ABN: 46 211 642 339
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Business Paper

ORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

6:00 PM, TUESDAY 26TH OCTOBER, 2021

Administration Centres: 1300 459 689

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

NOTICE OF MEETING

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

Tuesday, 26th October, 2021 at 6:00 PM

The agenda for the meeting is enclosed.

Phillip McMurray
General Manager

Live Streaming of Meetings Statement

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

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

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1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM

2 OPEN FORUM

RESUME OPEN MEETING

3 APOLOGIES

4 DISCLOSURES OF INTEREST

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 28 SEPTEMBER 2021

REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Ordinary Meeting of Council held on Tuesday 28 September 2021

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 28 September 2021 be confirmed as a true and correct record of the meeting.

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

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00 PM, TUESDAY 28th September, 2021

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON TUESDAY, 28 SEPTEMBER 2021 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, Cr Charlie Sheahan

IN ATTENDANCE: Phillip McMurray (General Manager), Ganesh Ganeshamoorthy (Manager Assets), Mark Ellis (Manager Civil Works), Miriam Crane (Manager of Community and Culture), Sally Atkinson (Acting Manager Development, Building and Compliance), Andrew Brock (Manager Facilities), John Chapman (Interim Manager Finance), Glen McAtear (Manager Regulatory Services), Wayne Bennett (Manager Waste, Parks & Recreation Services)

1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM

2 OPEN FORUM

There were no speakers or registered submissions received by Council.

RESUME OPEN MEETING

3 APOLOGIES

Nil

4 DISCLOSURES OF INTEREST

Cr David Graham disclosed a pecuniary interest in item 8.1.4 Cootamundra-Gundagai Regional Council and CWP Renewables Voluntary Planning Agreement.

RESOLUTION 256/2021

Moved: Cr Dennis Palmer
Seconded: Cr Gil Kelly

1. **Item 8.1.1 Election of the Mayor 28th September – 3rd December, 2021 be moved for the consideration of Council prior to item 5.1 – Minutes of the Ordinary Meeting – Proposed Infrastructure Community Reforms.**
2. **Item 8.1.2 Election of the Deputy Mayor 28th September – 3rd December, 2021 should Council have resolved to elect a deputy mayor in 1 above.**

CARRIED

8.1.1 ELECTION OF THE MAYOR 28TH SEPTEMBER - 3RD DECEMBER, 2021

RESOLUTION 257/2021

Moved: Cr Gil Kelly
Seconded: Cr Charlie Sheahan

1. **The election of the Mayor for the 28th September - 3rd December, 2021 term proceed.**
2. **As only one nomination was received Cr Abb McAlister was re-elected as Mayor unopposed.**
3. **Council elect a Deputy Mayor.**

CARRIED

8.1.2 ELECTION OF THE DEPUTY MAYOR 28TH SEPTEMBER - 3RD DECEMBER, 2021

RESOLUTION 258/2021

Moved: Cr Gil Kelly
Seconded: Cr Doug Phillips

1. **Subject to Council resolving to elect a Deputy Mayor (previous Item on the agenda) the election of the Deputy Mayor for the 28th September - 3rd December, 2021 term proceed.**
2. **As only one nomination was received Cr Dennis Palmer was re-elected as Deputy Mayor unopposed.**

CARRIED

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 31 AUGUST 2021

RESOLUTION 259/2021

Moved: Cr David Graham
Seconded: Cr Doug Phillips

The Minutes of the Ordinary Meeting of Council held on Tuesday 31 August 2021 be confirmed as a true and correct record of the meeting.

CARRIED

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - PROPOSED INFRASTRUCTURE CONTRIBUTION REFORMS

RESOLUTION 260/2021

Moved: Cr Charlie Sheahan
Seconded: Cr Dennis Palmer

1. **Council call on the NSW Government to Withdraw the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 (the Bill) from the NSW Parliament.**
2. **Council call on the NSW Government to undertake further consultation with the local government sector on any proposed reforms to the infrastructure contributions system.**
3. **Council call on the NSW Government to de-couple the Independent Pricing and Regulatory Tribunal led review of the rate peg to include population growth from the infrastructure contributions reforms.**
4. **Council write to the local State Members, the Premier the Hon. Gladys Berejiklian MP, Treasurer the Hon. Dominic Perrottet MP, Minister for Planning and Public Spaces the Hon. Rob Stokes MP and Minister for Local Government the Hon. Shelley Hancock MP seeking them to withdraw the Bill.**
5. **Council write to the Shadow Treasurer the Hon. Daniel Mookhey MLC, Shadow Minister for Planning and Public Spaces Mr Paul Scully MP, Shadow Minister for Local Government Mr Greg Warren MP, The Greens Mr David Shoebridge MLC, Shooters, Fishers and Farmers Party the Hon. Robert Borsak MLC, Pauline Hanson's One Nation the Hon. Mark Latham MLC, Animal Justice Party the Hon. Emma Hurst MLC, Christian Democratic Party (Fred Nile Group) the Hon. Fred Nile MLC, Independent Mr Justin Field, Portfolio Committee Chair The Greens Ms. Cate Faehmann, Portfolio Committee Deputy Chair Animal Justice Party the Hon Mark Pearson MLC and Committee members Liberal Party the Hon Catherine Cusack MLC and the Hon Shayne Mallard MLC, The Nationals the Hon Ben Franklin MLC and Australian Labor Party the Hon Rose Jackson MLC and the Hon Adam**

Searle MLC seeking their support in securing the withdrawal of the Bill from the NSW Parliament and outlining council's concerns with the Bill.

6. **Council alert the local media to the threat of future ratepayer funds being expended rather than developer levies for new infrastructure brought about by increased development under the proposed legislation and shares and promotes these messages via its digital and social media channels and via its networks.**

7. **Council affirms its support to LGNSW and requests LGNSW continue advocating on our behalf to protect local government from any amendments to infrastructure contributions which leaves councils and communities exposed to expending ratepayer funds on new infrastructure made necessary by new development, currently the responsibility of developers.**

CARRIED

6.2 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

RESOLUTION 261/2021

Moved: Cr Dennis Palmer
Seconded: Cr Doug Phillips

The information in the Mayoral Minute be received and noted.

CARRIED

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2021

RESOLUTION 262/2021

Moved: Cr Gil Kelly
Seconded: Cr Doug Phillips

1. **The Mayor and Deputy Mayor be nominated as voting delegates for the Annual Conference.**
2. **The Mayor and Deputy Mayor be nominated as the Voting Delegates – Board Nomination.**
3. **LGNSW be advised of the voting delegates before 5pm Tuesday, 5th October, 2021.**

4. **The Mayor, Deputy Mayor and General Manager be registered to attend both components for the Local Government NSW Annual Conference 2021.**
5. **The Rural Medical Workforce – Recruitment and Retention of Doctors, attached to the report, be submitted as a Motion for the Local Government NSW Annual Conference 2021.**
6. **The board nominations and agenda are discussed at a workshop with all councillors.**

CARRIED

8.1.4 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL AND CWP RENEWABLES VOLUNTARY PLANNING AGREEMENT

Note: Cr Graham, having disclosed a pecuniary interest in this item left the meeting.

RESOLUTION 263/2021

Moved: Cr Charlie Sheahan
Seconded: Cr Dennis Palmer

1. **The Voluntary Planning Agreement and Explanatory Note between Cootamundra-Gundagai Regional Council and CWP Renewables be placed on public exhibition for a period of not less than twenty eight (28) days seeking submissions from all interested parties be endorsed.**
2. **The General Manager and Mayor be authorised to sign the Voluntary Planning Agreement between Cootamundra-Gundagai Regional Council and CWP Renewables on the provision that no objections are received at the end of the 28 day exhibition period.**

CARRIED

8.1.5 DRAFT COMMUNICATION AND ENGAGEMENT STRATEGY

RESOLUTION 264/2021

Moved: Cr Doug Phillips
Seconded: Cr Penny Nicholson

The draft Communication and Engagement Strategy, attached to the report, be endorsed.

CARRIED

8.1.6 DRAFT COMMUNITY ENGAGEMENT STRATEGY FOR THE COMMUNITY STRATEGIC PLAN 2022-2033

RESOLUTION 265/2021

Moved: Cr Leigh Bowden
Seconded: Cr Gil Kelly

The draft Community Engagement Strategy for the Community Strategic Plan 2022-2032, attached to the report, be endorsed.

CARRIED

8.1.7 RV FRIENDLY SITES

RESOLUTION 266/2021

Moved: Cr Penny Nicholson
Seconded: Cr Dennis Palmer

The report on RV Friendly Sites, be received and noted.

CARRIED

8.1.8 AUSTRALIA DAY 2022

RESOLUTION 267/2021

Moved: Cr David Graham
Seconded: Cr Dennis Palmer

The information on Australia Day Awards, 2022 be received and noted.

CARRIED

8.1.9 COOTAMUNDRA AND GUNDAGAI TOURISM S.355 COMMITTEES

RESOLUTION 268/2021

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

1. **The Tourism Action Committee (Gundagai) and Cootamundra Tourism Action Group, be dissolved as a section 355 Committee, for reasons detailed in the report.**
2. **The Tourism Action Committee (Gundagai) and Cootamundra Tourism Action Group, be endorsed, as advisory committees of Council.**

CARRIED

8.1.10 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES

RESOLUTION 269/2021

Moved: Cr David Graham
Seconded: Cr Charlie Sheahan

1. **The Minutes of the Cootamundra Tourism Action Group s.355 Committee ordinary meeting held on 2nd September 2021, attached to the report, be received and noted.**
2. **Council to note the motion of thanks, included in the report and detailed in the ordinary meeting minutes.**

CARRIED

8.1.11 REFUGEE WELCOME ZONE

RESOLUTION 270/2021

Moved: Cr Charlie Sheahan
Seconded: Cr Leigh Bowden

1. **Cootamundra-Gundagai Regional Council be endorsed by the current Council as a Refugee Welcome Zone.**
2. **Cr Abb McAlister (mayor) sign a Refugee Welcome Zone declaration as a recommitment to the Refugee Council of Australia.**
3. **A copy of the newly signed Declaration be displayed in each of Council's Administration Centres and placed on Council's website.**

CARRIED

8.1.12 UPDATED COUNCIL MEETING ACTION REPORT

RESOLUTION 271/2021

Moved: Cr Doug Phillips
Seconded: Cr Gil Kelly

The Updated Council Meeting Action Report, attached, be noted.

CARRIED

8.1.13 INFORMATION BULLETIN - SEPTEMBER 2021

RESOLUTION 272/2021

Moved: Cr Charlie Sheahan
Seconded: Cr David Graham

The Information Bulletin – August and September, 2021, and attached correspondence, be received and noted.

CARRIED

8.2 FINANCE

8.2.1 CORPORATE CREDIT CARD USE AND MANAGEMENT

RESOLUTION 273/2021

Moved: Cr Penny Nicholson
Seconded: Cr Leigh Bowden

1. **The Office of Local Government Guidelines on the Use and Management of Credit Cards, attached to the report, be endorsed, as a supplement guideline to Councils existing Corporate Credit Card Policy.**
2. **Council officers develop an overarching framework for the management and use of corporate credit cards, to align with the provisions of the Office of Local Government Guidelines on the Use and Management of Credit Cards.**
3. **A subsequent report be provided to Council for consideration, once the Corporate Credit Card Use and Management Framework has been developed.**

CARRIED

8.2.2 INVESTMENT REPORT - AUGUST 2021

RESOLUTION 274/2021

Moved: Cr Doug Phillips
Seconded: Cr David Graham

The Investment Report for August, 2021 be received and noted.

CARRIED

8.2.3 MONTHLY FINANCE REPORT FOR AUGUST, 2021

RESOLUTION 275/2021

Moved: Cr Penny Nicholson
Seconded: Cr David Graham

The Finance Report for August, 2021, and attached reports, be received and noted.

CARRIED

8.3 COMMUNITY AND CULTURE

8.3.1 GUNDAGAI TOURISM ACTION GROUP S355 COMMITTEE MEETING - 6TH SEPTEMBER, 2021

RESOLUTION 276/2021

Moved: Cr David Graham
Seconded: Cr Penny Nicholson

The Minutes of the Gundagai Tourism Action Group s.355 Committee meeting held on 6th September, 2021 attached to the report, be received and noted.

CARRIED

8.3.2 OLD GUNDAGAI MURRUMBIDGEE RIVER ACCESS PROJECT

RESOLUTION 277/2021

Moved: Cr Leigh Bowden
Seconded: Cr David Graham

Council endorse the Bushfire Black Summer Recovery Grant for $1,055,000 for the Old Gundagai Murrumbidgee River Access Project.

CARRIED

8.3.3 COOTAMUNDRA-GUNDAGAI YOUTH PROGRAM FUNDING

RESOLUTION 278/2021

Moved: Cr Penny Nicholson
Seconded: Cr Leigh Bowden

1. **Council endorse the Youth Opportunities Grant application for $50,000 for the Cootamundra-Gundagai Youth Program.**
2. **Council endorse the Black Summer Bushfire Recovery Grant Program application for $150,000 for the Cootamundra-Gundagai Youth Officer.**

CARRIED

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS AUGUST 2021

RESOLUTION 279/2021

Moved: Cr Charlie Sheahan
Seconded: Cr Dennis Palmer

The information on Development Applications approved in August, 2021 be received and noted

CARRIED

8.5 REGULATORY SERVICES

8.5.1 REGULATORY REPORT AUGUST 2021

RESOLUTION 280/2021

Moved: Cr David Graham
Seconded: Cr Dennis Palmer

The Regulatory Report for August, 2021 be received and noted.

CARRIED

8.6 ASSETS

8.6.1 CONSTRUCTION OF GUNDAGAI SEWAGE TREATMENT PLANT REPORT

Note: It was noted on page 282 of the Agenda that the Safe and Secure Water Program amount of $10.5Million should be $10Million.

RESOLUTION 281/2021

Moved: Cr David Graham
Seconded: Cr Penny Nicholson

The Progress Report on the Construction of Gundagai Sewage Treatment Plant be received and noted.

CARRIED

8.6.2 IRRIGATION USING RECYCLED WATER AT COOTAMUNDRA

RESOLUTION 282/2021

Moved: Cr Gil Kelly
Seconded: Cr Charlie Sheahan

1. **The Report for Irrigation Using Recycled Water at Cootamundra be deferred for further information and detailed cost analysis to come back to Council.**
2. **Representations be made to Member for Cootamundra, Steph Cooke, MP regarding this matter.**

CARRIED

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - SEPTEMBER 2021

RESOLUTION 283/2021

Moved: Cr Gil Kelly
Seconded: Cr Charlie Sheahan

The Civil Works and Technical Services Report for the month of September 2021 be received.

CARRIED

8.8 TECHNICAL SERVICES

8.8.1 LG GRANTS COMMISSION SPECIAL SUBMISSION

RESOLUTION 284/2021

Moved: Cr Charlie Sheahan
Seconded: Cr David Graham

The Special Submission attached to this report be submitted to the Local Government Grants Commission on behalf of Cootamundra Gundagai Regional Council.

CARRIED

8.8.2 SOFTWOODS WORKING GROUP - GROWING LOCAL ECONOMIES FUNDING SUPPORT

RESOLUTION 285/2021

Moved: Cr David Graham
Seconded: Cr Penny Nicholson

1. **The payment of $5,454.55 (Ex GST) to Softwoods Working Group for their work in securing funding for timber haulage upgrades be endorsed.**
2. **Softwoods Working Group be congratulated for their strong advocacy and evidence preparation work for the Growing Local Economies Funding and for the successful application that will benefit the softwoods industry and the local communities.**
3. **Cootamundra-Gundagai Regional Council's position that the three Councils will continue to work with the Softwoods Working Group to develop partnerships for works on roads to benefit the softwoods industry on the basis of upfront agreed contributions be confirmed.**
4. **A Recommendation be put forward to the Next SWG meeting to review council contributions.**

CARRIED

8.9 FACILITIES

8.9.1 FACILITIES WORKS REPORT SEPTEMBER 2021

RESOLUTION 286/2021

Moved: Cr Dennis Palmer
Seconded: Cr Charlie Sheahan

The Facilities Works report for September, 2021 be received and noted.

CARRIED

8.9.2 GUNDAGAI MEMORIAL SWIMMING POOL MASTER PLAN

RESOLUTION 287/2021

Moved: Cr Doug Phillips
Seconded: Cr Penny Nicholson

1. **The submission for the proposed Gundagai War Memorial Olympic Pool Masterplan be received and noted.**
2. **Use of the Proposed Gundagai War Memorial Olympic Pool Complex Masterplan by Halliday design - dated April, 2021 be endorsed for use in future funding opportunities.**

CARRIED

8.10 WASTE, PARKS AND RECREATION

8.10.1 DOMESTIC RURAL WASTE INITIATIVE

RESOLUTION 288/2021

Moved: Cr Dennis Palmer
Seconded: Cr Leigh Bowden

The following Domestic Rural Waste Initiatives be adopted:

- **Council to issue on application 1 x 240Lt bin per residential rural property (black bin with red lid) free of charge.**
- **Single rateable properties with more than one house would have to pay for an additional annual Waste service of $69.68.**
- **The Domestic Rural Waste Initiative be funded from the waste reserves.**
- **All Domestic Rural Waste Management bins be issued on receipt of a formal application with Council, whereby all property details are recorded into Council's domestic waste management system.**

- **Each liveable rural property is limited to one service only.**
- **Each bin issued is to bear Council branding and branded Domestic Rural Waste Management. The bins remain the property of Cootamundra-Gundagai Regional Council.**
- **Unlimited visits to Cootamundra-Gundagai Regional Council landfill sites.**
- **No disposal fee on the approved Domestic Rural Waste Management bin disposed at a Cootamundra-Gundagai Regional Council Landfill site.**
- **Any unbranded bin will not be accepted at a Cootamundra-Gundagai Regional Council Landfill as part of this initiative.**
- **The Domestic Rural Waste Initiative be promoted through Council's usual mediums detailing the initiative as an improved waste management strategy throughout the local government area.**

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

11.1 CLOSED COUNCIL REPORT

RESOLUTION 289/2021

Moved: Cr Charlie Sheahan
Seconded: Cr Dennis Palmer

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

11.2 RFQ2021/29 - WATER MAIN REPLACEMENT - MACKAY STREET COOTAMUNDRA

Provisions for Confidentiality

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

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as publication of all tendered amounts would discourage potential tenderers

from submitting commercial information in the future and therefore prejudice Council's ability to secure the optimum outcome for the community.

11.3 SOUTH WEST FUELS ELECTRICITY PROVISION FINANCIAL CONSIDERATIONS

Provisions for Confidentiality

Section 10A (2) (g) – The Confidential Report contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Public Interest

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

CARRIED

11.2 RFQ2021/29 - WATER MAIN REPLACEMENT - MACKAY STREET COOTAMUNDRA

RESOLUTION 290/2021

Moved: Cr Gil Kelly
Seconded: Cr Charlie Sheahan

1. **The for the Water Main Replacement at Mackay Street Cootamundra submitted by Killard Infrastructure Pty Ltd for $177,039 (ex GST) in accordance with the details contained in the report be accepted.**
2. **Council enter into a contract with Killard Infrastructure Pty Ltd to undertake the Water Main Replacement at Mackay Street Cootamundra.**

CARRIED

11.3 SOUTH WEST FUELS ELECTRICITY PROVISION FINANCIAL CONSIDERATIONS

RESOLUTION 291/2021

Moved: Cr Gil Kelly
Seconded: Cr David Graham

Council defer the report for further consideration at the Ordinary Meeting to be held 26th October 2021.

CARRIED

11.4 RESUMPTION OF OPEN COUNCIL MEETING

RESOLUTION 292/2021

Moved: Cr David Graham
Seconded: Cr Doug Phillips

The Open Council meeting resume.

CARRIED

11.5 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS

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

The Meeting closed at 8:50 PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 26 October 2021.

..... **.....**

CHAIRPERSON **GENERAL MANAGER**

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT SEPTEMBER TO OCTOBER 2021

DOCUMENT NUMBER	358918
AUTHORISING OFFICER	Phillip McMurray, General Manager
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
ATTACHMENTS	Nil

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

RECOMMENDATION

The information in the Mayoral Minute be received and noted.

22nd September, 2021

Member for Cootamundra, Steph Cooke, MP and I held a radio interview regarding the Prince Alfred Bridge, Gundagai.

23rd September, 2021

I attended a Riverina Joint Organisation Telstra Connectivity Session.

Cr Bowden attended an Ellwood's Hall s355 Committee Meeting.

24th September, 2021

Crs Graham and Sheahan met with Gundagai stock and station agents.

28th September, 2021

Cr Sheahan attended an Adina Care Board meeting.

Cr Palmer (Deputy Mayor), Crs Bowden, Graham, Kelly, Nicholson, Phillips, Sheahan and I attended a site inspection of the Gundagai Sewage Treatment Plant.

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson, Phillips, Sheahan and I attended a Councillor Workshop.

30th September, 2021

I was a panellist on a COVID-19 webinar through the University of Newcastle.

5th October, 2021

Cr Bowden received an update of the Riverina Regional Library by the General Manager.

I attended a Prince Alfred Bridge Update meeting with representatives from Department of Crown Lands.

8th October, 2021

I attended a meeting regarding the Mt Burra Access Road.

7th October, 2021

Cr Kelly attended NSW Rural Fire Service South West Slopes Zone Liaison Committee Meeting.

Cr Bowden attended a Cootamundra Tourism Action Group meeting.

11th October

Cr Sheahan attended a Muttama Creek regeneration Group meeting.

Cr Nicholson and I attended a Gundagai Tourism Action Group Advisory Committee meeting

12th October, 2021

I attended a Riverina Joint Organisation working party meeting.

Cr Palmer (Deputy Mayor), Crs Bowden, Graham, Kelly, Nicholson, Phillips, Sheahan and I attended a Councillor Workshop.

14th October, 2021

I attended a Riverina Local Land Services Board meeting via Teams.

Cr Nicholson and I attended a Nangus Water Committee Meeting.

15th October, 2021

I attended a Riverina Eastern Regional Organisation of Councils Executive Meeting.

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 DELEGATIONS TO THE GENERAL MANAGER DURING POST ELECTION RECESS PERIOD

DOCUMENT NUMBER	358605
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To ensure that Council's General Manager has sufficient delegations to carry out the business of Council during the post-election council recess.
POLICY IMPLICATIONS	Delegations of General Manager
ATTACHMENTS	Nil

RECOMMENDATION

The Report on the Delegations to the General Manager During Post Election Recess Period be received and noted.

Introduction

In view of the council elections being conducted on 4th December, 2021 there will be an extended period of time from that date until newly elected councillors undertake the oath or affirmation at the first council meeting scheduled to be held 10th January, 2022, at which the mayor is to be elected.

Accordingly, it is appropriate to review the delegations of the general manager to ensure that the business of Council can continue to be conducted during that period. The General Manager's delegation provides the authority to the person in that position, or the person who acts in that position, all functions other than those prescribed in section 377(1) of the Local Government Act, 1993 with the following limitations:

1. The general manager is entitled to carry out any functions delegated to the council by the departmental chief executive or the minister, subject to any express limitations imposed by the departmental chief executive of minister;
2. The delegation to the general manager is limited in accordance with council's adopted policies in force from time to time, and must be performed in accordance with such policies;

3. The delegated power, authority, duty or function being performed in accordance with the Law.

It is considered that the delegations currently provided to the general manager are sufficient to facilitate the functioning of council throughout that period.

8.1.2 SOUTHERN CROSS GLIDING CLUB SUMMER CAMP 2021/22

DOCUMENT NUMBER	358828
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**2. A prosperous and resilient economy: we are innovative and 'open for business'** 2.1 The local economy is strong and diverse
FINANCIAL IMPLICATIONS	Determination of an Aerodrome User Fee
LEGISLATIVE IMPLICATIONS	Compliance with Section 610F the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Aerodrome event application 2021-22 ⇩ 2. Souther Cross Gliding Club COVID-19 Operations Manual ⇩ 3. Southern Cross Gliding Club Emergency Response Plan ⇩ 4. Southern Cross Gliding Club Safety Plan Dec-2018 ⇩ 5. Southern Cross Gliding Club Risk Assessment Dec-2018.pdf ⇩

RECOMMENDATION

1. Council determine an appropriate fee for hire of the Cootamundra Aerodrome by the Southern Cross Gliding Club for their annual Summer Camp program.

i. In accordance with section 610F of the Local Government Act, 1993 the fee for hire of the Cootamundra Aerodrome by the Southern Cross Gliding Club Summer Camp be placed on public exhibition for a period of twenty eight (28) as a permanent fee.

ii. Following the exhibition period further report be prepared and submitted to Council containing any submissions received at the end of the twenty eight day exhibition period.

iii. The new fee be adopted pending no submissions be received at the end of the twenty eight day exhibition period.

Introduction

A Southern Cross Gliders Club Summer Camp program has become an annual event in Cootamundra after the success of its first visit to Cootamundra in 2012. The Summer Camp can last for approximately two (2) weeks and delivers significant economic benefit to businesses in Cootamundra.

Discussion

There is no fee specified in the Fees and Charges for this annual event. The grass air strip is used for the take-off and landing of the gliders. Access to the terminal is provided for the administration aspect of the event, however, its use is minimal.

The Aerodrome Users Group Advisory Committee is still investigating appropriate fees for use of the aerodrome and its facilities. Page sixteen (16) of the 2021/22 Fees and Charges has a Terminal Hire fee of $500 per day (Inc. GST). There is no provision for grass air strip hire, only for runway hire fee of $2200 per day (inc. GST).

As the Gliding Club annual summer camp has a major economic benefit to the township it is proposed that the Gliding Club be charged $500 for its use of the aerodrome (grass air strip and terminal facility) and that the fee be set permanently in the annual Fees and Charges from the 2022/23 financial year. To comply with section 410D of the Local Government Act, 1993 the fee must be placed on public exhibition for a period of twenty-eight (28) days inviting submission from any interested persons.

The Gliding Club has submitted all the forms required for the event.

COOTAMUNDRA AERODROME

EVENT MANAGEMENT PLAN

EVENT NAME:

Southern Cross Gliding Club Summer Camp

EVENT DATE:

26th December 2021 – 16th January 2022

A Safety Guide for Organisers

COOTAMUNDRA REGIONAL COUNCIL GUNDAGAI
PO Box 420
COOTAMUNDRA NSW 2590
02 69402100 www.cgrc.nsw.gov.au
mail@cootamundra.nsw.gov.au

Cootamundra Aerodrome Event Application Form

Section A- about your organisation

Name of organisation: Southern Cross Gliding Club

Are you a not for profit organisation: YES

Is the organisation incorporated? YES

Does your organisation have an Australian Business Number?

YES ABN: 94 155 239 950

Is the organisation registered for GST? YES

Postal Address:

Street Number: N/A
Street: Aerodrome Road (off Macquarie Grove Road)
PO Box: 132
Suburb: Camden NSW
Post Code: 2570

Your organisation needs Public Liability insurance of $20 million?

Please submit a copy to Council. – Attached Y

Does your organisation have driver insurance? N

Please submit a copy to Council.

Applicant organisation details:

Contact Person: Mr

Surname: FERRIER

First name: ROD

Position held: Expeditions Officer

Contact Numbers-

Business: 02 9590 7633

Mobile: 0413 610 334

Email: expeditions@gliding.com.au

Section B: Event Details

Event Name: Southern Cross Gliding Club Summer Camp

Proposed Event Date: 26th December 2021 – 16th January 2022

Event Description: Describe activity and participants

The Annual Cross Country Gliding Camp is organised by our Club to enable experienced cross country pilots to carry out long distance flights and to train new pilots with limited experience to fly cross country. Approximately 10-12 gliders, one Piper Pawnee Tug plane and 30 (or more) pilots normally take part in our Club's Summer Cross Country Camp, which has been held at Cootamundra aerodrome for the past several years.

The event is organised and managed by a group of senior instructors and all operations comply with our club's and the Gliding Federation of Australia's operations and safety manuals. In order to operate on any given day it is a legal requirement that a senior instructor is onsite to authorise flying activity. Club members are well versed in managing approaches from the general public and maintaining a safe and well run operation.

Council has in the past allowed our Club the use of the Terminal Building for a single daily fee to cover the cost of power and water used. We would be grateful if the same generous terms could be extended once again to our not for profit organization. In return our club brings considerable economic benefits to Cootamundra, and we offer local residents and other visitors to the area the opportunity to enjoy Air Experience Flights in one of our two seat gliders at a significant discount to the charges applicable for the same flights at Camden.

Does your activity require CASA approval? NO

Does your event require the closing of a runway? NO

Times of activity or display:

Start date and time 26th Dec 2021 08:00

End date and time: 16th Jan 2022 18:00

Types of aviation or vehicle activity (please tick item(s))

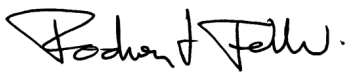
Gliding X

Other (please describe)……

Has an event management plan been prepared?

Standard Club operations and Safety Manual apply

If yes, please attach.

Applicant Signature: 

PRE-EVENT AUDIT

Description of Event and Location: ***Southern Cross Gliding Club Camp Cootamundra Airfield***

Company/Personnel/Organisation Running the Event: ***Southern Cross Gliding Club***

Date and Time: 26th Dec 2021 – 16th Jan 2022

HAZARD IDENTIFICATION Check the following and tick the appropriate box: NA=Not applicable; S=Satisfactory; US=Unsatisfactory

	NA	S	US		NA	S	US
Paperwork				**Public Matters**			
Licences of Operation	❑	☒	❑	Crowd control measures in Place	☒	❑	❑
Specialist certificates required (eg special licences)	☒	❑	❑	Fire fighting equipment	☒	❑	❑
Activities				**Site**			
Electrical equipment tagged	☒	❑	❑	Provisions for parking	❑	☒	❑
Personal protective equipment (provided and worn)	☒	❑	❑	Emergency team access	❑	☒	❑
First Aid Kit available	❑	☒	❑	Site amenities, toilets, fresh water	❑	☒	❑
Lighting is adequate for activity	❑	☒	❑	General site conditions, security, signage	❑	☒	❑
Noise control/dust control	❑	☒	❑	Rubbish disposal	❑	☒	❑
Emergency procedures, eg fire, explosion, civil disturbance, etc	❑	☒	❑				
Insurances sighted				**COMMENTS/CONTROL MEASURES:**			
Public Liability	❑	☒	❑				
Professional Indemnity	☒	❑	❑				
Other	☒	❑	❑				

EVENT ORGANISOR (PLEASE PRINT) Contact Number:

Name. Rod Ferrier Signature ..... Date 14 Sep 2021

HAZARD SUMMARY SHEET

List under the triggers below the hazards you think could occur

Hazard	Risks	Controls
Think of issues about setting up the event	No significant risks. Bringing aircraft to the airfield in trailers and rigging on the airfield.	
What are the hazards with setting up	None above and beyond normal day to day activity.	
Think of hazards relating to First Aid, providing , emergencies, etc	Many attending pilots are versed in first aid and carry first aid kits in their vehicles. The club safety plan outlines procedures for dealing with emergencies.	
During the event what could go wrong with people, parking, security, communications, etc.	A complete set of Risk assessment and emergency response scenarios are covered in the club's online safety management system. We have attached the documents SCGC Risk Assessment, SCGC Club Safety Plan and SCGC Club Emergency Response plan in lieu of completing this section.	
Pulling the event down – what might the hazards be.	Nothing encountered in previous years. Cessation of event means only that gliders are de-rigged and put into trailers for transport back to Camden.	

EVENT RISK ASSESSMENT

Organiser/Hirer	Southern Cross Gliding Club
Activity/Event	Southern Cross Gliding Club Camp
Venue	Cootamundra Airfield
Activity Date(s)	26th Dec 2021 – 16th Jan 2022
Organiser/Hirer Safety Contact Phone Numbers	Rod Ferrier 0413 610 334 (organiser) Ray Caldon 0419 417 616 (assistant organiser) Roger Perrett 0439 600 496 (Safety contact)
Venue Safety Contact Phone Numbers	As above

General Description of Activity:

- Type of Activity: Gliding Number of staff/volunteers: 20 (over the period)

Description of activity: Gliding operations, mostly club members only with experience ranging from under instruction to very experienced solo cross country pilots.

A small amount of taking locals up for air experience flights with licensed instructors covered under GFA insurance. Attached is the SCGC Risk Assessment document from our online safety management system.

Assessment completed by: Date: .....

Received by:

Sign: ..... Sign: .....

Organiser/Hirer Safety Contact Council Representative

Revisions by: (Mark all amendments with an asterisk * and attach to this cover sheet)

Date: .....

Received by:

Sign: ..... Sign: .....

Presenter/Hirer Safety Contact Council Representative

Attachments (please provide number of each)

HAZARD SUMMARY SHEET .0. NO **INDIVIDUAL HAZARD ASSESSMENT SHEETS** -	**DETAILED SITE/ACTIVITY INFORMATION SHEETS** - ..... INCLUDING FOOD HOLDER PERMIT ..... YES / NO
SUPPLEMENTARY DOCUMENTS (IF REQUIRED) -	**OTHER -** .....

Required Distribution:

Organiser/Hirer	Council Representative
Organiser /Hirer Safety Contact	Police & Emergency Services

INDIVIDUAL HAZARD ASSESSMENT SHEET

Complete a new page for each identified risk (as required)

What is the hazard?
Long grass or weed tussocks on grass runways.

What is the risk?
Aircraft wing catches on tussock and ground loop eventuates. Possible damage to aircraft.

What are the elements of the risk occurring?			
Likelihood*	Consequences*	Level of Risk*	Stakeholders

** Refer to Australian Standards terminology (Appendix)*

Action to Control the Risk		
Action	Who to take Action	Contact
Mow the grass runways	Council	

Action taken in event of hazard occurring		
Action Contact : Council	Who to take Action	Contact

INDIVIDUAL HAZARD ASSESSMENT SHEET

Complete a new page for each identified risk (as required)

What is the hazard?
White cones dividing up grass runways (besides outer markers).

What is the risk?
Risk of impacting with glider wing, potential damage to aircraft.

What are the elements of the risk occurring?			
Likelihood*	Consequences*	Level of Risk*	Stakeholders

** Refer to Australian Standards terminology (Appendix)*

Action to Control the Risk		
Action	Who to take Action	Contact
Council to remove cones as on previous occasions (if not already permanently removed).	Council	

Action taken in event of hazard occurring		
Action Contact : Council	Who to take Action	Contact

INDIVIDUAL HAZARD ASSESSMENT SHEET

Complete a new page for each identified risk (as required)

What is the hazard?
Windsock jamming.

What is the risk?
Has occurred on previous occasions. Could result in pilot making incorrect runway decision.

What are the elements of the risk occurring?			
Likelihood*	Consequences*	Level of Risk*	Stakeholders

** Refer to Australian Standards terminology (Appendix)*

Action to Control the Risk		
Action	Who to take Action	Contact
Maintain windsock.	Council	
Ground station radio calls to warn aircraft of situation (carried out on previous occurrence)	Ground Crew/ Tug Pilot	

Action taken in event of hazard occurring		
Action Contact : Council	Who to take Action	Contact

DETAILED SITE/ACTIVITY INFORMATION

Please tick those copies attached to this document:

☒ *..... Plans,*
☒ *..... Schedules,*
☒ *..... Insurance coverage documentation*

..... Other (please specify) …….

Assessment completed by: Date: .....

Sign: ..... Name: .....

Organiser/Hirer Safety Contact

Revisions by: Date: .....
Mark all amendments with an asterisk *

Sign: ..... Name: .....

Organiser/Hirer Safety Contact

Required Distribution:

Organiser/Hirer	Council Representative
Organiser/Hirer Safety Contact	Any person named in body of document

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Southern Cross Gliding Club

COVID-19 Operations Manual

The most up to date version of this document should be downloaded from www.gliding.com.au under Documents in the Members section.

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Revision Control	
Change	Date
Added Clubhouse section	27/5/2020
Changed clubhouse capacity calculation to 4sqm rule driven	15/6/2020
30 people allowed at airfield	1/11/2020

Overview: The COVID-19 world we now find ourselves in presents a lot of challenges. We are fortunate to fly in these times, but we need to be mindful of precautions and government guidelines. Please be aware of government guidelines. The government guidelines and laws are to be obeyed always. At times it may seem more convenient to perform a flight or procedure and "bend" the rules. Being seen not adhering to these rules damages the public perception of your club and gliding. Your Committee and Instructor Panel have put these guidelines in writing in a quick timeframe. You may find errors or logic that may not make sense. Please do not become a bush lawyer and try to find holes or to find "wiggle" room. Feedback is always appreciated and please send that to cfi@gliding.com.au

More importantly we do not have a cure for COVID-19 as of writing. Your actions may endanger another person at the club and in the community. SCGC does not wish to be the centre of the next outbreak in NSW. Think before you do anything, consider your fellow members and be a good citizen.

COVID-19 related guidelines and requirements in this Operations Manual may be stricter than those published by the NSW Government. This is intentional, SCGC's Risk assessment may require this at

times. There are no specific NSW Government guidelines for Gliding, apart from being a form of exercise.

Guidelines and Procedures for Back to Gliding after the COVID-19 shutdown

Author: Dave Boulter, CFI, SCGC

Updated: 1/11/2020 3:59 PM

Revision Control	
Change	Date
Added Dual pilot Operations Guidelines	23/5/2020
Removed Operation 11th May to Friday 15th May 2020	24/5/2020
Removed reference to alcohol wipes in cleaning and replaced with soapy water	24/5/2020
Added suggested feedback from members	24/5/2020
Created COVOD-19 Operations Manual to incorporate all documents in one document	24/5/2020
Moved overview section to Operations Manual front page	24/5/2020
Added latest AN 179 Issue 2 ref Cockpit cleaning	27/5/2020
Added no visiting pilots permitted	2/6/2020
Added dual flying section from Risk assessment document	2/6/2020
Changed 10 person rule to 20 person rule	15/6/2020
From 1st July 2020, Mutual flights, Family and Friends (ie pax), New members accepted again. AEFs not allowed at present.	21/6/2020
Removed restriction where an Instructor was limited to two students per day. Instructors can always indicate their preferences	8/7/2020
AEFS now allowed. Visiting pilots allowed	1/11/2020

Disclaimer: In coming to the airfield, you may be challenged by authorities regarding the purpose of the gathering. Currently Gliding is considered an "exercise" according to the Office of Sport and Recreation in NSW (thanks Michael Karas). Maintenance of aircraft has been allowed based on an Airworthiness Letter issued by Antony Smith. **The bottom line**: there is risk of a **personal fine** and SCGC runs the risk of an **organisational fine**. Do the right thing according to the Health Rules on the various NSW Government websites. **Stay 1.5m apart. Do not "hang around". Remember the 4 sqm rule.**

Operations Guidance from GFA (edited from email supplied by GFA Executive Manager Operations):

In April 2020, the Aircraft Owners and Pilots Association of Australia (AOPA) received advice from Senator Susan McDonald, on behalf of the Deputy Prime Minister, confirming that there were no specific restrictions or prohibitions placed on the operation of flight training schools. On May 11, AOPA confirmed with the Victorian Premiers Office that both recreational and private flying may be conducted within the state. Notwithstanding, pilots and training organisations are required to maintain social distancing and hygiene requirements where practicable.

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From a flight safety perspective, it is important that pilots remain both current and proficient. This means they need to meet the regulatory currency requirements, as well as maintaining their flying skills. Those regulatory currency requirements requiring a pilot to undertake a periodic flight review can only be conducted with an instructor who is responsible for the safe conduct of the flight, especially where the pilot under training is lacking recency.

As it is impossible to maintain social distancing in the cockpit of a two-seat glider, those Clubs and organisations that provide in-flight training should ensure their pilots and instructors use personal protective equipment (PPE) and maintain strict transmission reduction measures at all times, such as the flight crew wearing masks while in the cockpit, and disinfecting the cockpit of the glider (and any surfaces that have been touched) thoroughly. During ground lessons and other activities at the airport, recommended social distancing should be practiced.

Pilots and Instructors should also consider their personal risk factors related to age, health status or other considerations and use the IMSAFE check prior to flying.

COVID-19 advice and any associated regulatory requirements are made and published by Commonwealth, and State and Territory departments. As the advice and regulatory requirements are subject to change, instructors and pilots should regularly visit their relevant Government information site to keep abreast of any changes.

Regarding our time off. It has been a great time for all pilots to be on top of their checks. You should have been able to practice your CHAOTIC, FUST and HASELL. For your first flights Instructors will be looking for competency in this area.

Operations from beginning of Friday 15th May 2020:

- 30 people may attend at any time
    - Place your wish to fly and the time, morning or afternoon on the Attendance page of the club website
    - Instructors may decide that there are too many people at any time and ask a member to leave the airfield for some time and come back. Be sensible and work this out amongst yourselves before being asked.
- Visiting pilots are permitted.

The first day of operation for gliders and any pilot

- In addition to the general guidelines below on the first day of operations, we need to consider the following:
    - Daily Inspection – the gliders have been laid up for some time. There may be cables that have been attacked by vermin. Insects may have nested in static and pitot ports. Tyres have sat in the same spot. Spiders and other insects may have taken up residence in the glider. Static and pitot ports can appear to be functioning but when in the air can be found faulty. ASI, Altitude and Varios can read incorrectly in flight. It is therefore important that:
        - The first DI on any aircraft should be performed and signed off by an Instructor or by a Form 2 or Replacement of Components rated member with assistance by any member.
        - The factors above and any other items the Instructor may observe during the DI are to be taken into consideration

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- An authorised Daily Inspector not involved in that DI should double check the glider and sign it off as a second DI.

- First flights – the BGA has produced a good document. All members should download and read it: https://members.gliding.co.uk/library/uncategorised/covid19-return-to-gliding-bga-guidance/
- It refers to issues with currency and competency that we all need to consider. Essentially, we are all good when things are normal. It is when the unusual situation, an emergency or the workload becomes high that we can fail. Failure in gliding is not forgiving. All members should also read the BGA document "Managing Flying Risk" which is referenced in the above document.
    - The first day of operations will not be a marginal day
        - No strong winds
        - Little to no crosswind
        - No storms forecast
        - The CFI will approve the first day of operations for the club.

General guidelines

1. Solo currency: if you are <100 total hours and have not flown for 30 days or if you are >100 total hours and have not flown for 90 days you are not current and cannot fly without a check flight.
2. If you have any symptoms, do not come to the gliding field. Please don't try to hide it. You should, as per government guidelines, have a test. If an Instructor considers your symptoms a concern you may be asked to go home.
3. Temperature checks – the club has purchased equipment to check temperatures, and the temperature of all attendees will be taken and recorded
4. Supply of materials for cleaning the aircraft – bringing your own sanitiser is okay and encouraged, also your own clean wipes. Please do not reuse a wipe. It should be disposed of responsibly.
5. Facemasks and gloves – members are advised to wear face masks and gloves during solo flight and are required to wear facemasks during dual flight. These are to be sourced and supplied by the member. Be considerate. Sneezing or coughing inside the aircraft will compromise the aircraft. If you do, please clean the control column and instrument panel and the canopy latches at minimum.
6. Cleaning the aircraft before flight – it will be the responsibility of the pilot entering the aircraft to clean the aircraft to their satisfaction. The government has produced a guide:
7. https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf
8. GFA has produced an Airworthiness Notice:
9. http://doc.glidingaustralia.org/index.php?option=com_docman&view=download&alias=2696-gfa-179an-issue-2-cockpit-disinfection-2020-05-25&category_slug=an-151-200&Itemid=101
10. please clean the control column and instrument panel, harness buckles (not the straps) microphone and the canopy latches at minimum. Use soapy water – do not use any liquid such as Dettol.
11. Please consider possible risk in sharing parachutes, it is your decision when using a parachute used by another.

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12. Cleaning electronic equipment in the piecart. When using the tablet, give it a clean before you start using it. If you are using or monitoring the radio in the piecart consider cleaning the mike and controls before you need to answer a call from the tower.
13. First flights will be in easier aircraft unless you are a private owner.
    a. For pilots with less than a total of 50 hours solo, first solo flights after lockdown will be in ASK21 or ASK13
    b. If first flight is observed and considered competent, subsequent flight can be in any of the aircraft you are qualified to fly
14. An Instructor will be in attendance during the CHAOTIC before your first launch. If the Instructor detects any issues with your CHAOTIC, especially around "O" you may be asked to hop out and have a chat. Don't feel bad about that. It is better for all concerned if we are on top of our game at this important first flight.
15. Instructors will be in attendance during the first day of operations of any pilot restarting. If you are an Independent Operator you will still need to have an Instructor present for your first day of operation after lockdown.
16. Instructors reserve the right to not fly dual. The Instructor can still supervise operations attending on ground and flying solo themselves.
17. Tug pilots who are also L2 Instructors or above can supervise operations whilst executing both roles.
18. Social distancing at the airfield. –congregating closely is not a good idea. Keeping the general 1.5m rule, unless relaxed, is a requirement.
19. Pie cart – the 4sqm rule exists for indoor spaces that are open. Only one person should be in the pie cart at any time.
20. Social media – please consider what you post on social media. While a lot of people are out of work, our activities may be considered differently to what our exuberance brings. Particular attention to any photos that may be viewed as compromising social distancing or the number of people attending the airfield.

Dual Flying and Instructing

1. All flying, including dual flights are to be carried out in accordance with the document "Guidelines and Procedures for Back to Gliding after the COVID-19 shutdown". This document covers the special COVID-19 procedures and rules for operations at Camden.
2. An attendance Sheet is required to be filled out by members each day of flying. These are used so that pilots are conscious of watching for symptoms and for easy contact tracing in event of an outbreak. There is also a waiver that is signed by the member indicating they understand the risks involved in flying in a COVID-19 environment.
3. Temperature checks: The forehead temperature of each attendee must be taken and recorded. The Instructor the day will conduct temperature checks
4. The '30 person maximum gathering' and Social Distancing rule of 1.5 metres should be maintained at all times when not actually in the cockpit of a two seat glider.
5. Types of dual flying:
    a. Check Flights – currency, daily checks, off checks and annual checks
    b. Remedial instruction – check was not satisfactory and further short instruction required
    c. Pre-Solo training and normal Instruction– now available
    d. From 1st July 2020
        i. Mutual flights
        ii. Family and Friends (ie pax)

iii. New members accepted.

e. AEFs are now allowed.

6. Long soaring flights should be avoided. The idea of dual flying in this environment is to perform currency checks and to teach, practice or check specific skills
7. The glider interior should be thoroughly cleaned prior to each flight. Pay special attention to frequently touched surfaces such as the controls and canopy handles. Please only use a solution of soap and water only. Do not use alcohol or other disinfectant chemicals as these can be damaging to sensitive components in the glider. Take especial care around the instrument panel and do not let excess water spill or seep into the instruments or other inaccessible areas of the glider. Spilled water may cause electrical problems or corrosion of internal components. For all internal cleaning it is best to just use a damp cloth infused with a solution of soap and water.
8. While undertaking dual flying, both pilots must wear a face mask covering both mouth and nose. Suitable protective gloves are advised. This equipment should be worn whenever two pilots are seated in the cockpit or any other time pilots are closer than 1.5 meters. This PPE is to be provided by the pilots themselves. Gloves and masks are to be discarded in the correct manner and it advisable that each pilot takes their used PPE home with them.
9. Hands should be washed regularly, especially after touching gliders and other surfaces and after operating retrieve vehicles.
10. Where possible minimise the time spent with two people in the glider when not actually flying. Long discussions or lectures while seated in the glider should be avoided.
11. The Alert section of the Attendance page will be used to indicate to members whether the Instructor is willing to do dual flying.
12. Pilots must put name on list, you cannot just turn up unannounced.
13. Pilots are asked to call the Instructor on the day so there are no surprises for either pilots or Instructors. It is the pilot's responsibility to check the Instructor is okay to fly dual.
14. Pilots will be asked to respect the 30 person rule, till modified. Pilots should not hog attendance spots in advance, reducing members opportunities to share.
15. If a pilot puts their name down on the Attendance list, they are expected to turn up. If unable they should take their name off as soon as possible.

COVID-19 RISK ASSESSMENT FOR DUAL FLYING AT CAMDEN

Authors: Club Safety Officer, CFI
Updated: 11/1/2020 3:59 PM

Change Control	
Change	Date
Made changes to document after Committee meeting input dated 16/5/2020	23/5/2020
Incorporated feedback from members	24/5/2020
Visiting pilots statement added	2/6/2020
Moved dual flying considerations to "Guidelines and Procedures for Back to Gliding after the COVID-19 shutdown"	2/6/2020

Overview

With the nationwide easing of the COVID-19 restrictions, and the resumption of sport and recreation activities in NSW, Southern Cross Gliding Club (SCGC) has begun the process of returning to flying operations at Camden. Returning to flying status will be a staged process and needs to be carefully

managed in order to ensure that our activity does not create undue risk to club members or the general public.

