Under this clause Council must have regard to the objectives of the zone when determining the development. The development is consistent with the following objectives in that it enables the land to be used for recreational purposes and range of activities that are compatible with the existing land use.

- *To enable land to be used for public open space or recreational purposes.*
- *To provide a range of recreational settings and activities and compatible land uses.*
- *To protect and enhance the natural environment for recreational purposes.*

### **2.7 Demolition requires development consent**

No demolition is proposed to be undertaken as part of the modification of this development.

### **5.10 Heritage conservation**

The site is not in a heritage conservation area, does not contain an item of environmental heritage, nor is it in the vicinity of an item of environmental heritage.

### **6.1 Earthworks**

No earthworks are proposed or required other than the construction of an accessible car parking space.

### **6.2 Flood planning**

The site is mapped as being within an area impacted by the 1% AEP flood event on the **Flood Map**. This clause requires a consent authority to consider if the proposal:

- is compatible with the flood hazard of the land;
- will significantly affect flood behaviour resulting in detrimental increases in flood affectations of other properties;
- incorporates measures to manage risk to life from flood;
- will significantly adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian corridors or reduction in riverbank or watercourse stability;
- will result in unsustainable social and economic costs to the community as a consequence of flooding.

The modifications to the club building are unlikely to have an impact on flood behaviour in the area. Similarly, the management of all Council facilities have evacuation and risk assessments included thereby limiting any potential risk to life from flood events for people using this facility.

#### **6.3 Biodiversity protection**

This clause applies to land that is identified as biodiversity land on the **Terrestrial Biodiversity Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

#### **6.4 Groundwater vulnerability**

This clause applies to land that is identified as groundwater vulnerable on the **Groundwater Vulnerability Map**, and the whole of the site has been identified as being affected. The objective of this clause is to maintain the hydrological functions of key groundwater systems and protect them from depletion and contamination.

Before determining a development application for development on land to which this clause applies, the consent authority must consider the likelihood of groundwater contamination from the development, adverse impacts the development may have on groundwater dependent ecosystems, cumulative impact the development may have on groundwater, and any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

The modification to the proposal does not alter the impacts as assessed and approved as part of the original consent.

#### **6.5 Riparian land and watercourses**

This clause applies to land that is identified as a watercourse on the **Watercourses Map**, the site is mapped as being affected; accordingly, this clause is must be considered.

Before determining a development application for development on land to which this clause applies, the consent authority must consider—

- (a) *whether or not the development is likely to have any adverse impact on the following—*
  - (i) *the water quality and flows within the watercourse,*
  - (ii) *aquatic and riparian species, habitats and ecosystems of the watercourse,*
  - (iii) *the stability of the bed and banks of the watercourse,*
  - (iv) *the free passage of fish and other aquatic organisms within or along the watercourse,*
  - (v) *any future rehabilitation of the watercourse and riparian areas, and*
- (b) *whether or not the development is likely to increase water extraction from the watercourse, and*
- (c) *any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

The approved building and proposed modifications will not have a detrimental effect on the identified watercourse or associated areas. Stormwater disposal will be required to be controlled prior to reaching the creek.

#### **6.6 Salinity**

This clause applies to land identified as dryland salinity on the **Natural Resources Land Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

#### **6.7 Highly erodible soils**

This clause applies to land identified as high soil erodibility on the **Natural Resources Land Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

#### **6.8 Airspace operations**

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport. This modification proposal does not alter this factor from that already assessed.

#### **6.9 Essential Services**

This clause is only applicable to land that is zoned Zone RU4 Primary Production Small Lots, and Zone R5 Large Lot Residential. This site is zoned RE1 Public Recreation, accordingly, this clause is not applicable.

#### **4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:**

##### ***State Environmental Planning Policies (SEPPs)***

There are no draft SEPP's which relate to this development.

***Local Environmental Plan (LEP)***

There are no draft LEP's which apply to this land.

**4.15(1)(a)(iii) The provisions of any development control plan:**

The Cootamundra Development Control Plan (DCP) applies to the land, and the provisions are discussed as follows:

**▪Chapter 1 – General information**

- Section 1.7 - Notification of Development Applications: The provisions of the Community Participation Plan takes precedence over this section of the DCP (see comments above in Section 2.22)

**▪Chapter 2 - Residential Development - Does not apply to this type of development.****▪Chapter 3 - Business & Industrial Development - Does not apply to this zone.****▪Chapter 4 – Subdivision – The development is not a subdivision.****▪Chapter 5 – Car parking and vehicle access – There are no specific parking provisions for this type of development in the DCP. Nonetheless the proposal is for another form of public recreation in an area used for recreation in an area surrounding by sporting and recreation facilities. It is not envisaged that the proposal will generate a need for additional carparking facilities to that currently existing on site.****▪Chapter 6 – Environmental Management – The site is identified as flood prone land but the modification will not affect the flood behavior considered under the original consent. Not applicable as land is not bushfire prone or potentially contaminated.****▪Chapter 7 – Heritage – The site does not contain an item of environmental heritage, is not in the vicinity of a site of environmental heritage and is not within a heritage conservation area. Accordingly, this chapter is not applicable.****4.15(1)(a)(iiia) Any planning agreement or draft planning agreement:**

The developer has not entered into a planning agreement, nor has offered to enter into a draft planning agreement.

**4.15(1)(a)(iv) Matters prescribed by the Regulations:**

Council has considered the following matters as prescribed by Regulations:

**Clause 92 (Additional matters for consideration): -**

- the development application does not involve the demolition of a building.
- the development is not for the carrying out of development on land that is subject to a subdivision order made under Schedule 7 to the Act,
- the development is not located within the local government area of Coonamble, City of Dubbo, Gilgandra or Warrumbungle (to which the Dark Sky Planning Guideline applies),
- the development does not pertain to a manor house or multi dwelling housing (terraces).

**Clause 93 (Fire safety and other considerations)**

- this clause is not applicable as there are alterations proposed to the building.

Clause 94 (Consent authority may require buildings to be upgraded)

- as the development involves a new extension of an existing building the whole building will be fully compliant.

Clause 94A (Fire safety and other considerations - temporary structures)

- the development is not for a temporary structure.

Clause 288 (Special provision relating to Sydney Opera House)

- the development does not relate to the Sydney Opera House.

**4.15(1)(b) The likely impacts of that development:**

*Context and Setting*

The surrounding land is a mix of recreation and residential uses. The proposal is contained within an existing open space/sporting precinct of Cootamundra.

The development is for the modification to the clubrooms under construction in the park. It is considered that due to the minor nature of the proposed changes will not detrimentally detract from the existing visual amenity. No trees are to be removed for the installation of the proposed changes. The use of the area for public recreation will not change as a result of this proposal and the installation will have little or no impact on the character and amenity of the area. The use is still recreation in nature and is unlikely to alter as a result of this proposal. There will no greater impact on adjacent land uses, as a result of the development, in terms of overshadowing, views or acoustic privacy



**Figure 2** – Partially completed clubhouse portion of the building (facing south west)

### ***Access, Transport and Traffic***

The modification of the approved development will not impact on access, traffic or transport in the vicinity.

### ***Public Domain***

The development will not impact negatively in terms of such things as recreational opportunities, or the amount, location, design, use and management of public spaces. Rather it is likely that the proposal will result in a positive impact by providing additional recreational opportunities and use of the public domain.

### ***Utilities***

There are no changes proposed or required in relation to water, sewer, phone, gas, stormwater or power. No section 64 charges are applicable.

### ***Heritage***

The site does not contain, nor is it in the vicinity of, an item of environmental heritage nor is the site located within a heritage conservation area.

### ***Other Land Resources***

The development will not have any adverse effect on conserving and using valuable land resources such as productive agricultural land, mineral extractive resources or water supply catchments.

### ***Water***

Reticulated water is available to the premises and this will not alter as a result of this modification.

### ***Soil***

The modification will have no impact on soil conservation in terms of soil qualities or instability, management of soils, soil erosion and degradation, sedimentation and pollution of water bodies contamination, or acid sulphate soils.

### ***Air and Microclimate***

The modification proposed will have no effect on air quality and microclimatic conditions in terms of existing air quality or pollution.

### ***Flora and Fauna***

The modified development does not result in the removal of any trees or groundcover, and therefore, the development will not have any impact on critical habitats, threatened species or populations, ecological communities or any other protected species, or on native fauna or vegetation.

### ***Waste***

The modification will not result in any additional waste generation from the premises, nor will it impact upon waste collection or disposal.

### ***Energy***

The modification proposal does not impact upon the assessed energy considerations of the original consent.

### ***Noise and Vibration***

The proposed modification will not create any additional noise or vibration upon completion. It is acknowledged that the development and premises may be subject to noise and vibration from the operation during construction. Nonetheless the sport

precinct has been in existence for a considerable amount of time and the modification of the approved facility will not significantly alter the vibration and noise that the premises currently experiences or generates.

### ***Natural Hazards***

There are no known risks to people, property or the biophysical environment from – geologic or soil instability, bushfire. The issue of flooding has been discussed elsewhere in this report.

### ***Technological hazards***

There are no known risks to people, property or the biophysical environment from industrial and technological hazards, land contamination and remediation or building fire risk.

### ***Safety, security and crime prevention***

It is not considered that the modification will impact on the security and safety of adjoining properties.

### ***Social Impacts in the Locality***

It is not considered that the modified development will have a negative social impact in terms of the health and safety of the community, social cohesion, community structure, character, values or beliefs, social equity, socio-economic groups or the disadvantaged, and social displacement. Rather there is likely to be some positive benefits in permitting additional recreational opportunities to the community.

### ***Economic Impact in the Locality***

It is not considered that there will be any negative impact in economic terms.

### ***Site Design and Internal Design***

The site is suitable for the proposal and the modified development design takes account of the existing site features and vegetation.

### ***Construction Matters***

The works will require a construction certificate and have been assessed in accordance with the provisions of the National Construction Code.

### ***Cumulative impacts***

Cumulative impacts identified with this proposal relate to the accumulation of people and vehicles at the site at any given time. The use, being new is likely to attract a great deal initial interest and traffic movement associated with this visitation. Nonetheless, the site is located in a sporting/recreation precinct with adequate road and traffic infrastructure and carparking facilities on site to cater for the likely increase in traffic that is likely to be generated by interest in this facility.

**4.15(1)(c) - The suitability of the site for the development:*****Does the proposal fit in the locality?***

The development will result in a development that fits in the locality. There are no constraints posed by adjacent developments that would prohibit the development. It is considered that the air quality and microclimate are appropriate for the development, and there are no hazardous landuses or activities nearby, and ambient noise levels are suitable for the development.

***Are the site attributes conducive to development?***

The site is not subject to natural hazards including bushfire, subsidence, slip or mass movement. The soil characteristics are appropriate for the development, and there are no critical habitats, or threatened species, populations, ecological communities or habitats on the site. The development will not prejudice future agricultural production and there are no known mineral or extractive resources on the site. This issue of flooding has been discussed previously.

**4.15(1)(d) - Any submissions made:**

Nil submissions received.

**4.15(1)(e) - The public interest:**

The Riverina Murray Regional Plan 2036 has been developed to plan for future population's needs for housing, jobs, infrastructure and a healthy environment, in the Region. The development is not inconsistent any of the Directions in the Plan.

Staff are not aware of any other policy statements from either Federal or State Government that are relevant to this proposal, nor any planning studies or strategies. There is no management plan that is applicable to a development of this nature, and no codes or guidelines. The issue of easements has been discussed above.

Overall, the proposal would not contravene the public interest.

**OTHER MATTERS:****Section 7.11 and 7.12 Contributions Policies:**

Section 7.12(2) of the EPA Act, states that "*a consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11*". Accordingly, Council can only require payment of either a 7.11 or 7.12 contribution.

***Section 7.11 Contributions Plans***

The only Section 7.11 plan in force is the "Development Generating Heavy Vehicle Usage of Local Road", which only applies in Gundagai, and therefore does not apply to this development.

**Section 7.12 Contributions Plans**

The *Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018* requires a levy be paid as a percentage of the cost of construction. This modification does not trigger any additional contribution over that already paid.

**Disclosure of political donations and gifts:**

The application and notification process did not result in any disclosure of Political Donations and Gifts.

**CONCLUSION:**

Council has considered the all matters under the relevant legislation, and it considers that the proposed development is appropriate having regard to those matters, and that any impacts can be managed through appropriate conditions.

**8.4.2 DEVELOPMENT APPLICATION 2020/157 - INSTALLATION OF TOILET BLOCK AT WASTE FACILITY LOT 475, DP753601, TURNERS LANE, COOTAMUNDRA**

DOCUMENT NUMBER	339294
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Sharon Langman, Manager Development, Building and Compliance
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	Council needs to assess each application on its individual merits in accordance with legislative requirements and timeframe..
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

- Council approve Development Application 2020/157 construction of toilet block at Waste Facility Lot 475 DP753601 Turners Lane, Cootamundra subject to the following conditions and reasons:**

**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
-	Site Plan	-	-
-	Floor Plan	Coly Built	-
-	Specification	Coly Built	-

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

**(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.*

**PRIOR TO COMMENCEMENT OF WORKS****1) PCW Condition - Structural Engineer's Slab/Footing Details Required.**

The applicant shall submit to Council, prior to an inspection of any structural concrete work, plans of such work either certified by a practising Structural Engineer or in accordance with AS2870.

*Reason: Deemed performance standard.*

**(2) PCW Condition - Further Details Required.**

The applicant shall submit to Council, in duplicate, information relating to landings and stairs. No work relating to this detail shall be carried out until the information is supplied and approved by Council.

*Reason: To minimise further delays on the project.*

**(3) 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.*

**(4) PCW Condition – Signage.**

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

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

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

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

**(5) 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.*

**(6) PCW Condition – Builders Toilets.**

Provision being made for temporary WC accommodation on site prior to the commencement of excavation or other associated building works.

**Reason:** *To ensure minimum standards of hygiene for onsite workers.*

**(7) 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.*

**(8) 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.*

**(9) 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.*

**(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 Storage.**

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

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

**(4) DUR Condition – Waste Removal.**

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

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

**(5) DUR Condition – Tree Protection - Nature Strip.**

Existing trees which are located on the nature-strip shall be protected during the construction period.

*Reason: The Council's concern that the amount of vegetation in the Shire should continue to increase to improve the climate and appearance.*

**(6) 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.*

**(7) 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.*

**(8) 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.*

**(9) DUR Condition – Storm Water.**

Storm water is to be discharged to diffusion pit a minimum 3m from any building and in such a position that it does not cause nuisance to neighbours

*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*

**(10) DUR Condition – Railings and Balustrade.**

Where any ramp or decking area has any level more than 1m above the finished ground level, the construction of the balustrade must be in accordance with the Building Code of Australia 3.9.2.3

Balustrade Construction. Balustrades must be at least 1 metre above the floor of a landing and be constructed so that any opening does not permit a 125mm sphere to pass through it.

**Reason:** *Statutory compliance.*

**(11) DUR Condition – Water Proofing - Wet Areas.**

An owner/builder will not be permitted to provide water proofing membranes to any wet area unless that person holds a Water Proofing Membrane subcontractor's licence with the Department of Fair Trading. The application of water proof membranes to nominated wet areas is a 'Critical Stage Inspection' requiring mandatory inspection by the Council or an accredited Private Certifying Authority. The standards for compliance are AS 3740 2010 for Water Proofing Internal Wet Areas.

**Reason:** *To ensure that water proofing of internal wet areas are competently carried out to the required Standard and Code of Practice.*

**(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 – Scalding.**

The Hot Water System to the bathroom/ensuite is to be set not to exceed 50°C to prevent accidental scalding of children and the infirm. The licensed Plumber is to complete the attached certificate of compliance for the completed installation.

**Reason:** *Statutory requirement.*

**(14) 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.*

## 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.*

## 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 – 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.*

### **(4) 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.*

### Introduction

A development application has been lodged with Council for the erection of a New Transportable Toilet Building with Shower at Lot 475 DP 753601, Cootamundra Waste Facility, Turners Lane Cootamundra for Elouera Association Ltd. The building is to be 5.0m long and 3.0m wide. Under Part D 10 the Delegations of Authority reviewed in November 2019 '*any development application or application to modify a consent that involves land owned or controlled by Council, or where Council is the applicant is to be referred to Council for determination*'. As the land is owned by Council this application is referred to Council for determination.

### Discussion

#### **PROPOSAL:**

The lot on which the waste facility is located is over 4ha in area and the amenities building is to be located alongside the lunch room and office on the site. An amenities building is required for staff who work in the recycling plant on the site. The recycling plant was approved under DA 2015/68 on 11 September 2015.

#### **SITE:**

The Cootamundra Waste Facility, is located on the north western side of Turners Lane Cootamundra and is surrounded by a mix of industrial, rural and waste disposal land uses with good vehicular and pedestrian access. The site has a partially sealed driveway. It is situated on the southern outskirts of Cootamundra.



**Figure 1 – Aerial view Cootamundra Waste Facility (highlighted) in context of surrounding development (Source: Six Maps)**

## **INTEGRATED / DESIGNATED / ADVERTISED / NEIGHBOUR NOTIFICATION / CROWN DEVELOPMENTS:**

The proposal is not integrated, designated, crown or advertised development.

## **GENERAL REQUIREMENTS OF THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:**

### **1.7 Application of Part 7 of Biodiversity Conservation Act 2016 and Part 7A of Fisheries Management Act 1994**

The sections of these Acts require Council to consider whether the development or activity is likely to significantly impact on threatened species, their populations or ecological communities. It is unlikely that this proposal will significantly affect threatened species, populations or ecological communities, for the following reasons:

#### ***Biodiversity Conservation Act 2016***

The site has not been declared as an area of outstanding biodiversity value and the development does not exceed the biodiversity offset scheme thresholds. Furthermore, there are no trees to be removed and some ground disturbance as a result of this proposal. The site is on the outskirts of the urban environment, within an existing industrial precinct, it is not known to provide habitat for threatened species, nor is it part of a corridor.