To this end, the instructor panel has circulated to members a document entitled “Guidelines and Procedures for Back to Gliding after the COVID-19 shutdown”. This document lays out the club’s procedures for the initial return to flying status while complying with the current government requirement regards social distance, gatherings, hygiene etc.

These procedures enable us to operate to a limited extent, however current Social Distancing rules require people to stay 1.5 metres apart where possible. This rule effectively limits the occupancy of the cockpit to one, which would preclude dual flights.

As some dual flights (check/instruction flights) are considered absolutely necessary to maintain pilot proficiency and therefore pilot safety, the club will implement a risk control regime to enable dual flying in the two seat gliders with less than 1.5 metres distance between pilots.

Visiting pilots, those gliding pilots from other clubs are not permitted at this time. Exceptions are made for Instructors from other clubs approved by the CFI.

This assessment details how the club identifies and manages the risks involved with the COVID19 virus and two people in the confines of a glider cockpit.

Additional Reference Material

Reference documents include:

https://ais.gov.au/__data/assets/pdf_file/0006/730374/35845_AIS-Framework-for-Rebooting-Sport-Summary.pdf

and for current information on COVID-19, please go to https://www.nsw.gov.au/covid-19

Types of Risk SCGC faces:

Organisational Risks

Risk: SCGC is an Incorporated Association in NSW. It is required to obey rules set out in the act. Specifically, the Officers of the Club have responsibilities and liabilities.

Mitigation: All officers and members of the club are to adhere to the NSW Government requirements, and comply with all SCGC COVID-19 related rules.

Risk: SCGC has a reputation in the gliding community and with the general public, and if there is a Coronavirus infection spread into or via the club, the club's reputation may be compromised.

Mitigation: By implementing a risk mitigation process, and by carrying out its operations under defined rules and guidelines, we minimise the possibility of passing the COVID-19 infection to club members and the general public.

Member Risks

Risk: Members face financial risk if authorities decree COVID-19 rules are being broken. The max limitation of the risk is $11,000 or 6 months in gaol, or both.

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Mitigation: SCGC has developed policies and procedures which are within the current rules. However, members are responsible for ensuring that their personal activities are within the rules.

Risk: Members risk contracting from, or passing the COVID-19 virus to, other members

Mitigation: Dual procedures as outlined below. Members have been warned and they can opt to stay away from flying and return when they are comfortable.

Risk: Demographics in Gliding mean that a large number of members are in the age group where COVID-19 has had large affects.

Mitigation: Members in this demographic have been warned and it is their decision whether they attend the airfield.

Risk: A member of the general public, who may be infected, may arrive at the airfield.

Mitigation: Signs will be placed on the entrance gates asking the general public not to enter and to contact our club phone number and website for more information

Risk to the General Public

Risk: club members may contract the COVID-19 virus whilst at the airport. They may then bring the virus into the general community

Mitigation: SCGC has developed policies and procedures to manage the risk of COVID-19 transmission. This risk is no different than the risk faced in attending work, with Lifts, Public Transport

Based on the above risk identification and mitigation strategies, the Officers and Committee of SCGC believe that dual flying can be performed and will be started at the first available date.

RISK EVALUATION FOR COVID-19 TRANSMISSION IN A TWO SEAT GLIDER

This risk assessment has been prepared using the risk score calculator below.

Given the low amount of community transmission currently in NSW, there is a 'Remotely Possible' chance of this occuring. However as any transmission could have significant impact not just on the individual but the population at whole, this activity could be classed as a 'disaster' or at least 'very serious'. The activity should be given a score of 2 and something must be done about the risk as soon as possible.

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Risk score Calculator

		Consequence					
		Disaster	**Very Serious**	**Serious**	**Substan-tial**	**Minor**	Consideration MUST BE Given to the Duration Of Exposure To The Risk
Likelihood	Almost Certain	**1**	**1**	**1**	**2**	**2**	
	Likely	**1**	**1**	**2**	**2**	**2**	
	Possible	**1**	**2**	**2**	**2**	**3**	
	Remotely Possible	**2**	**2**	**2**	**3**	**3**	
	Practically Impossible	**2**	**3**	**3**	**3**	**3**	

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Likelihood / Consequence	Risk Class	Action
This Risk Class 1 Hazard has the potential to: • catastrophic Injury • cause major damage to the structure • have significant impact on the surrounding population and environment Would be expected to occur in most circumstances Exposure to the risk would be frequent or continuous	**1 (High)**	**Do Something About The Risks Immediately**
This Risk Class 2 Hazard has the potential to: • temporarily disable or seriously injure • cause major damage to the structure • breach the site boundary and pollute local environment Would probably occur in most circumstances Exposure to the risk would be occasional to infrequent	**2 (Med)**	**Do Something About These Risks As Soon As Possible**
This Risk Class 3 Hazard has the potential to: • cause minor injury/first aid • be contained within the site boundary May occur at some time Exposure to the risk would be rare to very rare	**3 (Low)**	**These Risks May Not Need Immediate Attention**

SAFETY CONTROLS FOR MANAGING THE COVID-19 RELATED RISK IN A TWO SEAT GLIDER.

Note: Some consideration should be given as to the age of pilots undertaking dual flights. These flights do carry an increased risk of transmission and due to the susceptibility of older people to the disease, this added risk should be recognised.

Please only come to the field and make yourself available for dual flying if you are confident that you are in good health and not showing any of the COVID-19 symptoms.

There is absolutely no expectation by the club for any instructor or pilot to partake in dual flying if they do not wish to.

SCGC encourages members to use the COVID-19 app on their phones to assist with contact tracing.

The following risk mitigation measures are to be applied:

Please see Dual Flying section in: “Guidelines and Procedures for Back to Gliding after the COVID-19 shutdown”

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SCGC Members and Visitors Questionnaire and Acknowledgement

The safety of our members and visitors is our over-riding priority. To prevent the spread of **COVID-19** and reduce the potential risk of exposure to our members and visitors we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone on this site. Thank you for your time and understanding.

Date:	Reason for Visit
Member/Visitors Name:	Contact Number:
Temperature as measured (if more than 37.5, please leave the airfield immediately)	

Self-Declaration by Member/Visitor	
1	Have you returned from overseas within the last 14 days? Yes ☐ No ☐
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes ☐ No ☐
3	Have you had close contact with anyone who has returned from overseas travel (including cruise ships) within the last 14 days? Yes ☐ No ☐
4	Have you experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness, difficulty breathing, impairment of sense of taste or smell)? Yes ☐ No ☐

If you answer "Yes" to any of the questions above, please do not attend the airfield until you have sought medical advice and obtained medical clearance.

COVID-19 RISK ACKNOWLEDGEMENT: I acknowledge and personally assume the risk of potential exposure to COVID-19 which might arise from participating in flying operations especially involving dual flight. I have read and understood SCGC documents entitled 'Risk Assessment For Dual Flying At Camden' and 'Guidelines and Procedures for Back to Gliding after the COVID-19 shutdown'

Signature (Member/Visitor): _____ Date: _____

If within 14 days after your lesson you experience any of the symptoms in question 4 above, please contact us immediately and advise us of your symptoms so we can take measures to manage the health and safety of our members and visitors.

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Clubhouse

The clubhouse is open for members. Current rules allow one person per 4sqm for indoor facilities. The clubhouse needs to be measured to confirm capacity. At this stage no more than **10 people** should be in the clubhouse. Once again observe social distancing. Be conscious of surfaces inside clubhouse.

Temperature checking

- As mentioned in our operations guide, temperatures will be checked on attendance.
- The Instructor of the day will perform the testing. If over 37.6 deg the backlight will be RED and an alarm will sound. MEMBER IS NOT TO REMAIN ON FIELD AND MUST KEEP AT LEAST 2M DISTANT FROM ALL OTHERS.
- After that a subsequent test will be performed. If that test fails, there is the possibility that instruments may be wrong, but for all our safety it is in best interests that the member leaves the airfield for a while.
- A subsequent test, after one hour on that day, is okay. If that test fails, it will be reported to the CFI.
- It is advisable that the member involved watch for further symptoms and consider being tested for COVID-19. Instructions for performing tests are in this document on a separate page.

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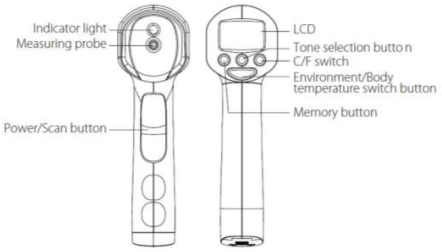
SCGC – Instructions for Use of Famidoc V-22 Digital Thermometer

Important note: This is a *non-contact* thermometer – NEVER touch the subject's skin with it.

Operation

1. Do not use until the thermometer has been at ambient temperature for about 30 min.
2. Press the "Power/Scan" button. Thermometer will perform self-checks.
3. Precautions:
    a. Do not make measurements with the subject in direct sunlight – put them in the shade.
    b. Keep mobile phones away (about 50 cm) from the thermometer when using.
    c. If the low voltage indicator shows a low battery charge, replace battery.
    d. Make sure the measuring probe window is clean and dry.
    e. Sweat, cosmetics, hair and scar tissue can cause an inaccurate readings
    f. Do not point the measurement LED at the subject's eyes
    g. Make sure the temperature units are ºC – this should be the default setting.
4. Point the probe at the subject's forehead, minimum distance 1cm, maximum 6 cm. Ideal is about 4 cm. **DO NOT TOUCH THE SKIN. Make sure there is no hair over the measurement point, that the skin is clean and dry.**
5. Press and hold the "Power/Scan" button for about 1 second, until the device beeps, then release button.
6. The temperature is displayed on the screen. If normal (less than 37.5 degrees), the backlight will be green.
7. If over 37.6 deg the backlight will be red and an alarm will sound. ***MEMBER IS NOT TO REMAIN ON FIELD AND MUST KEEP AT LEAST 2M DISTANT FROM ALL OTHERS.***
8. Thermometer will automatically shut down after 30min of inactivity.

For more information, including battery change, see full manual in piecart.



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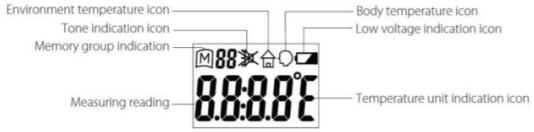

Southern Cross Gliding Club Inc

EMERGENCY RESPONSE PLAN

December 2018

Aerodrome Road
Camden Airport
Camden NSW

GPS coordinates 34.042261S, 150.691103E

0283247479
Email: secretary@gliding.com.au

SOUTHERN CROSS GLUDING CLUB INC EMERGENCY RESPONSE PLAN

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SOUTHERN CROSS GLUDING CLUB INC EMERGENCY RESPONSE PLAN

Overview

This guidance is provided for reference by Duty Instructors, Tug Pilots and Duty Pilots in the unfortunate event of accidents or incidents involving Southern Cross Gliding Club flying operations. This document describes club requirements for immediate action and informing club people, amplifying the official requirements mandated by GFA and CASA, plus key contacts and phone numbers.

Important Definitions

The following advice is important; these definitions not only delineate the severity of occurrences but also invoke different levels of required response. In accordance with the Air Navigation Act 1920 Part 2A, it is mandatory to report all **accidents, serious incidents, incidents** and **occurrences** involving civil aircraft operations in Australia and Australian-registered aircraft overseas to the Australian Transport Safety Bureau (ATSB). These requirements flow into GFA mandated requirements.

Accident - An occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight until all such persons have disembarked, in which:

1. Any person suffers death or serious injury.
2. The aircraft incurs substantial damage or structural failure.
3. The aircraft is missing or inaccessible.

Serious incident - An occurrence associated with the operation of an aircraft that affects or could affect the safety of the operation of the aircraft or that involves circumstances indicating that an accident nearly occurred. Examples include near-collisions, serious undershoots, pilot incapacitation and like occurrences.

Incident - An occurrence, other than an accident or serious incident, associated with the operation of an aircraft that affects or could affect the safety of operation of the aircraft. In practice this definition is broadly interpreted and the incident reporting system accepts any reports, requests, complaints and suggestions which relate to aviation safety.

Whilst the focus of this document is on accidents, serious incidents and occurrences involving aircraft and glider operations, it is also possible that untoward events, accidents and incidents may occur on the airfield with regard to ground operations, motor vehicles, machinery and plant, ground infrastructure or natural hazard. The same principles apply with regard to emergency response, with these requirements tailored to the demands of the situation.

References:

A. Air Navigation Act 1920 Part 2A
B. Transport Safety Investigation Act 2003 Sections 18 and 19
C. GFA Operational Regulations, Section 12 (http://www.gfa.org.au/Docs/ops/opregs.pdf)
D. GFA Manual of Standard Procedures, Section 27 (http://www.gfa.org.au/Docs/mosp2.pdf)

Signed By the Panel Chairman / CFI David Boulter.

SOUTHERN CROSS GLUDING CLUB INC EMERGENCY RESPONSE PLAN

IMMEDIATE PRIORITIES AND RESPONSES

1. **SAFETY OF LIFE**
   - Ascertain if it is safe to approach the crash/accident site.
   - Provide immediate first aid.
   - Call Emergency Services (000) if required or if in any doubt – Police, Fire, Ambulance
   - Provide immediate firefighting response
   - If required to prevent further injury, remove to safe location clear of immediate hazards
   - Ensure members of public and club members are not exposed to further hazards
   - If airborne, inform and recall duty instructor(s) – responsible for operational safety and operations supervision

2. **ASSIST EMERGENCY SERVICES**
   - Expedite their access to the accident/incident site and any deceased or injured people
   - Escort emergency services if required ensuring they do not enter active runways.
   - Assist in preserving the accident scene.
   - Observe Police instructions

3. **ENSURE SAFE TERMINATION OF FLYING OPERATIONS**
   - Recall airborne aircraft and gliders
   - Provide advice on landing requirements, blocked runway areas
   - Manage radio communications and safe ground operations
   - Terminate ground operations without interference to emergency response

NOTES -

- These immediate priorities and responses are paramount and must take precedence over lower priority responses described below.
- When an accident or serious incident occurs, people will be stressed and will tend to react instinctively, sometimes focusing on lower priority issues.
- Restoring a sense of calm and discipline is very important.
- Clear delegation of tasks to individuals is very important.
- People will respond positively to calm and assured leadership.
- The number one rostered instructor is ultimately responsible for managing the response to an accident or serious incident, as he/she is responsible for operational safety and operations supervision.
- If airborne, another instructor may act on his or her behalf.
- Failing that, the tug pilot or duty pilot should act on his or her behalf until the instructor returns.

SOUTHERN CROSS GLUDING CLUB INC EMERGENCY RESPONSE PLAN

HIGH PRIORITIES AND RESPONSES

Having ensured that the immediate priorities and responses are being or have been undertaken, the following high priority actions should be pursued.

Records:

- prepare and collect accounts of the accident or incident, plus relevant data and imagery as soon as possible prepare and collect independent written statements from witnesses and those attending the scene, having briefed them on the importance of recording their own observations and actions, with minimum discussion with others – Pro Forma is attached
- take and retain photographs
- take measurements and prepare diagrams
- retain meteorological forecast printouts and data

Note: If Police officers retain any records and documents, recommend delegating someone to accompany officers to the station to collect photocopies of those documents.

Ensure preservation of physical evidence:

- assist Police and investigation authorities
- aircraft or wreckage may have to remain at the scene or on runway, if no further safety hazard
- photographs are important before any physical evidence is moved
- covering or protection of evidence may be required

Note: Physical evidence may be collected by Police or other authorities. If this occurs, keep an inventory of what evidence is collected.

Inform Club Operations (Panel Chairman / CFI) and Club Management (President), or their deputies:

- contact details are attached
- they will assist in these responses and may mobilise help for duty crew on the scene

If fatality, inform ATSB and GFA Operations:

- contact details are attached
- either duty instructor, or Panel Chairman / CFI should do this

If aircraft overdue or location unknown, call AUSSAR

- contact details are attached
- collect accounts or statements of last known movements, radio transmissions
- consider using tow plane and other gliders airborne as search or radio relay assets
- ensure listening watch on distress frequency 121.5MHz
- ensure clubhouse phone and mobile numbers are working and monitored

Manage members of public, limit access

- safety of members of the public present on the field is paramount
- members of the public who are witnesses should be carefully debriefed and contact information retained for follow-on contact
- delegate a club member to man the airfield gate to limit access to essential

SOUTHERN CROSS GLUDING CLUB INC EMERGENCY RESPONSE PLAN

people only, politely decline access to spectators and gawkers in order to assist duty crew and emergency services to manage the scene, reduce movement of physical evidence, limit exposure to hazards, and better manage stress or trauma of those affected • if there is a fatality, media and public should be advised it is a Coronial issue under investigation by the Police Note: If there is a fatality, the airfield will be closed and technically becomes a crime scene. Police will require strict access controls. Manage media access or inquiries, limit public comment • if media are present at the time, ensure they are escorted by a club member at all times and refer them to duty instructor • defer comment to club officials, the designated Point of Contact – for an accident or serious operational incident, this will normally be the Chairman of the Instructors Panel / CFI • if time permits, draft a very short summary of the key facts regarding the accident or incident • if there is a fatality, DO NOT release names of victims • if there is a fatality, media and public should be advised it is a Coronial issue under investigation by the Police Manage club members present on the field • focus on the key facts, try to avoid or limit speculation • affirm assistance will be provided to deal with any stress or trauma • affirm that it is normal for strong emotions to be felt, that may require expression and comfort • get statements in writing from club members present as to what they did or did not see, what their actions were • get a complete list of members present and contact information **NOTES**: • These responses are important but must always be lower precedence than the Immediate Priorities and Responses, which may require continuing attention and oversight whilst these responses are being addressed. • When an accident or serious incident occurs, people will be stressed and will tend to react instinctively, sometimes focusing on lower priority issues. • After the initial essential responses, people will want to express their emotions and seek out explanations. • Maintaining a focus on the key facts and most important actions, whilst instilling sense of calm and discipline is very important. • Clear delegation of tasks to individuals is very important, noting that many activities here must occur in parallel. • People will respond positively to calm and assured leadership. • If there is a fatality, Police officers will have authority over many issues on the airfield, but as non-aviators will require expert advice and counsel on what actions are appropriate. The duty instructor must therefore establish a direct clear relationship with the Police officer-in-charge on the scene. The airfield must be closed and access controlled. • If in doubt, seek advice and support from the Panel Chairman / CFI and Club President, as appropriate.	

FOLLOW UP ACTIONS

In the follow-on stage after an accident or serious incident, there will be a transition of focus from on-field activities supervised by the duty instructor, to whole-of-club management of responses, both on and away from the airfield.

The follow-on priorities and responses will be unique to each event, but the following checklist should be referred to for guidance and allocation of lead responsibilities. Some are not essential actions, but reminders of issues to be considered.

These are no order of precedence.

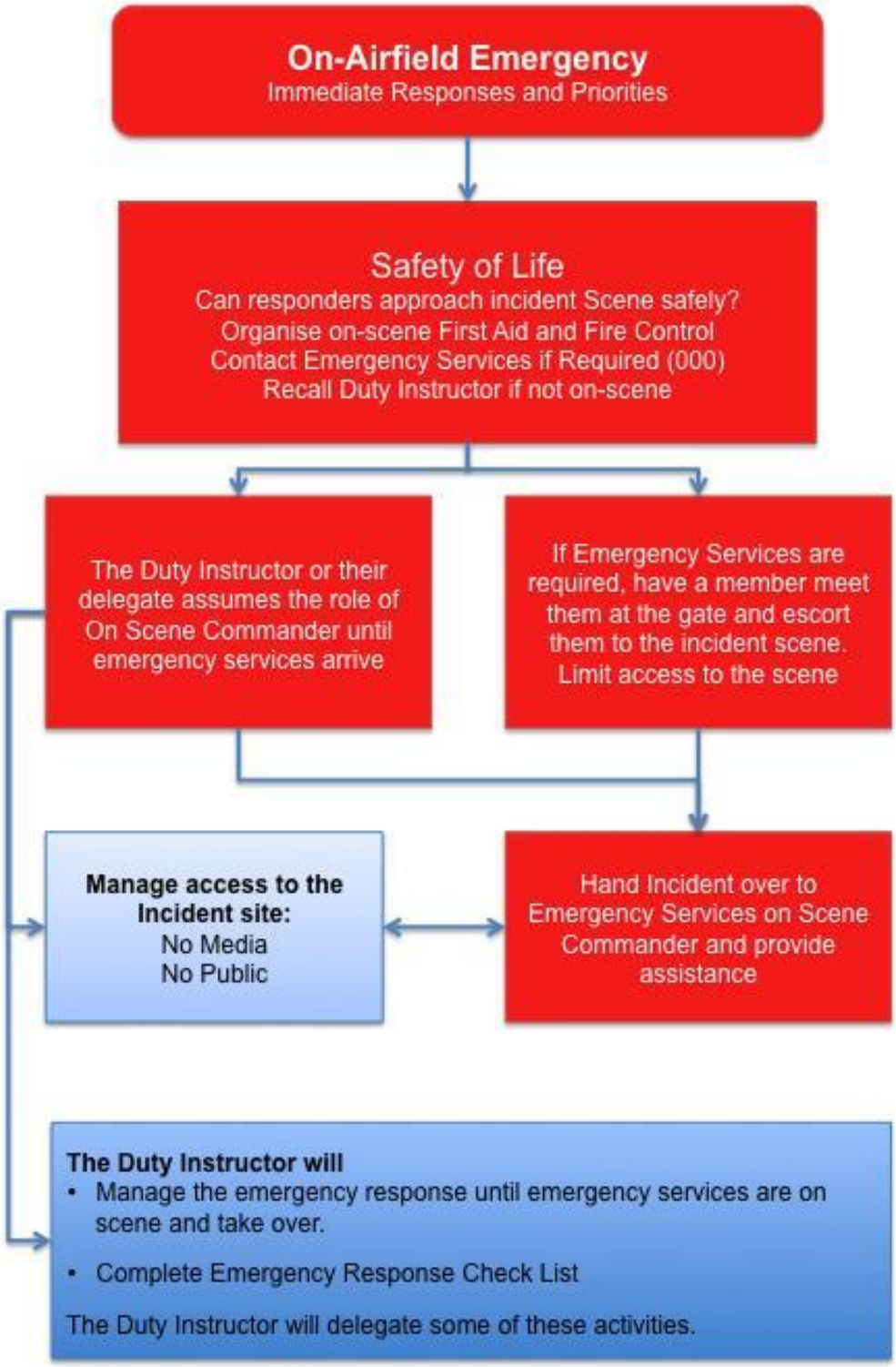
- "Hot Debrief" – as soon as possible hold a debrief of all members and visitors involved in the incident
- Prepare a briefing for the club panel meeting
- Submit accident/incident report on SOAR (www.glidingaustralia.org)
- Accident and incident analysis with Instructors panel and Safety Committee.
- Review Risk assessment to evaluate gaps, review containment plans. Update Risk assessment.
- Provision of counseling and support for stress or trauma
- Media Point of Contact, Public Affairs (normally Panel Chairman/CFI, supported by President)
- Liaison with families of affected people
- Insurance responses and claims management
- Liaison with Police, Coroner
- Compilation of GFA Accident Report through CIP/CFI
- Compilation of ATSB Accident Report through CIP/CFI
- Liaison with CTO(Ops) and GFA and RTO(Ops)
- Liaison with CTO(Airworthiness) and RTO(A) on airworthiness issues and investigations
- Record keeping
- Legal risks and liaison, representation issues
- Hospital / family / funeral attendance and liaison

SOUTHERN CROSS GLUDING CLUB INC EMERGENCY RESPONSE PLAN

- Follow up Incident Debrief – Operations – Safety Management, other Stake Holders
- Document changes to Safety Management System
- Ongoing support for people affected
- Reputation management, media and local community relations
- Further advice to GFA, and other gliding clubs
- Information flow and containment of speculation
- Arrange follow-on GFA Operations Status Check or review by external instructor
- CASA liaison on AOC, Chief Pilot issues
- Review and amendment of Emergency Response Plan
- Provision of other aids and resources to duty crew
- Support to office bearers
-
- Succession of office bearers

SOUTHERN CROSS GLUDING CLUB INC EMERGENCY RESPONSE PLAN

AIRCRAFT ACCIDENT EMERGENCY RESPONSE FLOWCHART



Initial Response Actions

SOUTHERN CROSS GLUDING CLUB INC EMERGENCY RESPONSE PLAN

EMERGENCY RESPONSE CHECKLIST

- Assess Scene
- Render Assistance if safe to do so (do not endanger responders)
- Call Emergency Services (000) – refer to "Emergency Response Flow Chart" Annex A
- Allocate duties to assisting members
    - Look after survivors safety/welfare
    - Secure and protect scene (Evidence)
    - Arrange for a member to meet emergency services at the main gate or muster area.
    - Limit access to scene to only those who need to be there.
    - Manage witnesses and other members and visitors on the airfield.
- Commence Incident Log Annex C
- **If Emergency Services are required transfer Incident Management to their On-scene Commander on their arrival.**

Post Initial Response Actions

- Suspend Flying Operations
- Recall and account for all Gliders (use the duty pilots log sheet)
- Quarantine all operational documents relating to the incident flight
- Complete Incident Details on Occurrence Report Form (GFA-SMS-024) – this information will be transferred into IRIS
- Obtain Witness statements - Annex E1 & E2

Notifications

Refer to Emergency Contact List (Annex D)

- CFI/Chairman of the Training Panel (request that they notify RMO and EMO)
- President/Vice President
- Club Safety Manager/Officer
- Property owner
- ATSB
- AusSAR (if a Distress Beacon has been activated)

Hot Debrief

Once Initial responses are complete and the survivors have been looked after, where ever possible conduct a "Hot Debrief" while events are fresh in everyone's mind; record comments and outcomes on the Incident Log (Annex C).

SOUTHERN CROSS GLUDING CLUB INC EMERGENCY RESPONSE PLAN

Document Check List

List of supporting documents known as Annex

Document Name	GFA Revision Number	Issue Date	Club Revision and Date
Overdue Aircraft Checklist	0	16/09/2013	November 2018
Incident Response Log	0	16/09/2013	November 2018
Witness Report List	0	16/09/2013	November 2018
Witness Statement Form	0	16/09/2013	November 2018
ERP Audit Check List	0	16/09/2013	November 2018

SOUTHERN CROSS GLUDING CLUB INC EMERGENCY RESPONSE PLAN

Camden Airfield - Emergency Contact Numbers

Current at November 2018

Emergency Phone - 000	**Be prepared to provide information in the following order:** • Who you are - Including a Contact phone number • Where you are (Camden Airport) • Situation or what the problem is • Required Response
Emergency Text - 106	
Mobile any network - 112	
Be prepared to stay on the line to assist emergency responders	

Additional Emergency Contact Phone Contacts

Camden Police Station	**4655 0599**
Local Ambulance Service	**000**
Camden Fire Station	**4658 1688**
RCCAus (lost or overdue aircraft)	**1800 815 257**

Club

Chief Flying Instructor (CFI)	Dave Boulter 0417 705 997
Club President	Justin Couch 0468 696 835
Club Secretary	Michael Karas 0406 868 482
Club Safety Officer	Roger Perrett 0439 600 496

GFA Operations

Regional Manager Operations NSW (RMO)	Patrick Barfield 0403 330 144
Regional Safety Advisor NSW	Mike Cleaver 0403 840 607
Executive Manager Operations (EMO)	Christopher Thorpe 0414 476 151

ATSB Hotline (H24)	1800 011 034

Southern Cross Gliding Club Inc

Club Safety Plan

Version: December 2018

Aerodrome Road
Camden Airport
Camden NSW 2175
02 8324 7479

Southern Cross Gliding Club Inc **Club Safety Plan**

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Southern Cross Gliding Club Inc **Club Safety Plan**

1. INTRODUCTION

This Club Safety Plan is related to the Gliding Federation of Australia's (GFA) Safety Management System.

This Club Safety Plan is designed to meet the needs of gliding clubs when they first introduce safety management. It can be expanded over time as members develop their experience and knowledge.

This basic version of the Club Safety Plan does not require Clubs to necessarily appoint dedicated Safety Officers nor to hold separate Safety Meetings. Clubs may move to this level if it is deemed beneficial.

2. SAFETY POLICY AND OBJECTIVES

2.1 Management Commitment and Responsibilities

2.1.1 Safety Policy

Our commitment is to:

- develop and embed a safety culture in all our organisation's activities that recognises the importance and value of effective aviation safety management and acknowledges at all times that safety is paramount;
- comply with the GFA Manual of Standard Procedures at all times
- minimise the risks associated with all Club activities to a point to achieve an Acceptable Level of Safety (ALoS);
- comply with relevant legislative and regulatory requirements and standards;
- achieve the highest levels of safety performance in all our Club's activities;
- aim to continually improve our safety performance ;

Signature

Accountable Manager - Justin Couch President

2.2 Safety Accountability and Responsibilities

2.2.1 Accountable Manager (AM)

The Accountable Manager has overall responsibility for the performance and supervision of the Club Safety Plan and must (among other things):

- establish and promote the GFA Safety Management System required by the Deed of Agreement between the GFA and CASA, and legislation;
- have been appointed with responsibility and accountability for the club safety systems to ensure it is properly implemented and performing to requirements;
- have control of the financial and human resources required for the proper implementation of the gliding club's safety systems.

2.2.2 Club Safety Officer (CSO)

The name of the CSO is specified in Item B of the Reference Schedule.

The CSO ensures that the Accountable Manager is kept properly informed on safety matters.

The CSO primary responsibilities are to ensure, amongst others:

- That safety awareness and a positive safety culture is promoted;
- That safety performance of the club is evaluated annually and the safety Policy and documents updated as required.
- That the Emergency Response Plan (ERP) is maintained and publicly available.
- That Risk Assessments are conducted and reviewed annually
- That actions are implemented to overcome higher risks
- That Internal safety audits are completed and shared with the Regional Safety Manager;
- Liaison with the GFA Regional Safety Manager;
- That incident and accident investigations are undertaken and reported;
- liaison with CASA and the Australian Transport Safety Bureau (ATSB) on safety-related issues is undertaken when required;

2.2.3 Safety Committee (SC)

The club's Safety Committee comprises:

The club's Safety Committee comprises the AM, CSO and the Club Committee may appoint such other persons as it thinks fit as members of the SC. The
names of the members of the SC are specified in Item C of the Reference Schedule.

Minutes of the Safety Committee discussions must be readily available to all members.

Issues dealt with by the Club Safety Committee will include:

- overseeing operational safety;
- managing hazard identification activities;
- implementing mitigation or corrective actions;
- reviewing the safety performance and outcome

2.2.4 Members

All Members:

- Must ensure that they comply with all GFA and the gliding club's safety policies, procedures and practices, MOSP, etc;
- Are responsible and accountable for monitoring the organisation for hazards and for reporting each identified hazard; and
- Must report each incident or accident that they are involved in, witness or become aware of through the GFA SOAR reporting system

3. EMERGENCY RESPONSE PLAN

3.1 Preparedness

The Gliding Club and its members must be prepared to react appropriately to an emergency situation. The club's **Emergency Response Plan (ERP)** provides guidance on appropriate steps and relevant contact numbers (see ERP Template). The ERP provides an appropriate list of issues that need to be addressed for emergency preparedness. This includes but is not limited to:

- Roles;
- Communication protocols;
- Equipment; and
- Contacts

3.2 Response

The Emergency Response Plan (ERP) will be activated in the event of a major occurrence. It is designed to ensure that the following is in place prior to an adverse event occurring:

- orderly and efficient transition from normal to emergency operations;
- delegation of emergency responsibilities;
- assignment of emergency responsibilities;
- authorization by key personnel for actions contained in the plan;
- coordination of efforts to cope with the emergency;
- safe continuation of operations or return to normal operations as soon as possible;
- planned and coordinated action to ensure the risks attributable to a major safety event can be managed and minimized.

The ERP must be available to club members, and explained to new members.

A laminated copy of the ERP flow chart and contacts pages must be kept beside the telephone at the airfield.

4. SAFETY RISK MANAGEMENT

4.1 Overview

The safety risk management process starts with identifying the hazards affecting the safety of the organisation and then assessing the risks associated with the hazards in terms of likelihood and severity. Once the level of risk is identified, appropriate remedial action or mitigation measures can be implemented to reduce the level of risk to an acceptable level of safety (ALoS). These will then be measured to ensure effectiveness.

The club has adopted the GFA Risk Management Process, which is found in the Safety area of the GFA Website. Refer to www.glidingaustralia.org - Safety- Risk Management Toolkit:

- GFA Risk Presentation
- GFA Risk Evaluation Tool
- GFA Risk Assessment Matrix
- GFA Risk Assessment Template

4.2 Reporting Systems

The club understands that through the safety reporting system, underlying situations or conditions that have the potential to endanger the safety of its activities can be identified. Greater levels of reporting, even what may be classified as minor issues, will allow the Club to monitor the safety performance of the organisation and to identify developing safety trends.

The investigation process will not focus solely on the active failures, as they are not the root cause of the event. All investigations will attempt to address the root causes that contributed to the event.

4.2.1 Internal Reporting System

The club will ensure its members and those organisations that interface with it are encouraged to actively participate in the safety reporting system. Safety reports will be submitted using the Safety Report Form or via the GFA SOAR system. Copies of the form are available in the Clubrooms and once completed will be handed over or emailed to the CSO.

Upon receipt of a report, the CSO will evaluate and prioritise the report, complete the relevant sections and coordinate any action required.

4.2.2 Statutory Reporting Requirements

The Club will ensure its members comply with the statutory reporting requirements of the Transport Safety Investigation Act 2003 in relation to accidents and serious incidents that affect the safety of aircraft.

5. Reference Schedule

A AM Justin Couch
B CSO Roger Perrett
C SC Justin couch (AM)
Roger Perrett (CSO)
Dave Boulter (CFI)

Risk ID	Define the Risk	How Serious?	How Likely?	Category	Mitigation measures put in place	Specific action(s) still required	Responsible Persons	Do these mitigations reduce the risk to an acceptable level?
Air Operations								
A01	Aircraft collision in flight due pilot error resulting in bailout, injury, or fatality and significant aircraft damage or write-off	**Catastrophic**	**Very Unlikely**	**Medium**	Flarm in all club planes, Look out training and annual check flight.	Recurring training.	Pilot in command	Yes
A02	Aircraft collision due weather conditions resulting in bailout, injury, or fatality and significant aircraft damage or write-off	**Catastrophic**	**Very Unlikely**	**Medium**	Morning weather briefings. In air weather warnings from ground.	None	Pilot in command	Yes
A03	Aircraft Collision with Bird/s resulting in bailout, injury, or fatality and significant aircraft damage or write-off	**Significant**	**Very Unlikely**	**Medium**	Lookout. Fly away from birds when noticed. Avoid areas of conflict.	None	Pilot in command	Yes
A04	Heavy landing resulting in back injury, other serious injury or fatality	**Significant**	**Unlikely**	**High**	Re-training following incident and observing landings at other times by instructors	Regular monitor of that pilot	Instructor	Yes
A05	Aircraft Accident or Incident due mechanical failure or incorrect/inappropriate maintenance, resulting in bailout, injury, or fatality and significant aircraft damage or write-off	**Significant**	**Very Unlikely**	**Medium**	Regular DI courses for new members. Safety management system for glider workshop.	regular review	CFI. Glider Engineer	Yes
A06	Aircraft accident or incident due to cable break or tug engine failure	**Notable**	**Possible**	**Medium**	Scheduled maintenance complied with. Winch launching not used at SCGC	Scheduled maintenance continues	Wing runner. Aircraft LAME	Yes
A07	Accidental release on ground roll/takeoff resulting in aircraft damage	**Minor**	**Possible**	Low	Training and proper procedures	Continuing	Pilot in command	Yes
A08	Accidental release/rope break in flight below 500 ft	**Notable**	**Unlikely**	**Medium**	Monitoring or rope condition. Emergency release training	Continuing	Instructor. Tow pilot. Pilot	Yes
A9	Accidental release/rope break in flight above 500 ft	**Minor**	**Unlikely**	Low	Monitoring or rope condition. Emergency release training	Continuing	Instructor. Tow pilot. Pilot	Yes
A10	Canopy opens in flight, coming off, damaging wing or tail, or causing other in-flight emergency	**Notable**	**Unlikely**	**Medium**	CHAOTIC check each launch. Wing runner confirming canopy check.	Each launch	Pilot in command	Yes
A11	Loss of directional control on ground run (takeoff or landing) in crosswinds. Collision with fixed objects causing moderate to significant a/c damage and possible injury.	**Moderate**	**Possible**	**Medium**	Continued crosswind training. Change runways in need.	Monitor low hour pilots.	Pilot in command. Instructor.	Yes
A12	Hookup/unable to release rope In flight.	**Moderate**	**Very Unlikely**	Low	Release checked for first flight each day. Emergency training with annual check flight	None	Pilot in command. Instructor.	Yes
A13	Landing strip occupied with vehicles/personnel/aircraft causing possible damage or difficult changes to landing options	**Notable**	**Possible**	**Medium**	Enforcement of Club policy to remove aircraft quickly and only allow vehicles when retrieving aircraft.	None	Pilots and ground crews.	Yes
A14	Running out of height resulting in turns low to the ground, stalling and spinning in, serious injury/fatality	**Significant**	**Possible**	**High**	Re-training following incident and observing landings at other times by instructors	None	Pilot in command	Yes

Risk ID	Define the Risk	How Serious?	How Likely?	Category	Mitigation measures put in place	Specific action(s) still required	Responsible Persons	Do these mitigations reduce the risk to an acceptable level?
A15	Loss of control in circuit results in turns low to the ground, stalling and spinning in, serious injury/fatality High hr pilot	Significant	Very Unlikely	Medium	Re-training following incident and observing landings at other times by instructors	Continuing	Pilot in command	Yes
A16	Loss of control in circuit results in turns low to the ground, stalling and spinning in, serious injury/fatality low hr pilot	Significant	Unlikely	High	Re-training following incident and observing landings at other times by instructors	Continuing	Pilot in command	Yes
A17	Flying into controlled or restricted airspace resulting in adverse reaction from authorities; breach of regulations, or aircraft conflict.	Notable	Unlikely	Medium	Re-educate pilot on airspace restrictions.	Reminder at daily briefings	Pilot in command	Yes
A18	Wheels-up landing	Minor	Possible	Low	Reinforce importance of pre-landing check (FUST)	None	Pilot in command	Yes
A19	Incorrectly rigged aircraft (controls not connected or jammed)	Significant	Unlikely	High	Proper daily inspection. Enforce dual control check after rigging. Reinforce ABCD check	None	Daily Inspector	Yes
A20	Incorrect weight and balance from Form 2 or other modifications made to a/c	Moderate	Unlikely	Low	Comply with Form 2 requirements	None	Aircraft Engineer	Yes
A21	Incorrect centre of gravity due to pilot weight or incorrect ballast weights causing flight accident	Significant	Unlikely	High	Placard restrictions. Pre-flight check brings attention to ballast	All AEF's should be weighed regardless of them declaring their weight.	Pilot in command/Instructor	Yes
A22	Other airfield users cause risk to the gliding operation	Moderate	Very Unlikely	Low	Ensure protocols adhered to.	Continuing	Airport Users	Yes
A23	The gliding operation causes risk to other airfield users	Moderate	Very Unlikely	Low	Ensure protocols adhered to.	None	Airport Users	Yes
A24	Contra-rotating circuits cause potential for collision on base and final	Notable	Very Unlikely	Low	Lookout. In circuit radio calls.	None	Pilots In Command	Yes
A25	Opposite takeoff and landing direction cause potential for in-flight conflict and collision	Notable	Very Unlikely	Low	Radio intentions if landing is unavoidable.	None	Pilot in command and briefing of pilots	Yes
A26	Storms and microbursts cause landing accidents	Significant	Very Unlikely	Medium	Heed weather briefings. Be aware of changing weather	None	Pilot in command.	Yes
A27	Landing into the sun causes limited vision and landing accident	Moderate	Unlikely	Low	Proper eye-ware. Good downwind and base leg inspection of airfield.	None	Pilot in command.	Yes
A28	Radio failure/no radio prevents communication on hazards, events and danger	Notable	Unlikely	Medium	All gliders to have working radio prior to launch. Take extra care if radio fails in flight.	Regular radio checks.	Pilot in command.	Yes
A30	Taking off with tail dolly still attached, subsequent rearward CG causing loss of controland accident.	Significant	Unlikely	High	Reinforce ABCD check. (D=Dolly removed). Wingperson to provide backup check	None	Pilot in command and wingperson.	Yes
Ground Operations								

Risk ID	Define the Risk	How Serious?	How Likely?	Category	Mitigation measures put in place	Specific action(s) still required	Responsible Persons	Do these mitigations reduce the risk to an acceptable level?
B01	Damage to aircraft by incorrect methods of moving. Most aircraft damage occurs during ground handling	Moderate	Likely	Medium	Education of club members	Continuing	Club Members	Yes
B02	Aircraft collision during ground towing operations	Moderate	Unlikely	Low	Education of club members	None	Club Members	Yes
B03	General injuries in ground handling activities - Back injury from lifting; head injuries from lifting wings, turning aircraft etc.	Moderate	Possible	Medium	Seek assistance for these tasks. Education of members.	Continuing	Club Members	Yes
B04	Aircraft accident due to inadvertent engine start during ground handling	Moderate	Very Unlikely	Low	Follow recognised starting procedures .	None	Pilot in command.	Yes
B05	Operation of cars on airfield interfere with incoming or taking off aircraft	Notable	Likely	High	Enforcement of Club policy to only allow vehicles when retrieving aircraft. Diligent lookout by driver	Ongoing monitoring	Pilots and ground crews.	Yes
B06	Security threat by unauthorised persons	Moderate	Very Unlikely	Low	Council signs warn of penalties for unauthorised entry. Duty personnel to police known infringements.	None	Club Members	Yes
B07	Unauthorised glider maintenance causing damage or failures	Notable	Very Unlikely	Low	Report any suspected infringements.	None	Club members. Instructors. Glider Engineer.	Yes
B08	Aircraft movements within hangars	Minor	Possible	Low	Education of members	None	Everyone!	Yes
Facility Management								
C01	Club facilities cause slips, trips, falls (e.g. steps, roofs, etc.)	Moderate	Very Unlikely	Low	Floor coverings fully maintained. Wet area cleaning signs used. Members advised to clean kitchen and bar areas after use.		Committee	Yes
C02	Building fire causing loss of club records, assets, and possible injury	Significant	Very Unlikely	Medium	Buildings and contents are insured against fire. Fire services and smoke alarms are installed and maintained	Club records to be backed up and stored off site.	Committee	Yes
C03	Hangar fire destroys gliders	Significant	Very Unlikely	Medium	Hanger Keepers insurance cover is in place. No combustible loose materials kept in hangars. Hangar is kept clean.		Committee	Yes
C04	Oxygen explosion			#N/A	No oxygen equipment kept in club hangars.			
C05	Bunkhouse fire causing possible fatality	Notable	Very Unlikely	Low	Regular inspection and maintenance of fire alarms completed 8/5/12. Hydrants/hose-reels inspected by CFA 30/4/12	None	Aeropark Committee	Yes
C06	Electric shock from faulty wiring	Significant	Very Unlikely	Medium	Maintenance and additional installation only to be carried out by qualified contractors.	None	Aeropark Committee	Yes
				#N/A				
General Public and other Land users								

Risk ID	Define the Risk	How Serious?	How Likely?	Category	Mitigation measures put in place	Specific action(s) still required	Responsible Persons	Do these mitigations reduce the risk to an acceptable level?
D01	Visitors and general public hurt by entering operational areas	Notable	Very Unlikely	Low	Signs placed at operational areas. Duty personnel supervision of visitors.	None	Duty personnel	Yes
D02	Visitors and general public obstruct airfield landing path	Notable	Very Unlikely	Low	Signs placed at operational areas. Duty personnel supervision of visitors.	None	Duty personnel	Yes
D03	Noise disrupts local landowners	Minor	Unlikely	Low	Tow pilots aware not to overfly built up areas.	None	Tuggies	
D04	Visitors unfamiliar undertaking tasks unsupervised or trained resulting in a/c damage or injury.	Minor	Very Unlikely	Low	Visitors to be prevented from undertaking tasks without proper training or supervision.	None	Duty personnel	
D05	Unsupervised children and animals	Minor	Unlikely	Low	Duty personnel to be made aware. Animals must be adequately restrained	None	Duty personnel	
				#N/A				
Towing								
E01	Fire whilst refuelling	Significant	Very Unlikely	Medium	Fire Extinguishers in tugs and at fuel shed. Earth straps fitted.	None	Pilot in command	Yes
E02	Spill of fuel contacting personnel.	Minor	Possible	Low	Due care whilst refuelling. Mobile stair provided	None	Pilot in command	Yes
E03	Unauthorised tug maintenance causing failures	Significant	Very Unlikely	Medium	Pilots are briefed on allowable maintenance and listed is in tugs. Green slip maintenance requests are encouraged for LAME action	None	Tug Master	Yes
				#N/A				
Winching								
F01	Winch wire drags over objects			#N/A				
F02	Winch wire catches objects			#N/A				
F03	Winch wire drifts into circuit traffic			#N/A				
F04	Winch wire interferes with power a/c (including tug) or other airfield users			#N/A				

Risk ID	Define the Risk	How Serious?	How Likely?	Category	Mitigation measures put in place	Specific action(s) still required	Responsible Persons	Do these mitigations reduce the risk to an acceptable level?
F05	Stalling off winch launch			#N/A				
F06	Cable break/launch failure in the first 100 feet causes major accident			#N/A				
F07	Wing drop in early winch launch phase/ground roll causes cartwheel.			#N/A				
				#N/A				
Pilot Health								
G01	Pilot fatigue causes misjudgement in any aspect of flying	Significant	Possible	High	To be addressed during abinitio training. Pilot education at morning briefings. To be added to annual check flight list of mandatory items.	Continuing	Pilot in command	Yes
G02	Medical conditions result in being disabled in flight - serious accident or fatality	Catastrophic	Very Unlikely	Medium	Self declaration of medical fitness. GP's certificate of fitness or CASA medical certificate is mandated.	None	Pilot completes self declaration and GFA checks when submitted.	Yes
G03	Pilots fly under the influence of alcohol or drugs	Significant	Very Unlikely	Medium	Common sense and self discipline.	Continuing	Pilot in command	Yes
G04	Snake Bite	Notable	Very Unlikely	Low	Individual's awareness and appropriate footwear.	None	Individuals	Yes
G05	Risk of dehydration/UV Damage/heat exhaustion.	Notable	Likely	High	Repeated warnings at morning briefings.	None	Pilot in command	Yes
G06	Pilot deterioration with age	Notable	Likely	High	Observation of pilots performance by other members and brought to CFI's attention for action. Sometimes noticed by the pilot involved.	Continuing	Instructors and Pilot in command	Yes
				#N/A				
Visiting Pilots								
H01	Visiting pilots do not know local rules and cause accident or breach club rules or infringe airspace	Notable	Unlikely	Medium	Visiting pilots given club document on local rules and morning briefings also mention issues. SCGC web site documents these matters	None	SCGC operations	Yes
				#N/A				
Emergencies								
I01	Emergency Services a long way from the airfield	Notable	Very Unlikely	Low	Not applicable for Camden Aerodrome	None	N/A	Yes

Risk ID	Define the Risk	How Serious?	How Likely?	Category	Mitigation measures put in place	Specific action(s) still required	Responsible Persons	Do these mitigations reduce the risk to an acceptable level?
I02	Inappropriate or untimely response to incident, resulting in increased severity of incident and lack of response by emergency services.	Significant	Very Unlikely	Medium	Immediate notification of Authorities. Be prepared to do what ever possible ourselves	None	SCGC personnel	Yes
Cross Country Flying								
J01	Poor paddock selection for outlanding causes accident	Significant	Possible	High	Outlanding course offered annually. Pilot practical training and lectures. Use of Simulator during courses.	None	Pilot and instructors	Yes
J02	Outlanding in remote area causes significant delay in retrieve and pilot dehydration etc.	Notable	Unlikely	Medium	Ensure SAR policy adhered to. Radio and telephone use. Encourage use of "Spot" and EPIRB.	None	Pilot and retrieve crew	Yes
J03	Missing pilot	Notable	Unlikely	Medium	Ensure SAR policy adhered to. Radio and telephone use. Engage SAR at defined time. Encourage use of "Spot" etc.. (as Risk ID J02)	None	SCGC	Yes
J04	Contacting fence on outlanding, causing fatality	Catastrophic	Unlikely	High	Constant reminders and outlanding exercises. Use the "Simulator"; scenarios available.	Continuing	SCGC	Yes
J05	Mid air collision (see Air operations)			#N/A				Yes
J06	Getting lost and over reliance on GPS etc.	Moderate	Unlikely	Low	Must carry maps from ERSA, ERC, WAC, ZNC and VTC as appropriate for the route being flown.	None	Pilot in command	Yes
J07				#N/A				
Ab Initio Training and Continuous training								
K01	Ab Initio inadequate training standards	Notable	Very Unlikely	Low	Review quality of training regularly as required	Continuing	Instructors	Yes
K02	Inadequate annual flight checks	Moderate	Unlikely	Low	Documented annual flight review sheet forwarded to CFI detailing items covered and outcome.	None	Instructors	Yes
K03	Lack of continuous training of experienced pilots	Moderate	Unlikely	Low	Documented annual flight review sheet forwarded to CFI detailing items covered and outcome.	None	Instructors	Yes
				#N/A				
Culture								
L01	Inadequate corporate governance, poor safety culture	Notable	Very Unlikely	Low	Professional Instructors panel and pro active General Committee.	None	SCGC operations	
				#N/A				

8.1.3 TABLING OF PECUNIARY INTEREST RETURNS

DOCUMENT NUMBER	358902
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with Section 449 Local Government Act, 1993.
POLICY IMPLICATIONS	To comply with the Code of Conduct.
ATTACHMENTS	Nil

RECOMMENDATION

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

Introduction

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

(a) becoming a designated person or Councillor, and

(b) 30 June of each year, and

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

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

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

Discussion

Annual pecuniary interest returns from Councillors and designated persons for the period 1 July 2020 to 30 June 2021 are tabled.