***Fisheries Management Act 1994***

The development does not involve any waterways, watercourses or drains, nor is there any evidence of declared critical habitat in the vicinity of the site.

**2.22 Mandatory community participation requirements**

Part 1 of Schedule 1 sets the requirements for community participation by planning authorities in the discharge of their planning functions and includes the notification of development applications. Relevantly:

***7 Application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)***

- (1) *Minimum public exhibition period for an application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)—*
  - (a) *if the relevant community participation plan specifies a period of public exhibition for the application—the period so specified, or*
  - (b) *if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition, or*
  - (c) *otherwise—14 days.*

The proposal does not trigger the notification provisions of CGRC Community Participation plan. Accordingly, the proposal was not notified.

**4.5 Designation of consent authority**

This proposal is not state or regionally significant, Council is therefore the consent authority.

**4.10 Designated Development**

The proposal is not designated development in accordance with the provisions of Schedule 3 of the Environmental Planning and Assessment Regulation.

**4.13 Consultation and concurrence**

If required by an EPI, Council is required to consult or obtain concurrence of the agency. No consultation is required by an EPI.

**4.14 Consultation and development consent—certain bush fire prone land**

The site is not mapped as being bush fire prone land. Accordingly, no referral or consultation was undertaken with the NSW RFS.

**4.22 Concept development application**

The proposal does not involve concept development as defined by the Act.

**4.33 Determination of Crown development applications**

The proposal is not a Crown development.

#### **4.36 Development that is State Significant Development**

The proposal is not State Significant development as defined by the Act.

#### **4.46 Integrated Development**

This refers to development that cannot be undertaken unless a licence or permit is issued by another authority. No other permits or licences are required therefore the proposal is not integrated development. The proposed development does not impact upon the current environment protection licence that exists for the site.

#### **4.55 Modifications of consents – generally**

The application is not a modification of a previous consent.

### **SECTION 4.15 CONSIDERATIONS:**

#### **4.15(1)(a)(i) - Provisions of any Environmental Planning Instrument:**

##### ***State Environmental Planning Policies (SEPPs) and deemed SEPPs***

The following SEPPs are relevant to the development:

##### **SEPP No. 55 – Remediation of Land**

Clause 7(1) prescribes that a consent authority must not consent to the carrying out of any development on land, unless it has considered whether the land is contaminated. Council is aware that the site, being a licenced landfill site, has a high probability of being contaminated, and no further investigation is warranted. The site is suitable for the proposed new building and use without remediation, therefore the proposal is permitted.

##### **SEPP No. 64 – Advertising and Signage**

Alteration to onsite signage is not proposed as part of this application.

##### **SEPP (Infrastructure) 2007**

The sections of this policy that are relevant to an assessment of this application are detailed as follows:

- *Clause 45 (Determination of development applications—other development)* applies to a development application for development in proximity to electricity infrastructure (e.g within 5 metres of an exposed overhead power line). The development does not meet these, therefore no referral to Essential Energy was required.
- *Clause 66(C) (Development adjacent to corridor)* applies to developments adjacent to a gas pipeline corridor. This development is not adjacent a gas pipeline, the pipeline is located on the western side of Cootamundra.
- *Division 15, Subdivision 2 (Development in or adjacent rail corridors)*, including *Clauses 84, 85, 86 and 87*. The site is not within the railway corridor and therefore this division is not applicable.

- *Clause 101 (Development with frontage to classified road)*. The proposal is on land that has frontage to a regional road, which for the purposes of ISEPP is a classified road. Nonetheless the proposal will not impact upon traffic safety nor will it alter vehicular access to the land. The proposal will not produce emissions or increase the volume of traffic access the site or using the road. Accordingly, this clause is satisfied. does not apply as the site does not front a classified road.
- *Clause 102 (Impact of road noise or vibration on non-road development)*, is not applicable to this proposal as the activity is not identified in the SEPP.
- *Clause 103 (Excavation in or immediately adjacent to corridors)*, does not apply as the development will not result in an excavation adjacent a listed road.
- *Clause 104 and Schedule 3 (Traffic generating development)*, does not apply, as the type and scale of development is not identified in the Schedule.

### ***Local Environmental Plan (LEP)***

The applicable LEP is the Cootamundra LEP 2013 (CLEP), and the relevant provisions of the LEP are discussed below.

#### **1.2 Aims of Plan**

Whilst not actively working towards each of the following aims of the LEP, it does not compromise them, or prevent them from being achieved.

- (a) to ensure that local amenity is maintained and enhanced,
- (b) to protect viable agricultural areas from conflicting land uses,
- (c) to identify, protect, conserve and enhance areas of environmental and aesthetic significance,
- (d) to encourage the ecologically sustainable use and management of natural resources,
- (e) to identify and protect areas used for community and recreational activities,
- (f) to identify and manage the heritage resources of Cootamundra.

#### **1.4 Definitions**

The proposed development is defined as a:

***waste or 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).

The proposal is permissible in zone with development consent.

#### **1.6 Consent authority**

The consent authority for the purposes of this Plan is (subject to the Act) the Council.

### **1.9A Suspension of covenants, agreements and instruments**

The application does not identify any covenants on the land.

### **2.1 Land use zones**

The site is zoned IN3 Heavy Industrial and the proposal is permissible in the zone with development consent.

### **2.3 Zone objectives**

Under this clause Council must have regard to the objectives of the zone when determining the development. The development is consistent with the following objectives in that it enables the land to be used for recreational purposes and range of activities that are compatible with the existing land use.

- *To provide suitable areas for those industries that need to be separated from other land uses.*
- *To encourage employment opportunities.*
- *To minimise any adverse effect of heavy industry on other land uses.*
- *To support and protect industrial land for industrial uses.*

The proposal for the construction of a toilet block on the waste management facility is considered to be ancillary to the existing use of the site. Accordingly, the proposal is not considered to be inconsistent with the objectives of the zone.

### **2.7 Demolition requires development consent**

No demolition is proposed to be undertaken as part of the modification of this development.

### **5.10 Heritage conservation**

The site is not in a heritage conservation area, does not contain an item of environmental heritage, nor is it in the vicinity of an item of environmental heritage.

### **6.1 Earthworks**

No earthworks are proposed or required other than the construction of an accessible car parking space.

### **6.2 Flood planning**

The site is not mapped as being within an area impacted by the 1% AEP flood event on the **Flood Map**.

### **6.3 Biodiversity protection**

This clause applies to land that is identified as biodiversity land on the **Terrestrial Biodiversity Map**, and the site is mapped as being affected, but the proposed structure is well clear of any vegetation.



Figure 2 – Extract of the Terrestrial Biodiversity Map Sheet BIO\_005 CLEP – site highlighted in blue

#### 6.4 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the **Groundwater Vulnerability Map**, and the whole of the site has been identified as being affected. The objective of this clause is to maintain the hydrological functions of key groundwater systems and protect them from depletion and contamination.

Before determining a development application for development on land to which this clause applies, the consent authority must consider the likelihood of groundwater contamination from the development, adverse impacts the development may have on groundwater dependent ecosystems, cumulative impact the development may have on groundwater, and any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

Council has considered this issue and given that the proposal is for the installation of a toilet block at an existing waste facility site with the disposal of effluent to the sewer it is unlikely that there will be any impact on groundwater as a result of this proposal.

#### 6.5 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the **Watercourses Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

#### 6.6 Salinity

This clause applies to land identified as dryland salinity on the **Natural Resources Land Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

### 6.7 Highly erodible soils

This clause applies to land identified as high soil erodibility on the **Natural Resources Land Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

### 6.8 Airspace operations

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport. This proposal is not located in the area impacted by this clause.

### 6.9 Essential Services

This clause is only applicable to land that is zoned Zone RU4 Primary Production Small Lots, and Zone R5 Large Lot Residential. This site is zoned IN3 Heavy Industrial, accordingly, this clause is not applicable.

#### **4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:**

##### ***State Environmental Planning Policies (SEPPs)***

There are no draft SEPP's which relate to this development.

##### ***Local Environmental Plan (LEP)***

There are no draft LEP's which apply to this land.

#### **4.15(1)(a)(iii) The provisions of any development control plan:**

The Cootamundra Development Control Plan (DCP) applies to the land, and the provisions are discussed as follows:

##### **▪Chapter 1 – General information**

- Section 1.7 - Notification of Development Applications: The provisions of the Community Participation Plan takes precedence over this section of the DCP (see comments above in Section 2.22)

##### **▪Chapter 2 - Residential Development** - Does not apply to this type of development.

##### **▪Chapter 3 - Business & Industrial Development** - Does not apply to this type of development.

##### **▪Chapter 4 – Subdivision** – The development is not a subdivision.

##### **▪Chapter 5 – Car parking and vehicle access** – There are no specific parking provisions for this type of development in the DCP. Nonetheless it is not envisaged that the proposal will generate a need for additional carparking facilities to that currently existing on site.

##### **▪Chapter 6 – Environmental Management** – The site is identified as potentially contaminated but the proposed structure will not involve a change in use. The site is not bushfire prone or flood affected, accordingly the remainder of this chapter is not applicable to this proposal.

- **Chapter 7 – Heritage** – The site does not contain an item of environmental heritage, is not in the vicinity of a site of environmental heritage and is not within a heritage conservation area. Accordingly, this chapter is not applicable.

**4.15(1)(a)(iii) Any planning agreement or draft planning agreement:**

The developer has not entered into a planning agreement, nor has offered to enter into a draft planning agreement.

**4.15(1)(a)(iv) Matters prescribed by the Regulations:**

Council has considered the following matters as prescribed by Regulations:

Clause 92 (Additional matters for consideration):

- the development application does not involve the demolition of a building.
- the development is not for the carrying out of development on land that is subject to a subdivision order made under Schedule 7 to the Act,
- the development is not located within the local government area of Coonamble, City of Dubbo, Gilgandra or Warrumbungle (to which the Dark Sky Planning Guideline applies),
- the development does not pertain to a manor house or multi dwelling housing (terraces).

Clause 93 (Fire safety and other considerations)

- this clause is not applicable as there is no alterations proposed to the building.

Clause 94 (Consent authority may require buildings to be upgraded)

- as the development involves a new building the whole building will be fully compliant.

Clause 94A (Fire safety and other considerations - temporary structures)

- the development is not for a temporary structure.

Clause 288 (Special provision relating to Sydney Opera House)

- the development does not relate to the Sydney Opera House.

**4.15(1)(b) The likely impacts of that development:*****Context and Setting***

The surrounding land is a mix of industrial, rural and waste disposal land uses. The proposal is contained within an existing industrial precinct of Cootamundra.

The development is for the installation of amenities for the staff employed onsite. It is considered that due to the minor nature of the proposed structure it will not detrimentally detract from the existing visual amenity. No trees are to be removed for the installation of the proposed changes. The use of the area for waste disposal and

recycling will not change as a result of this proposal and the installation will have little or no impact on the character and amenity of the area. There will no greater impact on adjacent land uses, as a result of the development, in terms of overshadowing, views or acoustic privacy

### ***Access, Transport and Traffic***

The installation of an amenities building at the premises, will not increase traffic movements to the site.

### ***Public Domain***

The development will not impact negatively in terms of such things as recreational opportunities, or the amount, location, design, use and management of public spaces.

### ***Utilities***

The proposal will need connection in relation to water, sewer, stormwater and power. However no augmentation to services is required. No section 64 charges are applicable.

### ***Heritage***

The site does not contain, nor is it in the vicinity of, an item of environmental heritage nor is the site located within a heritage conservation area.

### ***Other Land Resources***

The development will not have any adverse effect on conserving and using valuable land resources such as productive agricultural land, mineral extractive resources or water supply catchments.

### ***Water***

Reticulated water is available to the premises and this will not alter as a result of this proposal.

### ***Soil***

The development will have no impact on soil conservation in terms of soil qualities or instability, management of soils, soil erosion and degradation, sedimentation and pollution of water bodies contamination, or acid sulphate soils.

### ***Air and Microclimate***

The development will have no effect on air quality and microclimatic conditions in terms of existing air quality or pollution.

### ***Flora and Fauna***

The development does not result in the removal of any trees or groundcover, and therefore, the development will not have any impact on critical habitats, threatened

species or populations, ecological communities or any other protected species, or on native fauna or vegetation.

### ***Waste***

The development will not result in any additional waste generation from the premises, nor will it impact upon waste collection or disposal.

### ***Energy***

There will be little or no impact in this regard.

### ***Noise and Vibration***

The development will not create any noise or vibration upon completion. It is acknowledged that the development and premises may be subject to noise and vibration from the operation during construction.

### ***Natural Hazards***

There are no known risks to people, property or the biophysical environment from – geologic or soil instability, bushfire. The issue of flooding has been discussed elsewhere in this report.

### ***Technological hazards***

There are no known risks to people, property or the biophysical environment from industrial and technological hazards, land contamination and remediation or building fire risk.

### ***Safety, security and crime prevention***

It is not considered that the development will impact on the security and safety of adjoining properties.

### ***Social Impacts in the Locality***

It is not considered that the development will have a negative social impact in terms of the health and safety of the community, social cohesion, community structure, character, values or beliefs, social equity, socio-economic groups or the disadvantaged, and social displacement.

### ***Economic Impact in the Locality***

It is not considered that there will be any negative impact in economic terms.

### ***Site Design and Internal Design***

The site is suitable for the development and the development design takes account of the existing site features and vegetation.

### ***Construction Matters***

The works will require a construction certificate and has been assessed in accordance with the provisions of the National Construction Code.

### ***Cumulative impacts***

Cumulative impacts identified with this proposal relate to the accumulation of people and vehicles at the site at any given time. The use, being new is likely to attract a great deal initial interest and traffic movement associated with this visitation. Nonetheless, the site is located in a sporting/recreation precinct with adequate road and traffic infrastructure and carparking facilities on site to cater for the likely increase in traffic that is likely to be generated by interest in this facility.

### **4.15(1)(c) - The suitability of the site for the development:**

#### ***Does the proposal fit in the locality?***

The development will result in a development that fits in the locality. There are no constraints posed by adjacent developments that would prohibit the development. It is considered that the air quality and microclimate are appropriate for the development, and there are no hazardous landuses or activities nearby, and ambient noise levels are suitable for the development.

#### ***Are the site attributes conducive to development?***

The site is not subject to natural hazards including bushfire, flooding, subsidence, slip or mass movement. The soil characteristics are appropriate for the development, and there are no critical habitats, or threatened species, populations, ecological communities or habitats on the site. The development will not prejudice future agricultural production and there are no known mineral or extractive resources on the site.

### **4.15(1)(d) - Any submissions made:**

Nil submissions received.

### **4.15(1)(e) - The public interest:**

The Riverina Murray Regional Plan 2036 has been developed to plan for future population's needs for housing, jobs, infrastructure and a healthy environment, in the Region. The development is not inconsistent any of the Directions in the Plan.

Staff are not aware of any other policy statements from either Federal or State Government that are relevant to this proposal, nor any planning studies or strategies. There is no management plan that is applicable to a development of this nature, and no codes or guidelines. The issue of easements has been discussed above.

Overall, the proposal would not contravene the public interest.

### **OTHER MATTERS:**

#### **Section 7.11 and 7.12 Contributions Policies:**

Section 7.12(2) of the EPA Act, states that “*a consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11*”. Accordingly, Council can only require payment of either a 7.11 or 7.12 contribution.

### ***Section 7.11 Contributions Plans***

The only Section 7.11 plan in force is the “Development Generating Heavy Vehicle Usage of Local Road”, which only applies in Gundagai, and therefore does not apply to this development.

### ***Section 7.12 Contributions Plans***

The *Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018* requires a levy be paid as a percentage of the cost of construction. This proposal is less than the minimum threshold for the payment of a contribution under this plan, accordingly a levy is not payable.

#### **Disclosure of political donations and gifts:**

The application and notification process did not result in any disclosure of Political Donations and Gifts.

#### **CONCLUSION:**

Council has considered the all matters under the relevant legislation, and it considers that the proposed development is appropriate having regard to those matters, and that any impacts can be managed through appropriate conditions.

**8.4.3 DEVELOPMENT APPLICATION 2020/160 - 199 SUTTON STREET, COOTAMUNDRA - VARIATION TO DEVELOPMENT CONTROL PLAN**

DOCUMENT NUMBER	339479
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
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	Council needs to assess each application on its individual merits in accordance with legislative requirements and timeframe.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Assessment Report DA2020/160 - 199 Sutton Street, Cootamundra <a href="#">Download</a>

**RECOMMENDATION**

**That Council approve DA2019/160 for a carport and garage on Lot 2 DP DP580350, 199 Sutton Street Cootamundra subject to the following 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	Simple designs	September 20
1.1	New freestanding and open carport & detached garage	Simple designs	September 20
1.2	New freestanding and open carport & detached garage- Carport plans	Simple designs	September 20

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

**(3) 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.

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

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

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

**PRIOR TO COMMENCEMENT OF WORKS**

**(1) PCW Condition – Prior to Building Work Commencing.**

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

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

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

**(2) PCW Condition – Signage.**

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

1. Statement that unauthorised entry to the site is not permitted
2. Show the name of the builder or another person responsible for the site and a telephone number at which the builder or other person can be contacted outside working hours

3. The name, address and telephone contact of the Principal Certifying Authority for the work

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

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

**(3) PCW Condition – Notice of Commencement.**

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

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

**(4) PCW Condition – Builders Toilets.**

Provision being made for temporary WC accommodation on site prior to the commencement of excavation or other associated building works.