Register of Annual Pecuniary Interest Returns disclosed, is tabled below:

Designated person	Position	Latest return on file
Abb McAlister	Mayor	Annual - 2020/2021
Dennis Palmer	Deputy Mayor	Annual - 2020/2021
Doug Phillips	Councillor	Annual - 2020/2021
Craig Stewart	Councillor	Annual - 2020/2021
Charlie Sheahan	Councillor	Annual - 2020/2021
Gil Kelly	Councillor	Annual - 2020/2021
David Graham	Councillor	Annual - 2020/2021
Penny Nicholson	Councillor	Annual - 2020/2021
Leigh Bowden	Councillor	Annual - 2020/2021
Phillip McMurray	General Manager	Annual - 2020/2021
Mark Ellis	Manager Civil Works	Annual - 2020/2021
Miriam Crane	Manager Community and Culture	Annual - 2020/2021
Glen McAtear	Manager Regulatory Services	Annual - 2020/2021
Sharon Langman	Manager Development, Building and Compliance	Annual - 2020/2021
Linda Wiles	Coordinator Business	Annual - 2020/2021
Matt Stubbs	Manager Technical Services	Annual - 2020/2021
Ganesh Ganeshamoorthy	Manager Assets	Annual - 2020/2021
Wayne Bennett	Manager Waste, Facilities and Recreation Services	Annual - 2020/2021
Andrew Brock	Manager Facilities	Annual - 2020/2021
Nicole Godber	Ranger/ Regulatory Officer	Annual - 2020/2021
Bruce Webb	Ranger/ Regulatory Officer	Annual - 2020/2021
Nathan Campbell	Ranger	Annual - 2020/2021
Andrew Wiegold	Ranger	Annual - 2020/2021
Luke Izzard	Environmental Health and Building Surveyor	Annual - 2020/2021
Sally Atkinson	Environmental Health Officer	Annual - 2020/2021
Craig Perrin	Town Planner	Annual - 2020/2021
Laura Schweiger	Town Planner (PPT)	Annual - 2020/2021
Catherine Smith	Procurement Officer	Annual - 2020/2021
Sally Atkinson	Environmental Health Officer	Annual - 2020/2021

The code of conduct specifies that a person need not make and lodge a return if they made and lodged a return in the preceding 3 months, or if they have ceased to be a designated person in the preceding 3 months.

John Chapman (Acting Manager Finance and Customer Service) had submitted a new designated person return at the end of June 2021, and therefore is not required to submit an annual return.

8.1.4 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	357761
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. TACC Meeting Minutes 16/9/2021 ⇩

RECOMMENDATION

The Minutes of The Arts Centre Cootamundra s.355 Committee Ordinary Meeting held on 16th September, 2021 attached to the report, be received and noted.

Introduction

The attached Minutes of The Art Centre Cootamundra s.355 Committee Ordinary Meeting held on 16th September, 2021, are submitted for the information of Council and the community.

Minutes

THE ARTS CENTRE COOTAMUNDRA SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLENDOON STREET

6.00PM, THURSDAY 16TH SEPTEMBER 2021

Minutes

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1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: **President/Chairperson:** Andrew Brock
Vice Chairperson: Julie Cowell
Secretary: Natalie Cowled
Treasurer: Bruce Haines
Council Representative: Leigh Bowden
General Members: Amanda-Lee Boatswain, Isabel Scott, Annabel Marley, Rosie Fowler-Sullivan, Eric Steinke
Other attendees: Lucy Main, Sarah Whitteron,

Confirmation of a Quorum: There are **[11]** Members appointed to this Committee. Quorum numbers are met **yes.**

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.

We acknowledge the Traditional Custodians of the land on which we live, work, and create. We pay respect to Elder's past, present and emerging.

1.2 Apologies

Anette Haines

1.3 Disclosure of Interests

There were no disclosures of Interest.

1.4 Confirmation of previous meeting Minutes

The minutes of the last **Cootamundra Arts Centre Section 355 Committee** meeting dated **15th July 2021**.

(Moved: Natalie Cowled, Seconded: Julie Cowell)

1.5 Correspondence in/out:

Nil

1.6 Reports from the WHS/Treasurer/PA/VA, Movies:

1.6.1 Financial Report

- Balance as at $2231
- See appendix A.
- Bruce has changed formats, with aim to better perspective of actuals.
- *Existing GST still pending details on wherewithal's*
- *We have very little money available*
- *Isabel – grant funds not listed - $128K - for bringing building up to code, allocated to Arts Centre but controlled by council. Andrew to update Bruce on allocations of grant.*
- *No cash flow/P&L, as money has been historically and currently handled in many different ways, Bruce wants to create processes and job numbers, for future work (and this year) but likely not historical.*

1.6.2 Report for Performing Arts

- See appendix B.
- Eric has spoken to Critical Stages re: The Box performance booked in for 13-15 May 2022. Question around affordability and ability to fulfil requests for equipment. TACC does not have abundance of equipment to cover their asking.
- Isabel has talked The Box down in fees, Eric questions the work to be put in by committee and volunteers. CS asking for multiple crew members to be supplied by TACC
- Synopsis – Small troupe takes everyday items and makes a percussion performance out of it.
- Target market – primary 6-12yrs
- 2 theatre shows, 1 roving show (down the street).
- $2500 + 12% box office for performance – breaking even requires making more than actual
- Amanda-Lee and Lucy suggest not having any of the events over weekends. Sarah recommending having workshops outside to account for school restrictions for Covid.
- Eric to speak to client and confirm details re: equipment, crew, locations, Level 3 Covid plan and possibly moving dates. Eric to ask for email outlining their needs
- Bach by Candlelight – Performer from Melbourne – to be cancelled due to COVID. Sarah may be able to put together a replacement show. Eric to cancel with artist and cancel.

1.6.3 Report from Visual Arts

- See appendix C
- Printmaking pushed to next year.
- Art exhibition postponed until open day (provided that happens)
- Cootamundra Art Challenge on FB – Annabel to discuss a plan with Amanda-Lee and Natalie. A topic each week, works posted on FB.
- Annabel mentioned Fibre Arts very successful previously
- Dabble days very successful
- Amanda-Lee asked about doing a Virtual exhibition. There is a question around technology available.

1.6.4 Report for Movies

- See appendix D
- Movies have started back Wednesday with a bang for Dance2590
- Amanda-Lee suggests talking to schools about subjects and topics to show movies that classes may attend
- Movies are only available after 5 weeks released.

(Moved: Julie Cowell, Seconded: Amanda-Lee Boatswain.))

1.7 Business Arising from previous Minutes:

- Update on security system and fob entry.
    - Andrew stated system is up and running, fobs are being handed out and old keys being handed back
    - Eric notes that there have been multiple times the doors haven't been armed. Andrew stated that he will change the system be reprogramed to automatically locked.
    - Users are reminded that it requires 3 swipes to lock the door behind you.

- Julie made a motion that Bruce be added as a signatory to the bank accounts etc as new Treasurer.

- Complete. Bruce and Eric have been added.

- Ability to attend the facility out of business hours. Possibilities of fobs and memberships for the general public are to be further discussed at the next meeting.
  - There are questions to be addressed about how to make it work, risks, age limits, effect on insurance/legal liability). Andrew to check and come back to next meeting re: insurance.

(Moved: Amanda-Lee Boatswain, Seconded: Eric Steinke)

1.8 General Business (List Agenda Items)

- Key points of S355 Committee Guidelines
  - Code of Conduct (Appendix F)
  - Management Manual (Appendix G)

Andrew requests everyone read and come back with any questions to Natalie for collation within 2 weeks (30 Sept). Natalie will discuss any questions with Teresa.

- New board members paperwork for CGRC (Appendix H)

All completed forms to be returned to Natalie by (24 Sept)

- Working hours & Conditions for paid employees
  - Eric and Lucy to contractors for TACC instead of employees of Workfront
  - Gwen & Julie working hours changed

Andrew stated that the Executive group needs to discuss further. This is to look at managing outgoing costs going forward and looking at better ways to work within the restrictions of COVID and less income.

Lucy stated that she has also capped her hours while COVID restrictions in place.

- Overview of the spaces available and their rental prices
  - Costing budget from 2013 (Appendix I)
  - Prices for hire and etc from 2018 (Appendix J)
  - Discussion on formalising the site fees & MOUs for hire

Looking at ways to drive income, empty spaces are a currently a waste.

Men's shed are working on moving, but again COVID is affecting this move. Applied for grant to help with fit out costs. Andrew to contact and get update on how move is happening.

Andrew suggests that we need to simplify fee structures around events/performances/workshops. Exec to discuss and give proposal to wider committee.

Looking at the possibility of having Artists in residence. Brief discussion about council not allowing the suggested space to be a residence. Committee to discuss other possibilities/options at next meeting.

- Update on group enquiries
  - Youth Hub

Looking for fee structure. Andrew will talk to James.

- Dance With Miss Em

No response, reports looking for hire of room next year. Julie to email Emily.

- Wedding

Exec - As above re: simplifying fee structure, benchmark against other places in area. Look at packages. Currently there concerns around guests accessing different rooms, unable to lock up everything (OHS safety issues) aside from theatre – access to all equipment, etc

- Facebook post & responses

Natalie updated on the FB post – that the community is positive but that there is concern around cost and competition in town (e.g. the library runs art sessions). A larger discussion is needed around the strategic direction of workshops/events etc.

- Facebook Raffle

Natalie updated on the FB raffle that was offered. Only 2 tickets were sold. One person donated their price, another person requested a movie ticket. Natalie to email Gwen and Julie to arrange ticket at box office.

- Calendar of Events

Natalie has worked with Gwen and Julie to get access, but it is locked down by admin. Natalie has emailed Jason at DMX to see if quick fix or admin access can be given. Natalie was advised that Jason has left. Andrew suggested setting up a new calendar. Natalie to discuss with Gwen.

- Flying Fruit Fly Circus update

Isabel is going to remain lead for the workshops. Isabel away for middle section of Jan – so change date around 9th-25 (7 days) – move to after Aust Day. 5-7, 8-12, 12-16, advanced group.

Someone to partner with Isabel and Annabel to 'learn the ropes' of running workshops

- Critical Stages update

Eric updated during Performance Arts Updates.

- Grant applications and possibilities
  - Update on acquittal of previous grant

Andrew mentioned that grants particularly for upgrades and improvements are key to cash flow.

Isabel has done wonderful work in the past on this. Amanda-Lee stated she is happy to help as she has experience.

Natalie to email out grant documents from council for further discussion next month.

Andrew asks that people come up with a list of what the committee wants to see happen and done within the centre to target grant applications.

- Moving the Sign/Flag

Andrew & Bruce to investigate it and discuss if there are costs involved

Any impact on the building appearance has to go through council approval

Amanda mentioned getting the art students to help create murals etc as this is already embedded in the curriculum.

- Overview of Workshops & Events (notice of discussion for October)
    - List of events/workshops/performances and their costs for past few years
    - List of scheduled in future

- Eric raised an issue with lights, he will investigate it.
- Sarah asked about strategy on bringing in more volunteers
- Amanda-Lee mentioned high school kids wanting to volunteer and do things
- Existing volunteers are at a point of having done enough and are occasionally physically unable to find things to volunteers to run workshops, moving furniture etc.
- November open day Natalie to manage volunteers. Manning desk
- Natalie to look at Volunteering pool and schedule
- Sarah offered to host sessions to facilitate a strategic direction.
- There was a larger discussion around the information that Isabel and Annabel have 'in their heads'. It was suggested that much of their knowledge needs to be documented (e.g. the relationships that they have with artists and workshop leaders). It was also suggested that it would be good to have them both mentor some of the newer/younger committee members to show them the ropes.

1.9 Date and Time of Next Meeting – 21st November 2021, 6.00PM

1.10 Time Meeting Closed – 8.30 PM

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

8.1.5 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	358106
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Ellwood's Hall s.355 Committee Meeting Minutes 23/09/2021 ⇩

RECOMMENDATION

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 23 September 2021, attached to the report, be received and noted.

Discussion

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting and Annual General Meeting held on 23rd September 2021, are submitted for the information of Council and the community.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

Minutes

STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE

ELLWOODS HALL, MARTIN ST, STOCKINBINGAL

4.00pm Thursday 23 September 2021

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance:

Chairperson:	**Carmel Payne**
Secretary:	**Lorna Nixon**
Treasurer:	**Alan Pether**
Councillor:	**Leigh Bowden**
General Members:	**Sue Caldwell**
Guest:	**Murray Stringer**

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

1.2 **Apologies:** Steve Neave, Russell Vincent, Lynn Basham.

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 last Ellwood's Hall Section 355 Committee meeting dated 24th June 2021 were confirmed as true and correct.
Moved: Carmel Payne Seconded: Lorna Nixon

1.5 Business Arising from previous Minutes:

- Origin Energy Grant received – to be used for general running of the Hall.
- Kitchen concreting has been done. Darryl Edwards is awaiting quote for carpentry work to be carried out.
- Brendan O'Callaghan has not sent a report regarding his inspection of the Electrical Board etc. Council had indicated they might also have it inspected.
- Door Knob into the meeting room – Oscar Payne will attend to this.
- SCCF Round 4 was submitted 25 June by council but prepared by Sue Caldwell, Carmel Payne and Lorna Nixon. Much confusion around this submission at the time.
- CDC Awards Night – attended by Carmel, Sue, Lynn and Lorna.
- Morella & Paul Paton Birthday Party Booking for Sat 9th October – has been cancelled due to Covid restrictions and family unable to attend from other parts of the state.
- Model Train Weekend – cancelled in July. Still keen to come but when?
- Facebook Page for Hall hiring purposes – Sue & Carmel working on this.

1.6 Correspondence in/out:

- 21.06.2021: Sue to Steph Cooke seeking support for our Toilet Block submission.
- 25.06.2021: Submission of SCCF for Toilet Block
- 01.07.2021: Progress report for Kitchen renovations for Community Building Partnership. There was no progress at the time of report. Concreting now done.
- 05.07.2021: Govt Infrastructure Program – upcoming grants in November. See General Business.
- 08.07.2021: To model rail people re Model Train Weekend.
- 12.07.2021: To Andrew Brock re: power outage at Trivia Night and need for Full report on the Hall electrics.
- 12.07.2021: To Andrew Brock re cancellation of Model Rail Weekend and Hall clear for renovations to Kitchen.
- 16.07.2021: From Colin McMaster – still keen to come to Stock for model trains.
- 21.07.2021: From CGRC – payment for Hall Hire for Computer Course.
- 14.07.2021: Wattle Time Fair – cancelled.
- 17.09.2021: To Andrew Brock re Hall matters- PO Rental, Electricals, Kitchen.
- 17.09.2021: From Andrew Brock re Kitchen, electricals. No response re PO Rental.
- 22.09.2021: From CGRC – New Policy and Procedures for Grant Applications.

1.7 Report from the Treasurer:

- Opening Balance: 20,151.49
- Income: 1,751.00
- Expenditure: 66.25
- Closing Balance: 21,836.24 as at 23 Sept 2021

Alan moved that his report be adopted. Seconded: Sue Caldwell

1.8 General Business (List Agenda Items)

1) **Christmas Markets**: To be held from 5.00pm - 9.00pm Sat 20 November 2021. Hopefully many covid restrictions will be lifted by this time. Stalls will be $20 for an inside stall and $30 for outside space.
Action: Sue and Carmel will organise advertising on Facebook; also spread the word through Miriam at CGRC to include Gundagai people wanting a stall; CDC also able to advertise; as well as local posters etc.
Sue will investigate a liquor licence.
Murray Stringer will organise a Ham Raffle through Stockinpiggle.
Public School to be asked if they would like to hold a barbeque.
Hazel Fallon who has a mobile food van, will also be approached.
Russell and his Clydesdales to also be approached to be part of the evening and might also deliver Santa to the venue.
Santa has been organised.

2) **Drama Group:** Murray Stringer addressed the meeting regarding his wish to have a local drama group. He has had discussions with Todd Kable (our local Headmaster) who has a lot of experience in this field also. They have a long term plan to start with a casual, fun night of entertainment on 11-12 Feb 2022. This might progress to a variety night later in the year and then a play by the end of the year.
We would hope to improve the acoustics in the hall before that time.

Action:

3) Party Booking – Cancelled due to Lockdown.

Action: Nil

4) Russell Vincent has an urn that he would like to donate to the Hall if we need one – we already have three urns (two second hand donated urns). Perhaps another group may like one.
5) Infrastructure Grants: A grant is opening on 1 Nov and closing on 22 November. Sue to investigate if we are eligible and to contact Miriam Crane at CGRC to see if it is suitable.
6) A calendar of events for 2022 to be discussed at the next meeting.

1.9 Date and Time of Next Meeting:

4.00pm Thursday 28 October 2021

1.10 **Time Meeting Closed:** 5.30 pm

Signed:

Chairperson	**Secretary**
Carmel Payne	**Lorna Nixon**

8.1.6 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	358881
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. MHMC minutes 24 September 2021 ⇩

RECOMMENDATION

The Minutes and supporting documentation of the Muttama Hall Management s.355 Committee meeting held on 24 September 2021, attached to the report, be received and noted.

Introduction

The attached Minutes and supporting documentation of the Muttama Hall Management s.355 Committee meeting held on 24 September 2021, is submitted for the information of Council and the community.

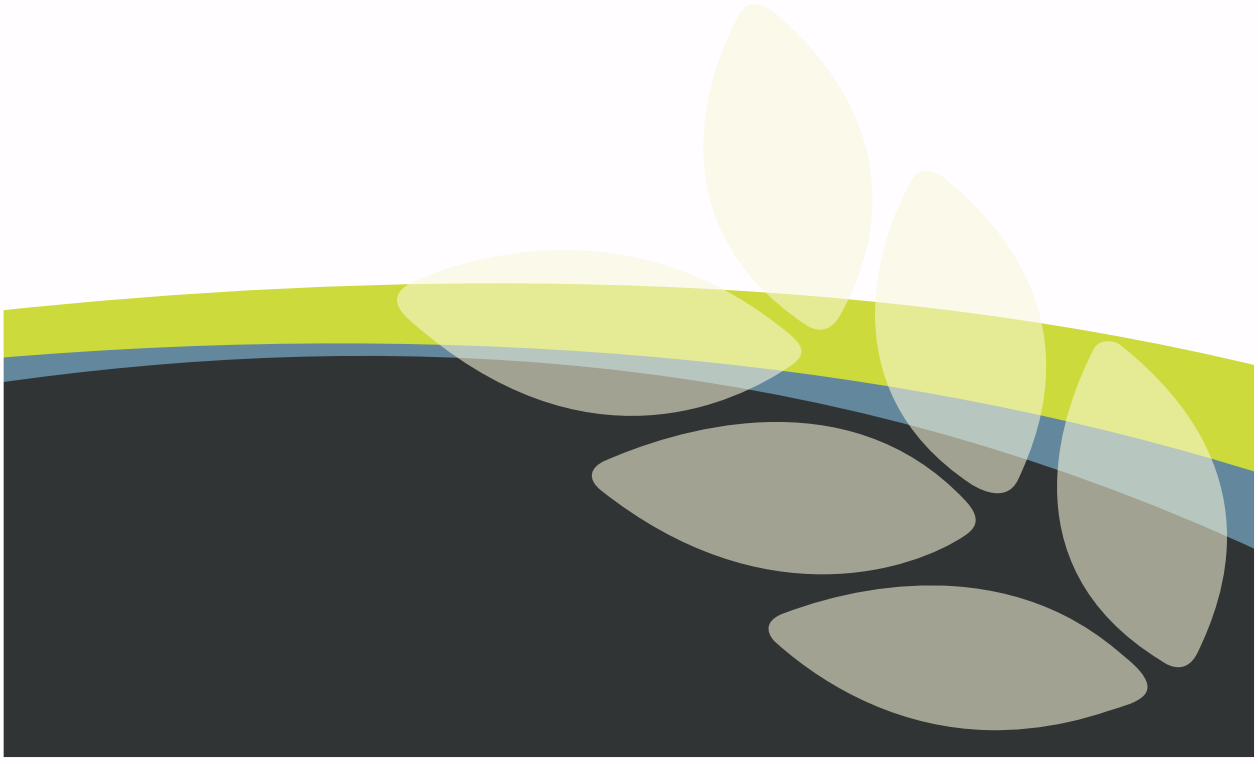
COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Minutes

MUTTAMA HALL MANAGEMENT SECTION 355 COMMITTEE

MUTTAMA HALL

6.30 PM FRIDAY 24 SEPTEMBER 2021



Minutes

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1.9 Date and Time of Next Meeting..... **Error! Bookmark not defined.**
1.10 Time Meeting Closed ..... **Error! Bookmark not defined.**

1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: **President: Hilary Connors**
Secretary: Anne Last
General Members: Robert Flint, Bill Buckley
CGRC: Andrew Brock

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

1.2 Apologies

Leigh Scott, Sarah Last, Bart Groen, Charlie Sheahan

1.3 Disclosure of Interests

There were **no** disclosures of Interest.

1.4 Confirmation of previous meeting Minutes

The minutes of the last **Muttama Hall Management Section 355 Committee** meeting dated **Wednesday 28 July** were confirmed via email/phone as true and correct on 11 August 2021, except by one member.

1.5 Business Arising from previous Minutes:

1. **Ray Christison's discussion paper considering the colours for the Hall's exterior.** The members discussed the following points:

- It appears that scratches through the paint surface revealed colours that were aligned by using swatches (Dulux/ Wattyl) and these have determined the colours of dark greyish blue and green (ranging from eucalyptus to verdigris). Ray is suggesting that these colours were probably used at different times in the hall's history.
- Ray suggests that a two-colour scheme is likely for economical and maintenance reasons. Members present also thought preferable.
- Although mentioned that the colour of the hall was a neutral-cream from a decade or two after the green paint, and there after, there was no such mock-up included. This information needs to be sought to provide a more comprehensive account of the colours.
- Ray is making suggestions, based on what was popular at different times.
- No definitive evidence of what the colours were originally is currently available: no analysis was conducted.
- It is maybe possible that some of the materials were pre-painted and recycled.

Motion: Hilary to write to Ray Christison and ask for clarification for the time period a decade or two after the hall's facade was green and request information about the neutral-cream tones. Include Bart's cream mock-up in the letter to Ray for his opinion.
Moved by Anne and seconded by Robert. Carried

2. **Mock-ups of colour schemes discussion**

- The consultant's paper did not include any linkages from the recommended old British Standard colours BS2660 and BS381C numbers to what is available locally. Searches of the Internet were unhelpful. One website recorded that "BS2600 is an old standard for building and decorating, now largely superseded by BS4800." A database was used to correlate the suggested colours for samples of four of the five colours for display to the community. The samples and materials cost $95.15. No correlation could be found for one.
- The undertaking to get options for a colour scheme was made at the 21 April meeting - minutes show Sarah undertook to liaise with Ray Christison to prepare a range of suitable colours, of the era, for the hall façade. Sarah to refer to Bart to provide digital mock-ups of the colour schemes for the 26 May (changed to 27 May) meeting.
- The first sighting of the mock-ups and recommended colour schemes was provided in the Discussion Paper on 21 July, just in time for attaching to the Community War Memorial Fund application. No one had time to review its contents prior to the application's submission.
- Reference was made at the 28 July meeting when it was decided to "review colour schemes at 25 August meeting to prepare for a community consultation and information session in September 2021 and another later if needed."
- The August meeting could not be held because of Covid restrictions.

Action: N/A. Refer above

3. **Consultation with community on colour schemes** – Discussion - Saturday 25 September at 10.00am.

- The need to consult the community was initiated on 17 March re: colour schemes for the hall and again documented in the 21 April and 28 July 2021 meetings' minutes.
- Invitations for locals to attend the consultation gathering were via; email, mailbox drops, phone calls, word of mouth, in person and Muttama Facebook page.

- Rather than rely on the printed colour versions of the mock-ups alone, committee approved the use of seven samples of paint colours, including two neutrals (missing from the consultant's report) and the rich cream identified in the member's mock-up, painted on to A2 and bigger sheets of paper to be tacked on to the front of the hall. The mock-up of BS2660-0013, BS381C-109 Anchusa (suggested in the Paper) will also be tacked on to the wall. White was left out until the main colour is decided.
- Individuals' preferences are to be recorded in agreed data sheet; inclusive of neutrals, the cream and "Match Fire Shed" for analysis. Andrew advised sheets are to be signed and provided to Council.
- Managing spacing and Covid safety protocols was discussed.
- Hilary tabled and read Phil McMurray's letter (dated 24 September2021).
- The MHMC is elected by the community to represent their interests and report this back to Council.
- A 2nd consultation meeting will be held with the community for those unable to attend on Saturday 25 September.

Action: Hilary to reply to Phil McMurray's letter and prepare the requested report on the consultation, findings and committee's recommendations.

4. **2021 Essential Energy Community Hall Grant** - $200 for brushes and paint was received.

Motion: Hilary to write a short story in relation to the hall (with photo) about volunteers' involvement and circulate to members prior to sending. Moved by Robert and seconded by Bill. Carried

5. **Dedication Ceremony –** Saturday 25 September 2021 – postponed to Remembrance Day – 11 November at 2.00pm. Due to the uncertainty of COVID restrictions, it had been decided to hold the gathering on Remembrance Day as a local Dedication Ceremony of the Honour Boards and leave the bigger event for later on.

- **Motion: To hold the Dedication Ceremony as a local gathering on Thursday 11 November 2021 and organise the opening of the hall event for a later date. Moved by Hilary and seconded by Robert. Carried**
- **Hilary to write to Michael McCormack to explain the above change.**
- **Re: change. Anne to contact Gundagai and Cootamundra sub-branches of the RSL and Council re: advertising in the Newsletter.**

6. Hall cleaning equipment – two quotes were received.

a) The Cleaning Warehouse, Mitchell ACT
b) Rivchem, Wagga

Motion: Anne to email these quotes to Andrew for a better deal. Moved by Hilary, seconded by Anne. Carried

7. **Hall water tank** – The tank needs replacing.

Action: Further discussion at our next meeting.

9. **Return of funds from Dunn and Hillam –** Andrew reported a lengthy discussion with the company who are happy to return the funds owing to MHMC after maybe deducting some fees for a draft kitchen fit out, if outstanding.

10. **Replacement of the 3 florescent lights** – Bill reported that he has these LED single, 60 watts equivalent in hand and is waiting on the electrician.

Action: Bill to follow-up with the electrician.

11. Muttama Village sign – No one was able to contribute to this.

Action: No further action.

12. Hall cleaning – No quote was gained.

Action: Anne to remind Andrew to follow-up on this.

1.6 Correspondence in/out:

- Letter from 2021 Essential Energy Community Hall Program
- Dedication Ceremony - Invitation to Michael McCormack
- Michael McCormack's acceptance to the Dedication Ceremony
- Tax Invoice to NSW Rural Fire Service
- Tax Invoice to Annie Jacobs
- Notification of rescheduled Dedication Ceremony – Michael McCormack
- Notification of rescheduled Dedication Ceremony – Stephe Cooke
- Notification of rescheduled Dedication Ceremony – CGRC Councillors
- Notice of Dedication Ceremony cancellation – MG Paul Brereton
- External Grant Applications for Council Committees Policy and Procedure- 2 attachments.
- Reply to postponement of Dedication Ceremony - Major General P Brereton

- 24 September 2021 - Community Consultation Muttama Hall – Phil McMurray
- 24 September 2021 - Email from Sarah Last – apology for MHMC Meeting 24 September and Community Meeting 25 September 2021

1.7 Report from the Treasurer:

- Leigh was an apology. Therefore, no Treasurer's report was presented.

1.8 General Business

1. **Placement of Interpretive Sign** – discussion
   a) AGM 2020 – announced to be fixed on front wall and in DVA application as committee had agreed.
   b) April 2021 Minutes – committee decided to wait until painting and landscaping were completed before deciding on its placement.

Action: This item will be held over for discussion at our next meeting.

2. **External Grant Applications for Council Committees Policy and Procedure**. These documents were adopted at the CGRC meeting on 31 August 2021. Andrew gave the members a brief overview of the rationale behind these documents. However, as the hard copies had not arrived they were not tabled.

Action: Documents to be tabled at our next meeting for discussion.

3. **MHMC Supplier Worksheet form submitted to CGRC along with ATO Statement by a Supplier Form** - for not quoting an ABN. Refers to RFS Invoice.

Action: N/A

1.8 Date and Time of Next Meeting: Wednesday 20 October 2021 at 6.30pm

1.9 Time Meeting Closed: 8.00pm

The committee members present confirmed these minutes as true and correct on 7 October 2021.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

MUTTAMA HALL MANAGEMENT COMMITTEE
ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Email: mail@cgrc.nsw.gov.au
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81 Wallendoon Street, Cootamundra NSW 2590
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Gundagai Office:
255 Sheridan Street, Gundagai NSW 2722
Phone: 02 6944 0200
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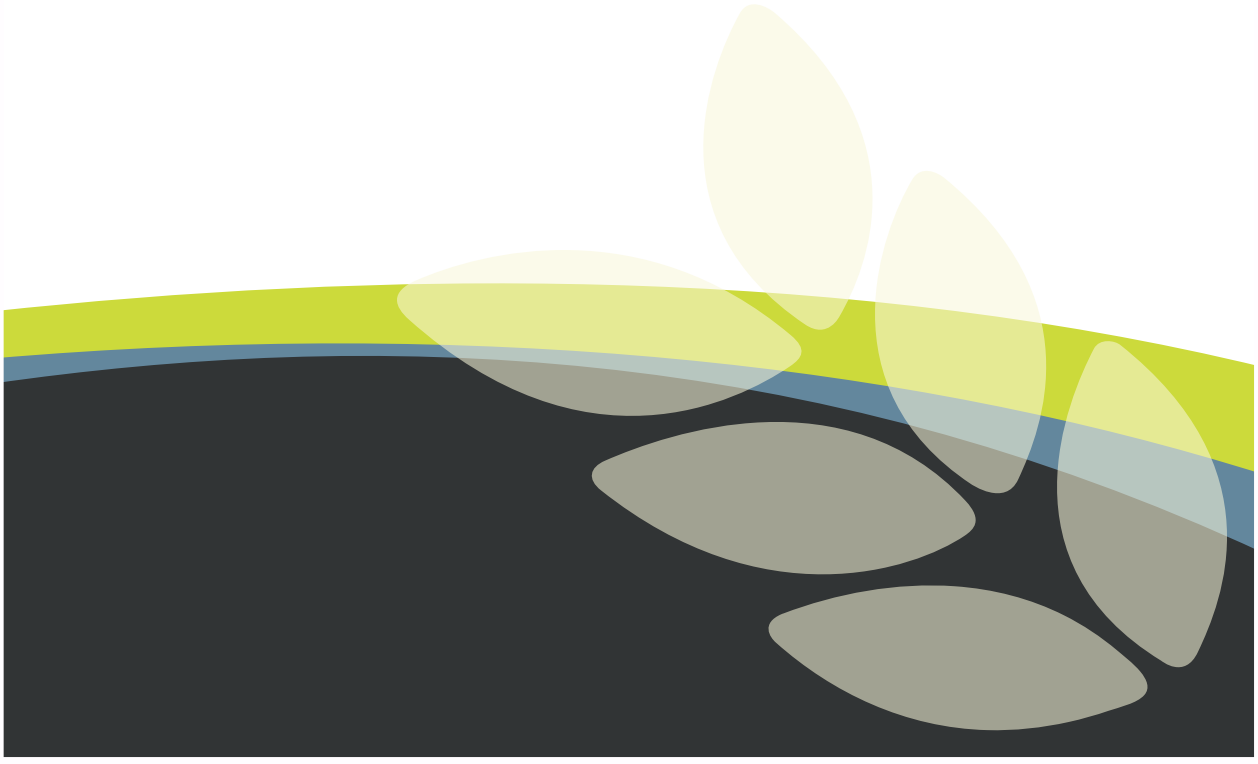

8.1.7 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	358930
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. MCRG Minutes 2 August 2021 ⇩

RECOMMENDATION

The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 2 August 2021, attached to the report, be received and noted.

Introduction

The attached Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 2 August 2021, is submitted for the information of Council and the community.

Muttama Creek Regeneration Group

Minutes Monday, 02 August 2021

Present: Graeme Johnson, Norma Clarke, Lin Chaplin, Win Main, Charlie Sheahan, Betti Punnett, Steven Mills
Apologies: Di Pearton
Welcome: Meeting opened at 5.05 pm
GJ presented the evacuation plan for the building as required prior to every meeting.
Minutes read by GJ and accepted by SM.

Business Arising:

- **Exotics**- email sent to council
- **Flood planning committee-** Steve Mills
  No corium at flood committee meeting. Modelling for floods being carried out e.g. Embankment along Adams St, Embankment along Rodeo Drive extension too expensive, New development on Boundary Rd and its likely impact, no modelling done on that at all
  Charlie S. proposed the idea of creating a series of ponds in CBD area to alleviate flooding and for flood planning to be a tool for future development and planning, e.g. expansion of Taylors Residential development on Boundary Rd
- **Callistemons/River redgums** Charlie S. tubestock-approx 100 plants, Riverina species, Landcare nursery at Tumut.
  So far all the Red Gums have been planted (about 20) Shee Oaks (about 21) Wattles (about 6)
- **Casuarina Walk-** Extension of the garden into the north corner, Council have sprayed the area and we are hopeful that this means that the mounds of earth to break up the area will follow.

GENERAL BUSINESS

- **Plantings** The plants that Charlies got for us are to planted at the following places, Red Gums, near the sand volley ball courts and the corner of the caravan park opposite the S&C club. Along the dog park fence, The wedge of land on corner of Parker St. and Mackey St. opposite the Scout Hall, The area to the left of Pat's seat
- Council to have a meeting with Graeme and Steve M. about plantings, where would be appropriate and signage for the Bird Walk and for more seating along the walk.

- **Working bee-** Bird Walk Thompson St, Sat 7 August at 9:00am.
  Bird Walk Thompson 24 July at 9:00am. GJ to ask council for mulch.

Next Meeting: 5pm, 11 October 2021, Stephen Ward Rooms

Meeting closed at 5.58pm

8.1.8 INFORMATION BULLETIN - OCTOBER 2021

DOCUMENT NUMBER	358824
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Correspondence in - Cootamundra Development Corporation - 2021 Regional Business Awards Finalists ⇩ 2. Correspondence in - Cootamundra Development Corporation - Shop Coota Gundy - received 27.09.2021 ⇩ 3. Correspondence in dated 22.09.2021-Compliments to Gundagai Works Crew. ⇩ 4. Correspondence in received 27.09.2021 - Stockinbingal Elwoods Hall s355 Committee - Letter of thanks. ⇩ 5. Council Circular21-32 dated 5.10.2021 Government endorses new rate peg methodology to support growing councils. ⇩ 6. IPART-Fact Sheet-Modelling for the review of the rate peg to include population growth 5.10.2021 ⇩ 7. Ministerial Media Release-Council focus on Mental Health During COVID-19 Outbreak dated 17.09.2021 ⇩ 8. Ministers Message-Government Introduces Population Growth Factor to Raise Infrastructure Funds for Growing Councils and Communities 5.10.2021. ⇩ 9. Minsterial Media Release-New action plan following ICAC report-dated 20.09.2021 ⇩ 10. Minsterial Release-Annual report card reveals resilience of local councils-dated 22.09.2021 ⇩ 11. Minsterial Release-Mayors and council staff unite to max the vax-dated 21.09.2021 ⇩ 12. Copy of Returning Officer Appointments for Local Government Elections 2021.1 ⇩ 13. Copy of Returning Officer Appointments for Local Government Elections 2021.2 ⇩ 14. Ministerial Release - Regional recovery package to kickstart economy and create new jobs-dated 15.10.2021 ⇩

RECOMMENDATION

The Information Bulletin – October, 2021, and attached correspondence, be received and noted.

169a Parker Street Cootamundra NSW 2590 Ph: 02 69421400 E: cdcinfo@cootamundra.com

Phil McMurray
General Manager
Cootamundra-Gundagai Regional Council
Wallendoon Street
Cootamundra NSW 2590

Dear Phil,

We would like to bring to your attention the success of the following local businesses and one individual in being named finalists in the Murray Riverina Regional Business Award which will be held as a Virtual Event on October 9th 2021.

The successful businesses and categories are:

Maliyan Horizon and Twomeys Cootamudra – Outstanding Business

Weedmasters Rail & Civil - Employer of Choice

New Soil Cootamundra - Excellence in Innovation

Outstanding Community Organisation – Cootamundra Meals on Wheels

Cootamundra Times - Outstanding Start-up

Rod Faulk- Southwest Fuels – Outstanding Business Leader

This year's judges commented on the diversity and quality of businesses we are fortunate to have in Cootamundra. The Cootamundra Development Corporation is thrilled that these businesses are being deservedly recognised by these nominations.

Kind regards
Leah Sutherland
Manager
Cootamundra Development Corporation

169a Parker Street Cootamundra NSW 2590 Ph: 02 69421400 E: cdcinfo@cootamundra.com

Cootamundra-Gundagai Regional Council
Wallendoon Street
Cootamundra NSW 2590

Dear Phil,

Through this letter we would like to inform you of the incredible success of the Shop Coota – Gundy Lockdown campaign initiated by the Cootamundra Development Corporation.

The Shop Coota-Gundy was based on a similar campaign being run in Hay NSW. We again acknowledge and thank the girls from Hay Lockdown Fun, who willingly allowed us to set up our own campaign and offered assistance and support along the way. Not only have these girls helped their own town, but they have also helped our communities.

The regional lock down has been hard, during the first 2 weeks some businesses wondered whether they would make it back. The Shop Coota-Gundy campaign was launched and while there still may be a challenge ahead, the businesses now have a bit of reserve to pay their rent, insurances, electricity, phone, get the stock already ordered, the bills don't stop because the shop is not opened. These businesses now have hope, and that was our aim – to assist those with no income or diminished income because of the lockdown.

The campaign basically involved a business offering a product/voucher for raffle. They offered a set number of tickets at a set price. i.e., the seller offers a product worth $50. 10 tickets at $5.00 per ticket were offered. When the tickets were sold and money received, the business then sent the raffle details of allocated numbers and names to the CDC for drawing. Daily draws were conducted live on the Facebook page at 4.00pm every weekday.

The campaign was launched on Saturday 28th August with the first draw on Monday 31st August and concluded on Saturday 11th August with Super Saturday. During this time:

$155 130 was injected back into our business economy. **$146 430** in Cootamundra and **$8700** in Gundagai.

$6280 was raised for Cootamundra charities CanAssist and FoodBank Cootamundra when a last-minute raffle was organised by a couple of dedicated Cootamundra locals.

57 business took part in the campaign. 400 draws were held, and the Facebook page now has 2614 members.

The support from the community and businesses has been phenomenal. As a community we all came together. There was a great feeling in the town considering the predicament we were all in with COVID. As a community we were able to ensure our much-valued retail businesses will be able to re-open their doors when the lockdown ended.

We also thank the Gundagai businesses and community members who came onboard. The campaign provided great exposure of local businesses in both towns, and it was amazing to see Gundagai people buying tickets in Cootamundra raffles and vice versa. We hope to be able to build on this experience.

The small committee of CDC Board members Jo Tomkies, Tracey Ewings, Jaime Hall, Melinda Chambers and CDC Manager Leah Sutherland were humbled by the messages received and the support offered. We can't thank our communities enough. To see our communities, work together our business owners smiling and our community members supporting our businesses while having fun and winning a few bargains was the most exceptional experience.

Kind regards

LJSutherland

Leah Sutherland
Manager - Cootamundra Development Corporation

Cootamundra Gundagai Regional Council
Document Received
28 SEP 2021
File No.....
Initials_____

Gundillawah
127 Yabtree Road
Adelong, NSW 2729
Tel 02 6944 7561

22nd Sept 21

Dear Councillors,

I write to compliment the road maintenance team on excellent partial regravelling and grading of the Old Hume Highway / Bel Court / Yabtree Rd areas.

For the first time in quite awhile heffers were used in bad pothole areas in addition to grading and rolling which gives a better long term result.

Please pass our appreciation on to the boys on the machines.

Sincerely Ian Horsley.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

Stockinbingal Elwood's Hall
32 Martin Street
Stockinbingal NSW 2725

Cootamundra-Gundagai Regional Council
Document Received
27 SEP 2021
File No.....
Initials_____

STOCKINBINGAL ELWOOD'S HALL SECTION 355 COMMITTEE

CONSTITUED UNDER SECTION 355 OF THE LOCAL GOVERNMENT ACT – COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

16th September 2021

Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Dear Sir/Madam

Thank you for granting Our Heritage Room, Stockinbingal, the amount of $300 towards print costs of the latest publication showcasing families of the Village.

It has been our intention to document and feature places, people and events from Stockinbingal's past to ensure they are preserved for future generations.

It has taken some 'stepping out in faith' to produce this book and we have been very much encouraged by your support.

Sincerely

Stephen L Neave

Stephen L Neave
Curator ~ Our Heritage Room, Stockinbingal

Chairperson:
Carmel Payne

Secretary:
Lorna Nixon

Office of Local Government

Circular to Councils

Circular Details	21-32 / 5 October 2021 / A792407
Previous Circular	20-42 Release of Exposure Draft Bill on local government rating reform
Who should read this	Councillors / General Managers / Rating and Finance Staff
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Strengthening local government

Government endorses new rate peg methodology to support growing councils

What's new or changing

- The Independent Pricing and Regulatory Tribunal (IPART) has completed its review of the local government rate peg methodology to include population growth.
- On 10 September 2021 IPART provided the Final Report on this review to the Minister for Local Government, the Hon. Shelley Hancock MP.
- The Minister has endorsed the new rate peg methodology and has asked IPART to give effect to it in setting the rate peg from the 2022-23 financial year.

What this will mean for your council

- Councils with growing residential populations will be able to raise notional general income by an additional population factor as part of the rate peg from 2022-23.
- The population factor for each council will reflect estimated residential population growth less revenue received from supplementary valuations that year.
- This will increase revenue for many councils serving growing communities. No council will be worse off under the new methodology.
- IPART has estimated that, for example, over the past four years, the new rate peg methodology would have increased total general income for the local government sector by 1.5%, or $287 million.

Key points

- IPART sets the rate peg each year under the terms of a delegation from the Minister for Local Government.
- The NSW Government has committed to allowing councils to align their income with population growth to better support growing communities across the State.
- In December 2020 IPART was asked to review the rate peg methodology to deliver this commitment and to report to the Minister by September 2021.
- As part of this review, IPART released an Issues Paper on 25 March 2021, a Draft Report on 29 June 2021 and held an online Public Hearing on 20 July 2021.
- On 10 September 2021 IPART provided the Final Report on its review to the Minister.
- IPART proposes that a different rate peg apply to each council to permit that council to increase its notional general income by a population factor.

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- IPART has advised that this option will maintain total general income on a per capita basis over time, applies to all councils and recognises that councils have different service levels and costs.
- This new population factor will be different for each council, adding any increase to its residential population, as published by the Australian Bureau of Statistics, and then deducting revenue that council has received from supplementary valuations.
- The NSW Valuer General can issue supplementary valuations of properties outside the 3 to 4-year general cycle if changes are recorded on the Register of Land Values. If this results in increased land values, councils receive increases to their general income outside the rate peg.
- To prepare for this reform, an amendment to the *Local Government Act 1993* was made earlier this year to ensure that multiple rate pegs may be set.
- Since IPART issued its Draft Report in June 2021, minor changes have been made to the proposed rate peg methodology to include population growth. The time period for adjusting the value of supplementary valuations has been shifted to make it easier to implement.
- IPART will also correct the population factor for all councils to reflect the difference between estimated and actual population growth when data from the recent census is released, and, going forwards, correct the population factor after each census if the difference in estimated compared to actual population growth for a council is greater than 5%.

Where to go for further information

- IPART's Final Report may be viewed on its website here.
- If you have any questions about the new rate peg methodology, please contact IPART in the first instance on 02 9290 8400 or by email to ipart@ipart.nsw.gov.au.

Kiersten Fishburn
Coordinator General, Planning Delivery and Local Government

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IPART Independent Pricing and Regulatory Tribunal | NSW

Information Paper

Local Government

IPART modelling for the review of the rate peg to include population growth

5 October 2021

What modelling did IPART undertake?

IPART undertook modelling to illustrate the impact of the population growth adjustment. We modelled the impact our recommended approach to reflecting population growth in the rate peg would have had on council general income over the period from 2017-18 to 2020-21.

We chose this 4-year period as there are no reliable forward estimates of population growth at a council level (including the impact of the Covid-19 pandemic on population growth) and there are no reliable forecasts of supplementary valuations.

What does the modelling show?

The modelling shows what the change in councils' general income would have been if our population growth adjustment to the rate peg had been applied. The table at Appendix D of our Final Report shows the impact of the population growth adjustment on each council in NSW. The table shows what would have been the cumulative increase to each council's general income from 2017-18 to 2020-21. The increases are shown in nominal terms, meaning it accounts for the impact of inflation based on the local government cost index over this time period.

IPART acknowledges the Traditional Custodians of the lands where we work and live. We pay respect to Elders, past, present and emerging. We recognise the unique cultural and spiritual relationship and celebrate the contributions of First Nations peoples.

What do the columns in Appendix D represent?

Columns 3 and 4 of Table D.1 in Appendix D illustrate the cumulative increase to councils' general income over 4 years that would have occurred with the application of the recommended population growth factor to the rate peg. The only difference between the two cumulative increase columns is the impact of special variations.

To illustrate the impact of the population growth adjustment for those councils who received a special variation over the period, we modelled whether the population growth adjustment would have resulted in additional income above the special variation income. Where the increase in general income from the special variation was greater than the modelled increase in general income from the population growth adjustment, no increase is shown in column 4. We have used an excerpt from Table D.1 to illustrate this.

Table D.1 Forecast increase in notional income by council (NSW)

Column 1	Column 2	Column 3	Column 4	Column 5
Council	Type	Cumulative increase of notional income over 4 years - excluding SVs ($)	Cumulative increase of notional income over 4 years ($)	4-year population growth (%)
Parramatta	Metropolitan	24,474,371	24,474,371	12.8%
Ku-ring-gai	Metropolitan	4,264,676	2,878,572	5.6%
Byron	Regional Town/City	2,805,489	0	7.2%
Murrumbidgee	Rural	129,808	129,808	1.4%
Cobar	Large Rural	25,429	25,429	-0.7%
Orange	Regional Town/City	0	0	4.2%

The **cumulative increase in column 3** shows the increase in council notional general income that would have resulted from the population growth adjustment in the rate peg. It ignores the impact of any special variation that applied to a council over the past four years. This column can be characterised as the likely impact going forward.