**Reason:** *To ensure minimum standards of hygiene for onsite workers.*

**(5) PCW Condition – Residential Building Work.**

Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information

1. In the case of work for which a principal contractor is required to be appointed:
  - a. In the name and licence number of the principal contractor, and
  - b. The name of the insurer by which the work is insured under Part 6 of that Act.
2. In the case of work to be done by an owner-builder:
  - a. The name of the owner-builder and,
  - b. If the owner builder is required to hold an owner builder permit under the Act, the number of the owner-builder permits.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under subclause (1) becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

**Reason:** *Statutory compliance.*

**(6) PCW Condition – Siting of Building.**

The applicant is responsible to ensure that the building is sited on the allotment and constructed to the design levels approved by Council as specified on the approved site plan.

**Reason:** *To ensure the development is carried out correctly on the allotment.*

**(7) 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.*

**(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 Condition – Second Hand Materials.**

No second hand materials are to be used on any external surface of the building unless made available for inspection and separately approved by Council prior to erection.

*Reason: To ensure the external appearance of the building is maintained to an acceptable standard.*

**(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 Storage.**

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

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

**(4) DUR Condition – Waste Removal.**

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

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

**(5) DUR Condition – Tree Protection - Nature Strip.**

Existing trees which are located on the nature-strip shall be protected during the construction period.

*Reason: The Council's concern that the amount of vegetation in the Shire should continue to increase to improve the climate and appearance.*

**(7) DUR Condition - Pipe Replacement.**

Should the proposed building be located over existing vitrified clay sewer pipes then such pipes shall be reinstated in PVC material in the area under the proposed building.

*Reason: To minimise the opportunity for damage to the building as a result of leaking sewage.*

**(8) 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.*

**(9) 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.*

**(10) 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.*

**(11) DUR Condition - Asbestos Removal.**

Any quantity of asbestos, whether it be stabilised or non-stabilised (loose), should be undertaken with care. Stabilisation asbestos can include fibro sheets, fibro roofing, fibro water pipes, and bituminous floor tiles. If you are removing more than 10 sq. metres of surface area you will need to have a specially licensed person with WorkCover, authorised to undertake such work. If you are removing stabilised asbestos sheeting, roofing etc, observe the following the following precautions: -

1. Remove entire sheets of materials without breaking the product, ie punch nail holes through rather than break the sheet, take down - don't drop
2. Thoroughly wet each sheet of the waste before removing
3. Wrap the sheeting in plastic 200 microns thick
4. When transporting, make sure the top of the trailer is taped over with plastic sheeting and secured
5. Transport to an asbestos authorised disposal area, ie Cootamundra Waste Depot is authorised, provided prior notice has been given so that the disposal pits are specifically opened up and protective gear is worn by the operator of the plant
6. When unloading do not drop on the ground but gently place into the area as directed by the Council operator
7. Do not use power tools which expose the asbestos fibres
8. Do not scrub or water-blast any asbestos cement sheeting
9. Do not slide sheets over other sheets as this will release fibres
10. Wear a protective mask and goggles

Specific websites with additional information are at [www.nsw.gov.au/fibro](http://www.nsw.gov.au/fibro) and [www.diysafe.nsw.gov.au](http://www.diysafe.nsw.gov.au)

**Reason:** To minimise the risk of asbestosis and to dispose of this harmful product in a safe secure manner at an accredited disposal point.

**(12) DUR Condition – Storm Water.**

Storm water is to be discharged: -

1. 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

**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

**(13) DUR Condition – Storm Water / Ground Water Diversion.**

Run-off and ground water seepage shall be diverted around the building to the storm water system via a suitable ag drain or dish drain.

**Reason:** To minimise the opportunity for ponding and flooding.

**(14) 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.

**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.*

## ONGOING USE

**(1) USE Condition – Business Use.**

The carport & rear detached garage not being let, adapted or used for separate occupation or commercial purposes.

*Reason: Development consent is required for any activity other than residential.*

**(2) USE Condition – Carport Enclosure Prohibited.**

The open sides of the carport are not to be enclosed at any point in time without the prior consent of Council.

*Reason: Statutory compliance with the fire separation requirements of the Building Code of Australia.*

**(3) 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.*

**(4) 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.*

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

The detached garage and carport is not to be used for residential occupation without prior consent of Council.

*Reason: Health and safety prohibition.*

## Introduction

Council has received an application for the erection of a new proposed carport and garage and demolition of an existing carport/garage structure. The applicant seeks a variation to the controls within Council's adopted Development Control Plan. In accordance with the delegations issued to staff where variation to the Development Control Plan is greater than 10% the matter is referred to Council for determination.

## Discussion

Council has in place an adopted a Development Control Plan (DCP) that provides guidance on the development standards that Council believes will lead to desired outcomes in building design, streetscape, traffic, heritage and environment. The DCP contains performance criteria and associated acceptable solutions to assist applicants in achieving the desired outcomes. However it is recognised that there are other means of achieving the desired outcomes outside of the

acceptable solutions and where a similar or better result is able to be achieved such alternatives should be considered.

In considering variations to the standards contained within the DCP applicants are required to justify why the standards should be varied and how this will lead to an outcome that is equivalent, if not better, than the articulated performance criteria. In this instance the justification for varying the requirements of the DCP are summarised below with a full assessment of the proposed development contained within the assessment report attached herewith. A full copy of the justification for variation of the DCP requirements is included in Appendix A of the assessment report.

Summary of justification for varying the requirements of Council's Development Control Plan:

Part 2.1- Front building line setback

- Setbacks For Garages, Sheds And Carports - General Requirements;
- Other single and double garage/carports in the area are located in line with the dwelling;
- Existing older area of Cootamundra with a number of mixed uses and design features mean a number of inconsistencies when compared to a new development area;
- Carport is minimal in bulk and scale and considered to complement the cottage onsite and will have little to no detrimental effect on the streetscape.

Part 2.2 - Maximum floor area of outbuildings

- Lot has low site coverage of 32%, well under 60% maximum contained in the DCP;
- Lot has well over 10% minimum open space requirements;
- Shed has minimal impacts on existing laneway;
- Consistent with other shed sizes in the area;
- Positioned at the rear of the site as far away from neighbouring dwellings as possible.

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)



## COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

Luke Izzard

## DEVELOPMENT REFERENCE:

DA 2020/160

## DEVELOPMENT ADDRESS:

Lot 2 DP580350  
199 Sutton Street COOTAMUNDRA

## APPLICANT:

James Michael Porter

## PROPOSAL:

New Carport and Detached Garage

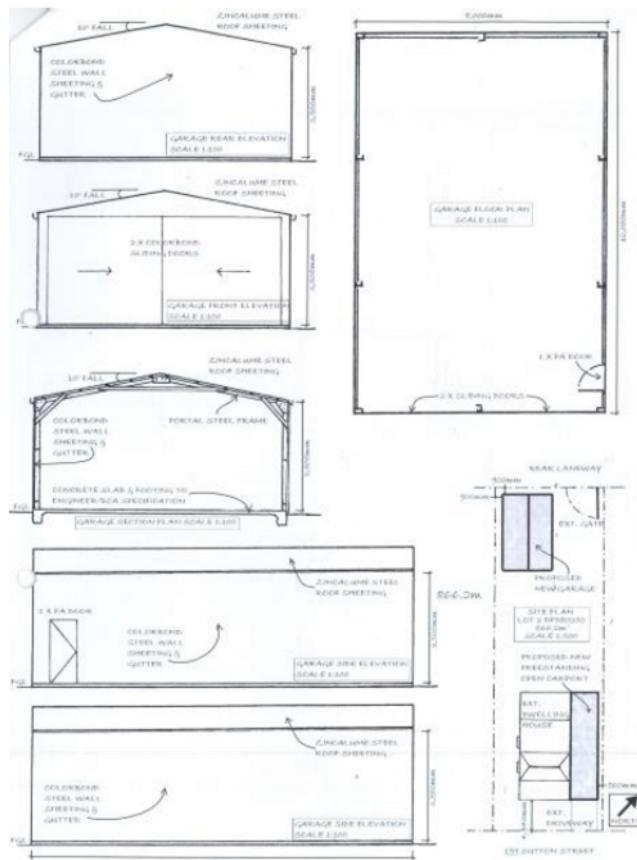


Figure 1 – Site Plan and proposed structure

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
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## BACKGROUND:

Current site is an existing 866m<sup>2</sup> standard residential lot within Cootamundra with street frontage and rear laneway access. Currently existing onsite is an original 1930's brick cottage with attached verandah and carport/garage on the northern side.

The applicant is seeking consent to construct a new colorbond garage sized 12m long x 8m wide and 3.5m high at the gutterline, positioned in the rear yard. The shed is proposed to be 0.9m from the southern side and rear lane boundary. Also included with this application is a proposal to demolish the existing garage and carport on the northern side and replace with a carport running the entire length of the side of the cottage. The carport will be sized 17.5m long x 4.5m wide and 2.5m high at the gutterline.



**Figure 2** - Aerial view of site and surrounds

## PREVIOUS DEVELOPMENT PROPOSALS AND DECISIONS:

N/A

## INTEGRATED / DESIGNATED / ADVERTISED / NEIGHBOUR NOTIFICATION / CROWN DEVELOPMENTS:

The proposal is not integrated, designated, crown or advertised development.

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)



## GENERAL REQUIREMENTS OF THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

### 1.7 Application of Part 7 of Biodiversity Conservation Act 2016 and Part 7A of Fisheries Management Act 1994

The sections of these Acts require Council to consider whether the development or activity is likely to significantly impact on threatened species, their populations or ecological communities. It is unlikely that this proposal will significantly affect threatened species, populations or ecological communities, for the following reasons:

#### *Biodiversity Conservation Act 2016*

The site has not been declared as an area of outstanding biodiversity value and the development does not exceed the biodiversity offset scheme thresholds. Furthermore, there are no trees to be removed and some ground disturbance as a result of this proposal. The site is within the urban environment, within an existing sporting precinct, it is not known to provide habitat for threatened species, nor is it part of a corridor.

#### *Fisheries Management Act 1994*

The development does not involve any waterways, watercourses or drains, nor is there any evidence of declared critical habitat in the vicinity of the site.

### 2.22 Mandatory community participation requirements

Part 1 of Schedule 1 sets the requirements for community participation by planning authorities in the discharge of their planning functions and includes the notification of development applications. Relevantly:

**7 Application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)**

- (1) *Minimum public exhibition period for an application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)—*
- (a) *if the relevant community participation plan specifies a period of public exhibition for the application—the period so specified, or*
  - (b) *if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition, or*
  - (c) *otherwise—14 days.*

Council's Community Participation Plan (CPP) identifies certain development applications that will be notified (generally buildings of certain size and setback), and those that may detrimentally impact adjoining neighbours. The CPP outlines the following developments that must be advertised:

Control	Applicable	Comment
Buildings with a floor area greater than 100m <sup>2</sup> closer than 3m to the boundary line;	No	Both buildings being garage (96m <sup>2</sup> ) and carport (76.5m <sup>2</sup> )

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)



		are under 100m2.
Any building or works closer than 0.9m to the boundary line;	Yes	Carport is located 500mm from the northern boundary.
Buildings which are greater than one storey less than 6m to the boundary line;	No	Both buildings are considered single storey.
Buildings less than or equal to 100m from a boundary in a rural (excluding RU5) or environmental zone;	No	Contained within R1 general residential zone.
Applications which may detrimentally impact adjoining neighbours including matters of overshadowing, views, privacy, noise, smoke, dust, odour, reflection of light, storm water and so on	Yes	The shed is positioned in the rear of the yard adjacent another outbuilding larger in size. There are currently no details within planning controls outlining building heights, however floor area limitations of the DCP are exceeded.

Notification was required due to the variation as per DCP guidelines, this is assessed within this assessment report.

Two submissions were received in response to the notification. The issues raised in the submissions involve noise from forklift, stormwater connection, the size of the garage and location.

#### 4.5 Designation of consent authority

This proposal is not state or regionally significant, Council is therefore the consent authority.

#### 4.10 Designated Development

The proposal is not designated development in accordance with the provisions of Schedule 3 of the Environmental Planning and Assessment Regulation.

#### 4.13 Consultation and concurrence

If required by an EPI, Council is required to consult or obtain concurrence of the agency. No consultation is required by an EPI.

#### 4.14 Consultation and development consent—certain bush fire prone land

The site is not mapped as being bush fire prone land. Accordingly, no referral or consultation was undertaken with the NSW RFS.

#### 4.22 Concept development application

The proposal does not involve concept development as defined by the Act.

#### 4.33 Determination of Crown development applications

The proposal is not a Crown development.

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)



## 4.36 Development that is State Significant Development

The proposal is not State Significant development as defined by the Act.

## 4.46 Integrated Development

This refers to development that cannot be undertaken unless a licence or permit is issued by another authority. No other permits or licences are required therefore the proposal is not integrated development.

## 4.55 Modifications of consents – generally

The application is not a modification of a previous consent.

### SECTION 4.15 CONSIDERATIONS:

#### 4.15(1)(a)(i) - Provisions of any Environmental Planning Instrument:

##### *State Environmental Planning Policies (SEPPs) and deemed SEPPs*

The following SEPPs are relevant to the development:

##### SEPP No. 55 – Remediation of Land

Clause 7(1) prescribes that a consent authority must not consent to the carrying out of any development on land, unless it has considered whether the land is contaminated. Council is aware that the site being a licensed landfill site has a high probability of being contaminated, and no further investigation is warranted. The proposed new building and use can be permitted without remediation.

##### SEPP No. 64 – Advertising and Signage

Alteration to onsite signage is not proposed as part of this application.

##### SEPP (BASIX) 2004

The proposal is not a BASIX affected building as it is a non habitable structure.

##### *Local Environmental Plan (LEP)*

The applicable LEP is the Cootamundra LEP 2013 (CLEP), and the relevant provisions of the LEP are discussed below.

##### 1.2 Aims of Plan

Whilst not actively working towards each of the following aims of the LEP, it does not compromise them, or prevent them from being achieved.

- (a) to ensure that local amenity is maintained and enhanced,
- (b) to protect viable agricultural areas from conflicting land uses,
- (c) to identify, protect, conserve and enhance areas of environmental and aesthetic significance,
- (d) to encourage the ecologically sustainable use and management of natural resources,
- (e) to identify and protect areas used for community and recreational activities,
- (f) to identify and manage the heritage resources of Cootamundra.

##### 1.4 Definitions

The proposal is considered to be ancillary to the dwelling existing on site.

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)



**Dwelling** means a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile.

## 1.6 Consent authority

The consent authority for the purposes of this Plan is (subject to the Act) the Council.

## 1.9A Suspension of covenants, agreements and instruments

The application does not identify any covenants on the land.

## 2.1 Land use zones

The site is zoned R1 General Residential and the proposal is permissible in the zone with development consent as this use is not specified in item 2 or 4.

## 2.3 Zone objectives

Under this clause Council must have regard to the objectives of the zone when determining the development. The development is consistent with the following objectives in that it enables the land to be used for recreational purposes and range of activities that are compatible with the existing land use.

- *To provide for the housing needs of the community.*
- *To provide for a variety of housing types and densities.*
- *To enable other land uses that provide facilities or services to meet the day to day needs of residents.*

## 2.7 Demolition requires development consent

The proposal involves the demolition of an existing garage and carport structure at the front of the property. Appropriate conditions have been recommended to be included in any consent issued.

## 5.10 Heritage conservation

The site is not in a heritage conservation area, does not contain an item of environmental heritage, nor is it in the vicinity of an item of environmental heritage.

## 6.1 Earthworks

No earthworks are proposed or required other than the construction of an accessible car parking space.

## 6.2 Flood planning

The site is not mapped as being within an area impacted by the 1% AEP flood event on the **Flood Map**.

## 6.3 Biodiversity protection

The site is not mapped as land that is identified as biodiversity land on the **Terrestrial Biodiversity Map**, accordingly this clause does not apply.

## DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)



### 6.4 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the **Groundwater Vulnerability Map**, and the whole of the site has been identified as being affected. The objective of this clause is to maintain the hydrological functions of key groundwater systems and protect them from depletion and contamination.

Before determining a development application for development on land to which this clause applies, the consent authority must consider the likelihood of groundwater contamination from the development, adverse impacts the development may have on groundwater dependent ecosystems, cumulative impact the development may have on groundwater, and any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

Council has considered this issue and given that the proposal is for the installation of a pump track at an existing recreation area it is unlikely that there will be any impact on groundwater as a result of this proposal.

### 6.5 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the **Watercourses Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

### 6.6 Salinity

This clause applies to land identified as dryland salinity on the **Natural Resources Land Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

### 6.7 Highly erodible soils

This clause applies to land identified as high soil erodibility on the **Natural Resources Land Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

### 6.8 Airspace operations

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport. This proposal is for a pump track and will not penetrate the Limitation or Operations Surface of the Cootamundra Airport; accordingly, this clause is not applicable.

### 6.9 Essential Services

This clause is only applicable to land that is zoned Zone RU4 Primary Production Small Lots, and Zone R5 Large Lot Residential. This site is zoned RE1 Public Recreation, accordingly, this clause is not applicable.

#### 4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:

##### *State Environmental Planning Policies (SEPPs)*

There are no draft SEPP's which relate to this development.

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
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## ***Local Environmental Plan (LEP)***

There are no draft LEP's which apply to this land.

### **4.15(1)(a)(iii) The provisions of any development control plan:**

The Cootamundra Development Control Plan (DCP) applies to the land, and the provisions are discussed as follows:

#### **Chapter 1 – General information**

Section 1.7 - Notification of Development Applications: The provisions of the Community Participation Plan takes precedence over this section of the DCP (see comments above in Section 2.22)

**Chapter 2 - Residential Development** – This clause applies to the proposal and the variations sought are listed and discussed below:

##### **2.1 Building Line Setbacks.**

The new proposed shed is positioned behind the building line within the rear yard and complies with the requirements. The new proposed carport is positioned in-line with the current dwelling onsite and therefore does not meet the requirements. The DCP states that garages and carports must be set 1m behind the dwelling. The applicant has acknowledged this in the documents lodged in support of the proposal and has requested a variation to this planning control applicable to the carport. The applicant has outlined the change as being possible due to the carport's location in line with the dwelling onsite will still satisfy the 'performance criteria' as identified within Clause 2.1 table of the DCP.

A copy of the request for the variation is attached for information and a summary of the justification for variation is as follows:

The location of the proposed carport is similar to others in the area, the applicant providing a number of examples of properties in the street exhibiting this variation. The carport is considered small in scale and not overbearing on the streetscape. Despite not meeting the 1m setback behind the dwelling is deemed to meet the performance criteria outlined within the DCP.

The applicant notes the need for such rules to promote "good design" in newer areas, however the area within which the proposed development is location contains a mix uses in an "older well established" area in which carports and garages have been constructed in line with dwellings and are quite common.

It is considered the carports will be therefore in keeping with the existing streetscape and have little detrimental impact on the area.

##### **2.2 Site Coverage**

The proposed shed is 96m<sup>2</sup>, the proposed carport 76.5m<sup>2</sup> and the house is 105m<sup>2</sup>. The equates to a total site coverage of approximately 277m<sup>2</sup>. The site area is 866.2m<sup>2</sup> with the total site coverage of 32%, well under the maximum of 60% as contained within the DCP. Nonetheless the carport is over the maximum allowable 70m<sup>2</sup> (by 6.5m<sup>2</sup>) and requires a variation to the controls contained within the DCP. This variation is within 10% and could be

## DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)*



approved under delegation were it not for the other variations sought in the proposed development.

The garage, located in the rear yard, is 96m<sup>2</sup> and is 26m<sup>2</sup> larger than the controls contained within the DCP for an allotment sized between 601m<sup>2</sup> and 900m<sup>2</sup>. The request justifying the variation notes that if the allotment was 35m<sup>2</sup> larger the permissible size for the shed would be 110m<sup>2</sup>. Despite the smaller size the site still has adequate open space and distance between structures so as not to be considered an over development.

The overall site coverage of the existing and proposed development is well below the maximum of 60% for the area and open space is calculated at over 250m<sup>2</sup> which is well over the 10% (or 86m<sup>2</sup>) required by the requirements of the DCP. It is considered common in the area that sheds be located near the rear lane and the dwelling remains at the main frontage giving adequate open space between. This proposal is consistent with others in the area and maintains greater than the minimum requirements in site coverage and open space as stated within the DCP.

**Chapter 3 - Business & Industrial Development** - Does not apply to this type of development.

**Chapter 4 – Subdivision** – The development is not a subdivision.

**Chapter 5 – Car parking and vehicle access** – The DCP requires that dwelling houses have 1-2 spaces per dwelling for new developments. The DCP is silent on the requirement for carparking spaces for existing dwellings. Nonetheless, the proposed development provides adequate space for the parking of 2 vehicles on site, under the carport.

**Chapter 6 – Environmental Management** – The not site is identified as being potentially contaminated nor is it flood affected or within a bushfire prone area.

**Chapter 7 – Heritage** – The site does not contain an item of environmental heritage, is not in the vicinity of a site of environmental heritage and is not within a heritage conservation area. Accordingly, this chapter is not applicable.

### **4.15(1)(a)(iiia) Any planning agreement or draft planning agreement:**

The developer has not entered into a planning agreement, nor has offered to enter into a draft planning agreement.

### **4.15(1)(a)(iv) Matters prescribed by the Regulations:**

Council has considered the following matters as prescribed by Regulations:

#### Clause 92 (Additional matters for consideration): -

- the development application does involve the demolition of a building and appropriate conditions are recommended to be included in any consent to ensure compliance with the Australian Standard and not pose a risk to life and property.
- the development is not for the carrying out of development on land that is subject to a subdivision order made under Schedule 7 to the Act,
- the development is not located within the local government area of Coonamble, City of Dubbo, Gilgandra or Warrumbungle (to which the Dark Sky Planning Guideline applies),

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- the development does not pertain to a manor house or multi dwelling housing (terraces).

Clause 93 (Fire safety and other considerations)

- this clause is not applicable as there this is not a building to which this clause applies.

Clause 94 (Consent authority may require buildings to be upgraded)

- as the development does not involves a type of building that requires upgrading this clause is not applicable.

Clause 94A (Fire safety and other considerations - temporary structures)

- the development is not for a temporary structure.

Clause 288 (Special provision relating to Sydney Opera House)

- the proposed development does not relate to the Sydney Opera House.

**4.15(1)(b) The likely impacts of that development:**

*Context and Setting*

It is likely that the construction of the new shed and carport will have little detrimental overall effect on the area. The overall size of the block and placement of buildings still allows for well under the maximum site coverage (approx. 32%) and over 250m<sup>2</sup> of private open space which is well above the stated minimum.

There are no height restrictions within the DCP, however due to the location of the new shed in a similar position to the neighbouring shed to the south, any possible overshadowing is envisaged to occur mostly to the shed building and not immediately near the dwelling at 201 Sutton. Being set at an eve height of 3.5m, some overshadowing is likely however the sheds location is over 17m from the dwelling.

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**Figure 3 – Proposal in context of development on neighbouring land**

It is considered that number of other garages and carports exist in the area in line with the principal dwellings as per this application. The sheds size although larger than the DCP is not uncommon in the area.

### **Access, Transport and Traffic**

Access is from the street and lane; it is considered that these points will be un-effected by the proposal. The rear shed maintains access from inside the property only, accordingly there will be no impact on turning areas the lane, furthermore access to the site is proposed from gates in the fence to the northern side of the new shed.

### **Public Domain**

It is envisaged that there will be little impact likely as the shed is located in the rear yard similar to others in the area. As discussed above the location of the carport in line with the dwelling will not detract from the public domain as it is not forward of the building line and is commensurate with other carport structures in the immediate vicinity.

### **Utilities**

The location of the internal sewer services is unknown due to age of the brick cottage. Standard conditions regarding earthenware pipes being replaced are recommended to be placed on any consent granted. Furthermore the proposal will not generate any need for additional water or electricity. Standard conditions in relation to the disposal of stormwater

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are also recommended to be added; this will address the stormwater issue raised in the submissions received.

## ***Heritage***

The site does not contain, nor is it in the vicinity of, an item of environmental heritage nor is the site located within a heritage conservation area.

## ***Other Land Resources***

The development will not have any adverse effect on conserving and using valuable land resources such as productive agricultural land, mineral extractive resources or water supply catchments.

## ***Water***

Reticulated water is available to the premises and this will not alter as a result of this proposal.

## ***Soil***

The development will have no impact on soil conservation in terms of soil qualities or instability, management of soils, soil erosion and degradation, sedimentation and pollution of water bodies contamination, or acid sulphate soils.

## ***Air and Microclimate***

The development will have no effect on air quality and microclimatic conditions in terms of existing air quality or pollution.

## ***Flora and Fauna***

The development does not result in the removal of any trees or groundcover, and therefore, the development will not have any impact on critical habitats, threatened species or populations, ecological communities or any other protected species, or on native fauna or vegetation.

## ***Waste***

The development will not result in any additional waste generation from the premises, nor will it impact upon waste collection or disposal.

## ***Energy***

There will be little or no impact in this regard.

## ***Noise and Vibration***

The development will not create any noise or vibration upon completion. It is acknowledged that the development and premises may be subject to noise and vibration from the operation during construction.

## ***Natural Hazards***

There are no known risks to people, property or the biophysical environment from – geologic or soil instability, bushfire. The issue of flooding has been discussed elsewhere in this report.

## ***Technological hazards***

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There are no known risks to people, property or the biophysical environment from industrial and technological hazards, land contamination and remediation or building fire risk.

#### ***Safety, security and crime prevention***

It is not considered that the development will impact on the security and safety of adjoining properties.

#### ***Social Impacts in the Locality***

It is not considered that the development will have a negative social impact in terms of the health and safety of the community, social cohesion, community structure, character, values or beliefs, social equity, socio-economic groups or the disadvantaged, and social displacement. Rather there is likely to be some positive benefits in permitting additional recreational opportunities to the community.

#### ***Economic Impact in the Locality***

It is not considered that there will be any negative impact in economic terms.

#### ***Site Design and Internal Design***

The site is suitable for the development and the development design takes account of the existing site features and vegetation.

#### ***Construction Matters***

The works will require a construction certificate and has been assessed in accordance with the provisions of the National Construction Code.

#### ***Cumulative impacts***

The cumulative impacts associated with this proposal is that of additional stormwater and increase in impervious area. Nonetheless these are considered to be able to be managed through the imposition of appropriate conditions should development consent be granted.

#### **4.15(1)(c) - The suitability of the site for the development:**

##### ***Does the proposal fit in the locality?***

The development will result in a development that fits in the locality. There are no constraints posed by adjacent developments that would prohibit the development. It is considered that the air quality and microclimate are appropriate for the development, and there are no hazardous landuses or activities nearby, and ambient noise levels are suitable for the development.

##### ***Are the site attributes conducive to development?***

The site is not subject to natural hazards including bushfire, subsidence, slip or mass movement. The soil characteristics are appropriate for the development, and there are no critical habitats, or threatened species, populations, ecological communities or habitats on the site. The development will not prejudice future agricultural production and there are no known mineral or extractive resources on the site. This issue of flooding has been discussed previously.

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### 4.15(1)(d) - Any submissions made:

Two submissions were received. The issues raised in the submissions relate to the size and location of the shed as well as stormwater from both new proposed buildings.

The location of the shed, as setback from the side and rear boundaries is consistent with the required building line of 900mm. Recommended conditions have been included regarding the disposal of stormwater to limit flooding potential, stormwater issues and erosion.

### 4.15(1)(e) - The public interest:

The Riverina Murray Regional Plan 2036 has been developed to plan for future population's needs for housing, jobs, infrastructure and a healthy environment, in the Region. The development is not inconsistent any of the Directions in the Plan.

Staff are not aware of any other policy statements from either Federal or State Government that are relevant to this proposal, nor any planning studies or strategies. There is no management plan that is applicable to a development of this nature, and no codes or guidelines. The issue of easements has been discussed above.

Overall, the proposal would not contravene the public interest.

### OTHER MATTERS:

#### Section 7.11 and 7.12 Contributions Policies:

Section 7.12(2) of the EPA Act, states that "*a consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11*". Accordingly, Council can only require payment of either a 7.11 or 7.12 contribution.

#### Section 7.11 Contributions Plans

The only Section 7.11 plan in force is the "Development Generating Heavy Vehicle Usage of Local Road", which only applies in Gundagai, and therefore does not apply to this development.

#### Section 7.12 Contributions Plans

The Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018 requires a levy be paid as a percentage of the cost of construction. This proposal is less than the minimum threshold for the payment of a contribution under this plan, accordingly a levy is not payable.

### Disclosure of political donations and gifts:

The application and notification process did not result in any disclosure of Political Donations and Gifts.

### CONCLUSION:

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Council has considered the all matters under the relevant legislation, and it considers that the proposed development is appropriate having regard to those matters, and that any impacts can be managed through appropriate conditions.

## RECOMMENDATION:

That Council approve DA2019/160 for a carport and garage on Lot 2 DP DP580350, 199 Sutton Street Cootamundra subject to conditions as included in the Council report recommendations.

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## APPENDIX A – JUSTIFICATION FOR VARIATION TO DCP

### Request for a variation to the "Front Primary Building Line Setback" at No.199 Sutton Street, Cootamundra.

In accordance with Chapter 2 of the Cootamundra Development Control Plan (DCP) 2013, Clause 2.1 'Building Line Setbacks' – This written request is accompanying a Development Application, which seeks consent to erect a new freestanding carport located in line with the existing 4.94m primary building line setback on the subject site being No.199 Sutton Street, Cootamundra (Lot 2 DP580350).

The owner is seeking the variation to allow the carport to be erected in line with the existing front setback established by the existing dwelling house's open front verandah as per the plans submitted with the development application, rather than have it located 1.0m behind this building line as the development control stipulates. Please see **Appendix C 'Development Plans'**.

This request for a variation will demonstrate that although the proposed carports location represents a minor deviation to the "Acceptable Solution" of the DCP it will still satisfy the performance criteria as identified in the Clause 2.1 Table of the DCP.

How the carport satisfies these performance criteria is outlined below:

Performance Criteria	Response
<i>Front setbacks are generally consistent with those of adjoining development.</i>	The locality surrounding 199 Sutton Street contains a mix of housing with some dating back to the original street development and others constructed more recently. This has led to a mixture of building setbacks from the primary road. With the average setbacks being between 4.5 and 5.5 metres. The proposed carport at No.199 proposes a setback of 4.94m, in line with the site's existing setback to the front primary road boundary. There are a number of properties in the locality that have similar carports constructed either on the building line or in front of the building line making the proposed development consistent with the area.
<i>The setback of a building is related to its height and also to the width of the street in which it is located, in such a way to ensure pedestrians and other users of the area do not feel buildings are overbearing.</i>	Sutton Street is a long main road into town and contains a number of mixed-use type developments. The proposed carport will be of an open nature, sited next to the existing cottage, there will not be any projections further into the building line. The height and roof pitch of the carport will be lower than the dwelling house meaning that it will not be visually dominant or overbearing.

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**Setbacks provide space for residents to feel an adequate sense of visual and acoustic privacy when using rooms fronting the street.**

The carport is open and its height is low. The setbacks from the road and the adjoining boundary do not interfere with neighbouring amenity in terms of visual or acoustic privacy. There is an existing landscaping screen to the north of the property further reducing any adverse visual impacts.

**The scale and appearance of new development is compatible and sympathetic to existing development in the locality. (particularly where the site has some heritage significance or distinctive character).**

The carport will remain an open structure, meaning it will not contain any solid doors or walls, it will be constructed of minimal materials giving it a light appearance which will integrate well into the design of the older cottage that exists on the site. It will be built as a custom design to match the heights of the existing dwellings gutters and eaves and colour selections will be taken from the dwelling house to ensure that the new building blends into the existing sites-built environment.

## PRECEDENT AND CONSISTENCY

There are a number of existing carports located in close proximity to the subject site that have been built in line with the dwelling house (and building line). Examples are provided for below:

**208 Sutton Street, Cootamundra** – Almost directly across the road from the subject site – A double carport erected onto the side of the dwelling house maintaining the existing building line setback.



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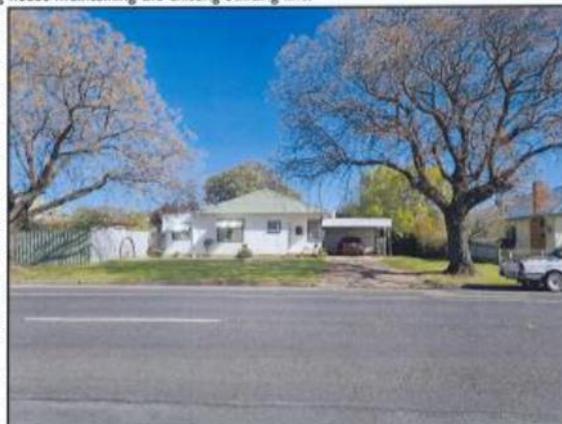
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**191 Sutton Street, Cootamundra** – A large single carport erected at the side of the dwelling house maintaining the existing building line.



**166 & 168 Sutton Street, Cootamundra** – Two properties adjoining each other both with carports built at the side of the dwelling maintaining the same setbacks.



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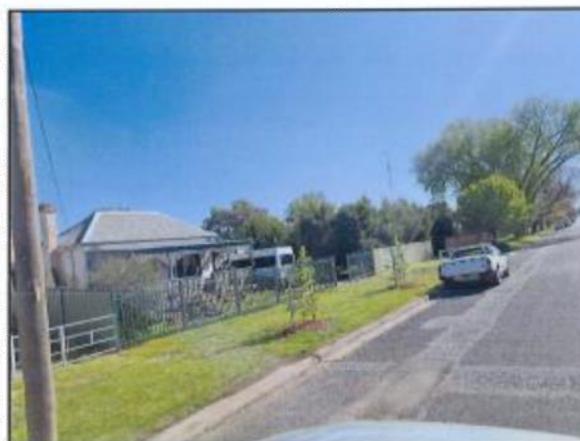


**201 Sutton Street, Cootamundra** – The property adjoining the subject site to the south, contains an enclosed single garage with roller door that maintains the same building line as the dwelling and does not provide for a garage setback of 1.0m from this building line.



### Discussion

Given the older style cottage on the subject site and the existing developments in the immediate vicinity, the erection of the proposed carport at the side of the cottage maintaining the same setback from the road would be considered consistent with the character and style of the streetscape. As the subject site photo below demonstrates, the addition of a carport in the location as proposed in the submitted plans will do little to reduce visual amenity nor will it dominate the streetscape.



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## CONCLUSION

Unlike most development application seeking a variation to the front primary building line setback requirements of the DCP, this variation does not seek a relaxation of the building line itself. The proposed carport will satisfy the existing primary building line setback and be erected in line with the existing cottage.