The **cumulative increase in column 4** shows the increase in council notional general income that exceeds any special variations that applied over the 4-year period. So there is an amount in column 4 only where the population growth adjustment would have resulted in additional income above any special variation income. We have modelled no increase arising from the population growth factor in the rate peg in those years where the additional income from the special variation would have been greater. Going forward, councils may be less likely to apply for a special variation for future costs associated with population growth.

Where a council did not have a special variation during the 4 years, columns 3 and 4 will show the same increase as both will measure the impact of the population growth adjustment only. The excerpt from Table D.1 shows this is the case for Parramatta.

Where councils have had a special variation during the 4 years, columns 3 and 4 may show different increases, The excerpt from Table D.1 shows a lower amount in column 4 than column 3 for Ku-ring-gai as it had a special variation in one of the years modelled. Byron had a special variation increase in each of the years modelled. We have modelled no increase arising from the population growth factor in the rate peg in those years where the additional income from the special variation would have been greater.

Why does the modelling show no increase for some councils?

The table shows what happens to councils with low or no population growth. If a council has no population growth, then its general income increases by the base rate peg only. If a council has positive population growth in some years and negative population growth in others it will get the increased income from the population growth factor in the years with positive population growth.

For example, in the excerpt from Table D.1 above, Murrumbidgee had population growth in 3 of the 4 years, with modest growth overall. Cobar had population growth in 2 of the 4 years but contracted overall. Cobar would have received additional income from the population growth factor in the 2 years with positive population growth, even though the population declined overall across the 4-year period.

Some councils that are experiencing population growth are already collecting revenue to maintain rates income on a per capita basis through supplementary valuations while some other councils are not. In the excerpt from Table D.1 above, Orange received revenue from supplementary valuations over the 4-year period to maintain rates income on a per capita basis.

The impact on individual councils from year to year going forward will depend on their population growth and their supplementary valuations in a given year. We expect the impact of any increase to a council's notional general income to grow over time, given the cumulative nature of the rate peg.

Shelley Hancock
Minister for Local Government

Bronnie Taylor
Minister for Mental Health, Regional Youth & Women

MEDIA RELEASE

Friday, 17 September 2021

COUNCILS FOCUS ON MENTAL HEALTH DURING COVID-19 OUTBREAK

Councils and staff across the state came together in a webinar yesterday afternoon to discuss the impacts of COVID-19 on the mental health of the NSW local government workforce and the communities they serve.

Minister for Local Government Shelley Hancock said more than 200 council workers, councillors, mayors and general managers joined the webinar with Minister for Mental Health Bronnie Taylor and NSW Chief Psychiatrist Dr Murray Wright.

"The last 18 months has been a very difficult time for everybody, with prolonged restrictions on our daily lives and mounting social and economic impacts, so this webinar was designed to address the many stressful and isolating issues we've been encountering," Mrs Hancock said.

"The webinar provided an opportunity for council staff and councillors to take stock of their own mental health, obtain information on support services, and ask questions and receive advice from the experts.

"While much of the focus for councils has been on providing infrastructure, facilities and services to their communities during the COVID-19 outbreak, it's important to reflect on the mental health of council staff and councillors in addition to residents.

"Our 128 local councils across NSW comprise nearly 1,300 councillors and more than 48,000 staff, and they too are enduring incredible stress in serving their local communities in the face of unprecedented challenges.

"The Office of Local Government has so far held nine webinars during this current COVID-19 outbreak with key ministers and senior government officials to keep them up to date with the latest developments and restrictions.

"The NSW Government will continue to support our councils and their local communities to respond and recover from the COVID-19 pandemic."

Mrs Taylor said the NSW Government is working on a pandemic recovery roadmap, under which councils and local communities will play an integral part.

"Councils have a big role to play as we navigate our path out of this pandemic, with the community right at the centre of the recovery," Mrs Taylor said.

"The NSW Government has invested in community-led suicide prevention activity including local drop-in centres, response groups and community based services.

"Local staff are doing an incredible job confronting challenges head-on every day, so it is really important that they are equipped with the tools to, not only support the community but also to be able to recognise when they might need to put their hand up for help themselves.

"This is all about challenging the stigma around with mental illness, encouraging help seeking behaviour and creating connected communities full of healthy, resilient individuals."

The NSW Government has relaunched its Mentally Healthy Workplaces Strategy in response to the significant shift in the way we work due to COVID-19.

It aims to help employers move from a model of only prioritising mental health at work following an incident, to offering targeted and proactive support to their employees throughout the year.

Extensive mental health resources including self-help and online counselling support can be accessed on the Commonwealth Government's Head to Health website here.

If you or somebody you know needs help, call Lifeline on 13 11 14, Beyond Blue on 1800 512 348 or the NSW Mental Health Line on 1800 011 511.

MEDIA: Caterina Polistina | Minister Hancock | 0439 196 539
Richard Shute | Minister Taylor | 0409 394 232

Contact us | Facebook | Twitter

Office of Local Government

Message from Minister Hancock

subscribe | print | forward **5 October 2021**

Government introduces population growth factor to raise infrastructure funds for growing councils and communities

I am delighted to announce that the NSW Government will introduce a population growth factor in the annual rate peg from July 2022 to raise much-needed additional revenue for councils to fund key infrastructure in growing communities.

Today I released IPART's final report following its review of the annual rate peg to accommodate population growth.

In its response to the IPART rating review, the Government committed to allow rating incomes to grow in line with population growth to generate additional revenue for councils based on any increase in residents.

This will provide the additional revenue for the key infrastructure growing communities need and expect.

Late last year the Government commissioned IPART to develop a methodology for population growth to be taken into account when it sets the annual rate peg.

As part of this review, IPART released an issues paper in March, a draft report in June and held an online public hearing in July. I would like to take this opportunity to acknowledge those councillors and council staff who took the time to provide input to this process.

The Government has now endorsed IPART's proposed methodology outlined in its final report which was submitted to me last month.

Councils with growing residential populations will be able to raise notional general income by an additional population factor as part of the rate peg from 2022-23.

This new population factor will be different for each council, adding any increase to its residential population, as published by the Australian Bureau of Statistics, and then deducting revenue that council has received from supplementary valuations.

To prepare for this important reform, an amendment was made to the Local Government Act earlier this year to allow multiple rate pegs to be set.

IPART estimates that this population growth factor would have generated an additional $287 million in rates revenue for local government in NSW over the past four years, with individual councils having received up to $86 million in extra income.

This revenue injection will help councils overcome growing pains with a reliable and sustainable revenue stream to provide necessary infrastructure for growing communities into the future including roads, drainage and open space.

Importantly, it's the new residents moving into these areas who will primarily cover the extra rating incomes.

In addition, no council will receive less income under the new rate peg arrangements including those not experiencing population growth.

Introducing a population growth factor shows we can keep the annual rate peg in place to continue to protect households from excessive rate rises while allowing councils to generate revenue for new infrastructure for growing communities into the future.

The NSW Government is committed to supporting our local councils to deliver the quality infrastructure, facilities and services local communities need and expect.

IPART's final report including estimated additional incomes for individual councils can be accessed here.

Shelley Hancock
Minister for Local Government

Please click here to unsubscribe from our mail list.

Rob Stokes
Minister for Planning and Public Spaces

Shelley Hancock
Minister for Local Government

MEDIA RELEASE

Monday, 20 September 2021

NEW ACTION PLAN FOLLOWING ICAC REPORT

The NSW Government will act on recommendations made by the Independent Commission Against Corruption (ICAC) to fortify local government and the planning system against corruption following its investigation into the former Canterbury City Council.

Minister for Planning and Public Spaces Rob Stokes today released a joint action plan that will strengthen councils against corruption and safeguard against any misuse of the planning system.

"The ICAC's findings and recommendations act as a reminder that we need to remain ever-vigilant about corruption," Mr Stokes said.

"We've already introduced a raft of reforms to guard against corruption and strengthen the integrity and transparency of our systems, including the creation of independent planning panels to determine controversial proposals."

Minister for Local Government Shelley Hancock said the NSW Government is committed to protecting councils and their communities from those seeking to misuse their positions.

"We already require council election candidates to publicly declare if they are a property developer or a close associate of a property developer," Mrs Hancock said.

"Our new action plan will bolster the defenses of councils against corruption with increased monitoring of data and decisions, as well as stronger requirements around the ethical responsibilities of councillors and general managers."

The NSW Government will work with the ICAC on implementing the action plan which includes:

- Developing a new risk-based monitoring framework, using data from the NSW Planning Portal, to ensure misuse is more easily detected;
- Updating guidelines enabling performance agreements of council general managers to include indicators related to ethical culture;
- Council business and briefing papers to include a reminder to councillors of their oath or affirmation, and their conflict of interest disclosure obligations;

- Audits checking compliance with Gateway Determination conditions for rezoning proposals; and
- Examining the appropriateness of capital investment value as a metric for planning pathways, and possible clear, robust and verifiable alternatives.

Action on a number of reforms is already underway, with many scheduled to be completed by the end of the year and all to be undertaken by 30 June, 2022.

For more information and to view the action plan, visit https://www.planning.nsw.gov.au/local-planning.

MEDIA: Alexandra Tooth | Minister Stokes | 0447 621 312
Caterina Polistina | Minister Hancock | 0439 196 539

NSW GOVERNMENT **Shelley Hancock**
Minister for Local Government

MEDIA RELEASE

Wednesday, 22 September 2021

ANNUAL REPORT CARD REVEALS RESILIENCE OF LOCAL COUNCILS

An annual report card on the local government sector has revealed the resilience and hard work of local councils in continuing to serve their communities in the face of bushfire, flood and the COVID-19 pandemic.

Minister for Local Government Shelley Hancock today released the updated ***Your Council*** website with the latest comparative statistics about the operations of the state's 128 local councils and the profile of their local communities.

"The data on the NSW Government's ***Your Council*** website reflects the work of our councils to withstand the economic impacts of the 2019-20 bushfires, as well as last year's floods and the onset of COVID-19 while continuing to support their communities," Mrs Hancock said.

"The website provides ratepayers with detailed information about their council and the local government sector as a whole at the click of a button.

"Comparative statistics collected by the Office of Local Government from NSW councils show local government has maintained spending on services, employment levels and asset maintenance despite facing these challenges.

"Local councils across NSW have been instrumental in supporting their communities to respond and recover from these crises, as well as continuing to provide infrastructure and services.

"Councils have been rolling out comprehensive stimulus packages to provide financial relief and support for residents and businesses including waiving fees, interest charges and offering grants."

Mrs Hancock said the NSW Government has also continued to support local councils and their communities with billions of dollars in bushfire, flood and COVID-19 response packages.

"The NSW Government announced a $395 million COVID-19 Local Government Economic Stimulus Package in April last year to safeguard council jobs, local services and infrastructure," Mrs Hancock said.

"The package included a $1,500 a fortnight Job Retention Allowance subsidy to help councils retain staff as well as enhanced access to affordable loans to fund community infrastructure projects and help generate jobs and investment.

"The NSW Government will continue to stand side by side with our local councils to help them to deliver for their local communities during these challenging times."

For more information, visit www.yourcouncil.nsw.gov.au.

Your Council website Fast Facts for 2019-20

- Total expenditure was $12.5 billion in 2019-20, an increase from $12.4 billion in 2018-19
- Expenditure on services per resident was $1,600 in 2019-20, compared to $1,574 the previous year
- In 2019-20, NSW councils owned and controlled assets worth $177.9 billion compared to $153.7 billion in 2018-19 which includes roads, bridges, footpaths, buildings and structures, stormwater and drainage, and water and sewer networks
- Asset maintenance expenditure in 2019-20 was $1.94 billion, compared to $1.87 billion in 2018-19
- Councils managed 109,190ha of open space and maintained 167,584km of roads
- There were 471 public pools and 1,786 public halls managed by NSW councils
- Councils determined 57,811 development applications in 2019-20

MEDIA: Caterina Polistina | 0439 196 539

NSW GOVERNMENT **Shelley Hancock**
Minister for Local Government

MEDIA RELEASE

Tuesday, 21 September 2021

MAYORS AND COUNCIL STAFF UNITE TO MAX THE VAX

Mayors and council workers are united in one voice to urge the state's local government workforce to get vaccinated against COVID-19.

Minister for Local Government Shelley Hancock said mayors are taking part in a social media video while council workers are featuring in case studies to encourage other local government workers to get the jab.

"There are more than 48,000 people employed by our state's 128 local councils and they are vital to keeping our local communities ticking, particularly during challenging times," Mrs Hancock said.

"These council workers are at the frontline of our communities keeping our streets clean, bins emptied and parks maintained, and we are urging them to get vaccinated so everyone can be and feels safe.

"I am delighted that mayors and council workers are united in their call for the NSW's local government workforce to roll up their sleeve and protect their colleagues, communities and families from COVID-19.

"Mayors from Greater Hume, Hay, Hornsby, Parramatta and Tamworth feature in a video to spread the message to other mayors, councillors and staff to get vaccinated.

"Council staff from Ballina, Bayside and Gilgandra councils are profiled in case studies to spread the word to other local government workers."

The promotional materials form part of a campaign launched by the NSW Government last month to encourage the state's local government workforce to get the jab.

To book a COVID-19 vaccination, visit www.nsw.gov.au.

MEDIA: Damien Bolte | 0498 359 624

Returning Office name	Council 1 and location of RO office	Council 2	Council 3	Council 4	RO Name	RO Surname
Albury Region	City of Albury	Greater Hume Shire			Robyn	Duffield
Armidale Region	Armidale Regional	Glen Innes Severn Shire	Uralla		Graham	Parsons
Bathurst Region	Bathurst Regional	Blayney	Oberon		Stuart	Evennett
Bayside	Bayside				Daniel	Mitchell
Bega Valley Region	Bega Valley	Eurobodalla			Fay	Steward
Blacktown	City of Blacktown				Sharon	Johnson
Blue Mountains	City of Blue Mountains				Graeme	Simmonds
Broken Hill Region	City of Broken Hill	Wentworth			Darren	Flowers
Byron Region	Byron	Ballina			Ian	Smith
Camden	Camden				Angeliki	Hatzisavvas
Campbelltown	City of Campbelltown				Kathryn	Harris
Canterbury-Bankstown	Canterbury-Bankstown				Stephen	Suttie
Cessnock RO	City of Cessnock				Colleen	Williams
Clarence Valley Region	Clarence Valley	Richmond Valley			Leisa	Stout
Cobar Region	Cobar	Bogan	Bourke	Brewarrina	Vanessa	Reschke
Coffs Harbour	City of Coffs Harbour				Robert	Clark
Coolamon Region	Coolamon	Junee	Narrandera	Temora	Deirdre	Lisle
Cootamundra-Gundagai Region	Cootamundra-Gundagai Regional	Hilltops	Snowy Valleys		Jamie	Kuiters
Cowra Region	Cowra	Bland	Weddin		Gai	Gauci
Cumberland	Cumberland				Brian	Appeldoorn
Dubbo Region	Dubbo Regional	Narromine			Donald	Ramsland
Federation Region	Federation	Berrigan	Murrumbidgee		Ross	Baker
Georges River	Georges River				Peter	Burne
Gilgandra Region	Gilgandra	Coonamble	Warren		Fiona	Prentice
Goulburn Mulwaree Region	Goulburn Mulwaree	Upper Lachlan Shire	Yass Valley		Lisa	Bingley
Griffith Region	City of Griffith	Carrathool	Hay	Leeton	Jane	Moxon
Gunnedah Region	Gunnedah	Liverpool Plains	Warrumbungle Shire		Stephen	Beale
Hawkesbury	City of Hawkesbury				Janine	Forrest
Hornsby	Hornsby				Paul	Freeman
Hunters Hill Region	Hunter's Hill	Lane Cove			Ronald	Krueger
Inner West	Inner West				Kevin	Orchard
Inverell Region	Inverell	Gwydir			Erwin	Bates
Kempsey	Kempsey				Toni	Williams
Kiama	Kiama				Paul	Belleville

Returning Office name	Council 1 and location of RO office	Council 2	Council 3	Council 4	RO Name	RO Surname
Ku-ring-gai	Ku-ring-gai				John	Fennell
Lake Macquarie	City of Lake Macquarie				Jay	Bellamy
Lismore Region	City of Lismore	Kyogle	Tenterfield		John	Arthur
Lithgow Region	City of Lithgow	Mid-Western Regional			Jennifer	Dash
Liverpool	City of Liverpool				Mohammed	Sayed
Maitland	City of Maitland				Anthony	Munro
Mid-Coast	Mid-Coast				Greg	Cousins
Moree Plains Region	Moree Plains	Narrabri	Walgett		Peter	Dooley
Murray River Region	Murray River	Edward River			Peter	Kozlowski
Muswellbrook Region	Muswellbrook	Singleton	Upper Hunter Shire		Royce	Burns
Nambucca Valley Region	Nambucca Valley	Bellingen			Sandra	Mahoney
Newcastle	City of Newcastle				Graham	Clothier
North Sydney Region	North Sydney	Mosman			Robert	Bruce
Northern Beaches	Northern Beaches				Matthew	Brennan
Orange Region	City of Orange	Cabonne			John	Neville
Parkes Region	Parkes	Forbes	Lachlan		Matthew	Irvine
Parramatta	City of Parramatta				Deanne	Cupitt
Port Macquarie-Hastings	Port Macquarie-Hastings				Natalie	Davies-Latta
Port Stephens Region	Port Stephens	Dungog			Karen	Drinan
Queanbeyan-Palerang Region	Queanbeyan-Palerang Regional	Snowy Monaro Regional			Duncan	Stewart
Randwick	City of Randwick				Hany	Amer
Ryde	City of Ryde				Susan	Profilio
Shellharbour	City of Shellharbour				Victor	Miglionico
Shoalhaven	City of Shoalhaven				Sam	Tooley
Strathfield Region	Strathfield	Burwood	Canada Bay		James	Smith
Sutherland	Sutherland Shire				Amanda	South
Sydney	City of Sydney				Virginie	Halpin
Tamworth Region	Tamworth Regional	Walcha			Jodie	McKenna
The Hills	The Hills Shire				Zoran	Mustac
Tweed	Tweed				Lisa	Murray
Wagga Wagga Region	City of Wagga Wagga	Lockhart			Marjorie	Kenna
Waverley	Waverley				Danny	Hui
Willoughby	City of Willoughby				Keith	Woolley
Wollondilly	Wollondilly				Kaylene	Cuddy
Wollongong	City of Wollongong				Gary	Reid
Woollahra	Woollahra				Gary	Johnston

Paul Toole
Deputy Premier
Minister for Regional NSW
Minister for Regional Transport and Roads

Matt Kean
Treasurer and Minister for Energy and Environment

MEDIA RELEASE

Friday, 15 October 2021

REGIONAL RECOVERY PACKAGE TO KICKSTART ECONOMY AND CREATE NEW JOBS

The NSW Government today unveiled a $200 million recovery package for regional NSW that will create new jobs and support events, shows and festivals to boost tourism and help young people reclaim the best years of their lives.

Deputy Premier and Minister for Regional NSW Paul Toole said the Regional Recovery Package includes a $50 million Regional Events Package, $30 million Regional Job Creation Fund and $40 million for priority infrastructure projects across Regional NSW.

“This package will deliver long term support and certainty for businesses as the state reopens, tourism rebounds and investors eye new opportunities in the bush,” Mr Toole said.

”The package includes $25 million to help regional councils stage events such as festivals that help drive tourism and allow locals to reconnect.

“Immediate financial support will also be provided for country shows to be held in 2021-2022. Country shows have been disrupted by drought, bushfire, floods and COVID-19 and the $5 million we are announcing today will help agricultural show societies come back bigger and better than ever, in the lead up to the 2022 Royal Easter Show.

“There’s no better way for Sydneysiders to experience the tastes, sights and sounds of the bush and support rural communities than to get along to a country show.

“I am also proud to confirm a second round of the successful Regional Job Creation Fund and the Regional Events Acceleration Fund in 2022. I am looking forward to announcing successful projects from the first round of these projects in the coming weeks which will help businesses create more jobs and give tourists even more reasons to visit the bush.

“This package has laid the foundations for a strong recovery for regional NSW and I look forward to making further funding announcements in the coming weeks that will ensure the regions bounce back better than ever.”

Treasurer Matt Kean said the $200 million of new funding is a key part of the NSW Government’s COVID-19 Economic Recovery Strategy.

“We know businesses in the bush have done it tough through the pandemic,” Mr Kean said.

“We want to arm our regional communities with the economic stimulus they need not only to recover, but to bounce back bigger and better than before.

"This package will not only provide a boost to business but deliver better services, new projects and more jobs for regional communities across the state."

The $200 million Regional package builds upon the NSW Government's record investment in regional NSW through the $2 billion Regional Growth Fund and the $4.2 billion Snowy Hydro Legacy Fund and 30 per cent of the Restart NSW Fund.

MEDIA: Alex Bernhardt | Deputy Premier | 0448 203 742

Teaghan Wilson | Treasurer | 0455 151 398

$200 million Regional Recovery Package includes:

- **$30 million** for the Regional Job Creation Fund Round Two (to be open for applications in early 2022)
- **$50 million** Regional Events Package, including;
    - **$20 million** Regional Events Acceleration Fund Round Two (to be open for applications in early 2022)
    - **$5 million** Country Shows support package
    - **$25 million** Reconnecting Regional NSW: Community Events Package
- **$40 million** for priority infrastructure projects across Regional NSW.

Further announcements will be made with respect to the remaining $80 million.

8.1.9 UPDATED COUNCIL MEETING ACTION REPORT

DOCUMENT NUMBER	358825
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Updated Council Meeting Action Report, attached, be noted.

Introduction

The Council Meeting Action Report lists actions resolved from previous Council Meetings so the Mayor and Councillors can be assured those actions are completed or progressing.

8.2 FINANCE

8.2.1 REQUEST TO WAIVE RATES ON LOT 586 DP 726192 MIDDLETON DRIVE GUNDAGAI

DOCUMENT NUMBER	358805
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	The amount up to the total rates outstanding subject to Council's decision and a funding source being identified.
LEGISLATIVE IMPLICATIONS	Compliance with of the Local Government Act, 1993
POLICY IMPLICATIONS	The CGRC Donations Policy.
ATTACHMENTS	1. Customer Service Request - Mr Robert Butcher - Gundagai Historic Bridges Committee Inc - Request to Waive Fee ⇩ 2. Auto Reply - Service Request 358278 - Mr Robert Butcher - Gundagai Historic Bridges Committee Inc. ⇩ 3. Registered Details for lot 586 DP 726192 Middleton Drive Gundagai. ⇩ 4. Assessment Details for Lot 586 DP 726192 Middleton Drive Gundagai. ⇩

RECOMMENDATION

1. **Council notes that the land at Lot 586 DP 726192 Middleton Drive Gundagai is rateable as it is leased by the Gundagai Historic Bridges Committee Inc. from the Crown and used for private purposes .**
2. **Council considers making a donation to the Gundagai Historic Bridges Committee Inc for outstanding rates payable with a funding source to be identified.**

Introduction

A service request has been received from The Gundagai Historic Bridges Committee Inc. requesting Council to waive the rates as detailed in Assessment Details for Lot 586 DP 726192 Middleton Drive Gundagai, attached to the report.

Discussion

Section 555(1)(a) of the Local Government Act, 1993 (the Act) prescribes as follows:

(1) The following land is exempt from all rates-

(a) Land owned by the Crown, not being land held under a lease for private purposes.

Further, section 555(2) continues that 'Land is not rateable under subsection (1)(a) only because the land is leased by the Crown to a caretaker at a nominal rent.'

The subject land is Crown Land leased to the Gundagai Historic Bridges Committee Inc. In accordance with the applicable legislation above, as there is a lease held for private purposes, the land currently rateable and the Committee liable for the rates.

It is important to note that there are no provisions for councils to waive or reduce rates (except in the case of pensioner rebates) in the Act. Therefore, the Committee is responsible for the payment of the full amount of the rates levied for the land.

As at the time of preparing this report the amount of rates outstanding and payable by the committee was $4509.35. This includes $1695.67 for the 2021/2022 financial year. The balance of the amount owing is for the rating periods 2019/2020 and 2020/2021 and accrued interest.

To assist the Committee to manage payment of the outstanding rates arrangements could be made through Council's Hardship Policy. Further, should Council wish to reduce the impact of the financial burden on the Committee resulting from the obligation to pay the rates, the only avenue available for Council is to consider providing financial support through a donation in an amount up to the value of the annual rates due and outstanding.

There are currently no available funds in the Community Donations budget. Therefore if Council wishes to provide a donation a funding source will be required to be identified.

Council in past years have donated the value of rates to this community group.

Service Request Form

Document Id: 358278

Requestor Details:

Organisation: Gundagai Historic Bridges Committee Inc

Title / Given Name / Surname: Robert Butcher

Address Line 1: PO Box 79

Address Line 2:

Address Line 3:

Position:

City: Gundagai State: NSW Postcode: 2722

Phone No: 0269441722 Mobile: Facsimile:

Website URL:

Email Address: robertbutcher@bigpond.com

External ID:

Preferred Contact: Email

Request Details: Request from Mr Butcher for the rates A/N 11032836 Lot 586 DP 726192 Middleton Drive Gundagai,to be waived as per previous years. They no longer have a Secretary and would appreciate if we could draft a letter for him to sign and have as an ongoing template.

Location Details:

House / Street: PO Box 79

Town: Gundagai State: NSW Postcode: 2722

Relevant Location Information: Lot 586 DP 726192 Middleton Drive, Gundagai Request for rates on A/N 11032836 to be waived.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Ph: 1300 459 689 Fax:02 6940 2127
Email: mail@cgrc.nsw.gov.au
www.cgrc.nsw.gov.au

Cootamundra Office
81 Wallendoon Street,
Cootamundra NSW 2590

Gundagai Office:
255 Sheridan Street,
Gundagai NSW 2722

358278 / REC-211007-MMC-161000

Mr. Robert Butcher
Gundagai Historic Bridges Committee Inc
PO Box 79
GUNDAGAI NSW 2722

Dear Mr. Butcher

RE: ***Request from Mr Butcher for the rates A/N 11032836 Lot 586 DP 726192 Middleton Drive Gundagai,to be waived as per previous years. They no longer have a Secretary and would appreciate if we could draft a letter for him to sign and have as an ongoing template. Lot 586 DP 726192 Middleton Drive, Gundagai Request for rates on A/N 11032836 to be waived.***

Thank you for contacting Council on 29th September, 2021.

Your request will be included in a report to be prepared and submitted at the Ordinary Meeting to be held 26th October 2021 for the consideration of Council. You will be advised in writing of Council's resolution to your request.

Yours faithfully

Phillip McMurray

General Manager

7 October 2021

NSW GOVERNMENT | Valuer General

Session time-out: 39:38

Valnet 2*i* - Property Details

Property Details

Property	**527280**
Type	NORMAL
Status	CURRENT
District	265 - COOTAMUNDRA-GUNDAGAI REGIONAL
Address	MIDDLETON DR, GUNDAGAI NSW 2722
Owner	GUNDAGAI HISTORIC BRIDGES INC, STATE RAIL AUTHORITY - RAIL ESTATE
Zone	RU1 - Primary Production
Area	3.4-H (CALCULATED)
Dimensions	
Old Val Num	058 02442 40000000
State Heritage Listing	
ASON (Owner)	Post Office Box K 349, HAYMARKET 1240
ASON (Lessee)	Post Office Box 79, GUNDAGAI 2722

Show Property in Six Maps

Land Values

Base Date	Base Date Type	Base Date Status	Date Made	Benchmark Class.	Land Value	Auth.	Basis	Cnscn	Cncsn Amnt	Date Notice Printed	NOV Delivery Method	Date Notice Returned
01/07/2019	GENERAL	CURRENT	05/09/2019	R	$92,100	14A(1)	6A(1)			24/01/2020	Post	
01/07/2016	GENERAL	PRIOR	05/10/2016		$80,000	14A(1)	6A(1)			11/04/2017	Post	
01/07/2015	GENERAL	PRIOR	01/08/2015		$80,000	14A(1)	6A(1)					

Non Lot Description

Non Lot Description	Lease Num	Lease Type	Lease Area	Lease Desc.
.	280490	RLLEASE	3.4H	483.4 km to 484.12 km

ASON History

Ason	Created By	Date Created
Post Office Box K 349, HAYMARKET 1240	VALNET	27/09/2002 21:01
Post Office Box K 349, HAYMARKET 1240	LCROUCH	21/11/2008 11:39
PO BOX 125, GUNDAGAI 2722	LCROUCH	21/11/2008 11:39

Workflows

Workflow No	Workflow Type	Contact Source	Nature of Contact	Start Date	Base Date	Date Completed	Action	Coordinator
699109	Supplementary Valuation			31/03/2004		31/03/2004	CD	
1795579	Supplementary Valuation			21/11/2008		21/11/2008	CD	
3833541	Redefine District Boundaries			22/02/2019		22/02/2019	BD	

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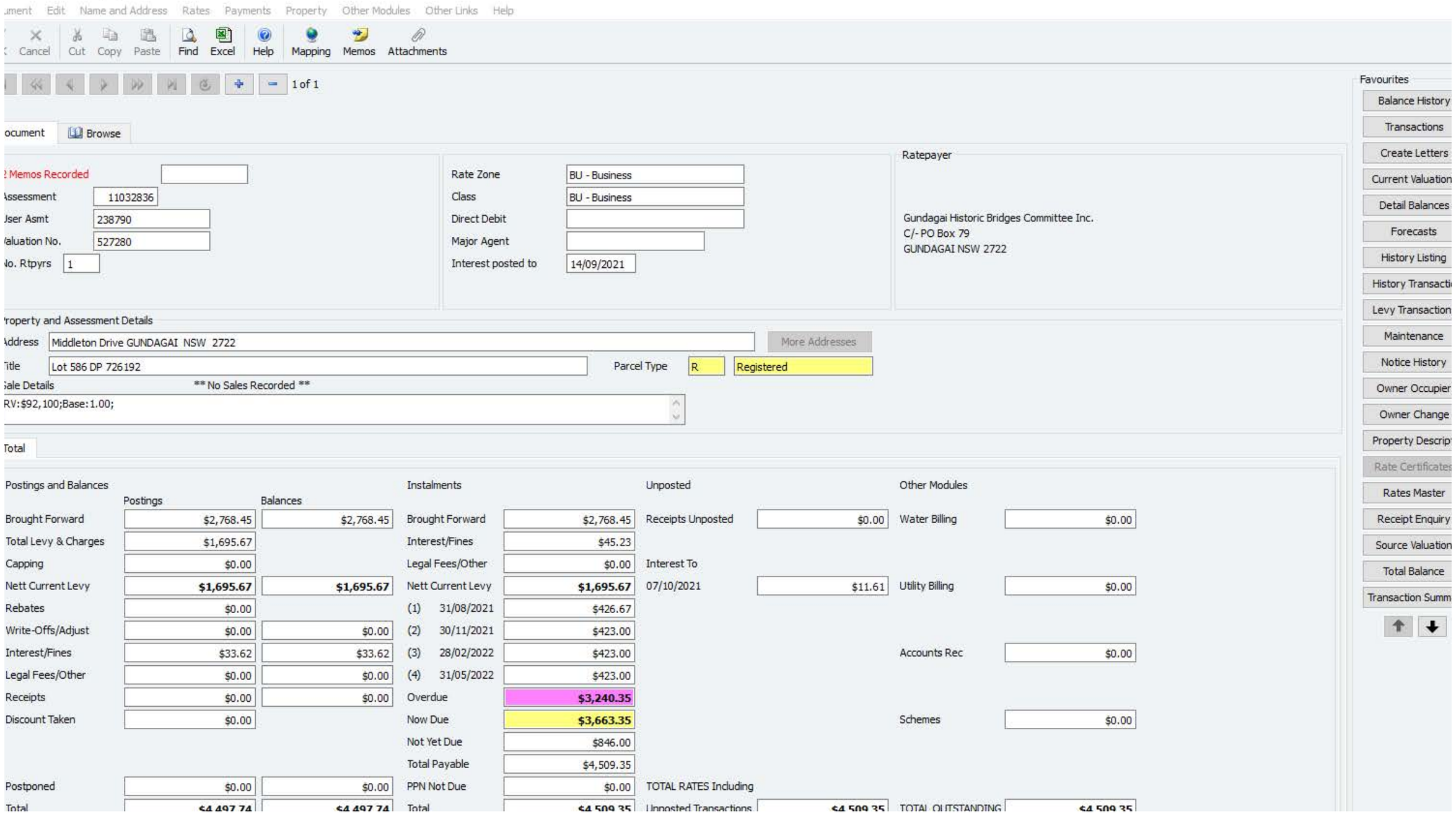

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Cancel Cut Copy Paste Find Excel Help Mapping Memos Attachments

1 of 1

ocument Browse

2 Memos Recorded

Assessment 11032836

User Asmt 238790

Valuation No. 527280

No. Rtpyrs 1

Rate Zone BU - Business

Class BU - Business

Direct Debit

Major Agent

Interest posted to 14/09/2021

Ratepayer

Gundagai Historic Bridges Committee Inc.
C/- PO Box 79
GUNDAGAI NSW 2722

Property and Assessment Details

Address Middleton Drive GUNDAGAI NSW 2722 More Addresses

Title Lot 586 DP 726192 Parcel Type R Registered

Sale Details ** No Sales Recorded **

RV:$92,100;Base:1.00;

Total

Postings and Balances	Postings	Balances	Instalments		Unposted		Other Modules	
Brought Forward	$2,768.45	$2,768.45	Brought Forward	$2,768.45	Receipts Unposted	$0.00	Water Billing	$0.00
Total Levy & Charges	$1,695.67		Interest/Fines	$45.23				
Capping	$0.00		Legal Fees/Other	$0.00	Interest To			
Nett Current Levy	**$1,695.67**	**$1,695.67**	Nett Current Levy	**$1,695.67**	07/10/2021	$11.61	Utility Billing	$0.00
Rebates	$0.00		(1) 31/08/2021	$426.67				
Write-Offs/Adjust	$0.00	$0.00	(2) 30/11/2021	$423.00				
Interest/Fines	$33.62	$33.62	(3) 28/02/2022	$423.00			Accounts Rec	$0.00
Legal Fees/Other	$0.00	$0.00	(4) 31/05/2022	$423.00				
Receipts	$0.00	$0.00	Overdue	**$3,240.35**				
Discount Taken	$0.00		Now Due	**$3,663.35**			Schemes	$0.00
			Not Yet Due	$846.00				
			Total Payable	$4,509.35				
Postponed	$0.00	$0.00	PPN Not Due	$0.00	TOTAL RATES Including			
Total	**$4,497.74**	**$4,497.74**	Total	**$4,509.35**	Unposted Transactions	**$4,509.35**	TOTAL OUTSTANDING	**$4,509.35**

Favourites

Balance History
Transactions
Create Letters
Current Valuation
Detail Balances
Forecasts
History Listing
History Transacti
Levy Transaction
Maintenance
Notice History
Owner Occupier
Owner Change
Property Descrip
Rate Certificates
Rates Master
Receipt Enquiry
Source Valuation
Total Balance
Transaction Summ

8.2.2 INVESTMENT REPORT - SEPTEMBER 2021

DOCUMENT NUMBER	358903
REPORTING OFFICER	John Chapman, Interim Manager Finance and Customer Service
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Council's investment income for September 2021 was $6,034.14, 22% over the budgeted figure of $4,932.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act (NSW), 1993, Local Government (General) Regulation, 2005 paragraph 212.
POLICY IMPLICATIONS	The Investment Policy was adopted on 31st July 2018 and was due for review on 31st July 2021.
ATTACHMENTS	1. Investment Report 30 September 2021 ⇩

RECOMMENDATION

The Investment Report for September, 2021 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 $6,034.14, being 22% over the budget for the month.

INVESTMENT REPORT

As at: 30/09/2021

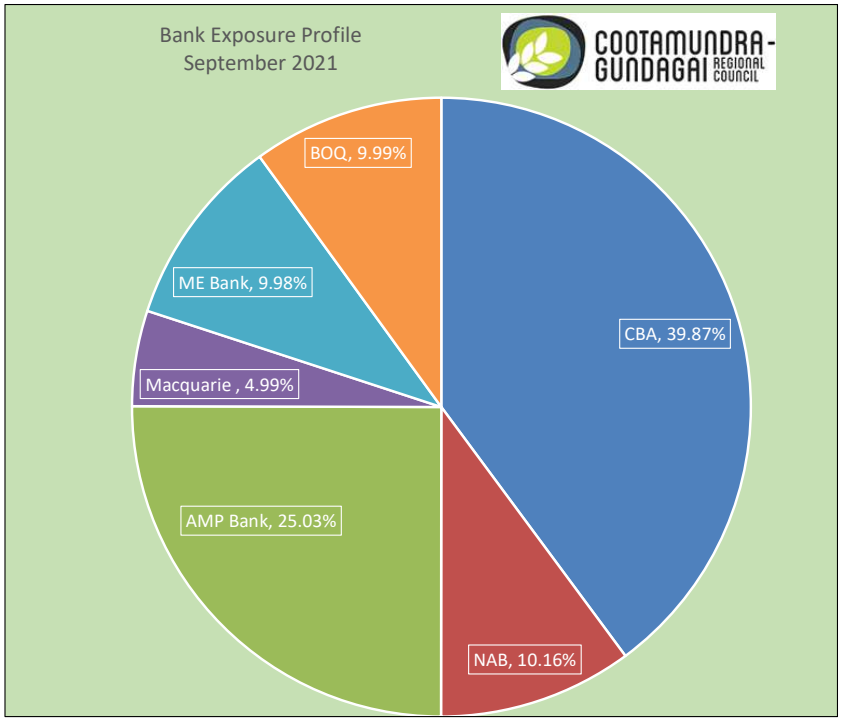
Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
24 Aug 2021	0.40%	91	$1,000,000.00	Macquarie	**$ 328.77**	23 Nov 2021
20 Jul 2021	0.45%	182	$1,001,131.51	ME Bank	**$ 370.28**	18 Jan 2022
31 Aug 2021	0.45%	182	$1,000,000.00	ME Bank	**$ 369.86**	1 Mar 2022
20 Jul 2021	0.60%	245	$1,006,954.25	AMP	**$ 496.58**	22 Mar 2022
13 Jul 2021	0.75%	336	$2,013,908.49	AMP	**$1,241.45**	14 Jun 2022
20 Sep 2021	0.80%	365	$2,000,000.00	AMP	**$1,315.07**	20 Sep 2022
21 Sep 2021	0.38%	365	$2,003,471.23	BOQ	**$ 625.74**	21 Sep 2022
21 Sep 2021	0.35%	365	$2,000,000.00	National Australia Bank	**$ 575.34**	21 Sep 2022
		AC	$794,104.29	Commonwealth Bank	**$ -**	At Call
		BOS	$7,203,337.06	Commonwealth Bank	**$ 705.16**	At Call
		AC	$37,144.12	National Australia Bank	**$ 5.89**	At Call
Total			**$20,060,050.95**			
Matured in Report Month						
Totals					**$6,034.14**	

Budgeted Interest for Month	$5,095.89
Combined Interest Rate	0.36%
BBSW Benchmark Rate	0.0137%

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

John Chapman
Responsible Accounting Officer


Bank Exposure Profile
September 2021
COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
BOQ, 9.99%
ME Bank, 9.98%
CBA, 39.87%
Macquarie , 4.99%
AMP Bank, 25.03%
NAB, 10.16%

8.2.3 MONTHLY FINANCE REPORT FOR SEPTEMBER, 2021

DOCUMENT NUMBER	359043
REPORTING OFFICER	John Chapman, Interim Manager Finance and Customer Service
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	Regular monitoring of Council's finances will ensure that any issues are identified in a timely manner.
LEGISLATIVE IMPLICATIONS	There are no legislative implications associated with this report.
POLICY IMPLICATIONS	There are no policy implications associated with this report.
ATTACHMENTS	1. Consolidated Report September 2021 ⇩ 2. Business Unit-Cost Centre Report September 2021 ⇩ 3. Capital Expenditure Summary September 2021 ⇩

RECOMMENDATION

1. **The Finance Report for September, 2021, and attached reports, be received and noted.**
2. **Provision be made in the September 2021 Quarterly Budget Review for expenditure of $521,877 to fund the proposed Bulk Light Emitting Diode (LED) Upgrade for Street Lighting.**

Introduction

The Monthly Finance Report provides Councillors with an update on the current budget status.

Discussion

At this early stage of the financial year no major concerns have been identified, except for the absence of provision in the budget for the proposed Bulk LED Upgrade for Street Lighting.

A number of capital works projects commenced in 2020-2021 were incomplete as of 30th June, 2021. The balance of funding for these projects will be carried forward to the 2021/22 financial year.

In relation to a proposed conversion of street lighting, Essential Energy is undertaking an LED rollout across our footprint over the next few years to drive reduced carbon emissions, reduced streetlighting bills and more efficient public lighting.

Council is given the choice to either contribute capital upfront, or to have Essential Energy fund the installation with recovery through regulated annual tariffs.

The upfront net cost to Council is $521,877 (excluding GST and including a contingency of 2%). This will be offset by an annual cost saving of $75,997 on the current annual charge, thus the upfront cost will be recouped through annual savings in 6.86 years. The total cost saving over 10 years will amount to $238,093.

Under the Essential Energy funding option, there is an operating charge and a capital charge over 10 years. The combined annual contribution to Essential Energy over 10 years would result in an annual cost saving of $21,784 on the current annual charge, or $217,840 over 10 years.

The funding options are summarised as follows:

	Saving/(Cost)	
	Council Funded (upfront capital)	Essential Energy Funded
Year 1	(445,880)	21,784
Year 2	75,997	21,784
Year 3	75,997	21,784
Year 4	75,997	21,784
Year 5	75,997	21,784
Year 6	75,997	21,784
Year 7	75,997	21,784
Year 8	75,997	21,784
Year 9	75,997	21,784
Year 10	75,997	21,784
	$238,093	**$217,840**

The Council funded option (up front capital contributions of $521,877 less annual maintenance contribution saving of $75,997 – net cost of $445,880 in year 1), delivering a saving of $20,253, is recommended.

These, and other relevant adjustments, will be made in the September, 2021 Quarterly Budget Review, scheduled for consideration by Council at the Ordinary Meeting to be held 30th November, 2021.

Monthly budget variance report
Consolidated
Period ended 30 September 2021

	Year to date actual										
	General	Waste	Water	Sewer	Consolidated total	Consolidated budget	Balance remaining	% of annual budget	QBR adjustment	Full year result	Comments
Revenue											
Rates and annual charges	9,218,395	2,629,077	500,488	633,360	**12,981,320**	16,537,983	3,556,663	78.49%	-	16,537,983	
User charges and fees	280,267	122,319	477,977	250,289	**1,130,852**	7,238,694	6,107,842	15.62%	-	7,238,694	
Interest and investement revenues	11,516	1,741	6,774	2,730	**22,761**	183,800	161,039	12.38%	-	183,800	
Other revenues	124,099	217	363	-	**124,679**	1,053,800	929,121	11.83%	-	1,053,800	
Operating grants and contributions	1,241,299	-	-	-	**1,241,299**	8,662,054	7,420,755	14.33%	-	8,662,054	
Capital grants and contributions	1,783,647	-	-	218,005	**2,001,652**	7,757,353	5,755,701	25.80%	-	7,757,353	
Recovery of corporate overhead expenditure	-	-	-	-	**-**	1,894,691	1,894,691	0.00%	-	1,894,691	
Total revenue	**12,659,223**	**2,753,354**	**985,602**	**1,104,384**	**17,502,563**	**43,328,375**	**25,825,812**	**40.40%**	**-**	**43,328,375**	
Expenditure											
Employee costs	2,953,729	143,470	120,278	131,646	**3,349,123**	11,480,269	8,131,146	29.17%	-	11,480,269	
Borrowing costs	77,349	-	- 10,848	- 6,469	**60,032**	249,647	189,615	24.05%	-	249,647	
Materials and contracts	8,014,699	373,736	429,855	149,517	**8,967,807**	10,452,349	1,484,542	85.80%	-	10,452,349	
Other expenses	1,752,071	15,133	56,781	57,413	**1,881,398**	3,230,586	1,349,188	58.24%	-	3,230,586	
Internal Overheads	14,290	-	91	561	**14,942**	1,894,691	1,879,749	0.79%	-	1,894,691	
Depreciation	-	-	-	-	**-**	9,509,095	9,509,095	0.00%	-	9,509,095	
Total expenses	**12,812,138**	**532,339**	**596,157**	**332,668**	**14,273,302**	**36,816,637**	**22,543,335**	**38.77%**	**-**	**36,816,637**	
Net result	**(152,915)**	**2,221,015**	**389,445**	**771,716**	**3,229,261**	**6,511,738**	**3,282,477**			**6,511,738**	

Business Unit/Cost Centre Summary - Operating

Period ended 30 September 2021

	Income					Expenditure				
	Actual	Budget	Variance	%		Actual	Budget	Variance	%	Comments
Buildings & Property Management	27,242	192,880	**165,638**	14.12%		295,065	1,285,600	**990,535**	22.95%	
Business Services	13,823	80,100	**66,277**	17.26%		903,940	1,822,883	**918,943**	49.59%	
Civil Works	49,242	5,543,487	**5,494,245**	0.89%		315,598	1,134,848	**819,250**	27.81%	
Community and Culture	1,361,483	2,754,378	**1,392,895**	49.43%		437,245	1,616,071	**1,178,826**	27.06%	
Development, Building and Compliance	244,502	426,320	**181,818**	57.35%		321,010	1,153,165	**832,155**	27.84%	
Executive Office	44,346	235,018	**190,672**	18.87%		328,490	1,143,315	**814,825**	28.73%	
Finance and Customer Services	9,898,910	17,849,816	**7,950,906**	55.46%		417,237	2,989,623	**2,572,386**	13.96%	
Parks, Recreation & Public Toilets	1,821	21,410	**19,589**	8.51%		708,941	3,162,609	**2,453,668**	22.42%	
Regulatory Services	141,940	764,003	**622,063**	18.58%		969,468	1,862,475	**893,007**	52.05%	
Roads, Bridges, Footpaths, etc	853,405	4,413,039	**3,559,634**	19.34%		1,525,100	12,164,360	**10,639,260**	12.54%	
Technical Services	18,647	110,000	**91,353**	16.95%		(65,808)	(247,850)	**(182,042)**	26.55%	
Waste Services	2,753,354	3,413,271	**659,917**	80.67%		532,339	1,826,156	**1,293,817**	29.15%	
Water Supply Services	985,602	4,543,000	**3,557,398**	21.69%		596,157	4,435,173	**3,839,016**	13.44%	
Sewerage Services	1,104,384	2,981,653	**1,877,269**	37.04%		332,668	2,468,209	**2,135,541**	13.48%	
Total	**17,498,701**	**43,328,375**	**25,829,674**	**40.39%**		**7,617,450**	**36,816,637**	**29,199,187**	**20.69%**	

Capital expenditure

Period ended 30 September 2021

	Actual	Budget	Variance	% Spent	Comments
Plant and Equipment	511,834	1,332,288	(820,454)	38%	
Office Equipment	-	40,000	(40,000)	0%	
Land	(453,077)	2,550,465	(3,003,542)	-18%	
Buildings	246,237	1,666,786	(1,420,549)	15%	Balance of projects budgets to be rolled from 2020-2021
Other Structures	76,835	-	76,835	0%	Balance of projects budgets to be rolled from 2020-2021
Roads	986,963	7,093,490	(6,106,527)	14%	
Bridges	121,119	1,695,380	(1,574,261)	7%	
Footpaths	59,524	-	59,524	0%	Balance of projects budgets to be rolled from 2020-2021
Other Roads Assets	106,331	-	106,331	0%	Balance of projects budgets to be rolled from 2020-2021
Stormwater Drainage	7,349	170,000	(162,651)	4%	
Swimming Pools	9,509	-	9,509	0%	Balance of projects budgets to be rolled from 2020-2021
Open Space and Recreational Assets	70,747	-	70,747	0%	Balance of projects budgets to be rolled from 2020-2021
Water Supply Network	234,385	1,000,000	(765,615)	23%	
Sewerage Netrwork	1,354,098	750,000	604,098	181%	Balance of Gundagai STP Budget to be rolled from 2020-2021
Total Capital Expenditure	**3,331,854**	**16,298,409**	**(12,966,555)**	**20.44%**	

8.3 COMMUNITY AND CULTURE

8.3.1 RIVERINA REGIONAL LIBRARY INTERIM REPORT

DOCUMENT NUMBER	359124
REPORTING OFFICER	Phillip McMurray, General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	An increase to the RRL contribution. The 2018-2022 contribution was $790,087.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Riverina Regional Library Deed of Agreement 2018 - 2022 ⇩

RECOMMENDATION

The Riverina Regional Library Interim Report be received and noted.