It is understood why there is a need to control the placement of carports and garages in new development areas so as to promote "good design" principals, it is not a desired outcome to have large double garage doors being the most prominent feature of the dwelling's façade. However, in this case we are not looking at a new development area, but an older well-established residential locality whereby the placement of carports and garages in line with the front of the building is more common place.

Like all of the other similar developments in the locality, the proposed carport takes its design cues from the existing cottage and will present a minimalist style of building that will not be a dominant feature of the façade.

As demonstrated in this written request for a variation – The proposed carport to be erected at No.119 Sutton Street satisfies the performance criteria in the DCP as they relate to the front primary building line setbacks, is very much consistent with other similar type buildings in the immediate vicinity, has very little visual impacts on the locality and is genuinely needed by the owners.

It is hoped that Council will take into consideration all of the information put forward in this request for a variation and the Development Application as submitted and approve the carport in its proposed location.

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## Request for a variation to the "Site Coverage and Floor Area Limitations" at No.199 Sutton Street, Cootamundra.

In accordance with Chapter 2 of the Cootamundra Development Control Plan (DCP) 2013, Clause 2.2 'Site Coverage and Floor Area Limitations' – This written request is accompanying a Development Application, which seeks consent to erect a new freestanding carport and detached garage on the subject site being No.199 Sutton Street, Cootamundra (Lot 2 DP580350). The request only relates to the floor area limitations for outbuildings as the development complies with all other aspects of Clause 2.2.

The owner is seeking the variation to allow the proposed carport's floor area to exceed the maximum 70m<sup>2</sup> (as is applicable to the subject site) by 6.5m<sup>2</sup> and allow the proposed garage's floor area to exceed the maximum 70m<sup>2</sup> (as is applicable to the subject site) by 26m<sup>2</sup>.

This request for a variation will demonstrate that although the proposed carport and garage floor area represents a minor deviation to the "Acceptable Solution" of the DCP it will still satisfy the performance criteria as identified in the Clause 2.2 Maximum Floor Area for Outbuildings Table of the DCP.

How the carport and garage satisfy the performance criteria is outlined below:

Performance Criteria	Response
<p><b>Ensure adequate area to provide separation between buildings, landscaping and private open space. To maintain development patterns that are compatible with the established character of established residential areas. To ensure that large single outbuildings more suited to industrial, commercial or agricultural localities are not erected in residential areas.</b></p> 	<p>The area of the subject site is 866.2m<sup>2</sup> meaning that according to the "Acceptable Solutions" the maximum floor area of any outbuilding shall not exceed 70m<sup>2</sup>.</p> <p>The total floor area of the proposed carport will be 76.5m<sup>2</sup> exceeding the maximum permissible by 8.5%. The proposed garage will have a total floor area 96m<sup>2</sup> exceeding the maximum by 27%.</p> <p>However, if the subject allotment was a mere 34m<sup>2</sup> larger in area, the maximum floor area for outbuildings would be increased to 110m<sup>2</sup> thus rendering the proposed development as being compliant with these controls, so some flexibility should be taken into consideration in this specific case.</p> <p>Given the size of the allotment and the total proposed building area (as covered in the submitted SEE) there will still be adequate area to provide good separation between buildings,</p>

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landscaping and private open space with only 39% of the site being covered by buildings (as proposed in the submitted plans, See **Appendix C**). This is taking into consideration the larger than acceptable sized outbuildings.

The proposed development also maintains existing development patterns in the area, with the locality surrounding 199 Sutton Street containing a mixed style of housing with some dating back to the original streets development and others constructed more recently. There are a number of existing outbuildings in the vicinity that are similar to or larger in size than that proposed for the subject site.

It is also considered therefore that the proposed development will be consistent with the existing residential locality and that based on size alone the proposed carport and garage would not be considered more suited to industrial commercial or agricultural areas

## PRECEDENT AND CONSISTENCY

There are a number of existing outbuildings in the general locality that are similar in size to that which is being proposed, some even larger. This existing development creates a style of development that is consistent in the area based on the average allotment size and associated outbuilding floor areas which the proposed development is aiming to maintain. The adjoining allotment to the south of the subject site (201 Sutton Street) for example contains a single detached garage located at the rear of the property which measures some 120m<sup>2</sup> (approx.) this garage is some 24m<sup>2</sup> larger than the proposed garage. Granted this allotment (No.201) is larger than the subject site but the smaller sized proposed garage on No.199 will generally result in the same outcome.

**201 Sutton Street, Cootamundra** – The adjoining neighbouring property contains a detached garage of approximately 120m<sup>2</sup> in total area. The image below represents the location of this garage and the approximate location and footprint of the proposed garage and carport on the subject allotment (No.199 Sutton Street)

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### CONCLUSION

Given the older nature of residential development in the immediate locality a distinct charter in terms of outbuilding development has been established. The proposed development, although inconsistent with Acceptable Solution floor area limitations, still maintains this same character that exists in the area. The allotment size is on the higher end of the sliding scale identified in the DCP Table which has determined a maximum 70m<sup>2</sup> limit on outbuilding size. This limit would be the same for a property some 260m<sup>2</sup> smaller in area than the subject site, so some flexibility is considered reasonable in this specific case.

As demonstrated in this written request for a variation – The proposed carport and garage to be erected at No.119 Sutton Street satisfies the performance criteria in the DCP as they relate to the maximum floor area of outbuildings, is very much consistent with other similar type buildings in the immediate vicinity and is well suited for this type of residential locality.

It is hoped that Council will take into consideration all of the information put forward in this request for a variation and the Development Application as submitted and approve the carport and garage in their proposed sizes.

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#### 8.4.4 ADOPTION OF APPROVALS POLICY POST PUBLIC EXHIBITION

DOCUMENT NUMBER	339296
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
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	The adoption of the recommendations of this report may have legislation implications for Council as it will introduce an additional approval pathway for certain local activities in accordance with the relevant legislation.
POLICY IMPLICATIONS	This report recommends that Council adopt a new policy to govern local activities and their approval under legislation other than the Environmental Planning and Assessment Act, 1979.
ATTACHMENTS	1. Amended draft Activities Approval Policy <a href="#">Download</a>

#### RECOMMENDATION

**Council adopt the amended Activities Approval Policy with the amendments being made as outlined in this report as a result of the public exhibition of the draft Policy.**

#### Introduction

Council, at the September 2020 meeting, resolved to place the draft Activities Approval Policy on exhibition for a period of 28 days in accordance with Council's Community Participation Plan. One submission was received as a result of the exhibition with the policy being amended as outlined in this report and presented back to Council for adoption.

#### Discussion

The draft Activities Approval Policy received one submission in relation to the public exhibition. The draft Policy sets out the ways in which activities can be granted approval and instances in which the activity does not need approval. The submission received raised the following with each being discussed. Accordingly, as per the discussion below the policy has been amended to include temporary street art.

#### FOOD VANS OUTSIDE OF EVENTS

The submission suggested that food vans could be set up and trade in a Council park on a weekend to improve amenity for park users. There are various pieces of legislation that govern the operation and placement of food vans, including Food Act, 2003, Local Government Act, 1993, Environmental

Planning and Assessment Act, 1979 and State Environmental Planning (Exempt and Complying Development Code 2008) Policy. There is also an Environment and Planning Order (COVID).

The State Environmental Planning (Exempt and Complying Development Code 2008) Policy (SEPP) allows for food vans to be set up on private land without Council consent provided the required development standards are met. The use of food vans in Council parks on weekends when not associated with an event may be perceived to impact on the viability of existing bricks and mortar businesses, particularly in Cootamundra and Gundagai. This is particularly so in light of the restrictions placed on hospitality businesses under COVID and the negative economic impact this has had on such businesses. The impact felt by these businesses has been recognised by the State with trials of on street dining and whole of streetscape designs being encouraged to facilitate support for hospitality businesses. However, there is, and will continue to be, competition from food vans operating on private land under the provisions of the SEPP.

It is noted that Wagga Wagga City Council introduced a permit system for food vans in park areas. This started with only ten (10) permits across the city with priority given to existing, or those considering setting up, bricks and mortar stores. There is now a policy in place for approvals however there are strict limits and restrictions about where and how many are permitted, including consideration of the impact on the CBD, with food vans not permitted to be within 200m of any other food business. Furthermore, there is cost of \$350 per year for the permit as well as inspection fees.

#### MARKET AND TRADE STALLS AT REST STOPS

It is suggested that market and trade stalls at rest areas, outside of a formal market event, be included in the policy. There are some exemptions under the State Environmental Planning (Exempt and Complying Development Code 2008) Policy (SEPP) for temporary events and structures, however for the most part events generally need consent. Council staff are currently working on a checklist and flowchart of the approval pathways for events, festivals, etc to assist organisers of such events. Once again Council needs to be mindful of the competition market and trade stalls pose to bricks and mortar stores as well as the traffic implications such stalls pose, particularly in high volume traffic areas.

#### INCLUSION OF FARMGATE AND ROADSIDE STALLS IN THE POLICY

The legislative pathway for these types of activities are clearly contained within the Cootamundra and Gundagai Local Environmental Plans. The Activities Approval Policy cannot override these instruments and does not provide an alternate approval pathway; to do so would create confusion. The legal mechanism for such stalls to not require approval would require amendment of relevant Local Environmental Plan. This will be considered when drafting the comprehensive consolidated Local Environmental Plan for Cootamundra Gundagai Regional Council Local Government Area.

#### OFF BUSINESS SIGNAGE

The submission suggests that an approval process for businesses to advertise away from the business premises should be permitted. The placement of signage is governed under State Environmental Planning Policy No 64 – Advertising and Signage (SEPP 64). Council policies cannot override the requirements of State legislation. It is acknowledged that SEPP 64 can be somewhat difficult to navigate for those not familiar with referencing legislation. Staff will develop a factsheet to complement the requirements of SEPP 64.

**TEMPORARY STREET ART OUTSIDE OF EXHIBITION AND SHOWCASES**

It is recognised that street art, sculptures and public can actively improve amenity and community engagement in spaces. Consideration of permanent street art in CBD areas must be considered in the wider context of public art, main street and CBD masterplans.

Temporary street art activities have been included in the amended Activities Approval policy, as a type of busking, with the following conditions:

1. Pavement Artists must use chalk that is entirely removable by water or draw onto a removable canvas placed over the pavement, and make sure there are no slip hazards and no trip hazards by taping down any edges.
2. No aerosols or odorous materials are permitted.

**POWER OUTLETS IN THE MAIN STREET COOTAMUNDRA**

Access to power would not require approval under the Local Government Act, 1993. The activity relying on the power may need approval, depending on the type of activity proposed.



## Activities Approval Policy (Local Government Act 1993)

Approved by	Council resolution
Responsible Officer	Name, Position Title
Council Service Unit	Development, Building and Compliance
Next Review Date	dd-MMM-yyyy

### Version Control

Ref	Date	Description	Resolution Number
0.1	24/11/2020	Presented to Council for Adoption.	284/2020
	29/09/2020	Presented to Council to facilitate public exhibition	

### Purpose

The purpose of this Policy is to establish and outline specific activities that may be carried out without the need to obtain approval from Council under certain circumstances, and to set criteria for those activities where approval from Council is required.

The objectives of the Policy are to:

- Make our towns and villages more liveable and friendly.
- Enhance the character of the urban environment.
- Provide for the appropriate use of footpaths, plazas and public areas that will;
  - Contribute positively to the streetscape character,
  - Boost trade for retailers,
  - Enhance opportunities for social interaction
  - Promote activities that are compatible with other community uses of the public space
  - Ensure safety and accessibility for all users.

The Activities Approval Policy has been developed and adopted under Chapter 7, Part 3 of the Local Government Act 1993 (the Act). The Policy is divided into three parts:

- Part 1: Exemptions from activity approvals
- Part 2: Criteria for activity approvals
- Part 3: Other matters relating to activity approvals

## Scope

This Policy applies to the activities requiring approval from Council as listed in Section 68 of the *Local Government Act 1993*, and sets out the circumstances in which Council will not require an activity approval to be obtained.

<b>PART A - STRUCTURES OR PLACES OF PUBLIC ENTERTAINMENT</b>	
1	Install a manufactured home, moveable dwelling or associated structure on land
<b>PART B - WATER SUPPLY, SEWERAGE &amp; STORMWATER DRAINAGE WORK</b>	
1	Carry out water supply work
2	Draw water from a council water supply or a standpipe or sell water so drawn
3	Install, alter, disconnect or remove a meter connected to a service pipe
4	Carry out sewerage work
5	Carry out stormwater drainage work
6	Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer
<b>PART C - MANAGEMENT OF WASTE</b>	
1	For fee or reward, transport waste over or under a public place
2	Place waste in a public place
3	Place a waste storage container in a public place
4	Dispose of waste into a sewer of the council
5	Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
6	Operate a system of sewage management (within the meaning of section 68A)
<b>PART D - COMMUNITY LAND</b>	
1	Engage in a trade or business
2	Direct or procure a theatrical, musical or other entertainment for the public
3	Construct a temporary enclosure for the purpose of entertainment
4	For fee or reward, play a musical instrument or sing
5	Set up, operate or use a loudspeaker or sound amplifying device
6	Deliver a public address or hold a religious service or public meeting
<b>PART E - PUBLIC ROADS</b>	
1	Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
2	Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road
<b>PART F - OTHER ACTIVITIES</b>	
1	Operate a public car park
2	Operate a caravan park or camping ground
3	Operate a manufactured home estate
4	Install a domestic oil or solid fuel heating appliance, other than a portable appliance
5	Install or operate amusement devices
7	Use a standing vehicle or any article for the purpose of selling any article in a public place
10	Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations

## Legislative Framework

*Local Government Act 1993*  
*Roads Act 1993*  
*Crown Lands Act 1989*  
*Environmental Planning & Assessment Act 1979*  
*Food Act 2003*  
*Smoke-free Environment Act 2000*  
*Liquor Act 2007*  
*Companion Animal Act 1998*  
*Anti-Discrimination Act 1977*  
*Charitable Fundraising Act 1991*  
*Work Health and Safety Act 2011*

## Part 1: Exemptions from activity approvals

The Act states that a person may only carry out an activity approval specified in the above with the prior approval of Council, unless there is an exemption under the Act, Regulation or under a Council Policy.

This Policy permits an activity to be exempt from the need to gain an activity approval where its meets determined standards.

The activities that are exempt from approval are specified in **SCHEDULE 1**. This does not, however, prevent a person applying for approval to carry out an activity specified in the Schedule.

To be exempt from approval, the person carrying out an activity must comply with:

- The relevant exemption requirements listed in **SCHEDULE 1**; and
- The relevant standards prescribed by the *Local Government Act, 1993* and its Regulations, including the Building Code of Australia, Plumbing Code of Australia and Australia New Zealand Food Standards Code; and
- Any need to have public liability or other insurances in place to cover their activities.
- The exemptions do not relate to Development Applications, Complying Development Certificates or approvals required under any other legislation.

## Part 2: Criteria for activity approvals

This Part lists the criteria Council must take into consideration in determining an application under the *Local Government Act 1993* or as required under Sections 125, 138 or 139A of the *Roads Act 1993*. Those pieces of legislation require that Council determining an activity application:

- a) Can only approve an application where an activity complies with all relevant laws, standards and Guidelines, including the Building Code of Australia, Plumbing Code of Australia and Australia New Zealand Food Standards Code; and
- b) Must take into consideration any criteria in a local policy adopted by the council which are relevant to the subject matter of the application, and
- c) Must take into consideration the principles of ecologically sustainable development; that is, using, conserving and enhancing the community's resources so that ecological processes are maintained, and the community wellbeing can be increased.

If no requirements are established and no criteria are adopted, Council is to:

- (a) Take into consideration, in addition to the principles of ecologically sustainable development, the likely impact of the activity, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality, and
- (b) The public interest.

In considering the public interest, Council is to take into account:

- (a) Protection of the environment, and
- (b) Protection of public health, safety and convenience, and
- (c) Any items of cultural and heritage significance which might be affected.

## GENERAL REQUIREMENTS

In order to achieve the objectives of this Policy, the following matters must be considered in addition to any matters prescribed by the regulations for the respective activity applications.

1. Applicants must ensure the application form and all other information is submitted. Incomplete applications will be rejected.
2. Applications for all other activities (as described in the Table of Section 68 of the Act) not listed in this Policy are to be on the approved form available on Council's website and will be assessed in accordance with Section 89 of the Act.
3. Each activity application will be considered on its merits and assessed against the criteria established in this Policy.
4. Public Liability insurance (to an amount determined appropriate by Council's Insurers at the time of application) which indemnifies Council against any claims which may be made as a result of use of public land must be held and renewed every year for the life of an approval. Applicants are to provide a Certificate of Currency noting the interest of Council with their application.
5. An approval may not be granted on a footpath of a classified road (i.e. a highway or main road) or within its corridor for any activity, without the agreement of the NSW Roads and Maritime Services (RMS). Council will refer those activity applications to the RMS for their advice.
6. The hours of operation will generally be the same as the hours approved under the development consent for the premises unless a lesser period is determined due to environmental considerations. An application for an outdoor dining area or footpath trading activity will not be approved under this Policy if the proposal is of such a scale that the noise generated will have a significantly adverse effect upon nearby residential properties.
7. Permit holders cannot claim for any loss of income or refund of permit fees as a result of works carried out by Council or other service providers on Council owned footpaths, plazas and public areas.
8. Approvals for Footpath Trading and Outdoor Dining must be renewed annually. It is the permit holder's responsibility to ensure the renewal of the permit before the renewal date. If the renewal is not made by this date, the activity is to cease until a new permit is approved. Permits are non-transferable.
9. An approval may be cancelled at any time after it has been issued, in any of the following circumstances:
  - If the approval was obtained by fraud, misrepresentation or concealment of the facts;
  - For any failure to comply with a condition of approval; or
  - If the public land ceases to be used by the person having the benefit of the approval i.e. business closes or relocates.

## 2.1 OUTDOOR DINING

### 2.1.1 Suitable Locations for Outdoor Dining Areas

The following criteria apply:

- Outdoor dining areas should be located on a suitably constructed surface that is sufficiently level to allow for the safe use of the furniture and can support a layout that adequately meets the other requirements of this Policy.
- Location should be consistent with any other outdoor dining area at adjoining premises.
- A minimum unobstructed footpath width of 2.0 metres is to be maintained.
- Outdoor dining must be located so as not to interfere with car parking and vehicular movement where it adjoins a roadway.
- Furniture must not be placed within 0.8m of any vehicle parking space.
- Furniture should be located directly in front of the premises to which it relates unless written consent from the landowner or proprietor is provided.
- Either non-disposable eating utensils are provided in the outdoor dining area of the premises, or appropriate receptacles for the collection of disposable eating utensils must be provided.
- No furniture shall be located within 3.0 metres of any road corner.
- Outdoor dining areas can include areas in front of neighbouring properties so long as written permission from owner of the adjoining property has been obtained and is included in the application.

#### 2.1.2 **Outdoor Furniture**

Outdoor furniture to be used by an establishment must adhere to the following guidelines:

- Outdoor furniture must be commercial grade and of adequate strength and durability to withstand most external weather conditions and outdoor commercial use.
- Domestic style plastic furniture is not permitted as it is not generally considered to be of high quality or durability. All furniture must be of a high aesthetic quality that enhances the existing streetscape.
- Furniture for all establishments and surrounds are to be kept in a clean, hygienic and safe condition at all times.
- The security, cleanliness and safety of all furnishings are the responsibility of the proprietor.
- Shade umbrellas/structures are to be securely anchored.
- Penetrations into the footpath are prohibited.
- Shade umbrellas/structures must not protrude into the roadway. They must be more than 2.0 metres in height if they protrude into the pedestrian thoroughfare.
- All furnishings are to be removed from the public domain and securely stored outside trading hours.

#### 2.1.3 **Heating Structures**

Any proposal to use heating structures within outdoor dining areas will be assessed on merit with consideration given to: footpath width; the type, number and location of heating structures proposed; and proximity to other structures. Particular attention will be given to the safety of the diners and the general public.

**Note:** All gas heating structures must adhere to *Australian Standard 4565 - Radiant gas Heated for outdoor and non-residential indoor use*.

#### 2.1.4 **Lighting**

Any outdoor dining area licensed to operate outside daylight hours must be adequately lit to ensure the safety and amenity of patrons and the general public. Lighting of any outdoor dining area must be in the form of down lights or the like which need to be:

- directed away from the roadway;
- contained to the outdoor dining areas only;
- turned off outside the operating hours of the premises.

Existing under-awning lighting may suffice.

#### **2.1.5 Advertising and Signage**

Advertising on outdoor dining furniture or footpath trading activities that is associated with the cafe/restaurant or retail premises is permitted by Council in accordance with the following guidelines:

- The third party advertising of one advertiser only may appear on the furnishings of the area. It should not dominate the appearance of every piece of furniture.
- Details of third party advertising on outdoor dining furnishings must be submitted to Council with the application for a permit.

Outdoor dining and footpath trading is not to be used as a means for increasing advertising to a business's activity. The use of advertising material and signage outside the provisions of this policy will require separate development consent.

#### **2.1.6 Planter Boxes**

Planter box styles proposed for use within outdoor dining areas will be assessed by Council on merit, with consideration given to footpath width, and type and location of the planter boxes proposed.

Planter boxes:

- must be located within the permit area;
- must be located so as not to obstruct pedestrian flow;
- must be maintained and cleaned of litter;
- must not carry advertising.

Council reserves the right to order the removal of planter boxes that are not properly maintained.

#### **2.1.7 Permanent Covered and Walled Structures**

In some cases, the applicant may wish to undertake streetscape works to accommodate an outdoor dining area. Such works may include permanent covers, walled structures, street tree planting, landscaping, pedestrian lighting etc. Any such works requires a specific approval by the Council and lodgement of a development application.

These structures are outside the provisions of this policy and require separate development consent and rental agreements with the Council.

#### **2.1.8 Amenity, Public Health and Safety**

Each permit holder is responsible for the cleanliness and tidiness of the areas in front of the premises and the immediate surrounds used for outdoor dining:

- Tables must be cleaned of food scraps immediately after customers leave. All litter must be swept up in a timely way and disposed of appropriately.
- Furniture items must be maintained in a neat, tidy and clean appearance when in use.
- All furniture must be removed from the footpath/public area to enable the area to be swept and stains removed from the footpath at least daily (on each day of use).

**Note:** Debris must not be swept into the gutter. This action constitutes a pollution offence for which penalties may be incurred

#### **2.1.9 Service of Alcohol**

Restaurants and cafés that have an existing on premises liquor licence may apply to Liquor & Gaming NSW to extend their licence boundary to include the outdoor dining area. Liquor & Gaming NSW will assess the change of boundary application as per existing arrangements for expansion of liquor licence boundary.

If Liquor & Gaming NSW refuses the application in accordance with its existing policies for change of liquor boundary, no alcohol may be consumed in the restaurant's or café's outdoor dining area.

If approved, the service of alcohol:

- Must be in accordance with the licence,
- is limited to seated patrons and is to be served with meals.
- is limited to the applicant's business frontage only.

Any outdoor dining areas that fall within a designated alcohol-free zone must be cordoned off with bollards or screening.

## 2.2 FOOTPATH TRADING ACTIVITIES

### 2.2.1 Footpath Trading Activity Locations

The footpath space directly in front of a retail premises is allocated to that shop. Footpath trading activities must be established in accordance with the following guidelines:

- Footpath trading activities must be located on a safe, stable, hard surface that is sufficiently level to provide adequate stability to display stands.
- Supervision of trading activities/goods must be possible from the shop.
- A minimum unobstructed footpath width of 2.0 metres is to be maintained.
- The location of the footpath trading activity shall be consistent with any footpath trading activity or outdoor dining area at adjoining premises.
- No footpath trading activity shall be located within 3.0 metres of any road corner.
- The footpath trading activity shall have a width not greater than 1.2m.
- The footpath trading activity is not to extend beyond the side property boundaries of the premises.
- The footpath trading activity is not to impede access to or egress from the premises.
- The footpath trading activity is not to create litter, rubbish or any other form of degradation of the footpath area.
- Footpath trading activities (including display stands) are to be stabilised/ anchored to avoid collapse.
- The lodged application must show the intended location of display stands and structures.
- All furnishings are to be removed from the public domain and be securely stored outside of trading hours.

### 2.2.2 Display Merchandise or Promotional Items on Footpaths

The following types of merchandise may not be displayed on footpaths, or public areas:

- Liquor, tobacco or other drugs
- Gases, e.g. Liquid Petroleum Gas (LPG) canisters
- Corrosives, e.g. Car batteries
- Oxidising materials, e.g. paint stripper
- Explosives, e.g. Boat flares
- Flammable liquids
- Spray paints.

**Note:** This list is not exhaustive. Council reserves the right to order the removal of any merchandise considered to be a risk to the health and safety of the public and/or the environment at any time.

#### 2.2.3 **Display of Goods on Footpath**

When displaying goods on a footpath:

- Fresh food must be kept at least 750mm above the footpath.
- All goods must be displayed on stands, racks or in containers above the level of the footpath, unless goods to be displayed are designed in a manner intended to allow for placement on the ground.
- No advertising using amplification or persons calling to the public may be undertaken.

#### 2.2.4 **Display Stands**

When using display stands on footpath areas to present goods, the following conditions apply:

- All goods are to be presented on display stands approved by Council.
- Display stands are to be aesthetically pleasing, durable, well-finished, secure and solid-to-ground at the base.
- Materials and finish of display stands must be weather-resistant. Edges and corners must be finished so as not to cause any injury to a passer-by.
- All display stands are to be custom-made and/or designed for the goods being displayed.

#### 2.2.5 **Free Standing Signage, Flags and Similar Items to Promote Business Activities**

When using free standing signage, flags and similar items to promote business activities on footpath areas, the following conditions apply:

- Items are to be aesthetically pleasing, durable, well-finished, secure and solid-to-ground at the base.
- Each item may occupy up to 0.8m<sup>2</sup> of surface area on the footpath.
- The maximum number of items per premises is directly related to shop frontage facing the street. Up to two items are permitted for every 10m of shopfront.
- The maximum number of items per premises is six (regardless of shopfront length).
- A minimum unobstructed footpath width of 2m is to be maintained.
- No item shall be located within 3 metres of any road corner.
- A maximum of one A-frame sandwich board is permitted per premises. The maximum size shall not exceed 1m<sup>2</sup> on each side (including framework). A-frames must be securely weighted to avoid movement in high winds.
- All signs, flags etc are to be removed from the public area and securely stored outside of trading hours.

### 2.3 **STREET STALLS, RAFFLES AND COLLECTIONS**

Eligible charitable or community organisations may apply to conduct street stalls in the towns and villages of the Cootamundra-Gundagai Regional Council Area;

- on the footpath in front of a shopfront in the Central Business District (with the owner's permission required in writing), or
- in a public building such as a hall or shopfront (owner's permission required in writing).

No more than two (2) street stalls are to be held on the same day in the same town unless part of an organised and approved event.

In addition, street stalls must:

- Be located against the building frontage, unless otherwise approved;
- Maintain a minimum unobstructed footpath width of 2.0 metres.
- Display appropriate identification of the organisation on the stall, but no advertising; and
- Not solicit sales and/or public collections, unless conducted in compliance with the *Charitable Fundraising Act 1991*.

## 2.4 BUSKING

Busking is only allowed within the Central Business Districts of the towns and villages in the Cootamundra-Gundagai Regional Council Area. Busking is not permitted in the CBD during Festivals and Events without written Approval from Council and event organisers.

General requirements;

- Buskers must be at least six (6) metres away from the door of premises open for business and must not take up more than 2m<sup>2</sup> of performance space.
- Shall not perform for more than two (2) hours per location per day.
- A busker's performance must not endanger pedestrians or engender fear. If targeted at children, a "Prohibited Employment Declaration" must be submitted with the application.
- Buskers must not create a nuisance or unreasonable noise. Amplification is only permitted if the volume can be adjusted and if played at a reasonable volume.
- Performances can be held between 10.00am and 5.00pm
- Buskers must not obstruct pedestrians or vehicles and a 2metre pedestrian access area must be maintained on the footpath.
- Buskers may accept voluntary donations but must not solicit donations or solicit sales of merchandise or product.
- **Pavement Artists, must use chalk that is entirely removable by water or draw onto a removable canvas placed over the pavement, and make sure there are no slip hazards and no trip hazards by taping down any edges.**

A busker shall comply with any direction given by the Police or Council's Authorised Officers.

Where a complaint has been received about the content of the performance, excessive noise, or other breach of these standards, a busker may be directed by authorised officers to cease busking.

The following artists are not to be considered as buskers under the terms of the policy and as such will not be issued with a permit: balloon sculptors, tarot card / palm / fortune readers, aerosol artists, face painting, masseurs, or vendors of any kind soliciting money for any purpose.

## Part 3: Other matters relating to activity approvals

### Exemptions

Any exemption under this Policy or the Local Government Act, 1993 and its regulations, has no effect unless all the specified conditions of the exemption are met. Any breach of the conditions would mean that the exemption no longer applies to the activity involved. Exemptions within the Policy cease to have effect once the Policy lapses.

### Lodgement of an application

Most activities have a specific form and/or guide designed to assist in the lodgement of the application. Applications must be made on the approved form and accompanied by the information required on the form. Any application which is unclear or illegible may be returned. Depending on the type of work or

activity, fees may apply and where these are required they must be paid at the time of lodgement in accordance with Council's fees and charges.

#### **Assessment of an application**

In assessing the more complex applications, additional information may be needed.

#### **Variation to criteria**

In determining an application, Council staff may choose to vary any of the criteria referred to in this Policy on a case by case basis whilst having regard to the merit of the individual circumstances and the purpose of the Policy and legislation. A written statement and any other supporting information that details how this will be achieved must be included with an application that seeks a variation from this Policy.

#### **Determination**

Once determined a notice will be issued advising whether the application has been approved or refused. The period of approval will vary depending on the type of activity or work undertaken. If works have not commenced or where the activity is not held during the nominated time then the approval may lapse. In such cases, and depending on the circumstances, an applicant can seek to lodge a new application or alternatively request to modify an existing application.

A determination can be reviewed under s.100 of the Local Government Act, 1993. A request to review must justify the reasons for review and be made in writing within 28 days of Council's determination. The determination of a review is final.

#### **When does an approval lapse?**

An approval under Section 68 of the Local Government Act, 1993 lapses 1 year after the date from which the approval operates, unless the approval states otherwise. An extension of an approval may be granted if:

- (a) A request is received by Council in writing prior to the date on which the approval would have lapsed; and
- (b) Council determines that the approval should be extended.

### **Schedule 1: Exemptions**

<b>ACTIVITY</b>		<b>EXEMPT CRITERIA</b>
<b>PART A: MANUFACTURED HOMES, MOVEABLE DWELLINGS &amp; STRUCTURES</b>		
A1	Manufactured home in a caravan park. Clause 74*	Installation of moveable dwellings and associated structures in caravan parks and camping grounds, provided the structure is designed, constructed and installed with the relevant provisions of the Regulations, the site is not liable to flooding and the installation occurs with the consent of the holder of the approval to operate the caravan park or camping ground concerned.
A1	Caravans, campervans or tents on any land. Clause 77(a)*	Installation of not more than 2 caravans, campervans or tents on any land, so long as they are not occupied for more than 2 days at a time and are not occupied for more than 60 days (in total) in any single period of 12 months
A1	Caravans or campervans on land with an existing dwelling house. Clause 77(b)*	Installation of not more than 1 caravan or campervan on land occupied by the owner of the caravan or campervan in connection with that owner's dwelling-house, so long as it is used for habitation only by the owner or by members of the owner's household and is maintained in a safe and healthy condition

A1	Caravans or campervans on agricultural land for seasonal workers on the land. Clause 77(c)*	Installation of caravans or campervans on pastoral or agricultural land, so long as it is merely occupied seasonally by persons employed in pastoral or agricultural operations on the land.
<b>PART B: WATER SUPPLY, SEWERAGE &amp; STORMWATER DRAINAGE WORK</b>		
C1	Carry out water supply, stormwater drainage or sewerage works	<p>Water supply, stormwater drainage or sewerage works (excluding point of connection works involving Council's water and sewer services and/or works involving a septic tank, an effluent or a sullage disposal system) are exempt from the need for approval provided that it complies with the following criteria:</p> <ul style="list-style-type: none"> <li>a) For the repair or replacement of existing plumbing and drainage works or stormwater drainage lines only;</li> <li>b) The work must comply with the Plumbing and Drainage Act, 2011; and</li> <li>c) The work must not require the cutting or excavation of any public road, footpath or kerb and gutter and/or tree removal unless approved under Section 138 of the Roads Act, 1993.</li> </ul> <p>In this Policy,</p> <ul style="list-style-type: none"> <li>a) <b>Sewerage work</b> means the construction, alteration, extension, disconnection, removal, ventilation, flushing, cleansing, Maintenance, repair, renewal or clearing of any sewerage service pipes or fittings or fixtures communicating or intended to communicate, directly or indirectly, with: a septic tank, an effluent or a sullage disposal system; or any sewer of a council, and includes work of sanitary plumbing and work of house drainage.</li> <li>b) <b>Water supply work</b> means the construction, alteration, extension, disconnection, removal, flushing, cleansing, maintenance, repair, renewal or clearing of any pipes or fittings of any water service communicating or intended to communicate, directly or indirectly, with any water main of a council, but does not include changing a washer.</li> <li>c) <b>Stormwater drainage work</b> means the construction, alteration, extension, disconnection, removal, maintenance, repair, renewal, flushing, cleansing or clearing of any stormwater drain communicating or intended to communicate, directly or indirectly, with any stormwater channel of a council.</li> </ul>
<b>PART C: WASTE MANAGEMENT</b>		
	Transport waste Clause 48(a)^	The transporting of waste over or under a public place for fee or reward if the activity is licensed under the Protection of the Environment Operations Act, 1997; or the waste is being transported through the area of the Council and is not being collected or deposited in that area.
	Place commercial waste in public	<p>In accordance with the exemption given in Clause 48(b) of the Local Government (General) Regulations 2005, the placement of a commercial waste storage container in a public place is exempt from the need for approval provided that it complies with the following criteria:</p> <ul style="list-style-type: none"> <li>a) Must relate to an existing approved and lawful use;</li> <li>b) Maximum of one 240 litre bin and only where the waste collection area on private property is not accessible to the collection agency;</li> <li>c) Must be located so as to not disturb traffic flow, impede pedestrian movement, restrict driver sight lines, access or loading zones;</li> </ul>