Introduction

The Riverina Regional Library (RRL) provides library services to approximately **137,845 constituents** of **10 local government areas**, those being the shires of Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Lockhart, Temora, Snowy Valleys and the City of Wagga Wagga. The service consists of **19 stationary library** branches and a mobile library spread over an area of **47,830 sq km** (which is around 70% of the total area of Tasmania and 6% of the total area of NSW).

Under the Library Act, 1939 section 12(1)(a) Two or more local authorities my enter into an agreement whereby the local authority of one area undertakes the function of providing, controlling and managing libraries, library services or information services within the area of areas of the other local authority or local authorities. (b) Any such agreement shall specify the terms and conditions upon which the libraries, library services of information services shall be so provided., controlled and managed. (c) The local authority undertaking the function of providing, controlling and managing libraries. Library services of information services pursuant to an agreement under this subsection shall have, in relation to the area or area of the other contracting local authority or contracting local authorities. Such of the powers and duties of a local authority relating to the provision, control and management of libraries, library services and information services as may be delegated to it by the agreement.

The attached Deed of Agreement between the 10 member Councils shows agreement to delegate WWCC to provide control and manage all libraries, Library services or information services.

At its Ordinary Meeting held 13th September, 2021 Wagga Wagga City Council (WWCC) resolved (Min. no. 21/290) to approve the Standalone Wagga Wagga City Library Service Option on expiry of the current RRL Deed of Agreement, attached to the report, as at 30th June, 2022.

Discussion

On Tuesday 14th September, 2021 Robert Knight, OAM (RRL Executive Director) advised Phillip McMurray (General Manager) and the general managers at the other RRL member councils of the resolution of WWCC at its Ordinary Meeting held 13th September, 2021.

At an Extraordinary Meeting of the RRL Advisory Committee held on 22nd July, 2021 a working party was appointed. The working party met on 30th August, 2021 to discuss the implications of the discontinuation the WWCC's membership and considered various scenarios. They met again on 22nd September, 2021 to develop recommendations for consideration at an Advisory Committee to be held in October, 2021 based on the confirmation of the WWCC decision.

The remaining 9 RRL member Council maintain their strong support the RRL, as demonstrated at the July, 2021 meeting of the Advisory Committee.

WWCC contributes 43% of the annual contribution to the service delivery of the RRL. The remaining 9 member councils are committed to their membership; however, they will be required to determine how the financial contribution paid by WWCC will be borne by the remaining members, if it can be covered, or if current service levels will have to be reviewed. Cootamundra-Gundagai Regional Council's contribution for the period 1st July, 2018-30th June, 2022 is $790,087.27

WWCC are the Executive Council for the RRL. As such, their departure will require a remaining member council to act as the Executive. Subsequently, Coolamon Shire Council has submitted an expression of interest for the executive role and has entered into discussions with WWCC on how to transfer this management process.

The working party is looking at future models, the staff structure and budget that would continue the operations of the RRL. A briefing for GM's was held on 7th October, 2021 where some of the challenges at hand were discussed and guidance sought.

A report will be prepared and submitted for the information of Council following the next meeting of the RRL Advisory Committee, when matters are further advanced to best indicate the operational and financial impacts.

Deed of Agreement between the Council of the City of Wagga Wagga and the Councils of Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Lockhart, Snowy Valleys and Temora for the Provision of Library and Information Services

2018 - 2022

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THIS AGREEMENT made the day of two thousand and thirteen BETWEEN THE COUNCIL OF THE CITY OF WAGGA WAGGA AND THE COUNCILS OF BLAND, COOLAMON, COOTAMUNDRA-GUNDAGAI, FEDERATION, GREATER HUME, JUNEE, LOCKHART, SNOWY VALLEYS AND TEMORA, (hereafter called "the Member Councils") WHEREAS the Councils have by individual resolutions resolved to adopt the Library Act 1939 (as amended) AND WHEREAS it is provided in Section 12(1) of the said Library Act that two (2) or more Councils may enter into an agreement whereby the Council of the one area undertakes the function of providing, controlling and managing libraries, library services or information services within the area or areas of the other Council or Councils upon the terms and subject to the conditions specified in the said agreement and WHEREAS the Member Councils have agreed to delegate to the Council of the City of Wagga Wagga (hereafter called WWCC) the power to provide, control and manage all libraries, library services or information services within the abovementioned Local Government Areas in accordance with the provisions of the said Library Act (as amended) and with the conditions hereinafter appearing AND WHEREAS the Member Councils have agreed that this agreement shall replace any other library agreements existing between the WWCC and Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Lockhart, Snowy Valleys and Temora (hereafter called the other Councils):

1. **RIVERINA REGIONAL LIBRARY SERVICE**

1.1 A joint library service to be known as the Riverina Regional Library (hereafter called RRL) shall operate throughout the entirety of the areas of the Councils.

1.2 The Mission Statement of the RRL shall be:

Creatively connecting people, information and knowledge

1.3 The residents of the WWCC and the other Councils shall be entitled to the same privileges in regard to the services provided under this agreement.

2. RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE

2.1 A Riverina Regional Library Advisory Committee (hereafter called the Committee) shall be appointed to advise the Councils on matters of library, information management networks and research, records management and archiving policy, including the preparation of policy statements and Management Plans and strategies for the overall development of library and information services for the RRL and within the Areas of the Councils for adoption by the Councils.

3. MEMBERSHIP OF THE COMMITTEE

3.1 WWCC shall appoint five persons, three of which must be elected members, and each of the other Councils shall appoint two persons, one of which must be an elected member, (hereinafter referred to as delegates) to be members of a committee to be known as the Riverina Regional Library Advisory Committee (hereinafter referred to as "the Committee").

3.2 Each Member Council shall appoint one alternate delegate (hereinafter referred to as the alternate delegates) to the Committee to attend in the absence of delegates.

3.3 The Member Councils shall appoint their delegates and alternate delegate at the first Council meeting held after the quadrennial Local Government Elections.

3.4 Any vacancy occurring in the Committee by death, resignation, disqualification or otherwise, shall be filled by the appointment of a new delegate by the appropriate Council at its next Ordinary Meeting for the remainder of the quadrennial term. A Member Council will notify the Committee in writing of the new member's details.

3.5 Each delegate and alternate delegate may be removed from office at any time by the resolution of the appointing Council.

3.6 Each Member Council shall indemnify the Executive Council in respect of any liability incurred in relation to each of its appointed members.

4. PROCEEDINGS OF THE COMMITTEE

4.1 The Committee shall meet on not less than two occasions each year.

4.2 The meeting of the Committee immediately following the appointment of delegates by each of the Member Councils in Local Government election years shall be the meeting for the election of Office Bearers and the Executive Committee (see section 4.7) for the period unitl the next Local Government election and shall be known as the Annual General Meeting (AGM). The order of business to be conducted at the first AGM after a Local Government election shall be as follows:

i) Election of Chairperson
ii) Election of Deputy Chairperson
iii) Election of Executive Committee
iv) Any other business that is necessary for the due and proper conduct of the RRL, including receipt of Annual Reports for financial year preceding
v) Meeting places for the forthcoming year shall be decided

The final meeting for the year will be the AGM in years between Local Government elections. The order of business to be conducted shall be as follows:

i) Any business that is necessary for the due and proper conduct of the RRL, including receipt of Annual Reports for financial year preceding

ii) Meeting places for the forthcoming year shall be decided

4.3 The election for the Chair, Deputy Chair and Executive Committee will be carried out in accordance with Schedule 7 of the Local Government General Regulation 2005. (See Appendix One for Election Procedure)

4.4 The Executive Director shall call an extraordinary meeting on the request of the Chairperson or any three members of the Committee.

4.5 The procedure for the conduct of Meetings and General Business of Councils as provided for in the Local Government Act, 1993, (as amended), and the Regulations made there under shall apply to the conduct of Meetings and General Business of the Committee.

4.5.1 The quorum for a meeting of the RRL Advisory Committee is a majority of delegates or alternate delegates appointed by Member Councils

4.5.2 If a quorum is not present at a meeting, the Executive Committee has the power to make recommendations on behalf of the Advisory Committee to the Executive Council on matters arising from that meeting

4.6 WWCC has five votes and each other Member Council has two votes. Delegates or alternate delegates must be present at meetings to cast their vote.

4.7 The Executive Committee, comprising the Chairperson, Deputy Chairperson and four other delegates appointed by the Committee, two of which must be elected members, and two of which must be Council officers together with the Executive Director, shall form a Working Group within the Committee to act on urgent issues as required by the Committee and develop plans and policies for presentation to the Committee.

Business shall not be transacted at any meeting of the Executive Committee unless a majority of members be present.

4.8 In the event of a vacancy occurring in the Executive Committee by reason of death, resignation, disqualification or otherwise, the Committee shall fill the vacancy by appointment of a member of the Committee to the Executive Committee.

4.9 Any notice of motion recommending amendment of this Agreement by the Committee shall be given in writing by the Member Councils at least one month before the meeting of the Committee at which the motion is to be discussed.

4.10 No alteration shall be made to this Agreement unless the proposal for alteration has the support of two thirds of the Member Councils.

5. RESPONSIBILITIES OF THE MEMBER COUNCILS

5.1 Member Councils aim to conduct public library and public information services at a standard no less than that recommended from time to time by the Library Council of New South Wales.

5.2 The Member Councils shall provide suitable Branch Library facilities complete with the necessary fittings and furnishings, and any computer and RFID equipment required beyond that specified in the RRL Information Technology Plan. Maintenance, cleaning, lighting and security of the facilities will be provided by member Councils. The number of Branch Libraries to be serviced under this agreement shall be limited to those approved by the Committee from time to time.

5.3 Should any member Council require an additional Branch facility, that Member Council shall, at its own expense and after consultation with the Library Committee, provide suitable Branch Library buildings within their respective council area complete with the necessary fittings and furnishings, computer and RFID equipment and establishment collection at a standard agreed to by the Committee. (Establishment stock is defined as a core collection of library material that is of a comparable quantity and standard to the collections held by other branch libraries in the region of a similar size.) Such buildings, fittings and furnishings and establishment stock shall remain the property of the individual member Council.

5.4 In planning new buildings for branch libraries or the refurbishment of existing libraries, the Member Councils shall seek the advice of the RRL Executive Director. The RRL Executive Director is to be consulted on all library resourcing matters which relate to the Riverina Regional Library.

5.5 Staff required at Branch Libraries shall be employed by the Member Council concerned. Parties to the Agreement agree to confer with the RRL Executive Director on matters concerning employment, conduct, performance, discipline and promotion of staff.

5.6 The Member Councils shall determine the opening hours of the Branch Libraries in their areas in consultation with the RRL Executive Director.

5.7 RRL shall administer a Mobile Library Service for member Councils that request a Mobile Library Service. All costs for the mobile service shall be met by those Member Councils receiving service in proportion to the extent of service provided and agreed to for each Member Council as provided for in the funding formula. Mobile Library timetables will be established by negotiation.

5.8 Any member Council that utilises the Mobile Library Service must provide not less than two years notice of its intention to withdraw from, or reduce its level of, service provision. Requests for increased levels of mobile lbrary service by member Councils currently utilising the service, or requests for the provision of Mobile Library service from member Councils currently not utilising the service, will be considered if service hours become available. Councils currently utilising the service will be given priority for additional service hours.

5.9 The Member Councils shall make payment in full of half-yearly membership contributions, as agreed in the annual RRL budget, during the months of July and January each year.

6. RESPONSIBILITIES OF THE COMMITTEE

6.1 To conduct its meetings and business and to ensure its records and accounts are kept in accordance with the provisions of the Local Government Act and Regulations, 1993, the Library Act Section 11 and Regulations, 1939 (as amended), and of this agreement.

6.2 To provide annually to member Councils the estimates of expenditure and income for the ensuing year in accordance with the requirements of Section 9.5

6.3 To provide member Councils with copies of the Minutes of each meeting of the Library Committee.

6.4 To submit to the Councils an annual report which shall include details of the activities of the Library Committee and the Regional Library service over the preceding twelve months.

6.5 To make recommendations on matters pertaining to the provision of library and information services.

6.6 To develop, maintain and monitor the implementation of a RRL Management Plan as required of Councils under the Local Government Act, 1993.

6.7 To prepare policy statements on relevant aspects of service for adoption by all Member Councils and periodically review policies as determined by the Committee when adopting the policy in order to improve the provision of library services for residents of the RRL area.

6.8 To use its best endeavours to obtain the full benefit of grants and maximum subsidies made available by the Commonwealth, the State and other respective instrumentalities and agencies for Libraries and Library Services.

6.9 To co-operate with libraries and library systems in the wider library network on such terms and conditions as may be agreed.

6.10 The Committee shall pay rental for the workspace, furniture, fittings, equipment used by Riverina Regional Library Administration Centre staff in accommodation provided by the Wagga Wagga City Council. The charge shall be based upon the rental charge contained in the 2018-2019 budget with rate pegging applied as prescribed in the adopted funding formula. This amount to be included as part of the annual budget for the Riverina Regional Library.

6.11 To pay to the Executive Council each year an administration fee to compensate for the accounting, financial, human resources, fleet management and any other agreed functions performed by the Executive Council. This amount to be included as part of the annual budget for the Riverina Regional Library.

6.12 The Committee shall be responsible for meeting the costs of insuring:

- collection of the Riverina Regional Library
- mobile library and collections
- library management system and RFID hardware and software at branches and regional headquarters
- motor vehicles used by regional headquarters staff
- regional headquarters public liability and professional indemnity

Insurance for establishment stock is the individual responsibility of member Councils (see 5.3).

7. RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

The appointment of the Executive Council shall be for a period of four years, to be determined by the Committee at its AGM in the preceding year.

WWCC shall be the Executive Council in the period of this agreement and will be responsible for the provision of full administrative services to the Committee. The service shall be provided in accordance with the policies established by WWCC at the time of signing this agreement and thereafter decided upon by it with the advice of the Committee in accordance with the provisions of the Library Act 1939 (as amended), including Sections 10 and 10a as specified, and this agreement.

It should be noted that this Agreement provides a mechanism for dispute resolution and mediation as detailed in Section 12.

Administrative services provided by the Executive Council to the Committee shall include:

7.1 Appointment of Regional Headquarters staff within an approved organisational structure and determination of the desirable qualifications and grading of such staff in consultation with the Committee.

For the purpose of continuity of service, cessation of service, superannuation contributions, taxation deductions, Workers Compensation Insurance, Holidays, Sick Leave and Long Service Leave, all RRL Staff shall be deemed to be employees of the Executive Council. The Committee shall indemnify and reimburse the Executive Council for all expenditure and any liabilities incurred by the Executive Council under this Section.

7.2 The keeping and auditing of all records and accounts in accordance with the provision of all Acts, regulations and by-laws.

7.3 The preparation of agendas and business papers for Committee meetings, the keeping of minutes of the meetings and the implementation of all decisions of the Committee.

7.4 The lodgement of all accountability documents and the signing of all contracts relating to the library service as required by law on decision of the Committee.

7.5 The employment conditions of RRL Administration Centre staff.

7.6 The maintenance of all vehicles owned on behalf of the Committee.

7.7 The powers and duties of a local authority relating to the provision, control and management of the RRL as prescribed in Section 12 (1) (c) Library Act 1939.

8. RIVERINA REGIONAL LIBRARY MANAGEMENT AND ADMINISTRATION

8.2 A RRL Executive Director shall be appointed by the Executive Council in consultation with the Committee.

8.2.1 The RRL Executive Director shall be a qualified Librarian or will hold a degree level qualification in a related field .

8.2.2 The RRL Executive Director shall be responsible to the General Manager for the administration of the services provided by the library service and to supervise and control RRL staff employed by the Executive Council.

8.2.3 The RRL Executive Director shall provide administrative services and support to the Committee and the Executive Committee.

8.2.4 The RRL Executive Director shall attend meetings of the Committee and of the Executive Committee, but is not entitled to vote.

9. MANAGEMENT PLAN

9.1 The Committee shall adopt an annual RRL Management Plan by 30 June in each year.

9.2 The Committee shall, by February each year, provide each Member Council with a copy of the Riverina Regional Library's draft annual Management Plan, incorporating any requirements under the Local Government Act 1993 and the Library Act.

9.3 The proposed annual Riverina Regional Library Management Plan shall also include the following financial information

i) The amount of funds currently held by the Riverina Regional Library.
ii) The amount of each Member Council's proposed financial contribution to the RRL for the financial year commencing 1 July.
iii) The amount of funds to be received from any other source by the RRL in the financial year commencing 1 July.

9.4 The amount to be contributed to the RRL by each Member Council during each financial year shall be the amount specified in the Riverina Regional Library's adopted annual Management Plan as the contribution of that Member Council.

9.5 An agreed formula shall be used to determine the budget contribution for each Member Council which shall be predicated on a per capita contribution by member Councils according to the most recent ABS census data available. The formula (attached as Appendix Two) shall be reviewed and adopted annually by the Committee.

9.6 Should the Committee determine that the budget contribution for Member Councils involves an increase above the the amount resulting from the application of the agreed funding formula (see section 9.5 and Appendix One) in any year, adoption will require the unanimous approval of Member Councils.

9.7 In addition to the contributions payable under this Section, a Member Council shall be responsible for the Riverina Regional Library's costs in providing any additional service or resource requested by that Member Council. These costs are to be paid within thirty days of the Member Council receiving an invoice from the RRL for the provision of such service or resources.

9.8 In the event that the proposed annual RRL Management Plan does not obtain the unanimous approval of the Member Councils the matter shall be referred back to the Committee for review and subsequently may be adopted in its original or amended form by a majority of members of the Committee. In this event contributions by member councils shall be the amounts specified as per Section 9.5 and Appendix One. In the event of the proposed annual RRL Management Plan not obtaining a majority approval the matter will be referred to the Executive Council for resolution and the resolution will be no more than the amounts specified as per Section 9.5 and Appendix One. The adoption of the annual RRL Management Plan is binding on all Member Councils.

9.9 Each Member Council's financial contribution to the RRL shall be paid in half-yearly instalments during the months of July and January of each year.

9.10 Any Member Council may make a contribution to the RRL above the adopted contribution in any one year.

10. ASSETS

10.1 All Library materials, equipment and other assets held by the Committee on behalf of the Member Councils prior to the execution and following the execution of this agreement shall be held by the Executive Council on behalf of Member Councils until termination of this agreement.

10.2 The Executive Director shall maintain a current register of the assets owned by the Executive Council on behalf of RRL. The Assets Register will be tabled at the Committee's Annual General Meeting.

10.3 Member Councils, unless otherwise agreed to, are to give a minimum of two years notice in writing of its intention to withdraw assets from the use of the RRL.

10.4 The Executive Council shall be responsible for the maintenance, repair, replacement and operating costs of assets owned by the Executive Council on behalf of the RRL. The costs will be budgeted for and borne by the RRL.

10.5 Member Councils shall, unless otherwise agreed to by all Member Councils, be responsible for the maintenance, repair, replacement and operating costs of assets owned by the respective Councils and provided for the use of the RRL.

11. ENTRY AND EXIT OF PARTIES

11.1 A Council which is not a party to this Agreement may, by supplementary agreement with the Member Councils, be admitted as a party to this Agreement and subject to the provisions of the supplementary agreement, shall have the same rights, duties and obligations of the Councils under this Agreement. The amount payable by the new Council for admission to membership in the RRL shall be as recommended by the Committee and resolved by the Executive Council.

11.2 A Member Council may withdraw from this Agreement having given not less than two years' notice in writing to the Executive Director of its intention. The final date for providing notice of withdrawal from this Agreement is two years prior to the expiry of the Agreement.

11.3 A Member Council which has given notice under Section 11.2 must, unless otherwise agreed to by all Member Councils, withdraw from this Agreement on 30 June in any year.

11.4 A Member Council which withdraws from this Agreement shall be entitled to:

- the physical library collection currently allocated to libraries in the Council's area
- the computer hardware and RFID hardware currently allocated to libraries in the Council's area in accordance with the RRL Information Technology Plan
- a portion of the unrestricted funds held by the RRL (those being funds not held in reserves for a specific purpose) as at the date of its withdrawal from the Agreement, less an agreed amount which represents the administration costs to RRL of the withdrawal

11.5 The portion of unrestricted funds to which a Member Council is entitled:

i) Shall be calculated according to the value of the unrestricted funds as disclosed by the relevant audited financial statements
ii) Shall be in the same proportion as its financial contribution to the RRL over the five-year period prior to exit date, or since joining the RRL if the period is less than five years
iii) Will be taken as a cash payment.

11.6 A Member Council which withdraws from this Agreement shall be liable for a portion of the liabilities, including contingent liabilities, of the RRL as at the date of its withdrawal from the Agreement.

11.7 The portion of the liabilities and contingent liabilities to which a Member Council is liable:

i) Shall be calculated according to the liabilities and contingent liabilities as disclosed by the relevant audited financial statements and reports, and any notes attached to them; and
ii) Shall be in the same proportion as its financial contribution to the RRL over the previous five-year period or since joining the RRL if less than five years.

11.8 It is agreed by all Member Councils that the decision of the group comprising the Chairperson of the Committee the RRL Executive Director and a delegate from the withdrawing Council, shall be final and binding in respect of calculating the unrestricted funds and liabilities of the Committee at any time and of the books, computer and RFID hardware, and cash to be apportioned or paid to a Member Council upon termination, withdrawal or expulsion pursuant to this Agreement.

11.9 All Member Councils agree that there shall be a right of appeal in respect of any such decision with the Library Council of New South Wales to act as arbitrator in any dispute regarding the allocation of assets to Regional Libraries on the exit of a Member Council.

12. DISPUTE RESOLUTION

In the event of any dispute or difference arising between the Member Councils concerning matters related to the Library Service, and where they are unable to agree on any such matter, then such a dispute, difference or inability to agree shall be submitted by the Committee to the Library Council of NSW for mediation and advice as prescribed under section 12(5) of the Library Act 1939 as amended.

> *12 (5) It shall be a term of every agreement made under this section, whether the agreement is made before or after the day appointed and notified under section 2 (2) of the Library (Amendment) Act 1977, that any dispute arising under the agreement shall, on the application to the Council of a party to that agreement, be settled by arbitration by an arbitrator appointed by the Council.*

13. DISSOLUTION

13.1 The RRL may be dissolved by agreement of at least two thirds of the parties to this Agreement including those admitted as a party by supplementary agreement on the 30th June in the following calendar year.

13.2 If the RRL is dissolved under this Section:

i) Each Member Council shall be entitled to a portion of the Riverina Regional Library's assets calculated according to its proportion of financial contribution and the assets held at its branch libraries. Distribution of assets shall be determined as follows:

a) Each Member Council shall be entitled to retain the computer and RFID hardware at the library premises within their local authority area.

b) Each Member Council shall be entitled to retain the current collection of books and other library resource materials at the library premises within their local authority area. Items on loan to other libraries should be returned to the home branch.

c) The software licences used by the libraries within a Member Council's area should be retained by that Member Council, or assigned to that Member Council for the remainder of the period for which software licences are paid

d) The Mobile Library is to be sold at public auction and the proceeds of the sale be distributed between the Member Councils who use the mobile library on the same basis that they contributed to it.

e) The remaining tangible property (not dealt with above) which is held at the RRL Administration Centre by the Executive Council on behalf of the member Councils of the RRL shall be sold at public auction and the proceeds of the sale be distributed between the Member Councils in the same proportion as its financial contribution to the RRL over the previous five-year period or since joining the RRL if less than five years.

f) If there are any funds left over after all liabilities have been met by the Executive Council in relation to the RRL, then these funds should be distributed to the Member Councils in the same proportion as their financial contribution to the RRL, over the previous five-year period or since joining the RRL if less than five years.

ii) Each Member Council shall be liable for a portion of the liabilities and contingent liabilities of the RRL in the same proportion as its financial contribution to the RRL over the duration of this agreement.

14. EXPULSION OF A MEMBER COUNCIL

14.1 Upon the passing of a recommendation having the support of the delegates of a majority of the Committee for the expulsion from the Agreement of a Member Council, and after opportunity accorded to the delegates of that Member Council to be heard and or make written submissions to the Committee prior to such a resolution being made, then such Council shall be expelled from the Committee and from the benefits of this Agreement to take effect on 30 June in the following calendar year after notification by the Executive Council.

14.2 In such case the expelled Council shall be entitled to:

- the physical library collection currently allocated to libraries in the Council's area
- the computer hardware and RFID hardware currently allocated to libraries in the Council's area under the RRL Information Technology Plan
- a portion of the unrestricted funds held by the RRL (those being funds not held in reserves for a specific purpose) in the same proportion as its financial contribution to the RRL over the previous five-year period or since joining the RRL if less than five years, at the date of expulsion and after provision for payment thereof of all the liabilities of the Committee as prescribed in Section 11 of this Agreement.

15. STANDARDS OF SERVICE

15.1 The standard of library service to be provided shall be reviewed annually, particularly with regard to expenditures on library resources and staff, with a view to raising the standard by stages towards a target level determined in the approved Management Plan.

15.2 Specific Service Level Agreements will be maintained with each Member Council to ensure services are being provisioned to the agreed standards and targets. These Agreements will include collection development, collection management, provision of information services, technical services and systems development, training programs and the provision of library programs.

16. CURRENCY OF AGREEMENT

16.1 This agreement shall continue in force for a period of four (4) years from the 1 July 2018 unless dissolved in accordance with Clause 13.

16.2 This Agreement supersedes in all respects all preceding agreements relating to the provision of library services between the City of Wagga Wagga and the Councils of Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Lockhart, Snowy Valleys and Temora.

16.3 In the event of any amalgamations the Executive Council, in consultation with the Committee, will review the Agreement and provide a report recommending necessary actions for the continuance of the Riverina Regional Library.

17. ELIGIBILITY FOR STATE SUBSIDY PAYMENTS

17.1 Member Councils of RRL will comply with the provisions of Section 13 of the Library Act 1939 in order to be eligible for library subsidy payments from the state.

18. REVIEW OF AGREEMENT

Following the granting of Royal Assent to a revised Library Act, all member councils of RRL agree to have this Library Agreement reviewed in accordance with the provisions of the new Act in order to achieve compliance.

19. OTHER

Any provision of the Agreement or part thereof which in any way contravenes any applicable law of the Commonwealth of Australia or of the State of New South Wales thereof or which is declared by any court of the Commonwealth or the State of New South Wales to be void or unenforceable shall to the extent of such contravention of law, invalidity or unenforceability be deemed to be separate and shall not affect any other provision or part thereof of this Agreement.

APPENDIX ONE

(Reference: Item 4.2 of the Riverina Regional Library Agreement)

In accordance with Schedule 7 Part 1 of the Local Government Regulation 2005, a Returning Officer is to be appointed to record the election for the period of the election process.

Nominations will be accepted from the floor, requiring a mover and seconder as well as the consent of the nominee.

If only one member is nominated for a position and accepts the nomination, that member shall be elected.

If two members are nominated, voting shall be by a show of hands. The member who receives the highest number of votes shall be elected.

If the votes are tied, the member elected will be drawn by lot.

If three or more members are nominated, voting shall be by a show of hands. After the first count, the member with the lowest number of votes (or the members in excess of the number required for the Executive Committee with the lowest number of votes) is/are excluded. If the votes are tied, the member excluded will be drawn by lot.

APPENDIX TWO

(Reference: Item 9.5 of the Riverina Regional Library Agreement)

i) The base contribution for this agreement will be the adopted 2018-2019 RRL budget.

ii) The WWCC will pay the first $100,000 of RRL operational costs each year in recognition of its status and benefits received as the Executive Council, and will continue such while ever it holds the position of Executive Council. The amount of $100,000 will be indexed to rate pegging each financial year commencing 2008-2009.

iii) Adequate provision shall be made for replacement of IT equipment and Mobile Library vehicles through annual contribution to reserves.

iv) The funding provided for Riverina Regional Library Administration Centre staffing in year one of the Agreement shall not be less than the amount allocated in the adopted 2018-2019 budget. Annual adjustments to actual employment costs of RRL Headquarters staff shall be applied as prescribed in the funding formula. Any proposed variations to the adopted RRL organisational structure shall be endorsed by the RRL Advisory Committee and administered by the Executive Council.

v) 100% provision for employee entitlements (excluding sick leave) of RRL Headquarters staff for the period of this agreement will be held in reserve.

vii) Increases in contributions for operational, reserves and resourcing costs shall be based on annual rate pegging increases, unless varied in accordance with Section 9 .6

viii) Increases in contributions for employee costs will be based on actual costs.

ix) Total expenditure on collection resources in the adopted 2018-2019 budget will be the base amount for future rate pegging adjustments for collection resources expenditure.

x) Any increase will apply to the per capita contribution in order to reflect population variances between Member Councils.

xi) Mobile Library costs will be shared amongst Councils receiving mobile library services based on an hours of service calculation, which includes travel time and opening hours.

xii) Member Councils shall pay the required contribution to the RRL in accordance with the agreed funding formula and retain all state government payments and grant funding other than grant funding for specific projects administered by the RRL Administration Centre.

IN WITNESS whereof the parties hereto have signed below on the day and year firstly hereinbefore written.

THE COMMON SEAL of THE COUNCIL OF THE CITY OF WAGGA WAGGA was hereunto affixed on the 24 day of January ~~2018~~ 2019, in pursuance of a resolution of the Council dated the _____ day of _____ 2018, in the presence of:

..... Mayor

..... Acting General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF BLAND was hereunto affixed on the 25 day of JUNE 2018, in pursuance of a resolution of the Council dated the 19 day of JUNE 2018, in the presence of:

..... Mayor

..... General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF COOLAMON was hereunto affixed on the 19th day of July 2018, in pursuance of a resolution of the Council dated the 19th day of July 2018, in the presence of:

The Council of the Shire of Coolamon No. 78

..... Mayor

..... General Manager

THE COMMON SEAL of THE COUNCIL OF COOTAMUNDRA-GUNDAGAI was hereunto affixed on the 20 day of AUGUST 2018, in pursuance of a resolution of the Council dated the 31st day of JULY 2018, in the presence of:

Mayor

General Manager

THE COMMON SEAL of THE COUNCIL OF FEDERATION was hereunto affixed on the 18th day of SEPTEMBER 2018, in pursuance of a resolution of the Council dated the 18th day of SEPTEMBER 2018, in the presence of:

FEDERATION COUNCIL N.S.W. The Common Seal of

Mayor

General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF GREATER HUME was hereunto affixed on the 17th day of OCTOBER 2018, in pursuance of a resolution of the Council dated the 17th day of OCTOBER 2018, in the presence of:

GREATER HUME SHIRE The Common Seal of PROCLAIMED 26 MAY 2004

Mayor

General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF JUNEE was hereunto affixed on the 21ST day of NOVEMBER 2018, in pursuance of a resolution of the Council dated the 20TH day of NOVEMBER 2018, in the presence of:

Common JUNEE SHIRE COUNCIL Seal

Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF LOCKHART was hereunto affixed on the 18th day of December 2018, in pursuance of a resolution of the Council dated the 17th day of December 2018, in the presence of:

LOCKHART SHIRE COUNCIL Common Seal NSW

Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF SNOWY VALLEYS was hereunto affixed on the 9th day of January 2019, in pursuance of a resolution, of the Council dated the 11th day of December 2018, in the presence of:

Mayor General Manager

THE COMMON SEAL of THE COUNCIL OF THE SHIRE OF TEMORA was hereunto affixed on the 18 day of January 2019, in pursuance of a resolution of the Council dated the 17 day of January 2019, in the presence of:

SHIRE of TEMORA Seal INCORPORATED 1981

.....
Mayor

.....
General Manager

8.3.2 COOTAMUNDRA-GUNDAGAI AGRITOURISM DEVELOPMENT STRATEGY ADOPTION

DOCUMENT NUMBER	359146
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**2. A prosperous and resilient economy: we are innovative and 'open for business'** 2.3 Tourism opportunities are actively promoted
FINANCIAL IMPLICATIONS	Resourcing to be determined through IP&R & Resourcing Strategy
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Cootamundra-Gundagai Agritourism Development Plan 2021-2023.pdf (under separate cover) 2. Cootamundra-Gundagai Agritourism Development Plan 2021-2023 - Activation Plan FINAL.pdf ⇩ 3. Cootamundra-Gundagai Agritourism Development - Fact Sheets Priority Project (under separate cover)

RECOMMENDATION

1. **The Cootamundra-Gundagai Agritourism Development Plan 2021-2023 be adopted.**
2. **Specific activities for the next four years be determined and included in Council's draft Operational Plan and resourced through the associated Resourcing Strategy.**

Introduction

In April, 2020, Council received Grant funding to the amount of $62,024.55 through the Bushfire Community Resilience & Economic Recovery Fund- Phase 1 Grant Program, through the Department of Planning, Industry and Environment. Of that an amount $38,800 was allocated to the Tilma Group Pty Ltd to conduct research for businesses and to produce an Agritourism Development Strategy for the Cootamundra-Gundagai Regional Council local government area.

Consultative sessions with local businesses were conducted over Zoom meetings with registered businesses involved in the program due to COVID-19 restrictions. Businesses involved in the program were provided feedback from the Tilma Group Pty Ltd as to how they could develop their business further in the Agritourism space.

The Cootamundra-Gundagai Agritourism Development Strategy document has been developed by two consultants at the Tilma Group Pty Ltd in conjunction with consultation with Council staff and with feedback from the former Cootamundra Tourism Action Group s355 Committee and the former Gundagai Tourism Action Group s355 Committee.

Proposed Priority Projects for Council mentioned within the document (page 28) include the following two phases:

- Phase 1: Establish Foundations- marketing and experience development.
- Phase 2: Ongoing Development- Investment attraction and product development

Phase 1 will 'develop an annual Agritourism Business Development Program to educate producers on how to develop, finesse and promote their agritourism experiences' and 'support existing agritourism operators'.

Phase 2 will 'implement the Agritourism Business Development Program'.

Discussion

The Cootamundra-Gundagai Agritourism Development Plan 2021-2023 document was placed on Public Exhibition for 28 days in April, 2021 seeking submissions from the community. A submission was received which drew attention to the fact that the document did not have strong, clear and measurable deliverables and lacked strength of vision and clear outcomes. The Chair of the Cootamundra Tourism Action Committee also put forward several suggestions for the improvement of the document which were fed back and informed the final document.

Whilst it is recognised that the document could be more concise, and outcomes more clearly defined, it does represent a useful summation of the current situation and the opportunities moving forward. It is suggested that Council adopt the Cootamundra-Gundagai Agritourism Development Plan 2021-2023 as tabled with specific activities for the next four years to be determined and included in Council's new Operational Plan and resourced through the associated Resourcing Strategy. Adoption of the Plan 2021-2023 will also add weight to funding applications for projects identified to carry priority.

ACTIVATION PLAN

13.1 DEVELOP AN AGRITOURISM BUSINESS DEVELOPMENT PROGRAM

This program will provide local producers with clear information to help them understand the tourism industry and how they can diversify into this industry to support and supplement their agricultural enterprise. It will build their skills and provide opportunity to learn from others who have gone before them.

DRIVER:

Council - Manager Community and Culture

PURPOSE:

- Build critical mass of agritourism product offering by supporting new product development
- Fill current gaps in offering
- Add stories that can be told about the region
- Demonstrate the value of agritourism to a business owner, and how easy it can be to add a lucrative element to their business which is a source of pride and stable income
- Establish strong foundations to permit the development trade-ready agritourism packages in the future.

RECOMMENDED PROGRAM INCLUSIONS:

- Destination Riverina Murray's annual six-month Destination Inspiration tourism business development and mentoring program – promote to local producers and operators
- Factsheets on how to develop several types of agritourism products, such as Hipcamp camp sites[21], farm stays, cellar doors, event venues[22] (e.g. a fact sheet that outlines the process for turning a shearers quarters into accommodation). Survey local producers and operators to find out what products they would like to develop, and develop factsheets for the most common one.
- A pack/webpage/booklet which outlines all the necessary requirements across all departments of Council, along with contacts of all consultants' applicants need to engage with, examples of what is correct (e.g. what a sign has to say) and templates such as for a biosecurity plan.
- A grant opportunities calendar (grants that are relevant to agritourism development).
- Smooth DA process (per Section 13.3).
- Mentoring program[23], including one on one mentoring[24] on developing new appealing agritourism products, improving the visitor experience, and product marketing and distribution; and discussing development possibilities with Destination NSW's Industry Development team on experiences that would appeal to desired target markets, focused on the unique offerings of producers' brands.
- Training program[25] with inclusions such as
  - How to develop an on-trend agritourism experience that fits around farming commitments
  - Assessing and analysing a business opportunity
  - Developing a business plan

21 Previously Youcamp
22 Based on a survey of which developments are of most interest to the region's producers/business owners
23 Consider modelling on Women in Business Wagga Wagga program
24 Such as by agritourism development agency Regionality
25 Use existing resources such as Destination NSW's NSW First Program and Box Hill's micro credentialed short course, 'Promote and develop agritourism'

- Establishing risk management processes including for staff, biosecurity and emergency management
- How to allow visitors to take part in or observe food production processes
- Improving the visitor experience
- Running events such as dinners that showcase local produce
- Storytelling: food/wine production, where ingredients come from, how ingredients can be used, sustainable practices
- Providing high quality customer service; providing a social and educational experience
- Having frontline staff such as wait staff knowledgeable about local produce
- Storytelling, effective digital marketing, collaborative marketing and channels of distribution for tourism products
- How to list your agritourism experiences on the Australian Tourism Data Warehouse (ATDW), TripAdvisor and Google My Business
- Managing customer safety, risk and insurance
- Small business management

- Provide bite-size training by the Destination Network (if possible) (on tourism) and Council (on regulations) where and when producers gather e.g. at agricultural association meetings.
- Networking program (combining provision of information, training and networking) to bring together those with drive, passion, and vision, and those who can be inspired by them. Leverage gatherings that producers already attend where possible.
- A digital marketing audit of each existing agritourism business in the region with improvement instructions.[26]
- Regular communication e.g. a quarterly agritourism development newsletter.
- An annual agritourism forum with guest speakers and successful agritourism operators from other regions.
- An interagency agritourism group meeting biannually, bringing together different departments and external stakeholders to review agritourism developments in the pipeline and discuss new ones to keep agritourism on the radar and ensure all stakeholders are working collectively to support developments.
- An annual business awards program to reward excellence in agritourism (run through an existing business awards program if possible or as part of the annual forum).

26 Such as by Tourism Tribe

- A sister-region relationship with a successful agritourism region for producers e.g. Scenic Rim in QLD.
- An inspirational familiarisation tour of the sister region for producers and Council's planning and tourism staff.

ACTIVATION STEPS:

1. Build on this plan's agritourism audit to create and maintain a database of existing and potential agritourism operators. Include how to reach them, details on producers' interest in agritourism, and the time of year they can serve visitors.

2. Lobby Destination Riverina Murray to increase the number of networking events they run, and develop an agritourism network to help agritourism operators feel connected and to support collaborative activities. If unsuccessful, use the alliance with Hilltops and Snowy Valleys Councils (see Section 13.7) to run a collaborative program.

3. Leverage the support of Southern Harvest near Canberra which

    - facilitates networking (quarterly gatherings)
    - can connect producers with supporting organisations and agritourism mentors
    - facilitates connections between growers and consumers
    - runs a CSA of multiple producers
    - runs workshops for producers and the public
    - runs Bungendore Harvest Festival and a weekly farmers market
    - runs a public education component

4. Have the development program shovel ready for grant applications.

5. Secure funding to implement the program.

TIMELINE:

2021 (and ongoing)

13.2 AMEND LEP TO INCREASE OPPORTUNITIES FOR AGRITOURISM DEVELOPMENT

An amended LEP will support and encourage increased agritourism product development, increasing the opportunity for producers to develop new products. An LEP that is agritourism friendly and aligns with this plan is critical to ensure successful development of the region as an Agritourism destination.

DRIVER:

Council - Manager Development, Building & Compliance

PURPOSE:

- Support income diversification for producers by permitting land usage for agritourism
- Streamline Council requirements to allow and be supportive of agritourism development
- Cater for the needs of small-scale producers/ providores as well as large-scale producers

ACTIVATION STEPS:

1. Seek input from producers, existing and potential agritourism operators.
2. Include changes in Council's LEP that are relevant to and supportive of agritourism development, such as those as outlined in Council's Rural Lands Strategy 2020:
    - 1.1 Minimum lot size
    - 1.2 Dwelling entitlements
    - 1.3 Dual occupancies
    - 1.4 Agricultural subdivision
    - 1.6 Innovation and enterprise support
    - 2.1 "Open" zones
    - 2.2 Miscellaneous permissible uses
3. Similarly, create a subsection of the Development Control Plan under business and industrial development which deals with agritourism and artisan food/providore businesses (Action 2.3 of the Rural Lands Strategy).
4. Use clear, plain language in LEP or provide an interpretive version for agritourism development that is in clear, plain language.
5. Provide for a variety of smaller, more affordable lots in the LEP and proactively promote to attract tree changers from the ACT and Sydney.

TIMELINE:

2021

BUDGET:

(Internal)

13.3 DEVELOP AN APPROVALS PROCESS FOR AGRITOURISM DEVELOPMENT

A smoother process with fewer frustrations for business owners will reduce one of the biggest barriers to new product development in the region, and a cause of stress and frustration with Council.

DRIVER:

Council - Manager Development, Building & Compliance

PURPOSE:

- Reduce the major barrier to new and expanded agritourism product of development approvals (DA) and frustration with the DA process

EXAMPLE:

- Scenic Rim Regional Council (QLD) uses a case manager approach to new agritourism development. The Council is proactively supportive of new agritourism development, in part because they want new stories to use in PR promotion of the region.

ACTIVATION STEPS:

1. Have a resolution by or instructions from the Councillors to the planners to find a way to support new agritourism development (without frustrating applicants) (i.e. change an attitude of strict interpretation of rules to a supportive interpretation of rules; incorporate flexibility). Measure and follow up on this over time.

2. Provide a pack/webpage/booklet at the start of the DA process, which outlines all the necessary requirements across all departments of Council, along with contacts of all consultants' applicants need to engage, examples of what is correct (e.g. what a sign has to say) and templates such as for a biosecurity plan.

3. Permit a trial of tourism activities before submission of a DA.

4. Implement the recommendations of Service NSW:[27]
   - Provide mentoring for and supervision of less-experienced planning staff around projects that don't fit in the box. Connect planning staff with senior planning staff mentors in agritourism destinations who have successfully smoothed the path for new agritourism development.
   - Use a case management approach to new agritourism development – have one point of contact at Council for producers to contact to facilitate the development application and other needs within Council. This person is available to be called on for help with Council obstacles. This will ensure advice from the Economic Development and Tourism staff does not contradict advice from the planning staff.
   - Provide all planning information all in one location in clear, plain language – everything operators need to consider when developing and expanding an agritourism business, including clear information about exempt development. Provide examples of what is correct e.g. what a sign has to say.
   - Provide all planning requirements up-front, before the applicant begins the DA process.

27 See Appendix 14.4

- Provide clear communication about rules and expectations.
- Provide pragmatic assistance before and during the DA process.
- Council's planner should always visit the site at the beginning of the DA process.
- Align fees with the number of customers, not with the size of a building.
- Consider fee waivers for agritourism developments to support a sufficient concentration of product in the region to attract visitation

TIMELINE:

2021

BUDGET:

(Internal)

Carrots
(orange)

13.4 CREATE AN AGRITOURISM BRAND STORY FOR THE REGION

The brand story will be the framework for the promotion of the region's agritourism experiences (the focus is on the story that the region tells, and how it is told, not on a logo). In order to be recognised as an agritourism destination a strong brand story that captures the essence of the region and the distinctive difference/s is essential.

DRIVER:

Council - Manager Community and Culture

PURPOSE:

- Communicate to potential visitors the appeal of the destination in marketing tactics
- A framework for agritourism operators to align their story within

INCLUSIONS:

- Brand story
- Supporting marketing copy and key messages
- Photo library, video content
- Producer stories

ACTIVATION STEPS:

1. Secure funding
2. Hire a marketing agency to develop the story, copy and key messages (see Section 13.6 re photo library and stories)
3. Hire a photographer and videographer to build a content bank of images and videos (concurrently with the development of the story bank to capture imagery for the producer stories. See Section 13. 6)
4. Use the brand elements in marketing the region's agritourism products

TIMELINE:

2022

BUDGET:

$120,000

13.5 BUNDLE PRODUCTS INTO ITINERARIES AND A MAP

To overcome the region's low concentration of agritourism experiences, and the lack of easily accessible information available online on what does exist, the bundling of existing products and experiences will clearly show potential visitors that the region is worth their effort to visit.

DRIVER:

Council - Manager Community and Culture

PURPOSE:

- Provide visitors with compelling reasons to visit the region
- Provide visitors with easily-accessible information to help them see the concentration of experiences in the region, and support trip planning

INCLUSIONS:

- Agritourism micro-website
- Itineraries - seasonal (e.g. what to do in winter; what to do in summer), demographic-specific (e.g. itineraries for families) and niche-interest options. Include both paid attractions and attractions to support extended length of stay such as picnic, swimming and fishing spots, dump points, and river access points.
- A back roads scenic drive map highlighting attractions, farm stays, picnic spots, where to buy local produce for a picnic hamper, rail trail, fishing spots, and seasonal farming activities. Promote the seasonal farming activities that can be seen via this map. This will provide visitors with multiple attractions that can provide 1-2 days of activities, which is necessary to inspire food and wine trips.

EXAMPLE:

The Canola Trail includes itineraries themed by interests such as antiques shopping, for foodies, and for nature lovers.

ACTIVATION STEPS:

1. Use the agritourism audit and knowledge of the region's tourism products to bundle experiences into itineraries for the target markets' interests.
2. Have a graphic designer map the itineraries to brand.
3. Load the itineraries and map to a new agritourism micro website which will focus on the region's agritourism story, local produce, and stories of producers ('meet the growers'). Link to the agritourism microsite from each tourism website to provide easily accessible, up to date information on the region's agritourism experiences[28]. Necessary online information includes websites that help visitors plan their trip including places to visit along the way. The 'journey' to a destination is increasing in importance so information on things to see and do along the way, and tools such as trip planners on websites enables travellers to plan and maximise their food and wine experience. Important information to share online includes[29]

    - where/how to eat fresh, locally grown food for breakfast, lunch and dinner
    - where to buy local produce in its various forms
    - arts/crafts shops/markets
    - short drives to places of interest near the main destination
    - 'interest' stops on the way on the journey from travellers' homes to the region
    - where to talk with local growers about their produce
    - where to indulge (day spa or massage)
    - where to learn something new
    - entertainment and nightlife
    - where to experience nature and outdoor activities

TIMELINE:

2022

BUDGET:

$15,000 (graphic design and development of micro site)

28 An example is www.victoriashighcountry.com.au/food-wine-beer/produce-farm-gates
29 Food and Wine Tourism in NSW, 2015, Tourism Research Australia

13.6 CAPTURE AND SHARE THE REGION'S STORIES

Rather than advertising, the region will focus promotional activity on connecting potential visitors with locals, and life as a local; both strong trends in what captures people's attention, and inspires them to travel, and to share their experience with friends. Using storytelling to promote the region will help make the emotional connection and provide a rich marketing message for potential visitors.

DRIVER:

Council - Manager Community and Culture

PURPOSE:

- Cost-effective and 'word of mouth' publicity about the region's agritourism attractions

INCLUSIONS:

- A content bank of images and stories
- Media database

EXAMPLE:

South Burnett (QLD) hired a PR agency to compile 20 stories on producers, wineries, tourism operators, events and local characters, and pitch them to relevant media. The stories were used to develop media releases, and were available for ongoing use in social media, on the tourism website as content pages and blog articles, and for future media pitches. Some stories were bundled (e.g. of all the wineries) and sent as a kit to relevant media. Of the pitches made in just four months, the estimated AVE (advertising value equivalent i.e. ad rate x 4) for published articles was over a million dollars, which did not include radio interviews, online news articles, monthly event listing distribution, or long lead media articles. Close to 870,000 in source markets were reached.