		<ul style="list-style-type: none"> <li>d) Must not be offensive nor contain hazardous, liquid or clinical waste;</li> <li>e) May only be placed in a public place for collection by a waste contractor the night before the scheduled collection and must be removed as soon as possible and stored on private property. In the event of service disruption, containers must be stored on private property until the service can be provided;</li> <li>f) Commercial waste must be collected and disposed of by a commercial contractor. Waste cannot be removed from the premises to be disposed of in a street litter bin.</li> <li>g) All containers must be vermin proof and cleaned on a regular basis without causing storm water pollution;</li> <li>h) The area where the container is placed in public for collection must be kept cleaned; and</li> <li>i) Uncontained waste (such as plastic and cardboard) is not permitted to be placed next to or on top of containers in the public place.</li> </ul>
	Place domestic waste in public	<p>In accordance with the exemption given in Clause 48(b) of the Local Government (General) Regulations 2005, the placement of a domestic waste storage container in a public place is exempt from the need for approval provided that it complies with the following criteria:</p> <ul style="list-style-type: none"> <li>a) Domestic waste must be contained in the Council approved waste storage containers and only placed in a public place for the purposes of collection by Council;</li> <li>b) Uncontained waste is not permitted to be placed next to or on top of containers in a public place;</li> <li>c) Waste storage containers may be put out for collection the night before the scheduled collection and must be removed from the public place as soon as possible and stored on private property;</li> <li>d) Waste storage containers must be placed immediately in front of the resident's property (or an approved service pick up point);</li> <li>e) Lids of waste storage containers must remain closed, and the container surrounds be kept tidy at all time; and</li> <li>f) Waste storage containers must be kept clean and free of stains, odours and debris; and in full working order with no cracks, missing wheels, lids or pins.</li> </ul>
<b>PART D: COMMUNITY LAND</b>		
Sound amplifying device or loudspeaker Clause 49 <sup>^</sup>		A loudspeaker or sound amplifying device may be set up, operated or used on community land without the prior approval of the Council if it is done in accordance with a notice erected on the land by the Council or if it is done in the circumstances specified, in relation to the setting up, operation or use by sports clubs.
Sports clubs charging a fee for spectators		Sports clubs with prior written approval from Council for the use of the associated sporting facility may charge a spectator fee to cover its commitments to a sporting association.
<b>PART E: PUBLIC ROADS</b>		
		No exemptions
<b>PART F: OTHER ACTIVITIES</b>		
Domestic oil or solid fuel heating appliance Clause 70 <sup>^</sup>		A domestic oil or solid fuel heating appliance (other than a portable appliance) may be installed without the prior approval of the council if details of the appliance are included in plans and specifications for the relevant building approved by a Construction Certificate or Complying Development Certificate under the Environmental Planning and Assessment Act, 1979

	Operation of a public car park Clause 66 <sup>^</sup>	A public car park may be operated without the prior approval of the council if approval for its erection or operation has already been given by the council in connection with another approval or development consent and the car park complies with any applicable conditions of that approval or development consent.
	Jumping castles and amusement devices Clause 71 <sup>^</sup>	Amusement devices not required to be registered under the Work Health and Safety Regulation 2011 may be installed or operated without the prior approval of the Council if there is a contract of insurance or indemnity for the device that complies with Clause 74 (see below) of the Regulations, and be approved under Section 138 of the Roads Act, 1993, if the device is on or over a public road, including a footpath.
	Small amusement devices Clause 75 <sup>^</sup>	<p>A small amusement device may be installed or operated without the prior approval of the Council if:</p> <ul style="list-style-type: none"> <li>a) the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason,</li> <li>b) the device is registered under the Work Health and Safety Regulation 2011,</li> <li>c) the device is erected and operated in accordance with all conditions relating to its erection or operation set out in the current certificate of registration issued for the device under those Regulations,</li> <li>d) there exists for the device a current log book within the meaning of those Regulations, in the case of a device that is to be or is installed in a building, fire egress is not obstructed,</li> <li>e) there is in force a contract of insurance or indemnity for the device that complies with Clause 74 (see below) of the Regulations,</li> <li>f) be approved under Section 138 of the Roads Act, 1993, if the device is on or over a public road, including a footpath.</li> </ul> <p>In this Policy, <b>small amusement device</b> means an amusement device that is designed primarily for the use of children 12 years of age or under (includes such amusement devices as mini-ferris wheels, battery operated cars and miniature railways but, in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute).</p>
	Amusement devices public liability Clause 74 <sup>^</sup>	It is a condition of an approval to install or operate an amusement device that there must be in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$10,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability.
	<p>* <i>Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005</i></p> <p><sup>^</sup> <i>Local Government (General) Regulation 2005</i></p>	

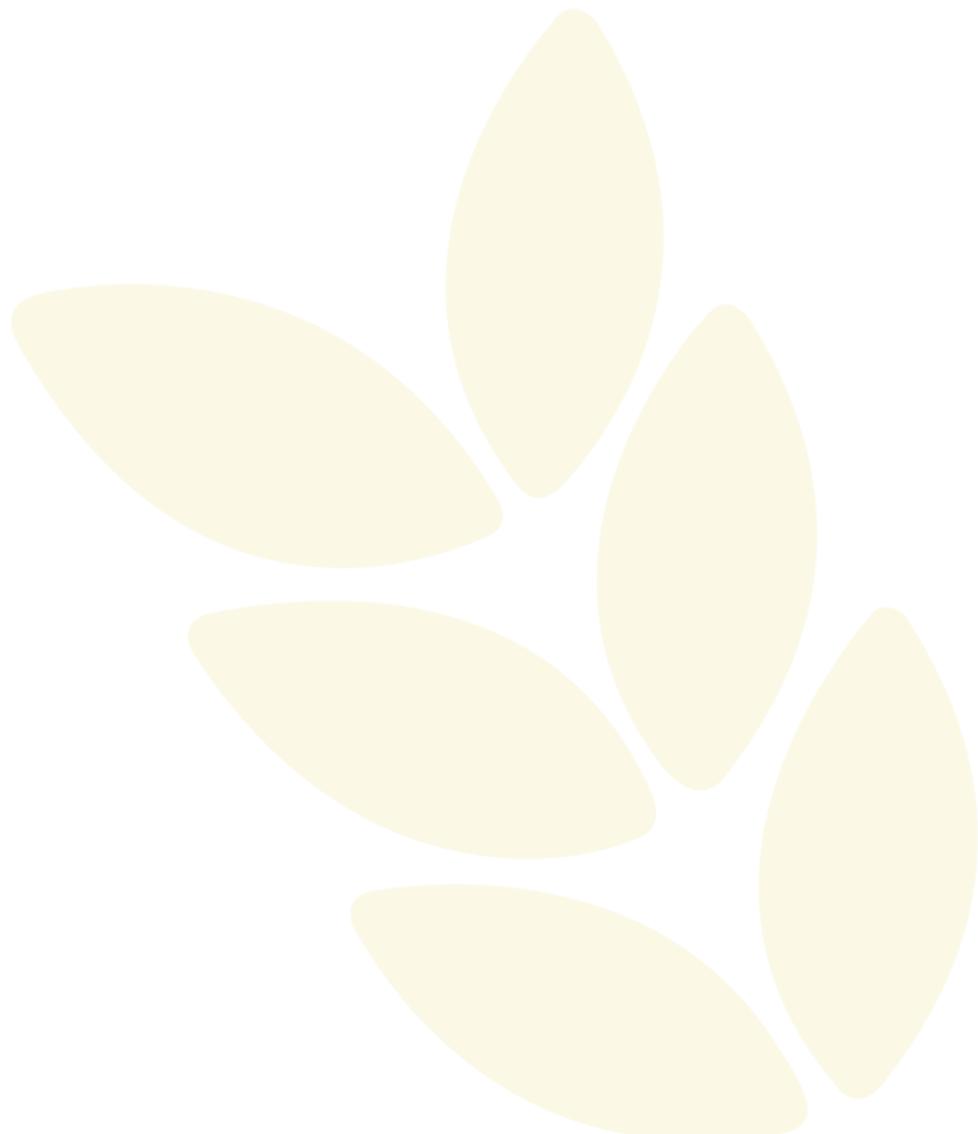
## Related CGRC Policies and Procedures

The policy replaces the following policies:

- Footpath Trading & Outdoor Dining Policy

## **Review Period**

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



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#### 8.4.5 NEW HERITAGE ACT STANDARD EXEMPTIONS

DOCUMENT NUMBER	339402
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b></p> <p>2.2 Strategic land-use planning is co-ordinated and needs-based</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. New Heritage Act Standard Exemptions and Fast Track Approval Pathway <a href="#"></a>

#### RECOMMENDATION

**The new Heritage Act Standard Exemptions report, be received and noted.**

#### Introduction

The new Heritage Act standard exemptions replace and revoke the existing exemptions and come into effect on 1 December 2020. The exemptions only relate to the need to seek approval for works that would otherwise be prohibited under Section 57(1) of the Heritage Act, 1977.

The exemptions only apply to State Heritage Items (the below are State items in the LGA):

- Cootamundra West Railway Station Group
- Cootamundra Railway Station and Yard Group
- Aboriginal Girls' Home (former)
- Gundagai Rail Bridge over Murrumbidgee River
- Hillas Hut and other Buildings
- Gundagai Gaol.

There are 20 standard exemptions such as maintenance and cleaning, repairs, alterations, alarms, excavation, vegetation, etc but only where such works do not involve any significant fabric of the heritage item. Significant fabric in this context means all the physical material of the place/item including elements, fixtures, landscape features, contents, relics and objects which contribute to the item's heritage significance.

The exemptions place the onus on the occupier (for Crown Land) and owner to ensure that the works proposed do meet the exemption criteria, i.e. it is a self-assessment process and they are responsible for ensuring that all works undertaken meet all the relevant standards and have any

other approvals as necessary. The exemptions are only for the need to seek approval from the Heritage Office, not necessarily exemption from the development application process.

**From:** [Diana Cowie](#) on behalf of [OEH HD Heritage Strategy Mailbox](#)  
**To:** [OEH HD Heritage Strategy Mailbox](#)  
**Subject:** New Heritage Act Standard Exemptions and Fast Track Approval Pathway  
**Date:** Friday, 13 November 2020 2:04:59 PM  
**Attachments:** [image001.png](#)

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Dear Mayor, Councillors and Staff,

I am very pleased to be writing to you to advise that we are making changes to the way standard exemptions to the approval requirements of the *Heritage Act 1977* are managed.

New standard exemptions for items listed on the State Heritage Register (SHR) or subject to an Interim Heritage Order (IHO) will come into force on 1 December 2020.

Standard exemptions are for works that do not impact the heritage significance of an item and supports its the day to day practical management. Key changes and benefits of the new Standard Exemptions are:

- an increased number and type of exempt activities
- no requirement for notification to carry out activities/works
- landholders/managers are required to keep records for auditing and compliance purposes.

The new standard exemptions are available on the [NSW government gazette](#).

A **new fast track approval pathway** will also be introduced, effective 1 December 2020. This pathway is for activities/works that may or will have a **minor impact** on the heritage significance of an item listed on the SHR or subject to an IHO. The introduction of the fast track pathway simplifies approval requirements and reduces processing times. These activities/works will require a fast track application including a fee and will be assessed within 21 days.

What isn't changing?

- The regular section 60 approval pathway will remain unchanged for activities that have or have the potential to have a moderate or greater impact on the heritage significance of an item. These activities require an application, assessment and approval as currently.
- While certain activities/works may be exempt under the Heritage Act, other legislation may still require approval before commencing work.

The new standard exemptions and fast track application supporting information will be available from 1 December 2020 on the [Heritage NSW website](#).

If you have any questions, please contact Heritage NSW on 9873 8500.

Thank you for protecting, caring for and celebrating NSW heritage.

Yours Sincerely,  
Pauline McKenzie  
Executive Director

Sent on behalf of the Executive Director

Heritage NSW, Community Engagement, Department of Premier and Cabinet  
11 Farrer Place, Queanbeyan NSW 2620 | PO Box 733, Queanbeyan NSW 2620

T:02 9873 8500 | [heritagemailbox@environment.nsw.gov.au](mailto:heritagemailbox@environment.nsw.gov.au)

**Heritage NSW and coronavirus (COVID-19)**

Heritage NSW has taken steps to protect the safety, health and wellbeing of our staff, communities and customers. Whilst our offices remain open, we have put in place flexible working arrangements for our teams across NSW and continue to adapt our working arrangements as necessary. Face-to-face meetings and field work/site visits with our customers are subject to rules on gatherings and social distancing measures. We thank you for your patience and understanding at this time.



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This email is intended for the addressee(s) named and may contain confidential and/or privileged information.

If you are not the intended recipient, please notify the sender and then delete it immediately.

Any views expressed in this email are those of the individual sender except where the sender expressly and with authority states them to be the views of the NSW Office of Environment and Heritage.

**PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL**

#### 8.4.6 DEVELOPMENT APPLICATIONS APPROVED OCTOBER 2020

DOCUMENT NUMBER	338943
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Sharon Langman, Manager Development, Building and Compliance
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b> 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with the provisions of the Environmental Planning and Assessment Act, 1979 and related legislation.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### RECOMMENDATION

**The Information on Development Applications Approved in October 2020 be noted.**

#### Introduction

The Development Applications Approved in October 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 October 2020.

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
DA2020.13.002	New Modification	Lot 12 Sec A DP2203 Queen St Cootamundra
DA2020.159	Alterations to Place of Assembly	Lot 97 DP750970 Wee Jasper Rd Adjungbilly
DA2020.158	New Garage – Residential	Lot 2 DP959628 Thompson St Cootamundra
DA2020.155	New Shed	Lot 1 Sec 5 DP2740 Lawrence St Cootamundra
DA2020.154	New Dwelling	Lot 30 DP1100757 Reno Rd Gundagai
DA2020.153	New Awning – Residential	Lot 2 SP83510 Otway St Gundagai
CDC2020.18	Install Flooring in Existing Shed	Lot 2 DP35306 Thompson St Gundagai
DA2020.150	New Carport	Lot 4 DP753622 Harvey Park Lne Coolac
DA2020.149	New Dwelling	Lot 8 DP864886 Springfield Lne Gundagai

DA2020.146	New Shed	Lot 21 Sec E DP1471 Murray St Cootamundra
DA2020.145	Modification of DA99/1192	Lot 55 DP803362 Pinkstone Ave Cootamundra
DA2020.143	Alteration to Garage – Residential	Lot 3 DP1237342 Back Brawlin Rd Cootamundra
DA2020.141	New Shed	Lot 2 DP709185 Brungle Rd Gundagai
DA2020.140	New Dwelling	Lot 1 DP1199338 Bartley St Cootamundra
DA2020.137	External Stairs at rear of building exit from stage	Lot 237 DP753599 Coolac Rd Coolac
DA2020.136	New Deck/Patio	Lot 60 DP1173450 Banjo Patterson Pl Gundagai
DA2020.135	New Deck/Patio	Lot 2 DP787661 Tarrabandra Rd Gundagai
DA2020.130	New Swimming Pool	Lot 8 Sec 3 DP2740 Richards St Cootamundra
DA2020.133	Dwelling Alterations & Additions	Lot 214 DP750619 Cambria St Stockinbingal
DA2020.132	New Hay Shed	Lot 307 DP753597 Burra Rd Gundagai
DA2020.131	Rural Industry – Use of Fish as Feedstock for Rendering Plant	Lot 1 DP611755 Stockinbingal Rd Cootamundra
DA2020.123	Dwelling Alterations & Additions	Lot 4 DP612148 Mount St Gundagai
DA2020.119	New Shed	Lot A DP315440 Chamen St Cootamundra
DA2020.115	New Shed	Lot 7 DP718971 Brungle Rd Gundagai
DA2020.106	Agricultural Produce Industry (micro distillery)	Lot 222 DP753597 Burra Rd Gundagai

**VALUE OF WORK REPORTED TO THIS MEETING:** **\$2,308,383.00**

**VALUE OF WORK REPORTED YEAR TO DATE:** **\$6,884,290.00**

**THIS TIME LAST YEAR:**

**VALUE OF WORK –October 2019:** **\$530,620.00**

**VALUE OF WORK – YTD 2019:** **\$5,669,458.00**

## **8.5 REGULATORY SERVICES**

Nil

## 8.6 ASSETS

### 8.6.1 GUNDAGAI WATER RESTRICTIONS

DOCUMENT NUMBER	337783
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	To act in accordance with Council's Water Restrictions Policy
ATTACHMENTS	Nil

### RECOMMENDATION

**Council endorse the General Manager's actions under the Delegation of Authority to ease Water Restrictions in accordance with Council Policy.**

#### Introduction

At its Ordinary Meeting held 30<sup>th</sup> April, 2019 Council resolved (Min. no. 133/2019) to endorse the (then) Acting General Manager's action under the Delegation of Authority to implement Water Restrictions in accordance with Council Policy.

#### Discussion

Eighteen (18) months later Gundagai is still under level 2 water restrictions and, as such, a review is required to determine if those restrictions can be eased for the Gundagai community.

## 8.7 CIVIL WORKS

### 8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - NOVEMBER 2020

DOCUMENT NUMBER	339167
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 November 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 November 2020.

#### Discussion

Cootamundra's grading crews have been undertaking gravel road maintenance on roads around the Wallendbeen area. Other grading works have included shoulder grading on roads scheduled in this year's resealing program. Gundagai crews have completed maintenance grading around the Tarrabandra, Bundarbo, Wee Jasper and Willis Road areas. Crews will then be moving towards Brungle Road and Nanangroe.

Culverts are being installed along Brungle Road and patching works are underway on Adjungbilly and Brungle Roads. Culvert cleaning and maintenance is underway on various Gundagai town streets.

Work has commenced on the next stage of the Gap Project on the Olympic Highway. Initial shoulder preparation was undertaken in early November with works now underway on the pavement reconstruction. These works are expected to be underway until the second week of December when sealing of the works will be completed. The final stage of the works from Campbell Street to Cootamundra Creek will be scheduled for February 2021.

Heavy patching along sections of the Olympic Highway and Burley Griffin Way have been completed. These were in areas approved by Transport for NSW under the RMCC contract. Several patches were also completed on the Stockinbingal Road.

Bitumen road patching works across all bitumen roads continues to be carried out due to the consistent wet weather and requirements for pavement patching.