ACTIVATION STEPS:

1. Secure funding for the project
2. Hire a PR agency to capture and promote stories of the region's producers and agritourism experiences, including events. Have the agency provide legacy benefits such as a targeted media database (long and short lead media viewed and read in target source markets).
3. Host a media familiarisation tour. Have the visiting journalists and targeted influencers provide legacy benefits such as imagery.

TIMELINE:

2022

BUDGET:

$70,000 (PR agency and media famil)

13.7 DEVELOP AN ALLIANCE WITH HILLTOPS AND SNOWY VALLEYS COUNCILS

This collaboration will build a density of experiences in a corridor between the source markets of Wagga Wagga and Canberra, both increasing the number of experiences available for visitors, and connecting with two main source markets.

Taking a collective approach to destination development and marketing provides a competitive edge for regions and gives a more compelling reason for visitors to visit.

DRIVER:

Council - Manager Community and Culture

STEPS:

- Create a competitive and compelling proposition as a regional agritourism destination
- Collaborate on marketing and product development projects to reduce costs and maximise outcomes
- Leverage Thrive Riverina activity

ACTIVATION STEPS:

1. Facilitate an initial meeting of the three councils (tourism and/or economic development managers) to determine interest and commitment
2. Develop a Memorandum of Understanding that fosters a positive and collaborative approach to developing the 'corridor' as a strong agritourism destination
3. Schedule quarterly meetings to discuss projects and collaborative initiatives.
4. In the future there is scope to consider a more formal arrangement similar to Northern Rivers Food that could be the key industry group to drive agritourism projects across all three LGA's (with close support from each council)

TIMELINE:

2021 (and ongoing)

BUDGET:

(internal) + some of the marketing budget allocation can be used for collaborative activity

13.8 SECURE FUNDING AND IMPLEMENT THE AGRITOURISM BUSINESS DEVELOPMENT PROGRAM IN COLLABORATION WITH INDUSTRY PARTNERS

Once developed, this program will be rolled out to producers to support skill and knowledge development that will assist the decision to develop new agritourism products.

DRIVER:

Council - Manager Community and Culture

ACTIVATION STEPS:

1. Based on the recommended inclusions in section 13.1 roll out the desired elements of the business development program.
2. Use the PR stories to build local awareness of agritourism products and community pride, and educate local producers, businesses, retailers, Councillors, and the general community about what agritourism is, the value of agritourism, and how to start to engage in developing an agritourism offering.
3. Facilitate an annual agritourism forum. Have presentations by diverse successful agritourism operators and by regions that have successfully developed agritourism, and have participants each share what they are working on, want to work on, challenges they are facing, etc, to make Council aware of issues or collaborative opportunities. Celebrate new agritourism developments in the region by sharing the stories of how they were developed (to inspire new development). Have a clear desired outcome to achieve to ensure producers feel there is value in the forum.
4. Encourage producers to always speak with Council planning and tourism staff at the earliest of stages of considering a new tourism business.
5. Have a project for agritourism operators and others to work on together, such as the spring and autumn harvest festivals

TIMELINE:

2022

BUDGET:

Approximately $100,000 to deliver all elements of the program (this will vary depending on extent of program)

30 See Section 13.12
31 A second phase of the program could include an accredited locavore program, using 'regional heroes' such as wine makers, food producers and chefs.

13.9 ATTRACT AGRITOURISM INVESTMENT

Council will proactively try to draw new private and public investment into the region to fill strategic product and experience gaps in the region's agritourism offering

DRIVER:

Council - Manager Community and Culture

PURPOSE:

- Inspire investors and tree changers to invest in developing new agritourism products and experiences in the region.

INCLUSIONS:

- Business cases
- Investment prospectus

STEPS:

1. Secure funding to engage an economist/ consultant to develop robust business cases for the recommended agritourism product and experience developments (see Section 8.3).
2. Develop an agritourism investment prospectus based on filling identified product gaps (the recommended developments in Section 8.3). Ensure projects are shovel ready for future investment attraction and government funding support
3. Use the prospectus to proactively seek to attract targeted investment and new businesses.
4. Council to pursue a targeted development approach to fill identified gaps, such as by opening a parcel of land for development (e.g. 20 acre lots) to attract food businesses and tree changers.

TIMELINE:

2022 (and ongoing)

BUDGET:

$250,000 (business cases)

13.10 INVEST IN STRATEGIC MARKETING

Strategic, targeted marketing will build on the development of an agritourism brand story, website content, stories, and itineraries.

Sharing stories and content to help build brand awareness and appeal is critical to building the region as an agritourism destination.

DRIVER:

Council - Manager Community and Culture

PURPOSE:

- Promote the region to target markets to inspire them to visit
- Support owners of existing agritourism products with distribution and marketing

INCLUSIONS:

- If there is interest amongst producers, have a co-operative Cootamundra-Gundagai stall at nearby markets, particularly in source markets such as Capital Region Farmers Market and Southside Farmers Market in Canberra and the Riverina Producers Market in Wagga, to promote the region's produce and agritourism experiences This could be done in collaboration with Thrive Riverina and could use the Taste Riverina brand.

STEPS:

1. Improve visitor statistics collection by organising Council assets (visitor information centres, museums, popular attractions and nature reserves) and tourism operators to collaboratively gather visitor statistics: demographics, motivations for visiting, and preferred experiences[32] using opt-in GDPR/privacy-compliant QR codes with a link to a short survey; and for accommodations to join STR for regular region-wide accommodation occupancy reports. This will fine-tune target market identification, supporting more effective marketing campaigns and aligned product development.
2. Secure funding for destination marketing and brand activation (aim for three years of funding to allow for consistency).
3. Develop and implement a strategic and targeted marketing plan in collaboration with Hilltops and Snowy Valleys Councils. Focus on building the day trip and weekend holiday market from Wagga Wagga (1h), Canberra (2h), and Victoria (2h to the border), particularly strategic and targeted activity into the ACT, using day trips from Gundagai as the key message. Measure and review effectiveness of all marketing activities, and adjust to improve ROI over time.
4. Look for opportunities to leverage collaborative marketing
   - Collaborate with producers to jointly fund an LGA wide premier food/agritourism products marketing campaign[33]
   - Use the regional tourism brands or Taste Riverina to promote local produce
   - Jointly fund a marketing campaign of the region's premier food and agritourism products
   - Leverage nearby agritourism events to give a reason to stay an extra day such as Young cherry season for an excursion to Cootamundra
   - Increase local recommendations and cross promotion
   - Leverage/buy in to Thrive Riverina's collaborative marketing campaigns in Canberra market and Visit Riverina social media, email database/seasonal newsletters,

32 As per the CGRC Tourism & Economic Development Strategy 2019
33 From the CGRC Tourism and Economic Development Strategy 2019

and media famils.

- Collaborate across regions for destination marketing campaigns

5. Integrate food and wine content and agritourism experiences into the broader destination story.
6. Ensure agritourism experiences are listed on the Australian Tourism Data Warehouse (ATDW), TripAdvisor and Google My Business
7. Promote the Delicious award and similar products (and where they can be bought and experienced).
8. Leverage the Taste Riverina brand and the Riverina Food Directory website. Have representation on the Taste Committee (a Council officer or an industry representative).
9. Leverage Tourism Australia's Restaurant Australia activities when and where relevant
10. Provide training and development in tourism promotion for Cootamundra VIC's volunteers (including famil trips to agritourism businesses).

TIMELINE:

2022 (and ongoing)

BUDGET:

$15,000 minimum per annum (this can be part of the overall destination marketing budget)

13.11 SECURE A DESTINATION ATTRACTION AT THE GUNDAGAI OLD MILL

It is recommended that the new development that Council accepts for the Old Mill site includes an immersive experience that connects visitors to local produce and agriculture. There is opportunity for this site to link in with the Coolamon Cheese Factory and Junee Licorice & Chocolate Factory to create another iconic repurposed building that provides a quality hero tourism attraction.

DRIVER:

Council - Manager Community and Culture

PURPOSE:

Connect visitors to local produce and agriculture and local agritourism experiences

INCLUSIONS:

Some suggested uses of the site include one or a combination of the following:

- Artisan bakery using local produce
- Winery cellar door to showcase wine from the region
- Craft beverage manufacture
- Tourism facilities
- Destination dining with a focus on local produce
- Special events celebrating and promoting local produce

STEPS:

Council has made necessary updates to the building, and put out a call for EOIs for a development in the Mill. The attached product development recommendation one-pager can support pitching for a new tourism business to use this site.

13.12 DEVELOP A SPRING AND AN AUTUMN FOOD FESTIVAL

Two region-wide foodie/harvest/local produce festivals held in spring and autumn when the weather is most suitable for an event (on a long weekend where possible). An umbrella festival name will encompass a range of events run by agritourism operators, producers, community groups and others. These festivals would replace the fortnightly farmers markets.

DRIVER:

On the Road to Gundagai, GREG and CDC will lead the event development and event marketing.
Council's role is as enabler: to assist with compliance and help make it easy for events to take place, and support event promotion.

PURPOSE:

- Attract visitation
- Increase destination awareness
- Increase collaboration
- Trial new products such as short term PR collaborations (e.g. Wagga's strawberry beer collaboration between a strawberry farm and a microbrewery)

INCLUSIONS:

- Two region-wide foodie/harvest/local produce festivals[34]
- Food produced within 100km of the region
- Elements such as tasting plates, product/wine tasting, showcases of local chefs and produce, farm tours and on farm meals

EXAMPLE:

The fast-growing Eat Local Week in the Scenic Rim attracts 40,000 people to the region and contributes more than $2 million to the local economy (not including expenditure by locals).

ACTIVATION STEPS:

1. Bring together the main potential players to feel out interest, and flesh out the event's inclusions across the region, such as GREG, CDC, major tourism operators and existing event holders such as Cootamundra Wattle Time Fair & Street Parade
2. Engage an event expert to develop event development plans an marketing plans for each event, highlighting the governance model, budget, program, brand, etc.
3. Establish working groups for each event and determine a key coordinator to lead each event
4. Commence event planning by sending out a request for EOIs for events for the festival (Example: Eat Local Week event application)

TIMELINE:

Commence planning in 2022, with the events to be launched in 2023

BUDGET:

$40,000 to engage consultant to do event development plans and marketing plans

Seed funding of $50,000 per event will be required with the future budget dependent on size and scale of events

34 Kimo Estate is intending to develop a food and wine festival that could be leveraged for one of these

14. APPENDICES

14.1 DESKTOP RESEARCH AND CONSULTATION

In developing this report, Tilma Group reviewed the following:

- Rural Lands Issue Paper: Agricultural Tourism 2018, Cootamundra-Gundagai Regional Council
- Tourism and Economic Development Strategy 2019, Cootamundra-Gundagai Regional Council
- Community Strategic Plan 2018, Cootamundra-Gundagai Regional Council
- Brand Strategy Cootamundra, Gundagai & Villages presentation
- Boosting Regional Australia Through Agritourism Discussion Paper 2018, Australian Regional Tourism
- Agritourism – An industry skills gap scoping study, Box Hill Institute
- Riverina Murray Destination Management Plan 2018
- The Riverina Strategic Plan 2020, Thrive Riverina
- Starting and running an agritourism business, Farmers' experiences and needs 2019, Service NSW for Business
- An inquiry into the development of agritourism survey results snapshots 2020, Australian Regional Tourism
- NSW Food and Wine Tourism Strategy 2018, Destination NSW
- Food and Wine Tourism in New South Wales 2015, Tourism Research Australia
- Food Tourism to NSW 2018, Destination NSW
- Wine Tourism to NSW 2018, Destination NSW
- Riverina Research Key Insights (target market research), Destination NSW
- Gundagai Visitor Information Centre recent visitor statistics
- Local Government Area Profile 2018 for Cootamundra Gundagai, Tourism Research Australia
- Regional NSW Visitor Profile 2019, Destination NSW
- Community Donations Policy 2020, Cootamundra-Gundagai Regional Council
- Business Connect Agritourism webinar with Regionality
- Scenic Rim Locavore Program

An audit of agritourism and tourism experiences was developed via desktop research.

Consultation was conducted by Tilma Group with the following stakeholders:

- Mayor Abb McAlister, Tourism and Economic Development Officer Jeana Bell, Manager Community and Culture Miriam Crane, Manager of Development, Building & Compliance Sharon Langman, and Tourism Administration Trainee Casey Polsen, Cootamundra-Gundagai Regional Council
- Members of the Gundagai Tourism Action Committee and Cootamundra Tourism Action Group
- David Ferguson, Kimo Estate
- Rachel Whiting, RDA Riverina
- Arcadia Addams, Small Business Commission

- Richie Robinson, Destination Riverina Murray
- Brent Lawrence, Thrive Riverina
- Leah Sutherland and Gwen Norman, Cootamundra Development Corporation
- Louise Freckelton, Highfield Farm and Woodland
- Rose de Belin, Planted Cootamundra
- Annie Jacobs, Wallendbeen Park Farm
- Jamie, Rusty Table
- Nina Piotrowicz
- Ali Betts, formerly of Muddy Pigs
- Kerenza Brown, Southern Harvest
- Miriam Hewson Destination Marketing Officer, Snowy Valleys Council
- Melanie Whitechurch, Tourism and Events Manager, Hilltops Council
- Fiona Hamilton Visitor Economy & Events Coordinator, Wagga Wagga City Council and tourism staff
- Craig Sinclair Economic Development Manager, Temora Shire Council

Additionally, an online survey was distributed to Cootamundra-Gundagai producers and agritourism operators and the wider community via Coota Local and Gundagai Local and direct mail with 14 responses.

Due to COVID-19 travel restrictions no site visits were undertaken by Tilma Group.

14.2 HOW LOCAL GOVERNMENT CAN SUPPORT THE DEVELOPMENT AND GROWTH OF AGRITOURISM BUSINESSES

This report by Service NSW for Business explores the experience of farmers in NSW who are trying to start, run and grow agritourism businesses, and provides insights into their pain points and how to resolve them: Starting and running an agritourism business; Farmers' experiences and needs.

14.3 FUNDING OPPORTUNITIES FOR PRIORITY PROJECTS

Agritourism industry group Northern Rivers Food secured $240,000 over three years from a State MP (their previous Lower House Member, now in the Upper House). The MP's staff member advises that Cootamundra-Gundagai Regional Council or an agritourism industry group should approach the region's state and federal members of parliament and the State Minister for Tourism to ask how the region can work with government to secure financial support for agritourism development.

Grant opportunities for each project requiring funding include the following:

Project	Grant Name	Description	Who can apply	Rounds
1.8 Implement the Agritourism Business Development Program	FRRR Strengthening Rural Communities	Supports organisational capacity building	Not-for-profit, community-based organisation	4/year
	FRRR Tackling Tough Times Together	Supports projects with one of these aims: 1. Building community resilience 2. Developing organisational resilience and capacity 3. Enhancing environmental sustainability 4. Fostering cultural vibrancy 5. Lifelong learning and education 6. Economic strength 7. Improving community health and social wellbeing	Community groups and not-for-profit organisations in drought-affected regions	Always open

1.12 Develop a spring and an autumn food festival	Building Better Regions Fund	Up to $20,000 unmatched (or double budget) for new or expanded events	Not-for-profit organisations and Councils	1/year (November)
	FRRR Strengthening Rural Communities	A broad range of charitable projects are considered under this program, including: • Delivering, or providing activities, events, programs and services; • Purchasing or hiring equipment and materials; • Community infrastructure projects; • Organisational capacity building; • Community resource development.	Not-for-profit, community-based organisation	4/year
	Destination NSW Regional Event Fund	It is not clear if DNSW will support new events in the future as they did in the past.	Not-for-profit organisations	

Grants do not typically fund destination marketing projects, such as

- 1.4 Create agritourism brand story
- 1.5 Bundle products into itineraries and a map
- 1.6 Hire a PR agency
- 1.10 Invest in strategic marketing

However, it may be possible to secure funding from drought or bushfire related grants for destination marketing activities.

8.3.3 HISTORIC GUNDAGAI RIVER CROSSING TOWN PROJECT

DOCUMENT NUMBER	359528
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**2. A prosperous and resilient economy: we are innovative and 'open for business'** 2.1 The local economy is strong and diverse
FINANCIAL IMPLICATIONS	No matched contribution required.
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 endorse the Creative Capital expression of interest application for $5,000,000 for the Historic Gundagai River Crossing Town Project.

Introduction

Council has been working on a project to adequately interpret the Old Gundagai site since 1999 when Brendan O'Keefe prepared a conservation management plan for the site. Council has also identified in the Gundagai Tourism Strategy 2014 and subsequently the CGRC Tourism and Economic Development Strategy the need to improve access to the Murrumbidgee River at Gundagai and better interpret the Town's origin as a River Crossing. Further to this Council has been working with Crown Lands and Transport for NSW on a project to remember and interpret the Prince Alfred Bridge after its slated removal in late 2021. Council has also purchased the Old Mill which was the last building surviving from Old Gundagai and intends to use it as a knowledge keeping place, track head and agritourism opportunity for private investment/operation.

Discussion

Council has recently submitted funding applications for the Old Mill Redevelopment, and to improve access to the Murrumbidgee River at Gundagai and better interpret the Town's origin as a River Crossing. A further funding opportunity has been identified to reapply for funding for these projects, the Creative Capital Large Projects Round.

In addition this round of funding was identified by Transport for NSW as suitable for interpretation after the removal of the Prince Alfred Bridge, a project which could include a viewing platform with augmented reality experience and also a potential mural on the wall of the new sewage treatment plant. Consultation around these interpretive elements is ongoing and would need to be finalised prior to the submission of the final Creative Capital Large Projects application, due in March.

EOI Project Budget Breakdown:

Old Mill - $1Million

River Access/Old Gundagai - $1Million

Viewing Platform - $2.5Million

Interpretive elements - $250,000

Mural - $250,000

Total Budget - $5Million

8.3.4 GUNDAGAI TOURISM ACTION GROUP ADVISORY COMMITTEE - MEETING HELD 11TH OCTOBER, 2021

DOCUMENT NUMBER	358904
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no financial implications attached to 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. Gundagai Tourism Action Group Advisory Committee - Minutes - 11th October, 2021.pdf ⇩

RECOMMENDATION

The Minutes of the Gundagai Tourism Action Group Advisory Committee meeting held on 11th October, 2021 attached to the report, be received and noted.

Introduction

The attached Minutes of the Gundagai Tourism Action Committee meeting held on 11th October, 2021 are submitted for the information of Council and the community.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Phone: 1300 459 689
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Minutes

GUNDAGAI TOURISM ACTION GROUP ADVISORY COMMITTEE

MEETING NO: 118
GUNDAGAI DISTRICT SERVICES CLUB
4.30PM, MONDAY 11TH OCTOBER 2021

1 AGENDA ITEMS

Meeting Start: 4:40PM

1.1 Attendance and Apologies

Attendees: Casey Polsen, Miriam Crane, Peter Smith, Peggy Elliott, Mike Kingwill, Izzy Perko, Jim Morton, Penny Nicholson, Michael Crowe

Apologies: Verity Whitaker, Michael Whitaker, Andrew Brock, Abb McAlister, Madeline Ryan, Daryl Weston

1.2 Confirmation of previous meeting Minutes

The Committee to confirm the minutes of Meeting Monday 6th September 2021
Moved: Peggy Elliott
Seconded: Izzy Perko

1.3 Correspondence

No correspondence

1.4 For Discussion

1. *Branding & Marketing Strategy*

Miriam discussed the current projects the Tourism Team are working on:

- Editorial and Advertisement for Gundagai to be included in the summer magazine addition of Caravanning Australia
- Partnering with Visit Wagga Wagga to create a Day Tripping Campaign showcasing local attractions in both Cootamundra and Gundagai. Included in the Gundagai campaign – Downstream Yoga, Gundagai Architectural Heritage Walk, Old Gundagai Gaol Self-Guided Tour & Dog on the Tuckerbox
- VFR (Visiting Friends & Relatives) Postcard to be created and added into the next rates notice. The focus will be "Come to Gundagai – explore like a visitor". Mike suggested a mailable postcard that locals would be able to send to visitors to invite them into the area

2. Launch & Promotion of Main Street

a) Puppy Sculptures

Puppy Sculptures are complete. The first puppy has arrived at the Gundagai Depot, the other 2 should be on their way. As indicated in our Communications Plan there are ideas around creating a "Name a Puppy" Competition that will involve locals submitting their name suggestions for a pup. The puppies will be located at Lott's Family Hotel, Smarts Butchery and Foodworks.

3. River Access & Morley's Creek Plan

Miriam has submitted a grant for the Old Gundagai Heritage Trail and Murrumbidgee River Access Project. This project includes a parking area near the river, boat ramp and pontoon. Penny made us aware of the $3000 still in GREG's budget for work on Morleys Creek. Water levels have been taken from the creek.

4. Historic Bridges

The Prince Alfred Bridge is to be dismantled during November. There is currently a survey by Crown Lands that is allowing the public to submit a suggestion about what they would like to see happen to commemorate the bridge once it is pulled down. Izzy suggested the idea of lining the old footprint of the bridge with trees to show where the bridge once stood.

5. Visitor Information Centre Upgrade

Upgrade work has begun on the Gundagai Office. Once this work is completed – (subject to the final developments) work should look to begin on the Visitor Information Centre in the early new year. Staff are currently looking at options about where the centre will temporarily locate to.

6. Local Events

- Sundy in Gundy Markets are starting again on Sunday the 31st of October in conjunction with the Gundagai Neighbourhood Centre's Family Fun Day
- Gundagai Rodeo going ahead Saturday 27th of November
- Old Gundagai Gaol Ghost Tours begin on Saturday the 20th of November

Michael Crowe confirmed that the Snake Gully Cup Carnival will go ahead under the rules and regulations set by Racing NSW on Friday the 12th & Saturday the 13th of November. The Gundagai-Adelong Racing Cup is working closely to confirm who will be able to attend, and if other states will be able to travel to NSW for the Cup. Approximately 1200 tickets will be sold this ticket number includes members and owners this allows for correct social distancing rules. All attendees must be double vaccinated. Michael discussed creating streamline promotion of the event with the Gundagai Visitor Information Centre so we can all supply the same information. Casey is to talk to Cindy Smith about creating an online Facebook event where the Gundagai VIC are also co-hosts. Miriam has requested for the Snake Gully Cup main street flags to go up.

7. Cycle Tourism

A small meeting will be held online for major stakeholders in the cycle tourism industry in both Gundagai and Cootamundra next week, to discuss future projects in both the Gundagai and Cootamundra areas. This meeting will also allow attendees to prepare for a larger cycling forum in the next few months.

8. Social Media

Over the past months during lockdown, we have focused on showcasing Gundagai's great landscapes and features to promote the town. Now we are beginning to open post-covid there will be more posts regarding local attractions and events.

9. Australian Road Transport Heritage Centre Update

Member from the committee was not able to attend. Casey has requested a written report via email updating TAC.

10. Gundagai Regional Enhancement Group (GREG) Update

Penny and Peggy gave a short update: GREG AGM has been postponed due to COVID-19. GREG will no longer be decorating the Main Street at Christmas time and would like to hand that job over to Council. Council have been contacted regarding this.

11. Cultural Group Update

The Cultural Group will be holding NAIDOC events at the Sundy in Gundy Markets on October 31st. Peter has also been working on PowerPoint presentations around Cultural Awareness Training, Family History, The Stolen Generations and other Aboriginal practices and protocols. Peter is looking to share these PowerPoint presentations with the community once finalised.

12. Gundagai Historical Museum Update

The Gundagai Museum will be holding their AGM in four weeks. General painting, sorting, and cleaning jobs are still being performed by volunteers. Volunteers are slightly worried about reopening at the moment, so a date has not been set for the reopening of the Museum. Izzy will contact Peter Smith regarding possibly adding a bigger aboriginal history section to the Museum

1.5 General Business

- Casey has contacted Fiona Tout in regard to repainting the "Welcome to Gundagai – the premier horse town" sign on the Gundagai Common, we are yet to hear a response. Otherwise we will look at outsourcing the job.
- Penny mentioned that nominations are being invited for Australia Day in each of the following categories:
  - Citizen of the Year
  - Young Citizen of the Year
  - Sportsperson of the Year / Sports Achievement Award.

  Nominations can be in writing (by letter, or on the form available from Council Offices and website) and received by Council no later than 1:00pm Friday 19th November 2021.
- The NSW Local Government elections are to be held Saturday 4 December 2021 so if please share the word and visit the Cootamundra-Gundagai Regional Council website for further details.

Meeting closed: 5:50PM

1.6 Next Meeting

4:30PM, Monday 8th of November 2021

8.3.5 COOTAMUNDRA TOURISM ACTION GROUP ADVISORY COMMITTEE - MEETING HELD 7TH OCTOBER, 2021

DOCUMENT NUMBER	358905
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no financial implications attached to 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 Tourism Action Group Advisory Committee meeting - Minutes - 7th October, 2021 ⇩ 2. Pioneer Park - Tourism Working Group Sub-committee - Meeting Summary - 30.09.2021 ⇩

RECOMMENDATION

The Minutes of the Cootamundra Tourism Action Group Advisory Committee meeting held on 7th October, 2021 and the Pioneer Park - Tourism Working Group Sub-committee - Meeting Summary - 30.09.2021 attached to the report, be received and noted.

Introduction

The Minutes of the Cootamundra Tourism Action Group (CTAG) Advisory Committee meeting held on 7th October, 2021 attached to the report, are submitted for the information of Council and the community.

The Meeting Summary of the Pioneer Park Working Group, as Sub Committee of the CTAG Advisory Committee are submitted for the information of Council and the community.

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Minutes

COOTAMUNDRA TOURISM ACTION GROUP (ADVISORY COMMITTEE)

STEPHEN WARD ROOMS, WALLENDOON STREET
4.30PM, THURSDAY 7TH OCTOBER 2021

AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: **President/Chairperson:** Nina Piotrowicz
Secretary: Leah Sutherland
Councillor: Leigh Bowden
General Members: Rosalie Dale, Hans Bruitzman, Yvonne Forsyth, Brian Nolan, Elizabeth Brown
Other: Miriam Crane & Kate Sharman (Staff), Janet Temperly, Judy Emery

Confirmation of a Quorum: Quorum numbers are met **[yes]**

1.2 Apologies & Disclosure of Interests

Apologies received from Kim Knox-Thurn & Lorna Nixon.

1.3 Minutes of Previous Meeting

The Committee confirmed the minutes of Meeting 2nd September 2021. (Moved: Hans Bruitzman, Seconded: Yvonne Forsyth. Carried.)

1.4 Discussion items

- *Change to Advisory Committee.*

Change noted. No significant impact on the Committee's current process or activity.

- *Community Strategic Plan 2022 – 2032*

The links to the Community Engagement Strategy and a separate engagement strategy specifically for the Community Strategic Plan will be emailed to all members for reference. Comment is welcome direct to mail@cgrc.nsw.gov.au as these two documents will not be placed on public exhibition.

Community Consultation will start soon on the Strategic Plan via many means. Personal and group submissions will be welcome. The CSP informs the areas of focus and program of work, grant opportunities etc for Council.

A list of ideas has been started for incorporation into a response from CTAG. Please email the Chair with any other items for inclusion. Further discussion is likely over email and at our next meeting.

- *Visit Cootamundra - Social Media/Website/Brochure/Other*

- Electronic signs waiting for meter connections – both should be operational soon
- VIC/Heritage Centre & Bradman Museum re-opening 1st November depending.
- Feature article in the Caravanning Australia Magazine

- Kate preparing a strategy for the Visit Cootamundra socials

- *Grants*

- Planning & approvals underway for the work at the VIC (Driver Reviver Grant)
- CTAG Sub-Committee - Pioneer Park working group meeting held with Kate & Miriam. Sub Committee Minutes attached for the reference of CTAG members and Councillors.

- *Other*

Cootamundra Basketball Hall of Fame –
Peter Coggan to be formally thanked for his proposal.
Council Staff will review and discuss the process for renaming of the Stadium and Basketball Courts as appropriate. Further background information may be needed from Peter and others to assist these discussions. Council staff will also need to review and discuss the proposed updates and inclusions to the Stadium to consider what may be feasible to include in future works programs or grant applications
In CTAG's response the CSP 2022-32, there will be an item regarding public art/interpretation & recognition activities of Cootamundra's stories and people – recognition of our basketball and other sporting history would fit in this item.

Christmas activities – The CDC's annual Christmas local shopping/party event is planned for Thursday 16th December on the Main Street – lots of activities will be on offer. The Council organised Christmas lights competition will run again with $100 Why Leave Town gift cards on offer.

Access to local products and souvenirs - opportunities will improve once the VIC revamp project is complete.

NSW Government Blue Plaque program – a new program giving the opportunity for recognition of local heritage places, people, and events. First round is via suggestions to our local MP (Steph Cooke) – suggestions from Cootamundra could be the Old Cootamundra Hospital, Arthur Butler and Coil. Second round in 2022 will allow for direct community suggestions for the program.

Koala Sanctuary – Jindalee National Park has previously been identified as a potentially suitable site for Koalas. Miriam will make some initial enquiries with her contact at National Parks as to the viability, criteria, and process that we would need to look at to consider any further action. Janet will also share her contact at the Australian Koala Foundation.

1.5 What has been happening?

- Miriam and Kate are facilitating a small forum to look at the cycling tourism opportunities in the LGA to ensure these are captured in the Community Strategic Plan.
- A joint CTAG & GTAC meeting may be organised towards the end of October.
- Lots of activity happening in Stockinbingal, including a Twilight market at the Hall in November. A 'Back to the Bush' weekend is also being considered, spearheaded by the operators of the Clydesdale Cart Rides. The private vintage Motorcycle Museum will hopefully also be opening in December – further details to come.
- Hans mentioned any potential for Council land to be filled in to enable water sports/recreation. Others noted that some schemes had been looked at in the past and not proceeded due to funding/access/safety issues.

1.5 Next Meeting

Thursday 4th November 2021 @ 4.30pm

Pioneer Park - Tourism Working Group Sub-committee

30 September 2021

Location: Pioneer Park Carpark

Attendees: Graeme Johnson, Mitch Bowden, Bill Godman, Annie Jacobs, Kate Sharman

Apologies: Alan East, David Jarvis

The Tourism & Economic Development Officer met with the Friends of Pioneer Group to discuss their vision and priorities for Pioneer Park.

The informal meeting included a broad discussion around Stage 1 and Stage 2 plans for the park.

Below is a summary of issues and ideas discussed.

1. **Purpose & Classification of the Park**

   There was initial discussion around establishing the classification of the park specifically.

   - What is the current classification of Park? Is a Park or a nature Reserve?
   - What does the classification mean for use and management of the park?
     - Who is responsible for management?
     - What is the current management plan of the park?

   There was a consensus it is likely Crown land, managed by CGRC.

   Broad discussion around usage & potential issues:

Usage	Issues
Walking trails	None noted.
Dogs on leads	Consensus dogs on leads would reflect community expectations. Dogs not on leads would frighten wildlife.
Mountain Bike trails	Preference for no new trails. Unauthorised trail development risks to flora.
RV Site	No camping or fires permitted in carpark if RV site.
Sanctuary	No dogs permitted if Sanctuary
Horse trails	Horse manure could bring weeds.

2. **Opportunity**

   Identified three potential target markets:

   - Local Community
   - Tourists
   - RV

3. Current Issues

- Unauthorised access (cars & motorbikes) utilising access roads.
- Overnight camping within the trail zone.
- Illegal clearing of firewood.
- Litter.
- Spraying of trails 2m wide currently – discussion around who is doing this.
- Unauthorised trail development & concerns about biodiversity. New tracks are encroaching on significant ecological communities. Damage not visible to 99.9% of the public.
- No biodiversity signage (please clean your feet).
- Concern about illegal activities at night.

4. Suggestions

General

- Widen the interested group to be a Pioneer Park Advisory Group to;
  - Determine best use & long-term strategy.
  - Identify expertise to assist with development and help define strategy.
  - Management plan of tracks to protect biodiversity.
  - Engage Muttama Landcare Group & identify if pony club is interested.
  - Identify scientific educational opportunities (bush tucker, orientation, indigenous).
- Engage Parks Landscape Architect specialist Alex Dalgleish to make recommendations to carpark layout, fencing and trail landscape Somewhere Public — Somewhere
- Consultation with Aboriginal elders is critical for interpretive signage.
- Rename Park to reflect the Wiradjuri name – direct question to Aboriginal Working Party.
- Remove access to cars and motorbikes (gates keying system to allow access & add styles).
- Consider wheelchair access in longer term plans.
- RV location on far fence of carpark (on right) or on left near top left gate.

Signage Carpark

- Significant Interpretative signage at the entry to the trails (carpark):
  - Map – with designated tracks.
  - Flora (plants & trees).
  - Fauna (birds).
  - Aboriginal sacred sites.

  The signage needs to have a dedicated location, tell a story. It could be a series of signs. Engage Cootamundra Aboriginal Working Party.

- Additional signage:
  - Shoe cleaner
  - RV site
  - Unauthorised access
  - Dogs on leads
- Interpretative signage within trails.

Fencing

- New entry gates for key trail entries
- Styles over fence to stop access to back road

Trail management

- Identify a few trails to be sprayed & restrict other spraying.
- Restrict access to motorbikes & cards within park roads.

5. Initial Resources identified

Apps:	I naturalist (Cootamundra flora Pioneer Park), All trails, Trails/forks.
Flora:	Bill Godman, Graeme Johnson, Alan East, Mason Crane, Aboriginal Working Party
Fauna:	Aboriginal Working Party, TBC
Signage:	The Rock carpark, Narrandera Koala Park, QLD & TAS parks

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DA2021/138 NEW SHED - 6 COOPER STREET COOTAMUNDRA

DOCUMENT NUMBER	359240
REPORTING OFFICER	Craig Perrin, Town Planner
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Council needs to assess each application on its induvial merits in accordance with legislative requirements and timeframes.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. DA Assessment Report DA2021/138 ⇩

RECOMMENDATION

That Council approve the following development subject to the consent conditions below:

- **Application Number: DA2021/138**
- **Property:**

  Lot B DP363649

  6 Cooper Street Cootamundra
- **Proposed Development: To remove existing 123m2 shed and replace with new 132m^2 shed.**

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	Simple Designs	September 2021
TUMUT-0250	Side Elevations	Emerald Design & Construction	12.08.2021
TUMUT-0250	End Elevations	Emerald Design & Construction	12.08.2021
TUMUT-0250	Plan Elevation	Emerald Design & Construction	12.08.2021
TUMUT-0250	Cross Section	Emerald Design & Construction	12.08.2021

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 ISSUE OF CONSTRUCTION CERTIFICATE

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

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

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

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

Reason: *Statutory compliance.*

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 on the correct 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 – 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 Manager Waste 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 – 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*

(11) 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.*

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 not being let, adapted or used for separate occupation or commercial purposes.

Reason: *Development consent is required for any activity other than residential.*

(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 shed is not to be used for residential occupation without prior consent of Council.

Reason: *Health and safety prohibition.*

Introduction

Council has received an application to remove an existing 123m2 shed and replace with a new 132m^2 shed. The applicant seeks a variation to the controls within Council's adopted Development Control Plan (DCP). In accordance with the delegations issued to staff where variation to the Development Control Plan is above 5% the matter is referred to Council for determination.

The maximum area size for an outbuilding specified in the DCP for the subject site is 110m^2. The proposed shed is 132m^2 which is slightly larger than an existing shed it will replace.

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 can 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 DCP includes the existing outbuilding already exceeds the 110m^2 maximum floor area requirement for outbuildings in the DCP.

The proposed shed is marginally over the maximum size specified within the DCP for a site of this size, however, will only be slightly increasing the existing floor area of an existing shed. Thereby, is of minimal consequence considering the existing shed is of similar size.

Overall, the proposed development is considered in keeping with similar sheds in the locality, will not have negative visual or detrimental impact on the streetscape as the proposed shed will be located in the rear yard and therefore able to be approved.

A full assessment of the proposed development contained within the assessment report attached herewith.

Summary of areas of noncompliance identified in the assessment report:

- The proposed 132m^2 shed exceeds the maximum floor area for outbuilding of 110m^2 requirement contained within the DCP. (Note: to replace an existing 123m2 shed).

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

DATE OF REPORT COMMENCEMENT:

19 October 2021

COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

David Crick

DEVELOPMENT REFERENCE:

DA 2021/138

DEVELOPMENT ADDRESS:

6 Cooper Street COOTAMUNDRA

DEVELOPMENT LOT / SEC / PLAN:

Lot: B DP: 363649

APPLICANT:

Brian Gerard Speering

PROPOSAL:

New Shed

The application is for the construction of a new Colorbond clad 12m x 11m, 3.3 metre high (to eaves) shed 1.05m from side southern boundary and 6.5m from the rear boundary. The proposal has a roller door facing the yard, with a access door to the side.

The shed is 132m^2 and will have Hardiplank painted walls on the western and northern sides, Zinc corrugated walls on the southern and eastern sides, with zinc roof and gutters. The shed will replace Existing shed of similar size.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

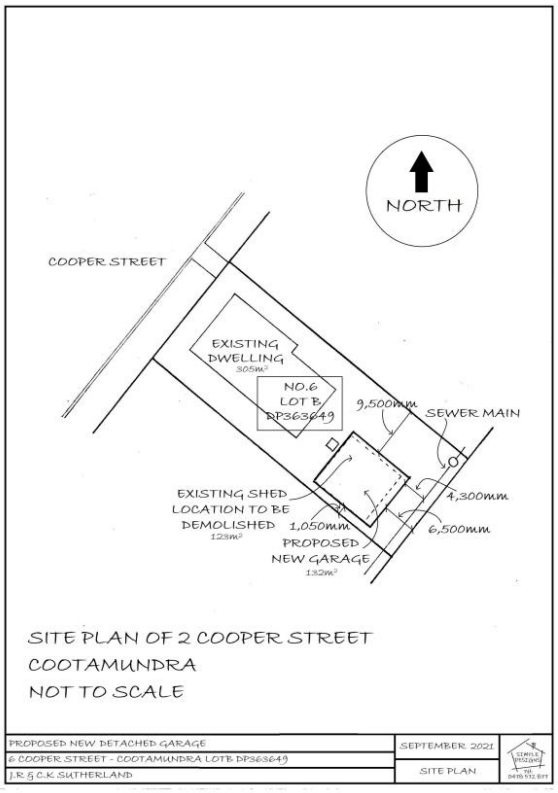

Figure 1 – site plan

Photo 1 - Existing rear yard showing existing shed.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

SITE:

The site is located within the established residential area of Cootamundra, short walk to the CBD. The site is predominately flat and rectangular in shape. There is an existing brick veneer dwelling on site, constructed in approximately the 1930s, and an old shed in the rear that this shed will replace over a similar footprint. The placement and external colours of the proposed shed will match the existing dwelling.

The general vicinity contains a mix of housing styles, construction materials and ages. The area has park land to the north with good access to these areas. The street is thin with established street trees and Kerb and gutter. There is a formal constructed footpath that connects to the parks and main street area and provides good pedestrian connectivity access to the shops and town centre.

Figure 2 – Street location (*source: Intramaps*)

Figure 3 – Aerial view *(source: Intramaps)*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

STATUTORY CONSIDERATIONS / EP&A ACT / EP&A REGULATION:

1.7 Application of Part 7 of *Biodiversity Conservation Act 2016* and Part 7A of *Fisheries Management Act 1994*

These sections of the above Acts, requires Council to consider whether the development or activity is likely to significantly affect threatened species, populations or ecological communities (as per the relevant tests in each Act). As per these sections and tests, it is not considered that the development is likely to significantly affect threatened species, populations or ecological communities, as it does not impact on any flora, fauna or their habitat, is not mapped as being valuable on the Biodiversity Values map, is not a key threatening process, and is remote from any river system.

2.22 Mandatory community participation requirements

Part 1 (Mandatory community participation requirements) of Schedule 1 (Community participation requirements) sets out the mandatory requirements for community participation by planning authorities with respect to the exercise of relevant planning functions, which includes among other things, notification of development applications.

The relevant section that applies to this development is:

7 Application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)

(1) Minimum public exhibition period for an application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)—

(a) if the relevant community participation plan specifies a period of public exhibition for the application—the period so specified, or

(b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition, or (c) otherwise—14 days.

The CGRC Community Participation Plan (CPP) identifies certain development applications that will be notified (generally buildings of certain size and setback), and those that may detrimentally impact adjoining neighbours. As the proposal has potential to impact on adjoining properties, the application was required to be notified in accordance with the CPP. No Submissions have been received

4.5 Designation of consent authority

The development is not state significant or regionally significant, and therefore Council is the determining authority.

4.10 Designated development

Schedule 3 of the EP&A Regulation defines the various types of designated development, but the application does not meet any of the criteria and therefore is not designated.

4.13 Consultation and concurrence

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

If required by an environmental planning instrument, this section requires Council to consult with or obtain the concurrence of the person. No consultation was required in this instance (see Infrastructure SEPP section below, relating to Essential Energy and RMS comments).

4.22 Concept development applications

The development is not a concept development (development undertaken in stages).

4.33 Determination of Crown development applications

The development is not a Crown development.

4.36 Development that is State significant development

The development is not State significant development (of a size, type, value or with impacts deemed to be significant).

4.46 Integrated development

The development is not integrated development (requires consent or an approval from another government agency).

4.55 Modification of consents - generally

Not applicable

SECTION 4.15 CONSIDERATIONS UNDER THE *ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979*:

4.15(1)(a)(i) The provisions of any environmental planning instrument:

State Environmental Planning Policies (SEPPs) and deemed SEPP's

The following SEPPs are relevant to the development.

SEPP No. 55 – Remediation of Land

The issue of potential site contamination was not raised in the submissions. 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. The site is not identified on Council's potentially contaminated land register, and there is no evidence to indicate that the land is a site of possible contamination, and no further investigation is warranted.

SEPP (Infrastructure) 2007

The sections of this policy that 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 this criterion, as the powerline within the street frontage is not exposed, so no formal referral to Essential Energy, was required.

- *Clause 55 (Development adjacent to corridor)* applies to developments adjacent to a gas pipeline corridor. This development is not adjacent a gas pipeline, accordingly this clause is not applicable.
- *Division 15, Subdivision 2 (Development in or adjacent rail corridors),* including *Clauses 84, 85, 86 and 87* – the site is not adjacent the railway corridor, and therefore these clauses do not apply to this development.
- *Clause 101 (Development with frontage to classified road)*, the site does not front a classified road, accordingly this clause in not applicable.
- *Clause 102 (Impact of road noise or vibration on non-road development)* does not apply in this instance, as the AADT volume for the road, is less than 20,000 vehicles.
- *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 as follows.

1.2 Aims of Plan
The submissions raised concern that the development was not contrary to the objectives of the LEP, the shed overall is over the allowable size but is replacing the existing shed of similar size. And is considered that the development does not compromise the aims of the plan, and is not inconsistent with the relevant (highlighted) aims of the LEP:

(aa) to protect and promote the use and development of land for arts and cultural activity, including music and other performance arts,
(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.*

The development if approved, will not impact on the amenity of the area in terms of a range of issues such as noise, traffic or privacy. It is considered that the development will have minimal impact upon the visual amenity, streetscape and aesthetics of the area given the proposed setback of the building in context of other development in the vicinity and Council's controls contained within the Development Control Plan.

1.4 Definitions
The proposed development is defined as a use ***ancillary*** to a ***dwelling house***.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 proposed shed is clear of easements and there are no covenants or agreements known to affect the property.

2.1 Land use zones
The site is zoned B3 Commercial Core and in the Heritage Conservation Area, the proposed development is permitted in the zone with consent.

2.3 Zone objectives
Under this clause Council must have regard to the objectives of the zone when determining a development application, being:

- 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.

The proposal is not considered to be inconsistent with the objectives of the zone.

5.10 Heritage conservation
There are no heritage items on-site (identified on ether the SHR or in the LEP). The site is in the Heritage Conservation Area. However, the shed will be at the rear of the dwelling and not seen from the street and of similar size to existing.
A search of the Aboriginal Heritage Information Management System (AHIMS) database shows that no Aboriginal sites have been recorded, and no Aboriginal places have been declared, within 50 metres of the site.

6.1 Earthworks
The shed is to be constructed on a slab; accordingly, earthworks will be required to clear topsoil. It is expected this is to be minimal with only 200mm cut required into natural ground.

6.2 Flood planning
The site is not affected by the flood mapping in the LEP, 2001 Flood Study.

6.3 Biodiversity protection
This clause applies to land that is identified as biodiversity land on the **Terrestrial Biodiversity Map**, however the site is not included on the relevant map.

6.4 Groundwater vulnerability
This clause applies to land that is identified as groundwater vulnerable on the **Groundwater Vulnerability Map.** The site is mapped as being affected, and accordingly

this clause is applicable. Before determining an application to which the clause the consent authority must consider the likelihood of groundwater contamination, impacts of the development on groundwater systems, cumulative impact and measures to avoid any impact.
In this instance there is no onsite effluent disposal, nor perceived activities that are likely to impact on groundwater. There is a small amount of earthworks required as part of the construction topsoil clearing and 200mm deep footings, there is unlikely to any impact from the proposed development on the groundwater or groundwater dependent ecosystems.

Figure 5- Ground water vulnerabilty and Hertagie Conservation Area Map Cootamundra LEP 2013

6.4 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the **Watercourses Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.5 Salinity

This clause applies to land identified as dryland salinity on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.6 Highly erodible soils

This clause applies to land identified as high soil erodibility on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.7 Airspace operations

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport, which this development does not, and therefore this clause is not applicable.

6.8 Essential Services

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

This clause only applies to land that is zoned (a) Zone RU4 Primary Production Small Lots, and (b) Zone R5 Large Lot Residential, and therefore does not apply in this instance.

4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:

State Environmental Planning Policies (SEPPs)

There are no draft SEPP's which relate to this development.

Local Environmental Plan (LEP)

There are no draft 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 take precedence over this section of the DCP (see comments above in Section 2.22)
- **Chapter 2 - Residential Development** – This chapter is applicable to this proposal and the relevant sections and variations are discussed below.
- **Chapter 3 - Business & Industrial Development -** Does not apply to this zone.
- **Chapter 4 – Subdivision** – The development is not a subdivision.
- **Chapter 6 – Environmental Management** – Not applicable to this development as the site is not impacted by bushfire prone, is not flood prone nor potentially contaminated.
- **Chapter 7 – Heritage** – Not applicable as the site does not contain a heritage item and is not in the HCA.

2.1 Building Line Setbacks

The proposed shed is at the rear of the property and clear of boundaries and easments.

2.2 Site Coverage

The proposed shed has a floor area of 132m^2, the floor area of existing dwelling and shed is 437m^2. The area site is 1151m^2 and the total site coverage is 437m^2. The DCP controls for an allotment of this size state that the maximum site coverage is 50%. This proposal, as well as the existing development on site, does not exceed 50%.

Maximum Floor Area for Outbuildings Variation Sort

At 132m^2 the shed is marginally over the maximum sized outbuilding specified within the DCP for a site of this size. However, this will be replacing an existing area slightly larger than the existing shed. The maximum size specified in the DCP for a site of this size is of 110m^2. Whilst beyond the variance of square meterage, for the size the shed is considered to be of minimal consequence considering the shed existing is of similar size, the criterion is considered meet.

Minium Principal Private Open Space Requirements

The minium private open space requirements for the lot, being 1151m^2 in area, required 20%. This proposal and the the other structures on site, including the dwelling, will result in an open

space area of approximately 714m^2 of open space avalible, thereby complying with the DCP requirments.

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)

- the development is not for a change of building use.

Clause 94 (Consent authority may require buildings to be upgraded)

- the development does not involve the rebuilding, enlargement or extension of an existing building.

Clause 94A (Fire safety and other considerations - temporary structures)

- the development is not for a temporary structure.

Clause 288 (Special provision relating to Sydney Opera House)

- the development does not relate to the Sydney Opera House.

4.15(1)(b) The likely impacts of that development:

Context and Setting

As lodged the structure is considered to not be out of context with other developments, in particular similar garages in locally. It is considered that setting the new garage in the rear yard clear of boundaries maintains a consistent theme with structures in the area.

Access, Transport and Traffic

It is considered that there will be no significant increase traffic as there is an existing dwelling onsite with street and driveway access. This proposal is ancillary to the existing development onsite and of itself will not generate any additional traffic.

Public Domain

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

It is considered that in the position as proposed, the shed is not considered out of place and unlikely to have a negative impact on the area overall, public domain and pedestrian scale of the area.

Utilities
Sewer is located in the rear of the site and the proposed shed is to be clear of easement. The proposal itself will not generate any additional need for utility connections or need for augmentation.

Heritage
There are identified heritage items within the vicinity, the site is however within the heritage conservation area. Compliance with the requirements of the DCP and likely impact on the Heritage Conservation Area have been discussed in section 5.10 above.

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
Stormwater is proposed to be discharged to the existing stormwater street network on Cooper Street. Water supply has been discussed above.

Soil
The site has not been identified as having highly erodible or saline soil. The issue of earthworks has been discussed above. It is not anticipated that the development will have any adverse 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. Suitable erosion and sedimentation controls will need to be put in place as part of the construction works should the proposal be approved.

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 significant 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
Construction waste will be conditioned accordingly should the proposal receive approval.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Energy
The proposal is not subject to the requirements of Section J, of the BCA, nor is it subject to the requirements of BASIX.

Noise and Vibration
Noise impacts from the shed are not anticipated to be an issue. Conditions pertaining to noise during the construction phase will be conditioned, through hours of construction should the proposal be approved.

Natural Hazards
There is no evidence to indicate that there are any other risks to people, property or the biophysical environment from geologic or soil instability, flooding. bushfire, slip or wind.

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 considered that the proposal will not impact upon the security and safety of adjoining properties, and the subject property, and will not encourage criminal activity.

Social Impacts in the Locality
It is not considered that the development will have a negative social impact in terms of the health and safety of the community, social cohesion, community structure, character, values or beliefs, social equity, socio-economic groups or the disadvantaged, and social displacement. Overall set in the rear yard, the garage is envisaged to have no negative effect on the area.

Economic Impact in the Locality
It is not considered that there will be any negative impact in economic terms.

Site Design and Internal Design
There are no dominant physical or environmental features of the site. The design of the shed is a standard kit design. The location on the site is considered appropriate given the current development in the vicinity and the impact on the visual amenity of the surrounding streetscape.

Construction Matters
Impacts from construction have been assessed above as part of this application, and conditions recommended in terms of hours of construction and sedimentation and erosion controls should the application receive approval.

Cumulative impacts
Nil adverse cumulative impacts have been identified.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

.15(1)(c) - The suitability of the site for the development:

Does the proposal fit in the locality?

The location of the proposal is set approximately 6.5m from the rear boundary and 1.05m from side boundaries as shown on the site plan below.

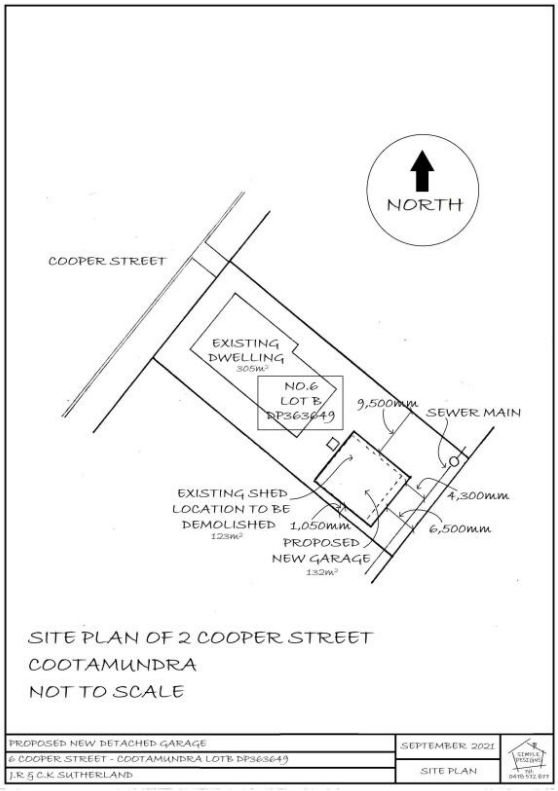

Figure 7- Site plan DA 2021/138

This is likely to have no negative effect on the street due to the shed being fully behind the boundary line. It is unlikely that the proposed shed will have a negative overall effect on the neighbourhood visually in bulk due to the location and consistency with other structures in the area.

Taking into consideration there is ample room in the rear yard, the shed's position and size, it is considered that proposal will not have a negative impact. Furthermore, there are sheds on other properties in the locality are of similar size, accordingly the proposal is unlikely to be inconsistent in terms of scale and bulk with other developments in the locality.

Are the site attributes conducive to development?

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

The site is not subject to natural hazards subsidence, bushfire, slip or mass movement excluding flooding. The soil characteristics are appropriate for the development, and there are no critical habitats, or threatened species, populations, ecological communities, or habitats on the site. The development will not prejudice future agricultural production and there are no known mineral or extractive resources on the site. This issue of potential site contamination has been discussed previously.

4.15(1)(d) - Any submissions made:

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 with this 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* does not apply to this development as it does not meet the cost threshold.

Disclosure of political donations and gifts:

The application and notification process did not result in any disclosure of Political Donations and Gifts.

CONCLUSION:

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Council has considered all matters under the relevant legislation, and it considers that the proposed development is appropriate having regard to those matters, and that any impacts can be managed through appropriate conditions. The proposed new shed has been assessed as being compliant with the LEP and variation is consistent the aims of Cootamundra DCP.

Due to other approved structures similar in the area and the size of the property, as proposed the shed in the rear yard is considered to be consistent with other sheds in the locality.

Overall the oversize shed is considered appropriate for a lot this size, the overall impact has been considered and it is envisaged that the new shed will have no effect visually and is not considered negligible on the surrounding land and uses and therefore able to be approved.

RECOMMENDATION:

Determination:

That Council approve the following development, of 132m^2 shed variation to DCP subject to the consent conditions below:

- Application No.: DA2021/138
- Property: Lot B, DP363649
  6 Cooper Street
  COOTAMUNDRA NSW 2590
- Development: To construct a 132m^2 Colorbond clad shed as ancillary to the existing dwelling

REASONS FOR RECOMMENDATION:

- Consistent with the existing B3 Commercial Core and Heritage Conservation Area zone objectives,
- The shed is still in keeping with sheds in the locality including the existing shed and lots sizes, not considered out of place and open space has been retained, or to have a negative visual impact and overall detrimental impact on the streetscape.

Determination and Conditions:

Application Approved 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	Simple Designs	September 2021
TUMUT-0250	Side Elevations	Emerald Design & Construction	12.08.2021
TUMUT-0250	End Elevations	Emerald Design & Construction	12.08.2021
TUMUT-0250	Plan Elevation	Emerald Design & Construction	12.08.2021
TUMUT-0250	Cross Section	Emerald Design & Construction	12.08.2021

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 ISSUE OF CONSTRUCTION CERTIFICATE

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

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

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

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

Reason: *Statutory compliance.*

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 on the correct 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 – 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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(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 – 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*

(11) 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.*

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 not being let, adapted or used for separate occupation or commercial purposes.

Reason: *Development consent is required for any activity other than residential.*

(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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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

(5) USE Condition – Non Habitable Use.

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

Reason: *Health and safety prohibition.*

DEVELOPMENT ASSESSMENT SIGNING OFFICER:

David Crick
Casual Building Surveyor

_____
Date

8.4.2 DA2021/1133 - PROPOSED SHED - 153 HURLEY STREET COOTAMUNDRA

DOCUMENT NUMBER	359288
REPORTING OFFICER	Craig Perrin, Town Planner
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Council needs to assess each application on its individual merits in accordance with legislative requirements and timeframes.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Assessment Report DA2021/1133 ⇩

RECOMMENDATION

That Council approve the following development subject to the consent conditions below:

- **Application Number: DA2021/1133**
- **Property:**

Lot 12 DP 808897

153 Hurley Street

Cootamundra NSW 2590

- **Proposed Development: New Shed**

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	Applicant	September 2021
MAST34967 Sheet 1 of 7	Foundation Plan & Member Layout	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 2 of 7	Elevations	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 3 of 7	Internal Frame Section	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 4 of 7	Bored Local Thickening Detail	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 5 of 7	Connection Detail Member & Material Schedule	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 6 of 7	Engineering	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 7 of 7	Elevations	Fairdinkum Sheds	02.09.2021
MAST34967	Bolt Layout Plan	Fairdinkum Sheds	02.09.2021

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 on the correct 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 – 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 Manager Waste 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 – Driveway and Layback.

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

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

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

(7) DUR Condition - BCA Compliance.

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

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

(8) DUR Condition – Inspections.

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

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

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

(9) DUR Condition – Restricted Public Access.

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

Reason: *To ensure public safety is maintained.*

(10) DUR Condition – Storm Water.

Storm water is to be discharged: -

1. 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*

(11) 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.*

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 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 – 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.*

(3) 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.*

(4) USE Condition – Non Habitable Use.

The shed 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 an ancillary shed.

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 above 5% the matter is referred to Council for determination.

The applicant is seeking a variation to boundary line setback requirements of Council's development control plan.

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 can 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.

The proposed shed is to be located 100mm from the side northern boundary and a Variation to Council DCP has been sort. Council DCP requirements for this site are that the shed has a 3m setback from the side boundary. There was an existing shed in this location however the new shed will be larger in size. Along the boundary of this property, there are existing structures on the same boundary line.

The application was notified to the adjoining property owner who raised no objection to the development. It is noted the adjoining property (to the northeast) has an existing attached garage adjacent to the proposed development.

In this instance the justification for varying the requirements of the DCP includes the proposed shed is consistent with the existing R1 General Residential zone objectives. The proposed shed is also in keeping with sheds in the locality and lots sizes, not considered out of place, open space has been retained and will not have a negative visual impact and overall detrimental impact on the streetscape and should be approved.

A full assessment of the proposed development contained within the assessment report attached herewith.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

DATE OF REPORT COMMENCEMENT:

19 October 2021

COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

David Crick

DEVELOPMENT REFERENCE:

DA 2021/133

DEVELOPMENT ADDRESS:

153 Hurley Street COOTAMUNDRA

DEVELOPMENT LOT / SEC / PLAN:

Lot: 12 DP: 808897

APPLICANT:

Mark Barrington Ward

PROPOSAL:

New Shed

The application is for the construction of a new Colorbond clad 10.6m x 8.2m, 4.1 metre high (to ridge) the shed will be 100mm from side northern boundary and 3m from the rear eastern boundary. Also a carport/ covered area in front of the garage 3.6m x 8.2m projecting into the rear yard off the side of the shed. The proposal has a roller door facing the street, with a window in each side and access door to in the yard.

The shed is 57.4m^2 and the carport 29.52m^2 in total 86.92m^2 and will have monument walls, basalt roof, monument gutters, doors, windows and trims.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

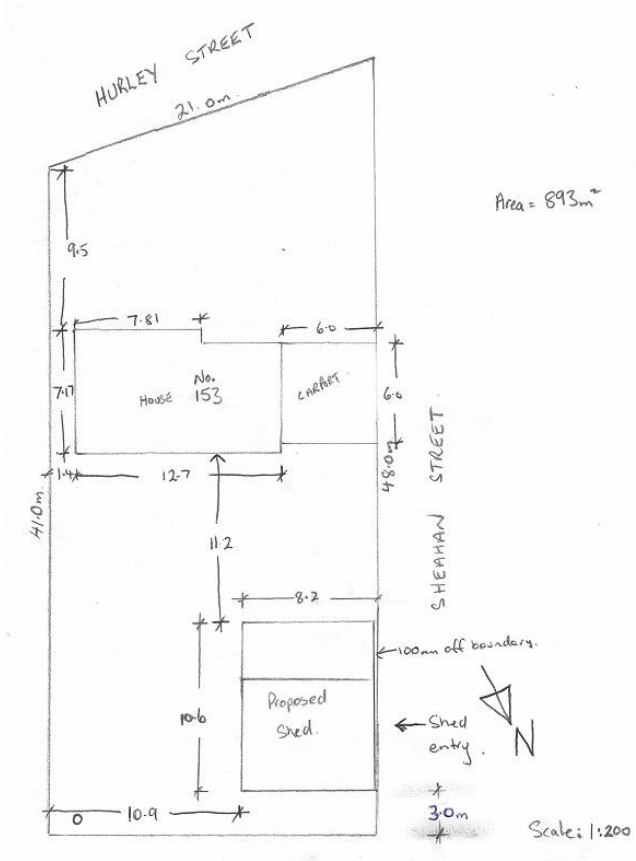

Figure 1 – site plan

Photo 1 - Existing rear yard showing part of existing shed and dwelling.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

SITE:

The site is located within the established residential area of Cootamundra, approximately 1.5kl west of the CBD. The site is sloping from west to east and rectangular in shape. There is an existing brick veneer dwelling on site, constructed in approximately the 1980s, and an old shed in the rear. Also existing carport on the boundary.

The general vicinity contains a mix of housing styles, construction materials and ages. The area has park land to the east with good access to these areas. The street is thin with established street trees and Kerb and gutter. There is no formal constructed footpath however the footpath is flat and traversable that connects to the parks and main street area and provides good pedestrian connectivity access to the shops and town centre.

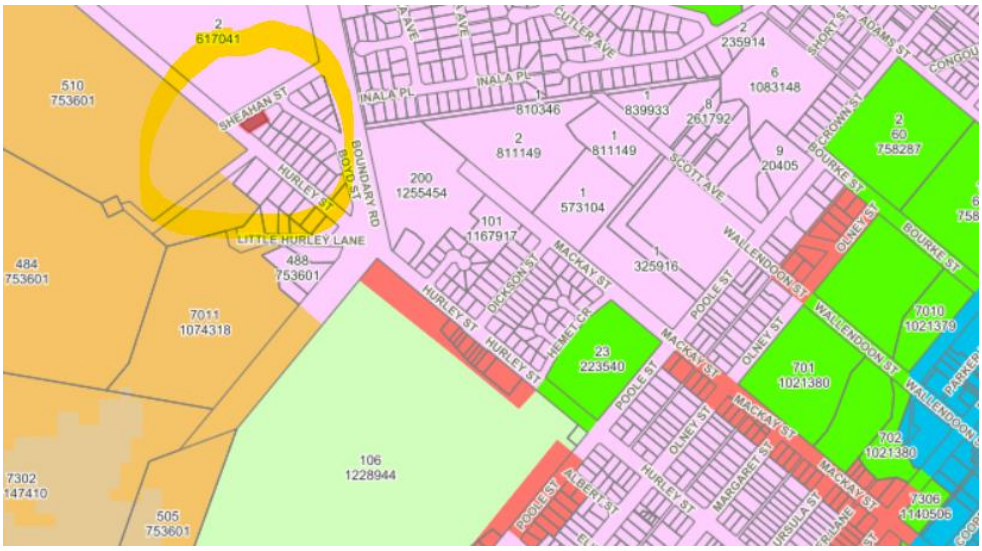

Figure 2 – Street location (*source: Intramaps*)

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Figure 3 – Aerial view *(source: Intramaps)*

STATUTORY CONSIDERATIONS / EP&A ACT / EP&A REGULATION:

1.7 Application of Part 7 of *Biodiversity Conservation Act 2016* and Part 7A of *Fisheries Management Act 1994*

These sections of the above Acts, requires Council to consider whether the development or activity is likely to significantly affect threatened species, populations or ecological communities (as per the relevant tests in each Act). As per these sections and tests, it is not considered that the development is likely to significantly affect threatened species, populations or ecological communities, as it does not impact on any flora, fauna or their habitat, is not mapped as being valuable on the Biodiversity Values map, is not a key threatening process, and is remote from any river system.

2.22 Mandatory community participation requirements

Part 1 (Mandatory community participation requirements) of Schedule 1 (Community participation requirements) sets out the mandatory requirements for community participation by planning authorities with respect to the exercise of relevant planning functions, which includes among other things, notification of development applications.

The relevant section that applies to this development is:

7 Application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)

(1) Minimum public exhibition period for an application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)—

(a) if the relevant community participation plan specifies a period of public exhibition for the application—the period so specified, or

(b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition, or (c) otherwise—14 days.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

The CGRC 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. As the proposal has potential to impact on adjoining properties, the application was required to be notified in accordance with the CPP. No submissions have been received.

4.5 Designation of consent authority

The development is not state significant or regionally significant, and therefore Council is the determining authority.

4.10 Designated development

Schedule 3 of the EP&A Regulation defines the various types of designated development, but the application does not meet any of the criteria and therefore is not designated.

4.13 Consultation and concurrence

If required by an environmental planning instrument, this section requires Council to consult with or obtain the concurrence of the person. No consultation was required in this instance (see Infrastructure SEPP section below, relating to Essential Energy and RMS comments).

4.22 Concept development applications

The development is not a concept development (development undertaken in stages).

4.33 Determination of Crown development applications

The development is not a Crown development.

4.36 Development that is State significant development

The development is not State significant development (of a size, type, value or with impacts deemed to be significant).

4.46 Integrated development

The development is not integrated development (requires consent or an approval from another government agency).

4.55 Modification of consents - generally

Not applicable

SECTION 4.15 CONSIDERATIONS UNDER THE *ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979*:

4.15(1)(a)(i) The provisions of any environmental planning instrument:

State Environmental Planning Policies (SEPPs) and deemed SEPP's

The following SEPPs are relevant to the development.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

SEPP No. 55 – Remediation of Land

The issue of potential site contamination was not raised in the submissions. 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. The site is not identified on Council's potentially contaminated land register, and there is no evidence to indicate that the land is a site of possible contamination, and no further investigation is warranted.

SEPP (Infrastructure) 2007

The sections of this policy that 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 this criterion, as the powerline within the street frontage is not exposed, so no formal referral to Essential Energy, was required.
- *Clause 55 (Development adjacent to corridor)* applies to developments adjacent to a gas pipeline corridor. This development is not adjacent a gas pipeline, accordingly this clause is not applicable.
- *Division 15, Subdivision 2 (Development in or adjacent rail corridors),* including *Clauses 84, 85, 86 and 87* – the site is not adjacent the railway corridor, and therefore these clauses do not apply to this development.
- *Clause 101 (Development with frontage to classified road)*, the site does not front a classified road, accordingly this clause in not applicable.
- *Clause 102 (Impact of road noise or vibration on non-road development)* does not apply in this instance, as the AADT volume for the road, is less than 20,000 vehicles.
- *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 as follows.

1.2 Aims of Plan

The submissions raised concern that the development was not contrary to the objectives of the LEP, the shed overall is over the allowable size and more than half is carport. Its considered that the development does not compromise the aims of the plan, and is not inconsistent with the relevant (highlighted) aims of the LEP:

(aa) to protect and promote the use and development of land for arts and cultural activity, including music and other performance arts,

(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.*

The development if approved, will not impact on the amenity of the area in terms of a range of issues such as noise, traffic or privacy. It is considered that the development will have minimal impact upon the visual amenity, streetscape and aesthetics of the area given the proposed setback of the building in context of other development in the vicinity and Council's controls contained within the Development Control Plan.

1.4 Definitions
The proposed development is defined as a use ***ancillary*** to a ***dwelling house***.

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 proposed shed is clear of easements and there are no covenants or agreements known to affect the property.

2.1 Land use zones
The site is zoned R1 Residential, and the proposed development is permitted in the zone with consent.

2.3 Zone objectives
Under this clause Council must have regard to the objectives of the zone when determining a development application, being:

- 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.

The proposal is not considered to be inconsistent with the objectives of the zone.

5.10 Heritage conservation
There are no heritage items on-site (identified on ether the SHR or in the LEP). The site is not in the Heritage Conservation Area.
A search of the Aboriginal Heritage Information Management System (AHIMS) database shows that no Aboriginal sites have been recorded, and no Aboriginal places have been declared, within 50 metres of the site.

6.1 Earthworks

The shed is to be constructed on a slab; accordingly, earthworks will be required to clear topsoil. It is expected this is to be minimal with only 200mm cut required into natural ground.

6.2 Flood planning

The site is affected by the flood mapping in the LEP, 2001 Flood Study. The shed will not require a flood height restriction and will not impede overland flow in the rear of the property.

6.3 Biodiversity protection

This clause applies to land that is identified as biodiversity land on the **Terrestrial Biodiversity Map**, however the site is not included on the relevant map.

6.4 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the **Groundwater Vulnerability Map.** The site is not mapped as being affected, and accordingly this clause is applicable. Before determining an application to which the clause the consent authority must consider the likelihood of groundwater contamination, impacts of the development on groundwater systems, cumulative impact and measures to avoid any impact.

In this instance there is no onsite effluent disposal, nor perceived activities that are likely to impact on groundwater. There is a small amount of earthworks required as part of the construction topsoil clearing and 200mm deep footings, there is unlikely to any impact from the proposed development on the groundwater or groundwater dependent ecosystems.

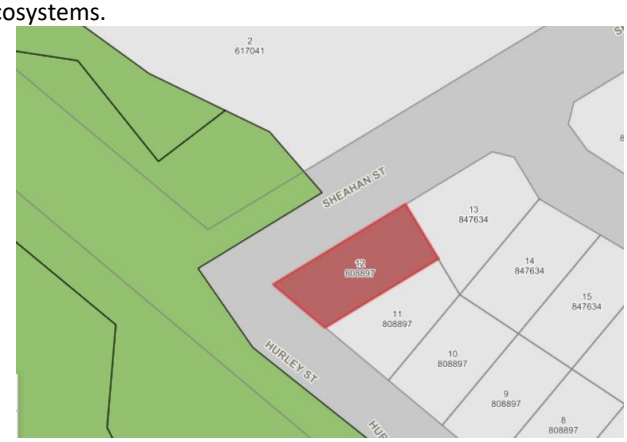

Figure 5- Ground water vulnerabilty and biodiversity Map Cootamundra LEP 2013

6.4 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the **Watercourses Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.5 Salinity
This clause applies to land identified as dryland salinity on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.6 Highly erodible soils
This clause applies to land identified as high soil erodibility on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.7 Airspace operations
This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport, which this development does not, and therefore this clause is not applicable.

6.8 Essential Services
This clause only applies to land that is zoned (a) Zone RU4 Primary Production Small Lots, and (b) Zone R5 Large Lot Residential, and therefore does not apply in this instance.

4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:

State Environmental Planning Policies (SEPPs)
There are no draft SEPP's which relate to this development.

Local Environmental Plan (LEP)
There are no draft 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 take precedence over this section of the DCP (see comments above in Section 2.22)
- **Chapter 2 - Residential Development** – This chapter is applicable to this proposal and the relevant sections and variations are discussed below.
- **Chapter 3 - Business & Industrial Development -** Does not apply to this zone.
- **Chapter 4 – Subdivision** – The development is not a subdivision.
- **Chapter 6 – Environmental Management** – Not applicable to this development as the site is not impacted by bushfire prone, is not flood prone nor potentially contaminated.
- **Chapter 7 – Heritage** – Not applicable as the site does not contain a heritage item and is not in the HCA.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

2.1 Building Line Setbacks
The proposed shed is proposed to be located 100mm from the side northern boundary and a Variation to Council DCP has been sort. Council DCP requirements for this site are that the shed be back 3m from the side boundary. There was an existing shed in this location however the new shed will be larger. Along the boundary of this property there are structures already built on the same boundary line. Overall, there has been no objection from the neighbouring property to the northeast which has an existing garage on that end of the dwelling and should be approved.

2.2 Site Coverage
The proposed shed has a floor area of 86.92m^2, the floor area of existing dwelling and shed is 119.12m^2. The area site is 893m^2 and the total site coverage is 119.12m^2. The DCP controls for an allotment of this size state that the maximum site coverage is 60%. This proposal, as well as the existing development on site, does not exceed 60%.

Maximum Floor Area for Outbuildings
At 86.92m^2 the shed is marginally over the maximum sized outbuilding specified within the DCP for a site of this size however the front of the structure is open carport filled in part of the garage is 29.52m^2. The maximum size specified in the DCP for a site of this size is of 70m^2. The size is considered to be of minimal consequence as more than half is carport and the DCP site coverage criterion is meet.

Minium Principal Private Open Space Requirements

The minium private open space requirements for the lot, being 893m^2 in area, required 10%. This proposal and the the other structures on site, including the dwelling, will result in an open space area of approximately 773.88m^2 of open space avalible, thereby complying with the DCP requirments.

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)
- the development is not for a change of building use.

Clause 94 (Consent authority may require buildings to be upgraded)

- the development does not involve the rebuilding, enlargement or extension of an existing building.

Clause 94A (Fire safety and other considerations - temporary structures)
- the development is not for a temporary structure.

Clause 288 (Special provision relating to Sydney Opera House)
- the development does not relate to the Sydney Opera House.

4.15(1)(b) The likely impacts of that development:

Context and Setting
As lodged the structure is considered to not be out of context with other developments, in particular similar garages in the locally. It is considered that setting the new garage 100mm from the side boundary and 3m from rear boundary maintains a consistent theme with structures in the area.

Access, Transport and Traffic
It is considered that there will be no significant increase traffic as there is an existing dwelling onsite with street access. This proposal is ancillary to the existing development onsite and of itself will not generate any additional traffic.

Public Domain
It is considered that in the position as proposed, the shed is not considered out of place and unlikely to have a negative impact on the area overall, public domain and pedestrian scale of the area.

Utilities
Sewer is located in the rear yard and the proposed shed is to be 500mm clear of boundary riser. The proposal itself will not generate any additional need for utility connections or need for augmentation.

Heritage
There are no identified heritage items within the vicinity, the site is not however within the heritage conservation area. Compliance with the requirements of the DCP and like impact on the Heritage Conservation Area have been discussed in section 5.10 above.

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
Stormwater is proposed to be discharged to the existing stormwater street network on Sheahan Street. Water supply has been discussed above.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Soil
The site has not been identified as having highly erodible or saline soil. The issue of earthworks has been discussed above. It is not anticipated that the development will have any adverse 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. Suitable erosion and sedimentation controls will need to be put in place as part of the construction works should the proposal be approved.

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 significant 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
Construction waste will be conditioned accordingly should the proposal receive approval.

Energy
The proposal is not subject to the requirements of Section J, of the BCA, nor is it subject to the requirements of BASIX.

Noise and Vibration
Noise impacts from the shed are not anticipated to be an issue. Conditions pertaining to noise during the construction phase will be conditioned, through hours of construction should the proposal be approved.

Natural Hazards
There is no evidence to indicate that there are any other risks to people, property or the biophysical environment from geologic or soil instability, flooding. bushfire, slip or wind.

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 considered that the proposal will not impact upon the security and safety of adjoining properties, and the subject property, and will not encourage criminal activity.

Social Impacts in the Locality

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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. Overall set in the rear yard, the garage is envisaged to have no negative effect on the area.

Economic Impact in the Locality
It is not considered that there will be any negative impact in economic terms.

Site Design and Internal Design
There are no dominant physical or environmental features of the site. The design of the shed is a standard kit design. The location on the site is considered appropriate given the current development in the vicinity and the impact on the visual amenity of the surrounding streetscape.

Construction Matters
Impacts from construction have been assessed above as part of this application, and conditions recommended in terms of hours of construction and sedimentation and erosion controls should the application receive approval.

Cumulative impacts
Nil adverse cumulative impacts have been identified.

.15(1)(c) - The suitability of the site for the development:

Does the proposal fit in the locality?
The location of the proposal is set approximately 100mm from the side northern boundary and 3m from rear boundary as shown on the site plan below.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

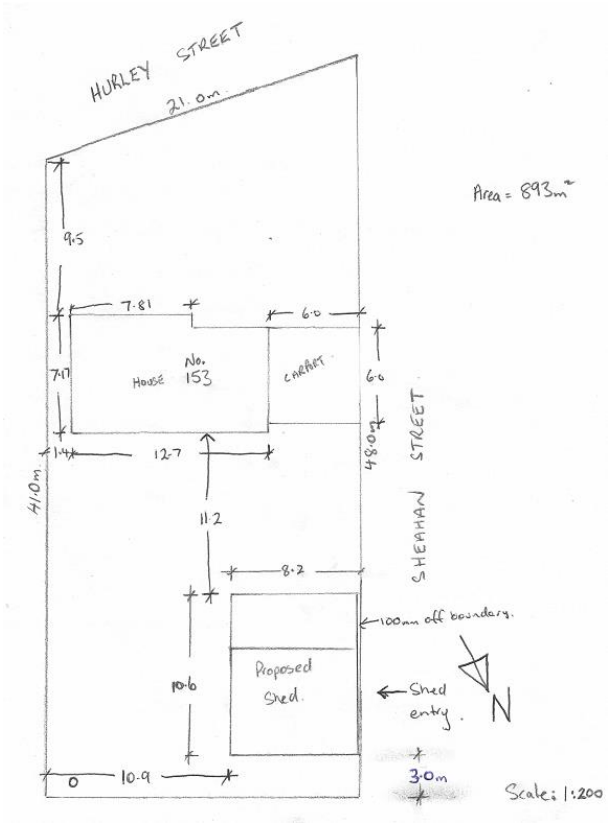

Figure 7- Site plan DA 2021/102

This is likely to have no negative effect on the street due to the shed being along the side boundary of this property there are structures already built on the same boundary line. Overall there has been no objection from the neighbouring property to the northeast which has an existing garage on that end of the dwelling.

It is unlikely that the proposed shed will have a negative overall effect on the neighbourhood visually in bulk due to the location and consistency with other structures in the area.

Taking into consideration there is ample room in the rear yard, the shed's position and size, it is considered that proposal will not have a negative impact. Furthermore, there are sheds on other properties in the locality are of similar size, accordingly the proposal is unlikely to be inconsistent in terms of scale and bulk with other developments in the locality.

Are the site attributes conducive to development?

The site is not subject to natural hazards subsidence, bushfire, slip or mass movement excluding flooding. The soil characteristics are appropriate for the development, and there are no critical habitats, or threatened species, populations, ecological communities, or habitats on the site. The

development will not prejudice future agricultural production and there are no known mineral or extractive resources on the site. This issue of potential site contamination has been discussed previously.

4.15(1)(d) - Any submissions made:

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 with this 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* does not apply to this development as it does not meet the cost threshold.

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 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

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

be managed through appropriate conditions. The proposed new shed has been assessed as being compliant with the LEP and consistent the Cootamundra DCP.

Due to other approved structures similar in the area and the size of the property, as proposed the shed in the rear yard is considered to be consistent with other sheds in the locality.

Overall the oversize shed is considered appropriate for a lot this size, the overall impact has been considered and it is envisaged that the new shed will have no effect visually and is not considered negligible on the surrounding land and uses and therefore able to be approved.

RECOMMENDATION:

Determination:

That Council approve the following development, of 86.92m^2 shed and carport subject to the consent conditions below:

- Application No.: DA2021/1133
- Property: Lot 12, DP808897
  153 Hurley Street
  COOTAMUNDRA NSW 2590
- Development: To construct a 86.92m^2 Colorbond clad shed as ancillary to the existing dwelling

REASONS FOR RECOMMENDATION:

- Consistent with the existing R1 General Residential zone objectives,
- The shed is still in keeping with sheds in the locality and lots sizes, not considered out of place and open space has been retained, or to have a negative visual impact and overall detrimental impact on the streetscape.

Determination and Conditions:

Application Approved 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).

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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	Applicant	September 2021
MAST34967 Sheet 1 of 7	Foundation Plan & Member Layout	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 2 of 7	Elevations	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 3 of 7	Internal Frame Section	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 4 of 7	Bored Local Thickening Detail	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 5 of 7	Connection Detail Member & Material Schedule	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 6 of 7	Engineering	Fairdinkum Sheds	02.09.2021
MAST34967 Sheet 7 of 7	Elevations	Fairdinkum Sheds	02.09.2021
MAST34967	Bolt Layout Plan	Fairdinkum Sheds	02.09.2021

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

(3) GEN Condition - Utilities

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 on the correct 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 – 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 – Driveway and Layback.

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

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

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

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(7) DUR Condition - BCA Compliance.

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

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

(8) DUR Condition – Inspections.

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

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

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

(9) DUR Condition – Restricted Public Access.

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

Reason: *To ensure public safety is maintained.*

(10) DUR Condition – Storm Water.

Storm water is to be discharged: -

1. 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*

(11) 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.*

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 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 – 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.*

(3) USE Condition –Amenity General.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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.*

(4) USE Condition – Non Habitable Use.

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

Reason: *Health and safety prohibition.*

DEVELOPMENT ASSESSMENT SIGNING OFFICER:

David Crick
Casual Building Surveyor

_____
Date

8.4.3 DA MODIFICATION - MOD2021/98.2 - 2-4 COOPER STREET COOTAMUNDRA

DOCUMENT NUMBER	359371
REPORTING OFFICER	Craig Perrin, Town Planner
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Council needs to assess each application on its individual merits in accordance with legislative requirements and timeframes.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Applicant Request to amend car parking requirements - DA2021/98 ⇩ 2. Assessment Report DA2021/98 ⇩

RECOMMENDATION

1. **That Council refuse Mod2021/98.2 – by refusing the applicants second request to disregard on-site parking requirements of the Cootamundra Development Control Plan.**
2. **That original Council approved DA2021/98 remains with the consent conditions below:**

- **Application Number: DA2021/98**
- **Property:**

  Lot A DP363649

  2-4 Cooper Street

  Cootamundra NSW 2590
- **Development: To renovate and change the use of building to Dental Clinic with onsite parking**

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	Coota Design	July 2021
Drawing No. 1	Floor Plan, Elevations & Cross Section	Coota Design	17.06.2021

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.*

(6) GEN Condition – New Footpath Construction.

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

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

(7) GEN Condition – Public Land Costs

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

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

PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

(1) PCC Condition - Section 94A Contributions.

At the time of submission of a Construction Certificate all owning monies as they relate to Section 7.12 contributions must be paid in full.

Section 7.12 contributions are calculated on the estimated cost of development as specified on the Development Application at time of lodgement and may be subject to change with the coming of a new financial year or revised estimated cost of development.

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

(2) PCC Condition - Traffic Management Study.

The applicant shall provide to Council, for approval, a Traffic management Study for those areas in the vicinity of the intersections of Cooper Street and Morris Street to the Roads & Traffic Authority Guideline. This must include the provisions set out by Councils Traffic Committee that the street between Morris and Sutton streets is to become one way.

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

(3) PCC Condition - Carpark Design.

Detailed car parking plan outlining car spacing's, vehicle manoeuvring, exit/entrance points and location and provision for service delivery vehicles in accordance with Australian Standard 2890 submitted for Council approval providing for 3 staff and visitor parking plus an additional 1 space for disabled parking. Entry and exit points are to be clearly signposted.

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

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

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

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

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

Reason: *Statutory compliance.*

(5) PCC Condition - Road Opening and Closing Permit.

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

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

(6) PCC Condition - Trade Waste Device Required.

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

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

(7) PCC Condition - Heritage Design Consideration.

So that the renovated building design and character is sympathetic with the heritage styles of the surrounding locality. The applicant must ensure that the colour schemes and materials used for the new dwelling complement the existing dwellings in the locality.

Plans and details demonstrating the above shall be submitted to the Principal Certifying Authority upon lodgement of the Construction Certificate Application.

Reason: *So that the dwelling located on site appears more in character with the heritage styles of the existing buildings and does not detract from the character of the locality.*

(8) PCC Condition - Internal Road Design.

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

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

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

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

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 – 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.*

(6) PCW Condition – Waste Storage During Construction.

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

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

(7) PCW Condition – Construction Safeguards.

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

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

(8) PCW Condition – Soil Erosion Control.

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

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

(9) PCW Condition – Underground Services.

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

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

DURING CONSTRUCTION

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

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

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

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

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

Monday to Saturday from 7.00am to 7.00pm
Sundays and public holidays from 9.00am to 12.00pm

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

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

(3) DUR Condition – Footpath Construction.

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

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

(4) DUR Condition – Footpath Storage.
Building materials not to be stored on Council footway or nature strip at any time.

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

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

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

(6) DUR Condition – Driveway and Layback.
The provision of an adequate vehicle access, including the provision of an invert crossing at the kerb and gutter is required to be installed as part of the development. The installation of the vehicle access and kerb and gutter crossing are to be constructed in accordance with Councils 'Typical vehicle kerb and gutter crossing KG 65/1'.

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

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

(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 - 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.*

(11) 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*

(12) 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.*

(13) 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.*

(14) 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.*

(15) DUR Condition – Provide Suitable Access.
Access is to be constructed to Council specification and location. The access to be constructed and maintained at the owners cost such no soil erosion is caused.

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

(16) 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.*

(17) DUR Condition – Dust Free Carpark.
Carpark area and access driveway shall be constructed to a dust free standard, and maintained in good, dust fee condition.

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

(18) DUR Condition – Carpark Entry.
Entry and exit from the carpark is to be in a forward direction. Adequate turning space will be required to enable vehicles to leave the carpark in a forward direction.

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

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

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

Reason: *Statutory compliance.*

(20) 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 and 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.*

POST CONSTRUCTION

(1) POC Condition – Occupation of Building.

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

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

(2) POC Condition – Compliance Certificates.

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

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

(3) POC Condition – Property Identification.

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

In rural areas, the number should be affixed near your property entrance at the fence line. The property is 2-4.

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

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 – Hours of Operation.

The development shall only be conducted between the hours of:-
Monday to Saturday from *8.00*am to *6.00*pm
Sundays and public holidays from *9.00*am to *12*pm

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

(4) 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.*

(5) 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.*

(6) USE Condition – Non Habitable Use.

The Building is not to be used for residential occupation without prior consent of Council.

Reason: *Health and safety prohibition.*

Introduction

Council has received an application pursuant to Section 4.55(2) of the Environmental Planning and Assessment Act 1979 to modify DA2021/98.

The applicant is seeking to remove all conditions of car parking requirements of DA2021/98 which Council approved at its August 2021 Ordinary Meeting (Resolution 240/2021). It is noted that the August 2021 report to Council has previously addressed and refused the request to vary Council's Development Control Plan car parking requirements in this instance.

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 can 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 development controls require that parking be provided onsite. The rate of carparking to be provided is 3 plus an additional carparking space for disabled parking. The applicant has requested that this parking be permitted to be provided on the street rather than on site. The justification for varying the requirements of the DCP includes the existing parking arrangements for the site, the desire to expand the building in the future.

As previously explained with DA2021/98, the existing parking arrangements are for the previous occupation of the building, being a place of public worship. The use of the building as a place of public worship had different parking requirements to that of a business that operates with a different focus and different times to that required for the previous use. Previously the parking demand was on weekends, for short periods, this did not conflict with the uses of the surrounding development. However, the proposal shifts the demand for parking from the weekend to weekday and for longer, continuous periods of occupation. As assessment of the application has determined that the proposal, of itself, is not incompatible with the use of the area, however relying on parking on the street is likely to conflict and be incompatible with the existing use of the area.

Furthermore, the applicant has indicated their intention to expand the facility in the future. This has the potential to further intensify car parking requirements in the vicinity. With good design, the subject site has adequate room to provide both onsite parking and the ability to accommodate further expansion in the future. Therefore, it is considered appropriate that the original car parking requirements of DA2021/98 should remain and the request to modify the original development be refused.

Cootamundra Gundagai Regional Council
Document Received
2 3 SEP 2021
File No... DA2021/98.2
Initials

16 Sept 2021

Amendment request Affecting parking conditions
2-4 Cooper St Cootamundra NSW 2590

A report on some traffic issues relating to a DA proposal for a dental surgery setup in an existing building at 2-4 Cooper Street Cootamundra

The Proposal

Requesting to remove the condition of on-site parking and traffic management plan.

Parking

I am requesting the council to approve my DA without a condition that asks for on-site parking. This will allow space on the site for future planned expansion of the facility.

I am currently in touch with someone who has recently completed Masters of Nutrition and will be talking to some other practitioners to bring their services to Cootamundra and utilise available space for such services. This will help our local community and council and generate more jobs.

Building is on the corner of Cooper Street and Morris Street. Cooper Street is a very wide street in this section and along the width of the block there are plenty parking spaces available on both sides of the street. There are no other commercial sites opening on cooper street in this area therefore there is no demand for street parking at any time of the day. There is a school on the opposite side of the building on Morris Street. There is Parallel street parking on both sides of Morris Street along the length of the block which is not used most of the day.

The available parking spots on the street are not being used and the need can be easily fulfilled with available spaces on the street. Most existing buildings are residential and there are no potential commercial developments expected in future.

Customers Parking Needs

1. Parking spots available at all times along Morris and Cooper Street are more than needed.
2. We will be building a footpath along the front of the building and can mark a disabled spot next to Kerb in front of the building. We can at the same time create access from Kerb side parking to foot path.
3. In my opinion it will be much safer to use kerb side parking as there will be no need to drive over the foot path at any time.
4. If customers can park along the footpath they can park and leave safely without having to create a traffic management plan and training customer on new system.
5. As there will be no need to enter and exit the site from street there will be no added risk and no special management of this traffic will be needed.
6. This will make more usable space available for future development and create more jobs down the track.
7. I am assuming if Morris Street was to be one way (From Sutton Street towards Parker Street) it will be much safer to use street parking on Morris

Street as the need to turn on Cooper Street to access onsite parking will be limited.

I would like to request the council and the committee to consider my request and amend the condition on the DA that was approved on 2nd of September 2021.

Please feel free to call me on 0410706724 if you have any questions.

Regards
Paul
0410706724

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

DATE OF REPORT COMMENCEMENT:

19 October 2021

COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

David Crick

DEVELOPMENT REFERENCE:

DA 2021/98

DEVELOPMENT ADDRESS:

2-4 Cooper Street COOTAMUNDRA

DEVELOPMENT LOT / SEC / PLAN:

Lot: A DP: 363649

APPLICANT:

Vineet Paul Singla

PROPOSAL:

The application is for the renovation and change of use for the old Salvation Army Church, 2-4 Cooper Street Cootamundra for use as a Dental Clinic.

The proposal mainly consists of internal works with the exception of alterations to the entry of the building which will involve the fitting of a new glass door, removal of windows removed in, and next to, the foyer, and the installation of a disabled access ramp and path from the street.

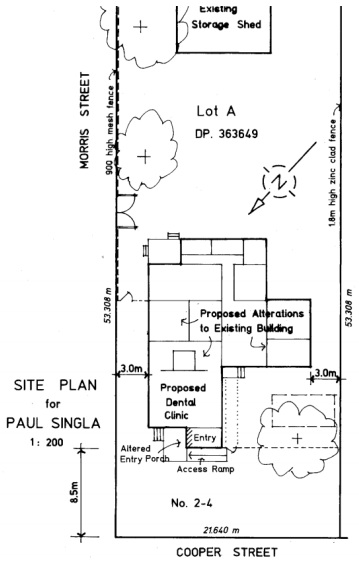

Figure 1 – site plan

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Photo 1 - Existing Building 2-4 Cooper Street Cootamundra

Ample room seen for carparking in the front yard

Figure 2, Cootamundra LEP overlay show the site in B3 Commercial Core Area of Cootamundra.

SITE:

The site is located within the established Northern end of the Commercial Core area of Cootamundra, approximately 280m north of the centre of the CBD. The site is predominately flat and rectangular in shape. There is an existing fibro and weatherboard building on site constructed in approximately the 1940s in good condition, and a dilapidated garage in the rear that is to be demolished.

The general vicinity contains a mix of housing styles, a school and other commercial buildings with a mix of construction materials and ages. The street is wide with established street trees and wide verges. There is a formal constructed footpath on the opposite side of the

road that connects to the parks and main street area and provides good pedestrian connectivity access to the shops and town centre.

Figure 3 – Aerial view *(source: Intramaps)*

STATUTORY CONSIDERATIONS / EP&A ACT / EP&A REGULATION:

1.7 Application of Part 7 of *Biodiversity Conservation Act 2016* and Part 7A of *Fisheries Management Act 1994*

These sections of the above Acts, requires Council to consider whether the development or activity is likely to significantly affect threatened species, populations or ecological communities (as per the relevant tests in each Act). As per these sections and tests, it is not considered that the development is likely to significantly affect threatened species, populations or ecological communities, as it does not impact on any flora, fauna or their habitat, is not mapped as being valuable on the Biodiversity Values map, is not a key threatening process, and is remote from any river system.

2.22 Mandatory community participation requirements

Part 1 (Mandatory community participation requirements) of Schedule 1 (Community participation requirements) sets out the mandatory requirements for community participation by planning authorities with respect to the exercise of relevant planning functions, which includes among other things, notification of development applications.

The relevant section that applies to this development is:

7 Application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)

(1) Minimum public exhibition period for an application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)—

(a) if the relevant community participation plan specifies a period of public exhibition for the application—the period so specified, or

(b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition, or (c) otherwise—14 days.

The CGRC Community Participation Plan (CPP) identifies certain development applications that will be notified (generally buildings of certain size and setback), and those that may detrimentally impact adjoining neighbours. As the proposal has the potential to impact on adjoining properties, the application was required to be notified in accordance with the CPP.

1 Submission Received

As a result of Community consultation 1 submission has been received mainly the following points were made by the respondent:

- that there is currently too much traffic in the area, more so in the morning and afternoon
  Response: this is a commercial area, with school and other businesses in the locality, the new development will have no further impact than the former Church had, and appointments will be spread out during the day.
- as a student of Feng Shui (the Chinese art of placement) the respondent has raised concerns to the aesthetics of the development in reference to the exterior and interior "the building has died and all its energy has gone it should be demolished", the respondent "feels depressed when looking at the Building" and in 2021, "presents a energetically sterile cold environmental".
  Response: the reuse, or not, of the building is at the discretion of the owner. Similarly, the interior layout and exterior design are a matter of function for the developer. All colour schemes for the building will be conditioned by the consent to reflect the heritage conservation guidelines, the flow of the exterior will be for the use of the site and the interior of the building will be set out for its use as a Dental Surgery, colours will be at the discretion of the applicant.
- Suggest that the practice presents a warm and friendly environment and that planting of the gardens should be welcoming and interior plants be included with colours of healing, lighting to suit.
  Response: the colours of the interior will be the choice of the applicant, Council has no authority in the interior of the building other than to ensure it is safe, can be exited and has required services for the public including people with disabilities. The site will be subject to consent condition that requires the site remain in a clean and tidy condition at all times.
- The rest of the letter asked the applicant to find another place to set up the clinic as if it is set up here the business is doomed for failure.
  Response: An assessment of the application has not revealed a valid planning reason for the Development not to be approved subject to conditions of consent.

4.5 Designation of consent authority

The development is not state significant or regionally significant, and therefore Council is the determining authority.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

4.10 Designated development

Schedule 3 of the EP&A Regulation defines the various types of designated development, but the application does not meet any of the criteria and therefore is not designated.

4.13 Consultation and concurrence

If required by an environmental planning instrument, this section requires Council to consult with or obtain the concurrence of the person. No consultation was required in this instance (see Infrastructure SEPP section below, relating to any necessary referrals or concurrences).

4.22 Concept development applications

The development is not a concept development (development undertaken in stages).

4.33 Determination of Crown development applications

The development is not a Crown development.

4.36 Development that is State significant development

The development is not State significant development (of a size, type, value or with impacts deemed to be significant).

4.46 Integrated development

The development is not integrated development (requires consent or an approval from another government agency).

4.55 Modification of consents - generally

Not applicable

SECTION 4.15 CONSIDERATIONS UNDER THE *ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979*:

4.15(1)(a)(i) The provisions of any environmental planning instrument:

State Environmental Planning Policies (SEPPs) and deemed SEPP's

The following SEPPs are relevant to the development.

SEPP No. 55 – Remediation of Land

The issue of potential site contamination was not raised in the submissions. 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. The site is not identified on Council's potentially contaminated land register, and there is no evidence to indicate that the land is a site of possible contamination, and no further investigation is warranted.

SEPP (Infrastructure) 2007

The sections of this policy that 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 this criterion, as the powerline within the street frontage is not exposed, so no formal referral to Essential Energy, was required.
- *Clause 55 (Development adjacent to corridor)* applies to developments adjacent to a gas pipeline corridor. This development is not adjacent a gas pipeline, accordingly this clause is not applicable.
- *Division 15, Subdivision 2 (Development in or adjacent rail corridors),* including *Clauses 84, 85, 86 and 87* – the site is not adjacent the railway corridor, and therefore these clauses do not apply to this development.
- *Clause 101 (Development with frontage to classified road)*, the site does not front a classified road, accordingly this clause in not applicable.
- *Clause 102 (Impact of road noise or vibration on non-road development)* does not apply in this instance, as the AADT volume for the road, is less than 20,000 vehicles.
- *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 as follows.