Repairs have commenced on some of the February 2019 storm damage areas. Initial works are on the washed out culvert near the boarding kennels. This work has been delayed due to final approvals only being received in October.

Roadside spraying has also been undertaken to spray the vegetation on the road shoulders. Grass slashing is underway with several slasher/mowers working across the LGA in towns and villages as well as along roadsides.

General sign maintenance and other roadside maintenance has also been completed as required.

Private works are continuing on the Boundary Road, Cootamundra sub-division with works now underway on kerb and guttering along with the placement and compaction of the pavement material.

Preliminary investigation and drainage works have been completed on Mount and West Streets, in preparation of Stabilisation Works. Works have commenced on Nanangrooe and Redhill Road including topsoil stripping, drainage and shoulder widening.

**8.8 TECHNICAL SERVICES**

Nil

**8.9 FACILITIES**

Nil

## 8.10 WASTE, PARKS AND RECREATION

### 8.10.1 URGENT MAINTENANCE WORKS PIONEER PARK COOTAMUNDRA

DOCUMENT NUMBER	338607
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
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>3.1 The natural environment is valued and protected</p>
FINANCIAL IMPLICATIONS	\$175,000 currently not budgeted within the 2020/2021 Budget. There will be a need for a \$15,000pa maintenance allocation to ensure that Pioneer Park is maintained to a safe and acceptable standard.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

- 1. The Condition of Pioneer Park report be accepted and noted.**
- 2. Council consider including the proposed Pioneer Park maintenance works and associated funding of \$175,000 as part of the Local Roads and Community Infrastructure Program to be prepared by the Manager Civil Works and submitted to the December Council meeting for consideration.**

### Introduction

This report is a result of growing complaint numbers received by Council regarding the current conditions of Pioneer Park and the lack of funding to carry out required works.

### Discussion

Cootamundra-Gundagai Regional Council has been receiving correspondence and complaints from local users and tourist regarding the very poor, unsafe and dilapidated condition of Pioneer Park.

There have also been safety concerns raised about the potholes and washouts along the drive into Pioneer Park, including the car park itself, claiming the access is tricky to navigate and a real risk of causing damage to standard road vehicles.

The hiking track has fallen trees, branches and foliage, plant overgrowth along the length of the walking tracks, requiring all walkers to dodge, duck and weave, with the potential for walkers to be tripped, scratched and or the risk of experiencing sprain and or broken limb/s.



There are many walking tracks located throughout Pioneer Park measuring >3 klm's in length, with currently no resources or budget available to keep the area in an acceptable condition. Council's Parks and Gardens staff have only focused on clearing any major fallen limbs and overhanging foliage off the track leading to the main lookout.

Council has and will continue to apply for grant funding to undertake the major repair works and upgrade of facilities but have been unsuccessful at this point.





Discussions have been held with Council's Civil Works Division regarding the current condition of the access road and pathways associated with Pioneer Park. The discussions reported that Council has never allocated any funding for maintenance on the related road, tracks and/or car park. Because there is no allocated budget, the associated infrastructure has never been listed on the Civil Works Division's works schedule for gravel shire roads maintenance. Any work that has been done in the past has been reactive, done as time when budgets have allowed and therefore the condition of the road, car park and tracks have deteriorated over time. The road through Pioneer Park is extremely important for firefighting purposes. The access road needs to be maintained ensuring unrestricted and safe access as and when required.

Both roadways, access points and pathways all require extensive drainage works and resurfacing as a matter of urgency as to bring them up to an acceptable and safe standard.

There has been no detailed design works undertaken at this stage, but on visual inspection it is estimated that to bring the associated areas up to an acceptable standard a funding allocation of approximately \$175,000 would be required. This would involve correction of drainage that is currently causing the washouts and erosion, resurfacing, grading and compaction. The works would also include vegetation management and some fencing.

Once the refurbishment works have been completed, it is anticipated that an annual maintenance budget of approximately \$15,000pa would be required to keep the road, fences, tracks and carpark in a suitable and safe condition.

### 8.10.2 REFURBISHMENT BRADMAN OVAL CRICKET NETS

DOCUMENT NUMBER	338592
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
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	\$16,022.35 allocated from the Local Roads and Community Infrastructure project funding, as recommended.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### RECOMMENDATION

- 1. The Bradman Oval Cricket Nets report, as presented be accepted and noted.**
- 2. Council note that the value of \$16,022.35 is currently not covered within the existing Cootamundra Sportsfield maintenance budget for 2020/21 financial year.**
- 3. Council refer consideration of possible funding for the project from the Local Roads and Community Infrastructure Fund to the December meeting for the purpose of repairs and refurbishment to the existing Bradman Oval cricket nets.**

#### Introduction

The Cootamundra Junior Cricket Club has brought to Council's attention the need to improve the current standard of the existing nets and to ensure that they meet the Cricket Association Standards and safety requirement. The Junior Cricket Club has requested that Council fund and carry out the improvements as a matter of urgency.

#### Discussion

Cootamundra-Gundagai Regional Council have been in discussions with Cootamundra Junior Cricket Association for some time now regarding the condition of the Bradman Oval cricket nets. Over the years, Council has patched holes in the net, filled in uneven surfaces around the wicket and repaired any other issues where and when possible according to available funds. Junior cricket participation numbers have steadily increased over the past couple of years and as a result from this, the usage of these practice nets has increased. Consequently, the extra usage of this facility has generated more wear and tear.

The Cootamundra Cricket Association had recently applied for grant money to build a new cricket practise net facility at Fisher Park but were unsuccessful with their application. The decision to build new nets at Fisher Park instead of upgrading the nets at Bradman Oval was for several reasons.

There is accessible power for a bowling machine and the area is fenced so children won't be running onto the road to collect stray cricket balls etc. Due to the grant being unsuccessful, the junior cricket has raised some issues regarding the existing nets and their current state. The Club requested that Council inspect and address all the associated maintenance and risk issues as identified. The issues identified are as follows:

- holes in the netting, the holes in the netting are allowing balls to go through the netting and onto Adams street causing danger for the children retrieving the balls.
- the run-up section of turf has deteriorated and is a risk to users of injury,
- the synthetic grass has become hard and torn in places that increases the bounce of the ball to above waist height.



Figure 1- Hole in existing net

- The junior cricket wicket length has been changed from 21m to 18m. This means they have recently moved the cricket crease forward to shorten the pitch but in doing so it has reduced the amount of netting in front of the batsman.
- the crease needs to move back to the original mark and bring the bowling crease forward. This may require extending the concrete area forward for the bowler.



Figure 2- The grass between the two concrete slabs need to be removed and concreted.



Figure 3- The grass between the two concrete slabs need to be removed and concreted.



Figure 4 - There are holes in the cricket net behind the wicket that allows the balls to go through the net and onto the road.



Figure 5- The synthetic grass on one of the wickets is severely damaged.



Figure 6 - There are holes and uneven ground surrounding the cricket wickets that require filling and levelling



*Figure 7- Examples of the modern style netting*





*Figure 8 - The existing synthetic grass has aged and now creates too much bounce for the cricket ball. Not only can this be dangerous to the batsman it is also fails to provide the kids genuine cricket training as the wickets they play their games on bounce much lower.*



Figure 9- A great example of some well thought out cricket nets

The above example are nets located in Camden and have some great features to these nets. If Council's nets had nylon netting, it would be a great improvement over the existing steel mesh. The turf is a fully covered area. The concrete is complete from approximately 10-15 metres behind bowling crease which means there is no step up when running in to bowl. Also, no grass area between bowling mark & batting area so the ball doesn't bounce up when hit/thrown back to bowler. There is also good space behind batsmen to allow for keeper to practice to slower bowlers.

To bring the existing cricket nets up to an acceptable minimal standard, the following works need to be completed:

1. Remove old wicket material and install new synthetic grass for existing wicket only - \$3,750.
2. Remove old wicket material and install new synthetic grass that covers the entire concrete pad - \$12,310.
3. Remove old mesh from the frames - \$500.
4. Install a modern black U/V stabilised 48 ply mesh - \$3,750.
5. concreting grassed area between nets - \$8,002.35

**TOTAL      \$16,022.35**

Councils Cootamundra Sportsfield maintenance budget has not the allocated funds within the existing 2020/2021 budget to carry out such works as identified within this report.

## 9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

### 9.1 NOTICE OF MOTION - COUNCILLOR PROFESSIONAL DEVELOPMENT

DOCUMENT NUMBER	339520
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phillip McMurray, General Manager

The following Notice of Motion signed by Councillor Cr Leigh Bowden was submitted on 15 November, 2020.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 24 November, 2020:

#### MOTION

- 1. Council develop a Councillor Professional Development Policy.**
- 2. Council include adequate funding in its budget for Councillor professional development.**

#### Note from Councillor

The Executive Certificate for Elected Members Program was developed by Local Government NSW in partnership with the UTS Centre for Local Government (Institute for Public Policy and Governance).

It is a high-quality accredited program based on the Elected Member Skill Set in the National Local Government Training Package (LGA04V.3). It was designed to strengthen the capacity of elected members to undertake their role through developing leadership and governance skills. In addition, it aims to enhance participants' ability to access, interpret and use information to make better decisions through an increased understanding of existing laws, policies and procedures.

The Program was delivered by Zoom in two Blocks, 18 and 19 September and 30 and 31 October. There were sixteen participants, nine women and seven men, from the following councils: Blacktown, Burwood, Byron, Central Coast, Parramatta, Ryde, Ku-ring-gai, Lismore, Liverpool, Penrith, Queanbeyan-Palerang, Wentworth, Wollondilly and Cootamundra- Gundagai.

The majority of participants were first term councillors, however a deputy mayor was among the numbers.

The Program was structured around a series of guided workshops with a mixture of presentations, readings, discussions, group activities as well as assessment tasks requiring individual research and reflection.

The topics covered included: an overview of the local Government Act 1993 (NSW) and accompanying regulations, the Code of Conduct and Code of Meeting Practice, governance and informed decision making, Integrated Planning and Reporting, financial governance, community engagement and social media, land use planning, development assessment, strategic priorities, working collaboratively, state and national perspectives and the local government capability framework.

I undertook the Integrated Planning and Reporting Framework (IP&R) as my research topic I particularly focussed on my role, as a councillor, to give input in setting direction and priorities for

the council within our own term of office, one of the intentions of the IP&R legislation. The Community Strategic Plan (CSP) is the highest level plan that the council will prepare and, among the suite of documents in IP&R, the “ruling document”.

The Act prescribes specific responsibilities for councillors in the development and implementation of the council’s strategic plans and programs. Whist the mayor is the public face of the planning process and responsible for promoting partnerships between council and key stakeholders to deliver council’s strategic objectives, all councillors have a responsibility to engage with the community. Our role is to keep talking to the community, explaining the bridge between the aspirations of the CSP and the reality of the resources – very pertinent for CGRC at the moment! We councillors are part of the community and need to be involved at the outset in developing the CSP and the Delivery Program. Staff and councillors must collaborate to develop the Delivery Program, which responds to the higher long-term goals of the CSP.

The Delivery Program itemises the things that we want to achieve in our term of office towards the goals of the CSP. Councillors are less likely to own a draft plan that has been fully developed by the administration. The IP&R Framework provides ongoing opportunities for councillors to exercise true civic leadership.

The 1993 Local Government Act legislated for a separation of powers between the governing body, councillors, and the administration. It saw a shift from a focus on property and infrastructure to a focus on service and responding to the aspirations of the community. While infrastructure is extremely important, the slogan “Roads, Rates and Rubbish” is anachronistic. The governing body has the responsibility to the community as a whole and implementing the vision and goals of the Community Strategic Plan.

[In my research I did discover that CGRC does not have an ongoing Community Engagement Strategy in place, a mandatory component of IP&R. The General Manager now has this in hand.]

I have yet to undertake the final assessment task. It is a reflection and self-assessment of my capabilities as measured against the LGNSW Capabilities Framework. It has been designed to assist participants become more credible and effective elected members. The tool to use is “PD in a Box”. It is designed to identify strengths but also those areas that need development. It is recommended that participants do not undertake this assessment in isolation and work with Council’s “PD in a Box” administrator. The General Manager has agreed to act as the “PD in a Box” administrator.

I found The Executive Certificate for Elected Members to be a very valuable program, not only because of the content (You don’t know what you don’t know!) and the networking with councillors from all over the state, but because of the opportunity to reflect on my role and performance as a councillor on CGRC and to consider the ways in which I can improve. If Key Direction 4.3 in our CSP, “Cootamundra-Gundagai Regional Council is a premier local government Council”, is to become a reality, Councillors must undertake professional development.

**9.2 NOTICE OF MOTION - LOCAL ROAD MAINTENANCE REMAINING WITH LOCAL COUNCILS**

DOCUMENT NUMBER	339324
REPORTING OFFICER	Charlie Sheahan, Councillor
AUTHORISING OFFICER	Phillip McMurray, General Manager

The following Notice of Motion signed by Councillor Cr Charlie Sheahan was submitted on 15 November, 2020.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 24 November, 2020:

**MOTION**

**Cootamundra-Gundagai Regional Council formally write to the NSW Minister for Regional Transport and Roads, Hon. Paul Toole seeking a commitment guaranteeing local road maintenance remaining with local councils.**

**Note from Councillor**

This would alleviate all concerns that recent media has created for Councillors and staff across rural and regional NSW.

**9.3 NOTICE OF MOTION - REINSTATEMENT OF AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION TO THE NATIONAL CABINET**

DOCUMENT NUMBER	339325
REPORTING OFFICER	Charlie Sheahan, Councillor
AUTHORISING OFFICER	Phillip McMurray, General Manager

The following Notice of Motion signed by Councillor Cr Charlie Sheahan was submitted on 15 November, 2020.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 24 November, 2020:

**MOTION**

**Council formally write to our Federal member Hon. Michael McCormack deputy PM requesting him to strongly advocate for the reinstatement of ALGA to the National Cabinet.**

**Note from Councillor**

Given the recent disasters of Covid 19, bushfires, drought and whatever the future may hold, that the inclusion of the Local Government voice to the national forum, could only be in the country's interest.

**9.4 NOTICE OF MOTION - LETTER OF THANKS TO CR LINDA SCOTT**

DOCUMENT NUMBER	339328
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phillip McMurray, General Manager

The following Notice of Motion signed by Councillor Cr Leigh Bowden was submitted on 15 November, 2020.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 24 November, 2020:

**MOTION**

**Council write to Cr Linda Scott congratulating her on her election to the position of President of the Australian Local Government Association and thanking her for her tireless work as the President of Local Government NSW.**

## 9.5 NOTICE OF MOTION - PROPOSED RAIL TRAIL BETWEEN COOTAMUNDRA AND TUMBLONG

DOCUMENT NUMBER	339409
REPORTING OFFICER	Gil Kelly, Councillor
AUTHORISING OFFICER	Phillip McMurray, General Manager

The following Notice of Motion signed by Councillor Cr Gil Kelly was submitted on 17 November, 2020.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 24 November, 2020:

### MOTION

**That previous resolution 229/2020 regarding the proposed Rail Trail between Cootamundra and Tumblong be held in abeyance, until such time that**

1. **A Community Engagement Strategy for the project is prepared and adopted by Council;**
2. **A detailed Cost Estimate is prepared for the project, including capital and ongoing maintenance costs, and forms part of any community consultation;**
3. **A report on the outcomes of community consultation is prepared and submitted to Council.**

### Note from Councillor

#### Background

Councillors previously resolved (Resolution 229/2020):

1. *That CGRC produce a submission to present to the NSW Government for the 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 the \$100,000 to be reallocated for the 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.*

Given the feedback received from concerned residents, I think we need to do a full round of community consultation (not just some directly affected land owners) to see if there is actual general community support for the project given what has happened in other areas where there is a rail trail and the ongoing maintenance costs have had to be incorporated into their Council's ongoing budgets. Residents need to be aware that this has the same potential to be the case here and if the trail was to proceed and Council had to fund maintenance, this could result in a decrease in service levels in other areas to fund this unexpected impost.

I suggest that the current resolution be held in abeyance until such time as appropriate community consultation is planned and delivered. And further that all costs are determined and form part of that community consultation.

## 10 QUESTIONS WITH NOTICE

### 10.1 QUESTIONS WITH NOTICE

DOCUMENT NUMBER	339021
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager

### RECOMMENDATION

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

#### Questions with Notice

The following questions with notice from Councillors have been received with the responses from Council officers provided respectively:

**Leigh Bowden** –The Cootamundra Beach Volleyball Carnival is a highly valued and supported event. The effort to organise the event is to be acknowledged. With the recent change to the Cootamundra Beach Volleyball Committee structure, away from a s355 format, what role and support will Council now provide to this event to ensure it remains as a key tourism offering for Cootamundra?

**Response from Council Officer** – Council will continue to support the Beach Volleyball Carnival in all ways possible. Council will consider any future in kind donations during the annual donation request process.

Council will need to meet with the committee again in 2021 to ascertain how best council can support the Beach Volleyball Carnival in the future.

Further, the new Management of the Cootamundra Pool has expressed interest in working with the s.355 Committee in relation to managing the event.

## 11 CONFIDENTIAL ITEMS

### 11.1 CONFIDENTIAL ITEMS

DOCUMENT NUMBER	339267
REPORTING OFFICER	Teresa Breslin, 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	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

#### RECOMMENDATION

1. Item 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 11.1 and 11.2 be withheld from the press and public.

### 11.1 OPERATION AND MANAGEMENT OF THE GUNDAGAI WASTE FACILITY

#### Provisions for Confidentiality

Section 10A (2) (di) – Commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

#### Public Interest

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

### 11.2 FLOODPLAIN MITIGATION REQUEST (Late Report)