1.2 Aims of Plan
The submission raised concern that the development was contrary to the objectives of the LEP, as the development seeks variation to the DCP carparking arrangements. However, it is considered that the development does not compromise the aims of the plan, and is not inconsistent with the relevant (highlighted below) aims of the LEP:

(aa) to protect and promote the use and development of land for arts and cultural activity, including music and other performance arts,
(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.

The development if approved, will not impact on the amenity of the area in terms of a range of issues such as noise, traffic or privacy. It is considered that the development will have minimal impact upon the visual amenity, streetscape and aesthetics of the area given the proposed additions to the building are in context of other development in the vicinity.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

1.4 Definitions

The proposed development is defined as a ***health services facility*** means a building or place used to provide medical or other services relating to the maintenance or improvement of the health, or the restoration to health, of persons or the prevention of disease in or treatment of injury to persons, and includes any of the following—

(a) a medical centre,
(b) community health service facilities,
(c) health consulting rooms,
(d) patient transport facilities, including helipads and ambulance facilities,
(e) hospital.

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 house and proposed shed is clear of easements and there are no covenants or agreements known to affect the property.

2.1 Land use zones

The site is zoned B3 Commercial Core, and the proposed development is permitted in the zone with consent.

2.3 Zone objectives

Under this clause Council must have regard to the objectives of the zone when determining a development application, being:

- To provide for the health needs of the community.
- To provide for a variety of business types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.

The proposal is not considered to be inconsistent with the objectives of the zone.

5.10 Heritage conservation

There are no heritage items on-site (identified on ether the SHR or in the LEP). The site is in the Heritage Conservation Area, however in accordance with the criteria contained within Council's Development Control Plan (DCP), the clinic will be in keeping with the plan, the facade of the building will remain the same except for 2 windows and a glass entry door in the foyer area. Colours the building is to be painted will be controlled by conditions of consent.

A search of the Aboriginal Heritage Information Management System (AHIMS) database shows that no Aboriginal sites have been recorded, and no Aboriginal places have been declared, within 50 metres of the site.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Figure 5- Heritage Conservation Area Cootamundra LEP 2012

6.1 Earthworks

There will be a small amount of earthworks required as part of the development for footpaths, however the carpark at the rear will be required to clear topsoil and a hard stand area created. It is expected this is to be minimal with only 200mm cut required into natural ground.

6.2 Flood planning

The site is not affected by the flood mapping in the LEP.

6.3 Biodiversity protection

This clause applies to land that is identified as biodiversity land on the **Terrestrial Biodiversity Map**, however the site is not included on the relevant map.

6.4 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the **Groundwater Vulnerability Map.** The site is mapped as being affected, and accordingly this clause is applicable. Before determining an application to which the clause the consent authority must consider the likelihood of groundwater contamination, impacts of the development on groundwater systems, cumulative impact and measures to avoid any impact.

In this instance there is no onsite effluent disposal, nor perceived activities that are likely to impact on groundwater. There are earthworks required as part of the construction topsoil clearing to a dept no further than 200mm deep and some drainage lines, there is unlikely to any impact from the proposed development on the groundwater or groundwater dependent ecosystems.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Figure 6- Ground water vulnerabilty Map Cootamundra LEP 2012

6.4 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the **Watercourses Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.5 Salinity

This clause applies to land identified as dryland salinity on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.6 Highly erodible soils

This clause applies to land identified as high soil erodibility on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.7 Airspace operations

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport, which this development does not, and therefore this clause is not applicable.

6.8 Essential Services

This clause only applies to land that is zoned (a) Zone RU4 Primary Production Small Lots, and (b) Zone R5 Large Lot Residential, and therefore does not apply in this instance.

4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:

State Environmental Planning Policies (SEPPs)

There are no draft SEPP's which relate to this development.

Local Environmental Plan (LEP)

There are no draft 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 take precedence over this section of the DCP (see comments above in Section 2.22)
- **Chapter 2 - Residential Development** – This chapter is applicable to this proposal and the relevant sections and variations are discussed below.
- **Chapter 3 - Business & Industrial Development –** applies to this zone.
- **Chapter 4 – Subdivision** – The development is not a subdivision.
- **Chapter 6 – Environmental Management** – Not applicable to this development as the site is not impacted by bushfire prone, is not flood prone nor potentially contaminated.
- **Chapter 7 – Heritage** – Not applicable as the site does not contain a heritage item but is in the HCA. This has been addressed above

Applicant has sought an exception to councils DCP's Chapter 5, Car Parking and Vehicle Access requirements.

The DCP requires that for the change of use of an existing building off-street carparking is provided, however it must consider that the proposed new use will produce a substantially different parking arrangements than was attributed to the previous use.

Therefore, the new parking arrangements that will be for staff and patients of the clinic is a far call from the previous use wherein patrons parked mainly for a weekend service when no cars were parked in the area for school use or pick up. This arrangement may have been a certain and at times conflicted with church services in the Catholic Church and led to parking in front of residents houses further up Cooper Street and surrounding areas.

Council's DCP requires a minimum of 3 carparks + 1 disabled park for the use of staff and clients for a building with a GFA (gross floor area) of 144m^2, this will be a condition of consent and cars will have to enter and leave the site in a forward direction.

The applicant has addressed the DCP and undertaken a traffic management study (attached in appendix 1). The applicant wishes not to have off-street parking as there is a desire in the future to expand the facility further at the rear of the site and this will not allow for expansion. The applicant has assessed parking at different times of the day and found there to be little traffic. These studies were not however taken when the primary school has had an event on or there was a funeral at the Catholic Church, this has seen historically a lot of cars parked in the area and will leave no room for the applicant's clients.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Accordingly it is recommended that the requirements of the DCP are meet and 3 carparks and 1 disabled parking space are provided on site.

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)

- the development is for a change of building use. New layout will be considered all buildings clear of boundaries. Council considers the building suitable for use as a dental clinic, subject to compliance with the recommended conditions of consent.

Clause 94 (Consent authority may require buildings to be upgraded)

- the development does not involve the rebuilding, enlargement or extension of an existing building.

Clause 94A (Fire safety and other considerations - temporary structures)

- the development is not for a temporary structure.

Clause 288 (Special provision relating to Sydney Opera House)

- the development does not relate to the Sydney Opera House.

4.15(1)(b) The likely impacts of that development:

Context and Setting

As lodged the structure is considered to not be out of context with other developments, in particular similar commercial sites in lanes locally. It is considered that the new use will enhance the area and make good use of existing building.

Access, Transport and Traffic

It is considered that there will be an increase in traffic at certain times of the day or week when compared to the current vacant building. Furthermore, carparking and turning areas will be required to be provided on site and will be conditioned accordingly if consent is granted.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
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Public Domain
It is considered that in the position as proposed, the Dental Clinic will not be out of place and unlikely to have a negative impact on the area overall, public domain and pedestrian scale of the area.

Utilities
Sewer is located in the rear of the property. The proposal itself will not generate any additional need for utility connections or need for augmentation. There may be a need for a liquid trade waste agreement.

There is reticulated water connected to the building and there is no requirement for this to be upgraded or augmented to facilitate the proposal.

Heritage
There are identified heritage items within the vicinity, and the site is within the heritage conservation area. Compliance with the requirements of the DCP and like impact on the Heritage Conservation Area have been discussed in section 5.10 above.

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
Stormwater is proposed to be discharged to the existing stormwater street network. There is no provision to discharge anywhere else other than to Council's stormwater drainage system. Water supply has been discussed above.

Soil
The site has not been identified as having highly erodible or saline soil. The issue of earthworks has been discussed above. It is not anticipated that the development will have any adverse 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. Suitable erosion and sedimentation controls will need to be put in place as part of the construction works should the proposal be approved.

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 significant 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
Construction waste will be conditioned accordingly should the proposal receive approval.

Energy
The proposal is not subject to the requirements of Section J as a result of internal works under the BCA, nor is it subject to the requirements of BASIX.

Noise and Vibration
Noise impacts from the development are not anticipated to be an issue. Conditions pertaining to noise during the construction phase will be conditioned, through hours of construction should the proposal be approved.

Natural Hazards
There is no evidence to indicate that there are any other risks to people, property or the biophysical environment from geologic or soil instability, flooding. bushfire, slip or wind.

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 considered that the proposal will not impact upon the security and safety of adjoining properties, and the subject property, and will not encourage criminal activity.

Social Impacts in the Locality
It is not considered that the development will have a negative social impact in terms of the health and safety of the community, social cohesion, community structure, character, values or beliefs, social equity, socio-economic groups or the disadvantaged, and social displacement. Overall the Dental Clinic is envisaged to have no negative effect on the area.

Economic Impact in the Locality
It is not considered that there will be any negative impact in economic terms.

Site Design and Internal Design
There are no dominant physical or environmental features of the site. The location on the site is considered appropriate given the current development in the vicinity and the impact on the visual amenity of the surrounding streetscape.

Construction Matters

Impacts from construction have been assessed above as part of this application, and conditions recommended in terms of hours of construction and sedimentation and erosion controls should the application receive approval.

Cumulative impacts
Nil adverse cumulative impacts have been identified.

.15(1)(c) - The suitability of the site for the development:

Does the proposal fit in the locality?
The location of the proposal is set in existing building and will make good use of such building as shown on the site plan below.

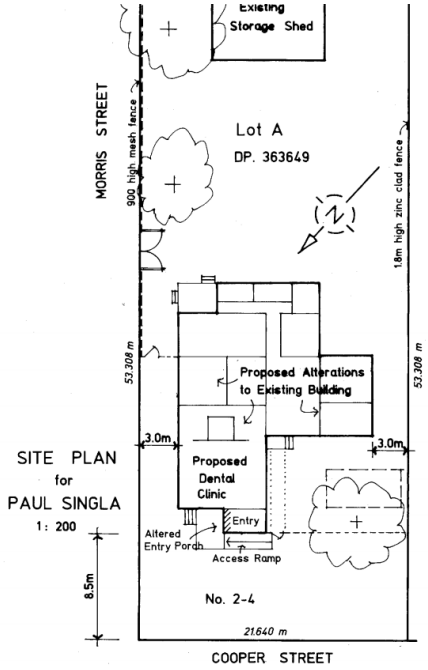


Figure 7- Site plan DA 2021/98

The Development is likely to have no negative effect on the street due to the change of use to a Dental Clinic. It is unlikely that the proposed Clinic will have a negative overall effect on the neighbourhood visually in bulk due to the location and consistency with other structures in the area.

Taking into consideration there is ample room in the rear yard, and front yard there is no reason that carparking cannot be located on site, it is considered that proposal will not have a negative impact on traffic or parking if this is achieved. Furthermore, there are other developments on

other properties in the locality, accordingly the proposal is unlikely to be inconsistent in terms of scale and bulk with other developments in the locality.

Are the site attributes conducive to development?
The site is not subject to natural hazards including flooding, subsidence, bushfire, slip or mass movement. The soil characteristics are appropriate for the development, and there are no critical habitats, or threatened species, populations, ecological communities or habitats on the site. The development will not prejudice future agricultural production and there are no known mineral or extractive resources on the site. This issue of potential site contamination has been discussed previously.

4.15(1)(d) - Any submissions made:
1 submission received, this has been delt with above.

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 with this 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* does not apply to this development as it does not meet the cost threshold.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 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. The proposed new Dental Clinic has been assessed as being compliant with the LEP however inconsistent the Cootamundra DCP.

Due to other approved structures similar in the area and the size of the property, as proposed the Dental Clinic is considered to be consistent with other commercial activities in the locality.

Overall the Dental Clinic is considered appropriate for a lot this size, the overall impact has been considered and it is envisaged that the Dental Clinic will have no effect visually and is not considered negligible on the surrounding land and uses and therefore able to be approved with 3 carparking spaces for staff and the public, 1 disabled carpark located on site with strict conditioning on manoeuvrability and entry and exist in a forward direction.

RECOMMENDATION:

Determination:
That Council approve the following development, Dental Clinic with onsite parking, subject to the consent conditions below:

- Application No.: DA2021/98
- Property: Lot A, DP363649
  2-4 Cooper Street
  COOTAMUNDRA NSW 2590
- Development: To renovate and change the use of building to Dental Clinic with onsite parking

REASONS FOR RECOMMENDATION:

- Consistent with the existing B3 Commercial Core zone objectives,
- The Dental Clinic is in keeping with commercial developments in the locality and lots sizes and not considered out of place, or to have a negative visual impact and overall detrimental impact on the streetscape.

Determination and Conditions:

Application Approved subject to the following conditions and reasons: -

GENERAL CONDITIONS

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(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	Coota Design	July 2021
Drawing No. 1	Floor Plan, Elevations & Cross Section	Coota Design	17.06.2021

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.*

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

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

(7) GEN Condition – Public Land Costs
Costs attributed to all work involved on public land shall be borne by the proponent.

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

PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

(1) PCC Condition - Section 94A Contributions.
At the time of submission of a Construction Certificate all owning monies as they relate to Section 7.12 contributions must be paid in full.

Section 7.12 contributions are calculated on the estimated cost of development as specified on the Development Application at time of lodgement and may be subject to change with the coming of a new financial year or revised estimated cost of development.

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

(2) PCC Condition - Traffic Management Study.
The applicant shall provide to Council, for approval, a Traffic management Study for those areas in the vicinity of the intersections of Cooper Street and Morris Street to the Roads & Traffic Authority Guidelines. This must include the provisions set out by Councils Traffic Committee that the street between Morris and Sutton streets is to become one way.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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

(3) PCC Condition - Carpark Design.
Detailed car parking plan outlining car spacing's, vehicle manoeuvring, exit/entrance points and location and provision for service delivery vehicles in accordance with Australian Standard 2890 submitted for Council approval providing for 3 staff and visitor parking plus an additional 1 space for disabled parking. Entry and exit points are to be clearly signposted.

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

(4) PCC Condition – New Connection: Plumbing and Drainage Works.
An application shall be lodged and approved by Cootamundra Shire Council under Section 68 of the Local Government Act for any new water, sewerage or drainage connection prior to the issue of a Construction Certificate.

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

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

Reason: *Statutory compliance.*

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

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

(6) PCC Condition - Trade Waste Device Required.
Any business or premises proposing to discharge a pollutant discharge greater than or differing from domestic usage is to submit to Council an application for a Trade

Waste Licence. This application is to be approved by Council. This application is to be approved by Council prior to any discharge to sewer being commenced. A trade waste fee may be applicable in accordance with Council's adopted Fees and Charges.

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

(7) PCC Condition - Heritage Design Consideration.
So that the renovated building design and character is sympathetic with the heritage styles of the surrounding locality. The applicant must ensure that the colour schemes and materials used for the new dwelling complement the existing dwellings in the locality.

Plans and details demonstrating the above shall be submitted to the Principal Certifying Authority upon lodgement of the Construction Certificate Application.

Reason: *So that the dwelling located on site appears more in character with the heritage styles of the existing buildings and does not detract from the character of the locality.*

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

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

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

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

PRIOR TO COMMENCEMENT OF WORKS

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(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 – 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.*

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

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

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

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

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

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

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

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

DURING CONSTRUCTION

(1) DUR Condition – Works to be undertaken in Accordance with the Approval.
All proposed works to be undertaken are to be carried out in accordance with the conditions of development consent, approved construction certificate drawings and specifications.

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

(2) DUR Condition – Hours of Construction Site Works.
Construction site works including the entering and leaving of vehicles is limited to the following hours, unless otherwise permitted by Council:-

Monday to Saturday from 7.00am to 7.00pm
Sundays and public holidays from 9.00am to 12.00pm

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

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

(3) DUR Condition – Footpath Construction.

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

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

(4) DUR Condition – Footpath Storage.
Building materials not to be stored on Council footway or nature strip at any time.

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

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

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

(6) DUR Condition – Driveway and Layback.
The provision of an adequate vehicle access, including the provision of an invert crossing at the kerb and gutter is required to be installed as part of the development. The installation of the vehicle access and kerb and gutter crossing are to be constructed in accordance with Councils 'Typical vehicle kerb and gutter crossing KG 65/1'.

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

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

(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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(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 - 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.*

(11) 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*

(12) 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.*

(13) 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.*

(14) 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.*

(15) DUR Condition – Provide Suitable Access.
Access is to be constructed to Council specification and location. The access to be constructed and maintained at the owners cost such no soil erosion is caused.

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

(16) 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.*

(17) DUR Condition – Dust Free Carpark.
Carpark area and access driveway shall be constructed to a dust free standard, and maintained in good, dust fee condition.

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

(18) DUR Condition – Carpark Entry.
Entry and exit from the carpark is to be in a forward direction. Adequate turning space will be required to enable vehicles to leave the carpark in a forward direction.

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

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

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

Reason: *Statutory compliance.*

(20) 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 and 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.*

POST CONSTRUCTION

(1) POC Condition – Occupation of Building.
A person must not commence occupation or use of the whole or any part of the buildings unless an occupation certificate has been issued by the appointed Principal Certifying Authority.

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

(2) POC Condition – Compliance Certificates.
Prior to occupation of the building an Occupation Certificate is to be obtained. If Council is requested to issue the Occupation Certificate, all relevant compliance certificates must be submitted.

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

(3) POC Condition – Property Identification.
Street numbers of a size and type satisfactory to Council being affixed to the building or fence. Such numbers to be clearly visible from the street.

In rural areas, the number should be affixed near your property entrance at the fence line. The property is 2-4.

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

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 – Hours of Operation.
The development shall only be conducted between the hours of:-
Monday to Saturday from *8.00*am to *6.00*pm
Sundays and public holidays from *9.00*am to *12*pm

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

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(4) 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.*

(5) 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.*

(6) USE Condition – Non Habitable Use.
The Building is not to be used for residential occupation without prior consent of Council.

Reason: *Health and safety prohibition.*

DEVELOPMENT ASSESSMENT SIGNING OFFICER:

David Crick
Casual Building Surveyor

_____
Date

8.4.4 DEVELOPMENT APPLICATIONS SEPTEMBER 2021

DOCUMENT NUMBER	359254
REPORTING OFFICER	Craig Perrin, Town Planner
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with the provisions of the Environmental Planning and Assessment Act, 1979 and related legislation.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The information on Development Applications approved in September 2021 be received and noted

Introduction

The Development Applications Approved in September 2021 report is submitted for the information of Council regarding development applications processed.

Discussion

The following development applications were approved by Cootamundra-Gundagai Regional Council in September 2021:

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
010.2021.21.2	New Shed	Lot 2 Sec C DP 4840, Gundagai Road COOTAMUNDRA
018.2021.22.1	New Pool/Spa	Lot 3 DP 302381, Thompson Street COOTAMUNDRA
018.2021.21.1	Demolition	Lot 11 DP 32774, Mount Street GUNDAGAI
010.2021.127.1	New Shed	Lot 10 DP 18650, Hay Street COOTAMUNDRA
010.2021.126.1	New Shed	Lot 14 DP 1093742, Matilda Avenue COOTAMUNDRA
010.2021.125.1	New Dwelling with attached Garage	Lot 23 DP 1270489, Oliver Selwyn Drive COOTAMUNDRA

018.2021.20.1	New Dwelling	Lot 8 DP 1270489, Keith Taylor Crescent COOTAMUNDRA
010.2021.122.1	New Dwelling with attached garage	Lot 20 DP 1270489, Oliver Selwyn Drive COOTAMUNDRA
018.2021.19.1	Alterations to Alterations and additions to residential	Lot 2 DP327748 , Sutton Street COOTAMUNDRA
010.2021.120.1	New Change of Use - Other	Lot 2 DP 1164630, Five Mile Creek Road GUNDAGAI
010.2021.115.1	New Alterations and additions to residential	Lot 3 DP 235914 , Cutler Avenue COOTAMUNDRA
010.2021.113.1	New Dwelling with attached Garage	Lot 31 DP1270489 , Oliver Selwyn Drive COOTAMUNDRA
010.2021.109.1	New Shed	Lot 7 DP 861374, O'Briens Road GUNDAGAI NSW
010.2021.108.1	New Shed	Lot 1 DP 781902, Olney Street COOTAMUNDRA
010.2021.103.1	New Single Dwelling	Lot 2 DP 607004, Barana Road COOTAMUNDRA
010.2020.199.2	MODIFICATION for Development Consent DA2020/199 - Alterations & Additions to Beef Kill Floor	Lot 1 DP 611755 , Stockinbingal Road COOTAMUNDRA

VALUE OF WORK REPORTED TO THIS MEETING: $2,180,482.00

VALUE OF WORK REPORTED YEAR TO DATE: $26,880,924.00

THIS TIME LAST YEAR:

VALUE OF WORK –September 2020 - $1,513,378.00

VALUE OF WORK – YTD 2020- $4,575,907.00

8.5 REGULATORY SERVICES

8.5.1 REGULATORY REPORT SEPTEMBER 2021

DOCUMENT NUMBER	358954
REPORTING OFFICER	Glen McAtear, Manager Regulatory Services
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Nil
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 regulatory report for september, 2021 be received and noted.

Introduction

The following report details the main activities that were undertaken by the Regulatory staff during September, 2021.

Saleyard Activities

- Sheep Sales held – Cootamundra: 3 - Yarding information: Total sheep sold: 7253 head.
- Total amount of Vendor sales - $1,515,546.50 Top price: $310.00, Average Price: $208.95
- Cattle Sales held – Gundagai: 0
- Truck wash Registered Operators: Cootamundra Saleyards: 30, Individual usages 74 - Amount received $3,218.74
- Truck wash Registered Operators: Gundagai Saleyards: 29, Individual usages 108 - Amount received $3,023.12
- Transit Fees Received: Cootamundra Yards: 0 Gundagai Yards: $609.00

General yard maintenance and repairs were undertaken at the Gundagai and Cootamundra yards. Cootamundra Truck wash maintenance was undertaken with tank flushing and excess manure removal from pit.

Transit Stock meeting – Council staff, Cr Sheehan and Cr Graham met with Stock and Stations Agents at Gundagai on Friday 24th September, 2021 to discuss the issue of transit stock through Cootamundra-Gundagai Regional Council (CGRC) Saleyards. The Agents were advised of the report that was adopted by Council at its Ordinary Meeting held 27th July, 2021 and they were provided with a document that would require them to submit an Annual Return to the Council for their use of the yards in relation to transit stock.

The Agents were reluctant to accept the Annual Return scenario as they believed that it could be easily overlooked. They also believe that the use of the saleyards is minimal regarding transit stock and that the cost to introduce and maintain a method to measure usage would far outweigh the income that could be received. A positive discussion ensued and as a result an agreement was made for the following:

- A CCTV camera be installed to monitor the Saleyards for a 6 month period to calculate trucks usage for transit stock.
- Council staff undertake daily spot checks of the saleyards during office hours to capture any transit stock use.
- Stock & Station Agents will provide Council with details of transit stock use to facilitate invoicing of the CGRC fee.

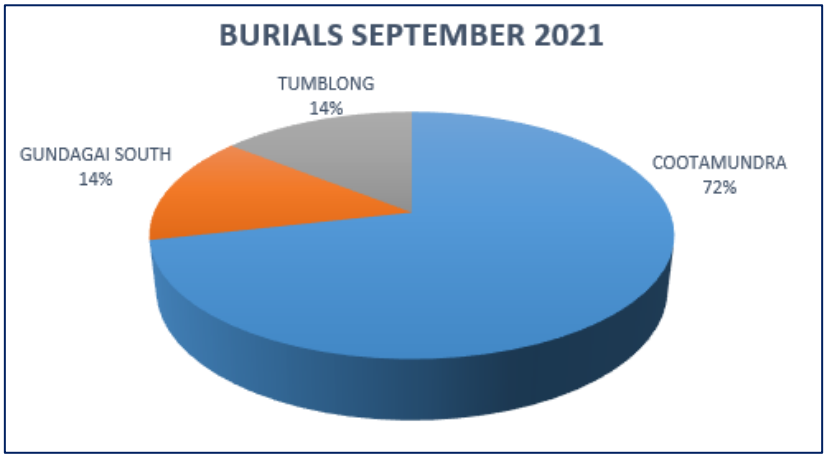
Cemetery Activities

Burial enquiries - Locate grave, provide maps and information for family research: 45.

All cemeteries were sprayed for weeds, mowed, plants, roses and hedges were pruned, and tree litter was removed. General grave maintenance was undertaken with the topping up of sunken graves due to excess rainfall in September, 2021 backfilling feral animal holes and irrigation repairs were undertaken. Regulatory staff have assisted in collecting additional cemetery data and photographs for the new cemetery mapping system being developed for Council's 13 cemeteries.

Burial/Interments: 9

Cemetery Locations: Cootamundra 5, Gundagai South 1 and Tumblong 1.



Biosecurity Activities

Regulatory staff have continued with weed spraying throughout the Local Government Area (LGA). Township lanes and streets, in addition to Crows Road, West Jindalee Road, Frampton Road, Burra

Road, Old Hume Highway, Gobarralong Road, Detroit Road, Old Gundagai Road, Milvale Road and Coolac Road. Cemeteries and Saleyards have also been sprayed.

Biosecurity staff also carried out roadside weed inspections, however, no property inspections were undertaken in September, 2021 due to COVID-19 restrictions. drumMUSTER collections continued to be received.

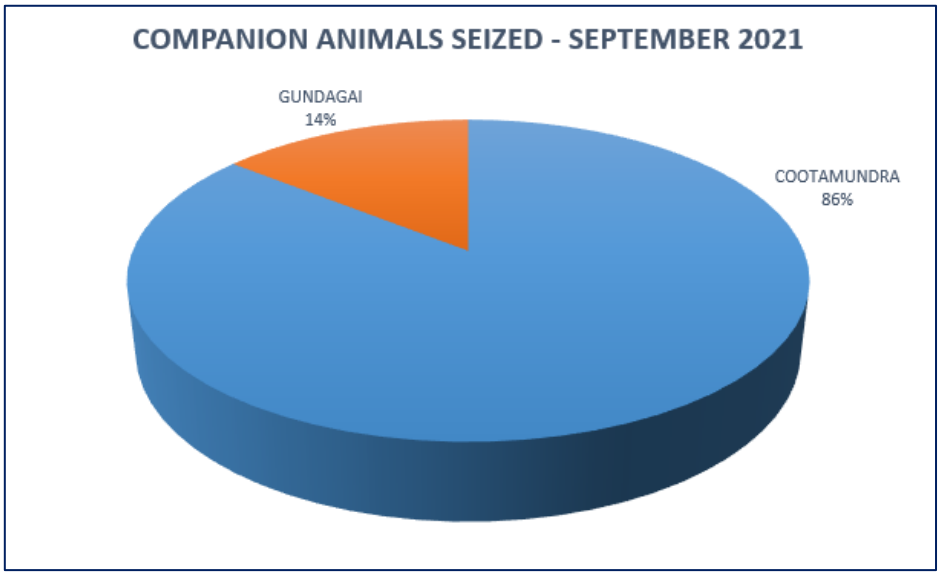
Ranger Activities

Council Rangers attended to several complaints: 3 Nuisance dog issues (predominantly barking issues), 2 menacing dog incidents, 3 penalty notices given, 0 cat traps were hired, 0 reports of straying livestock incidents and 4 illegal dumping cases and related clean-ups and 2 abandoned vehicles. The Animal Care Facility was cleaned, mowed, whipper snipped and maintained, along with continued baiting for mice and rats. Dog Waste Stations were refilled with bags in all parks and off leash areas. Rangers continue to patrol the Local Government Area and have undertaken follow up communications regarding the Companion Animal Audit.

NSW Companion Animal Registrations: 21. Amount received for September 2021: $1,730.00

Dog Attack Incidents across the LGA: 2 - dogs and cats seized across the LGA: 14 - 5 returned home, 7 rehomed and 2 euthanised.

Seizure Locations: Cootamundra 12 and Gundagai 2.



8.6 ASSETS

8.6.1 INTEGRATED WATER CYCLE MANAGEMENT AND BEST PRACTICE GUIDELINES

DOCUMENT NUMBER	358958
REPORTING OFFICER	Ganesh Ganeshamoorthy, Manager Assets
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	$42,000 from both the Water and Sewer funds.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. NSW Government Public Works Advisory Proposal - Preparation of an Integrated Water Cycle Management Strategy - additional works ⇩

RECOMMENDATION

1. **Public Works Advisory be engaged to prepare the Integrated Water Cycle Management Strategy Development.**

2. **$42,000 from the Water fund and $42,000 from Sewer fund be allocated to engage Public Work Advisory to proceed with the development of the Integrated Water Cycle Management Strategy.**

Introduction

Cootamundra-Gundagai Regional Council engaged Public Works Advisory (PWA) to prepare an Integrated Water Cycle Management (IWCM) Issue Paper. The IWCM Issue Paper was completed and a IWCM Reference Group was established. A Reference Group meeting was held on 12th August, 2021, to refine the paper and plan for the next steps in meeting the best practice guidelines.

A proposal was invited from PWA to prepare strategies for the next phase of IWCM and that proposal has now been received as attached. Funding is available from Department of Primary Industry and Environment (DPIE) under Safe Secure Water Program to develop IWCM strategies.

Discussion

The Integrated Water Cycle Management (IWCM) Strategy is a local water utility's resourcing strategy for the provision of appropriate, affordable, cost–effective and sustainable urban water services that meet community needs and protect public health and the environment. It also provides long term asset renewal strategy and improved asset performance.

Additionally, by completing IWCM strategies and completing the initial planning phase, enables infrastructure projects to progress a step closer to be shovel ready thus enabling Council to apply for funding and implementation.

Local Water Utilities (LWU) area able to register their interest in funding for Integrated Water Cycle Management Strategy under Stream 2 of Safe and Secure Water Program (SSWP).

Levels of funding available for Local Water Utilities are all the same for all streams of the program and will be calculated based on annual revenue of the proponents (from water and sewerage business) as detailed in Table 1 which was obtained from Safe and Secure Water Program web site.

Table 1. SSWP funding bands

Annual revenue of proponent (from water and sewerage)	Safe and Secure Water Program funding band
> $20 million (m)	Up to 25%
> 10m to $20m	Up to 50%
> $5m to $10m	Up to 60%
> $2.5m to $5m	Up to 75%
<=$2.5m	Up to 90%

The revenue shown in Table 1 is for combined water and sewerage. Where an organisation provides either water or sewerage services only, the actual revenue is doubled before applying the funding bands

Based on the above revenue criteria Cootamundra Gundagai Regional Council will be eligible for 60% of Safe Secure water Funding for the cost of engagement of PWA to develop strategies and proceeding with nest phase of IWCM development.

The proposal submitted by PWA is $210,000 including optional items eligible funding from SSWP for IWCM development would be $126,000, subject review of the Expression of Interest (EOI) by Safe Secure Water Program Management office and the balance funds must be allocated from Council Water and Sewer funds.

IWCM Strategy Development PWA Engagement Cost	$210,000	
SSWP Funding (60% subject approval)		$126,000
CGRC Contribution Water fund		$ 42,000
CGRC Contribution Water fund		$ 42,000
	$210,000	**$210,000**

NSW GOVERNMENT | Public Works Advisory

Proposal

Preparation of an Integrated Water Cycle Management Strategy – additional works

Proposal Number: FY20220773

Prepared for: Cootamundra-Gundagai Regional Council

IWCM Information list

The list of information required for the preparation of an IWCM Strategy is provided in the table below. An order of priority for the information has been nominated based on the following criteria.

Level 1 – Essential information required for analysis

Level 2 – Moderately important information for analysis

Level 3 – Lowest priority, information mainly used for presentation

Please annotate data with any known quality issues (for example bulk meter calibration is known to be poor) or system issues (for example there is an issue with the dry weather STP influent volume at XYZ STP as there is a weather independent infiltration issue near a waterway)

	Item	Alternative	Issue with alternative	Levels of importance for project	Status/Comment
1	**Reference Documents**				
	Drinking Water Management System (DWMS) and copy of latest review/audit	None		Level 2	
	Council's water supply and sewerage asset register(s), and explanation of how condition rating is assessed / calculated. The asset register should have an ID for each asset or asset component, with an associated condition rating, age, useful life and replacement cost	None		Level 1	
2	**Growth Strategy**				
	Council's current 30-year growth strategy for serviced communities. This should include				
	- nominated population growth rate per serviced community, and for the LGA	PWA to nominate based on historical growth, ABS data, DPIE planning data		Level 1	
	- any anticipated growth in non-residential customers, in terms of equivalent tenements (ET)	PWA to assume no increase or proportional increase		Level 1	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status/Comment
	- SPS catchment boundaries	Can be drawn from map/diagrams	If this takes significant time may require a variation		
	Sewer pumping station telemetry data showing pump run time. Preferably data for three recent dry days and three recent high rainfall days	Estimated from hydraulic unit loading	Less accurate	Level 2	
	For each effluent reuse scheme: - management system (RWMS) - historical effluent flow data - quality data (if applicable) - information about Section 60 approval	None		Level 1	
	Details of each effluent reuse customer including: - use of effluent - management practices to ensure safe use - customer agreement	None		Level 2	

Appendix B. Scope of work and methodology for bulk water supply modelling

Scope of work – Water modelling

The following works are included in this proposal:

- Develop a hydraulic model of the existing bulk distribution system.
- Validate the model using system demand and reservoir level data, to Council's reasonable satisfaction with current operation using SCADA information prior to undertaking the below assessments.
- Assess network performance under current peak day demand over 24 hrs, and over a 7-day period using peak day persistence curves.
- Repeat the peak day assessment for firefighting; say 2 simultaneous fires each with demand of 11L/s over a 4 hr period and establish vulnerability and deficiencies in the system.
- Identify vulnerability and deficiencies within the system network for peak day and 7-day persistence.
- Model scenarios for expected 30-year growth.
- Assess performance of the network in the event of 2 emergency scenarios (trunk main break, power supply failure, etc.) leading to a water supply discontinuity/lower pressure and determine appropriate levels of service performance measures.

Information and Data Collection

The following data has been identified as input requirements for the study.

Available infrastructure asset data including:

- GIS data of the water supply network
- Schematic Layout of the Water Supply Trunk Network
- Summary of the telemetry / control philosophy for network assets
- Reservoir, treatment plant and WPS details
- Pipe network: location, size, type, age, condition and connections.
- Major valves: location, size, type and settings.
- Pump stations and pump curves.
- Reservoirs location, elevation, capacities, TWL, BWL, diameters.

Current operating control system including:

- Pump controls.
- Valve settings and controls.
- Reservoir controls.

Geographical Data including:

- Contour data.

Software Selection

Public Works Advisory has extensive experience in the use of a wide range of hydraulic modelling software packages. InfoWorks or Mike Urban will be used for modelling of the network. PWA has a licence agreement which includes continuous technical support and the latest upgrades, ensuring that the modelling work will be based on the most up to date version of the software.

PWA is working on the hydraulic modelling for the Goldenfields water networks. This model has been built using the InfoWorks WS Pro software. Therefore, we are suggesting that similar software package be used for the Cootamundra model so that the two models can be integrated, if required.

Appendix C. Conditions of Engagement

CONDITIONS OF ENGAGEMENT

1. PREAMBLE

1.1 If any provision in these Conditions of Engagement conflicts with a provision in the Proposal to which they apply, the provision in the Proposal will apply to the extent of the conflict.

2. SERVICES WE WILL PROVIDE

2.1 We will provide the Services in accordance with the terms set out in the Agreement, none of which may be changed without the prior written consent of both parties.

2.2 We will, subject to matters beyond our reasonable control, provide the Services with the skill and care generally exercised by competent persons performing services of a similar nature at the time the Services are carried out.

2.3 We will provide the Services in accordance with the Timetable unless the provisions of Clause 9 apply.

3. YOUR OBLIGATIONS

3.1 You and your Associates will co-operate with us and not delay or vary the Services without adjusting the Timetable and the Fee as required under Clauses 9 and 10.

3.2 You will only communicate with us about the Services through the Public Works Advisory Representative nominated at item 3 in Schedule 1.

3.3 To help us understand your requirements for the Services, you will:

a. inform us of your specific requirements;

b. answer any questions and provide any information we ask of you, including providing information specified in the Proposal by the specified time; and

c. provide written comments on any Contract Material, if we request you to do so.

3.4 We assume that any information you or your Associates provide to us for the purpose of carrying out the Services is complete and accurate and will not check it unless doing so is part of the Services. We do not accept any Liability in connection with any information you provide to us.

3.5 You agree to indemnify us in the event that our use of information you provide infringes the intellectual property rights of a Third Party.

4. CONFIDENTIALITY

4.1 All information that either of us provides to the other is confidential and must not be disclosed to any other person, unless the disclosure is authorised under this Agreement or required by law.

4.2 You authorise us to disclose to our Associates any information you provide for the purpose of carrying out the Services.

4.3 You agree that we can publish promotional and technical information relating to the Services and the Project unless you advise us otherwise in writing when we enter into the Agreement.

5. INTELLECTUAL PROPERTY RIGHTS

5.1 Intellectual Property Rights in all Contract Material shall be vested in us.

5.2 We grant you an irrevocable, non-exclusive, royalty-free and non-transferable licence to use the Contract Material for the Project. However, you must not use, adapt, publish or otherwise exploit any of the Contract Material for any other purpose or allow others to do so without our prior written consent.

6. CHANGES TO THE CONTRACT MATERIAL

6.1 We authorise you and your Associates to make minor changes to the Contract Material:

a. to suit site conditions encountered in completing the Project, providing such changes do not affect the design intent; and

b. to produce work-as-executed drawings.

6.2 If you or your Associates change the Contract Material whether pursuant to clause 6.1 or otherwise, you agree to release and indemnify us against any and all claims, proceedings, demands, losses, damages, costs or expenses, by you or any Third Party resulting from such changes; and

6.3 Any change made by you to the Contract Material will be annotated to indicate where and when changes were made and by whom.

7. LIABILITY AND INDEMNITY

7.1 You agree that, except where the law does not permit such limitation, our Liability to you is limited (in the aggregate) to the lesser of:

a. $5 million; or

b. ten times the Fee payable at the Date of Agreement (the “cap”)

and you release us from any further Liability.

7.2 You agree to indemnify us and our Associates against any claim made against us by any of your Associates for any loss or damages which are greater than the cap. Further, you agree that our Liability to you is reduced to the extent that an act or omission by you or any of your Associates contributed to the injury, damage or loss.

7.3 The Services and the Contract Material are provided for your exclusive benefit. We accept no Liability to any Third Party in respect of any claim made in connection with the Services, and you agree to indemnify us against any such claim.

7.4 We are not liable to you or any Third Party in respect of any Consequential Loss, however it arises.

7.5 On the date that is three years after the date we send you our final payment claim under the Agreement, you release us and our Associates from all Liability.

8. INSURANCE

8.1 We will maintain self-insurance arrangements with the NSW Treasury Managed Fund in relation to professional indemnity and public liability. We will give you confirmation of such self-insurance arrangements on request, at any time before we complete the Services.

9. DELAYS TO THE SERVICES

9.1 If we are, or will be, delayed in carrying out the Services:

a. we will give you reasonable notice after becoming aware of the delay;

b. we will advise the effect on the Timetable;

c. you will extend the time(s) for carrying out the Services provided for in the Timetable by the extent of the delay; and

d. you will reimburse us, as a Variation, for any additional costs and expenses we incur as a result of any delay that is not a result of our breach of the Agreement.

10. VARIATIONS TO THE SERVICES

Variations proposed by you

10.1 If you propose a Variation, you will advise us in writing what is required and request a written quotation from us.

10.2 We will provide a written quotation setting out the effects of the proposed Variation on the Fee, the Timetable and any other relevant matters, for your consideration and acceptance.

10.3 We will not commence any Variation proposed by you until we receive your written instruction to do so (which may be before you receive or accept our written quotation).

Unavoidable Variations

10.4 If we become aware of any circumstances, including those listed at item 4 in Schedule 1, which have caused, or may cause, a Variation, we will notify you in writing as soon as practicable, setting out the circumstances and the likely effect on the provision of the Services, the Fee and the Timetable.

10.5 Unless we ask for confirmation under Clause 10.6, we will continue to carry out the Services, including any unavoidable Variation, until we receive instructions to the contrary from you in writing.

10.6 In some circumstances we may ask you to confirm in writing that you will pay for a notified unavoidable Variation. If we do so, you agree that we are not required to carry out that Variation work until we receive your written confirmation and that, if this delays the Services, the provisions of Clause 9 will apply.

Adjustments for Variations

10.7 You will pay us the additional costs and expenses we incur in connection with any Variation instructed by you under Clause 10.3 or notified by us under Clause 10.4. Payment will be made on the basis of:

a. an agreed lump sum adjustment to the Fee; or

b. in accordance with Clause 11.4 (e).

10.8 If a Variation delays the Services, you will extend the Timetable in accordance with Clause 9.

11. PAYMENT

11.1 You will pay the Fee, other amounts payable under the Agreement and applicable tax in accordance with this Clause.

11.2 Where the Fee was based on a nominated percentage of the estimated construction cost of the Project and the pre-tender estimate or accepted tendered price for the Project exceeds the estimate by more than 10%, the Fee payable will be the Fee set out in the Proposal plus an amount calculated by applying the nominated percentage to the difference between the estimated construction cost and the tendered price. If the pre-tender estimate or accepted tendered price for the Project is less than the estimated construction cost when the Services commenced, the Fee will not be adjusted.

11.3 Unless otherwise agreed, we will submit a monthly payment claim for amounts due under the Agreement up to the date of that payment claim, less amounts previously paid.

11.4 The amounts due under the Agreement will be calculated as follows:
   a. Where the Fee is a lump sum: based on the percentage of the Services carried out;
   b. Where the Fee is to be paid on an Hourly Rates basis: based on the hours worked by our personnel multiplied by the Hourly Rates;
   c. For Disbursements: as set out at item 1 in Schedule 1;
   d. For Variations for which a lump sum Fee adjustment was agreed: based on the percentage of the Variation work carried out; and
   e. For all other Variations:
      (i) an amount based on the hours worked by our personnel multiplied by the Hourly Rates, plus
      (ii) any amounts due to our subcontractors or sub-consultants, plus a 12.5% margin, plus
      (iii) the costs we incurred for Disbursements of the kinds listed in paragraphs (a), (b) and (c) in item 1 of Schedule 1; plus
      (iv) costs and expenses we incurred due to delays.

11.5 Within 20 Business Days after you receive our payment claim you will pay the amounts due under the Agreement.

11.6 All amounts in the Agreement and other documents we give you in relation to amounts payable are exclusive of GST or other applicable tax unless expressly included.

11.7 If you fail to pay any amount due under the Agreement in full within 10 Business Days after the agreed time for payment:
   a. you will pay interest at the rate of 7% per annum on all overdue amounts, until the amount is paid in full; and
   b. we may keep any Contract Material prepared in connection with the Agreement and:
      (i) suspend carrying out the Services until the amount is paid in full and the provisions of Clause 9 will apply; or
      (ii) end the Agreement by giving you written notice under Clause 14.

12. CIRCUMSTANCES BEYOND OUR CONTROL

12.1 We are not liable for any loss or damage caused by any failure or delay in performance of the Agreement resulting from any cause beyond our reasonable control including, but not limited to: acts of God, acts or omissions by you or your Associates, adverse weather conditions and industrial disputes.

13. DISPUTE

13.1 If a difference or dispute arises between the parties in connection with any matter under this Agreement, either party may notify the other in writing, providing details of the dispute.

13.2 The parties will continue to perform the Agreement notwithstanding the existence of a dispute.

13.3 Within 14 days after receipt of a notice of dispute, senior representatives of the parties will confer at least once to try to resolve the dispute or agree on methods of doing so.

13.4 If the dispute has not been resolved, or a method of resolution agreed on, within 42 days after receipt of a notice of dispute, then before either party has recourse to litigation, the party must submit the dispute to an independent expert for determination.

13.5 The expert determination will be conducted in accordance with the procedure in Schedule 2.

13.6 Nothing in this Agreement is intended to stop either party from instituting proceedings to enforce payment due under the Agreement or to seek injunctive or declaratory relief.

14. ENDING THE AGREEMENT

14.1 Either party may end the Agreement at any time by giving the other party at least 10 Business Days notice.

14.2 If the Agreement is ended, we will send you a payment claim for Services carried out up to the date the Agreement is ended and you will pay us all amounts owing under the Agreement plus expenses incurred by us as a result of ending the Agreement.

14.3 The Clauses in these Conditions of Engagement headed “Confidentiality”, “Intellectual Property”, “Liability”, “Variation”, “Payment”, “Dispute”, “Ending the Agreement” and “General Matters” continue to operate after this Agreement is ended.

15. GENERAL MATTERS

15.1 The only duties, obligations and responsibilities we have in connection with the Agreement are those expressly set out in the Agreement.

15.2 The Agreement will be governed by and interpreted in accordance with the laws in force in the State of New South Wales, Australia.

15.3 The parties submit to the exclusive jurisdiction of the courts of the State of New South Wales, Australia.

15.4 Neither party may transfer the Agreement or any right or obligation under the Agreement without the other party’s prior written consent.

15.5 You authorise us to destroy all Contract Material and other documents we hold in connection with the Agreement seven (7) years after the date we send you our final payment claim under the Agreement.

16. DEFINITIONS

Unless the context otherwise requires, in these Conditions of Engagement:

"**Agreement**" means either:

(a) the Agreement executed by the parties in connection with the Services; or

(b) if the Agreement is made by a Letter of Award, it means the contract formed by the Agreement Documents, which supersede all understandings, representations and communications made between the parties in connection with the Agreement before the Date of Agreement.

"**Agreement Documents**" include:

(a) the Proposal;

(b) these Conditions of Engagement; and

(c) the Letter of Award and any other documents listed therein.

"**Associates**" means the relevant party's employees, personnel and agents. Our Associates include our subcontractors and sub-consultants who are involved in carrying out the Services. Your Associates include your contractors and consultants who are involved in carrying out the Project.

"**Business Day**" means any day other than a Saturday, Sunday, public holiday or 27, 28, 29, 30 or 31 December.

"**Consequential Loss**" includes loss of revenue, loss of profit, loss of custom, loss of goodwill, loss of overhead recovery, loss of business opportunity, loss of the use of property, loss of contract, loss of production, loss of financing charges or cost recovery, loss of the use of money and payment of liquidated sums or damages under any other Agreement.

"**Contract Material**" means all material that is produced by us or on our behalf in carrying out the Services, including but not limited to documents (including drawings, reports, specifications and bills of quantities), calculations, equipment, information and data stored in hard copy or electronic format.

"**Date of Agreement**" means the date of execution of the Agreement or the date of the Letter of Award, as applicable.

"**Disbursements**" means costs and expenses we incur in carrying out the Services that are not included in our Fee. These are set out at item 1 in Schedule 1.

"**Fee**" means either:

(a) the lump sum amount set out in the Agreement; or

(b) an amount calculated on the basis of hours worked multiplied by the Hourly Rates.

The Fee is adjusted in accordance with the Agreement.

"**Hourly Rates**" means:

(a) the relevant Hourly Rate(s) set out in the Proposal; or

(b) if relevant Hourly Rate(s) are not set out in the Proposal, the rate(s) that Public Works Advisory normally charges for the relevant personnel, at the time the Services are carried out.

"**Intellectual Property Right**" means any statutory and other proprietary right in respect of inventions, innovations, patents, utility models, designs, circuit layouts, mask rights, copyright (including future copyright), confidential information, trade secrets, know-how, trademarks and any other right in respect of intellectual property.

"**Latent Condition**" means an aspect of the Services or the Project, including physical conditions on the Project site or its surroundings, which differs materially from what could reasonably have been anticipated by us at the time we prepared the Proposal, including conditions that were known by you and not disclosed to us.

"**Letter of Award**" means written notification that you accept the Proposal.

"**Liability**" means legal liability for injury, loss or damage arising in connection with or for breach of the Agreement, however such liability arises.

"**Public Works Advisory Representative**" means the person nominated in item 3 in Schedule 1.

"**Project**" means the project(s) that the Services relate to.

"**Proposal**" means the proposal (or if more than one, the final proposal) we gave you in relation to the Services.

"**Services**" means the services we carry out in connection with the Agreement, including any Variations. Refer to item 2 in Schedule 1.

"**Third Party**" means a person who is not a party to the Agreement, but does not include our Associates.

"**Timetable**" means any schedule included in the Agreement Documents that sets out when the Services are to be carried out.

"**Variation**" means any change to the scope or timing of the Services set out in the Agreement. A Variation may be caused by any of the circumstances listed at item 4 in Schedule 1.

"**We**", "**us**" and/or "**our**" means Public Works Advisory and all its branches and divisions, on behalf of the Department of Finance, Services and Innovation.

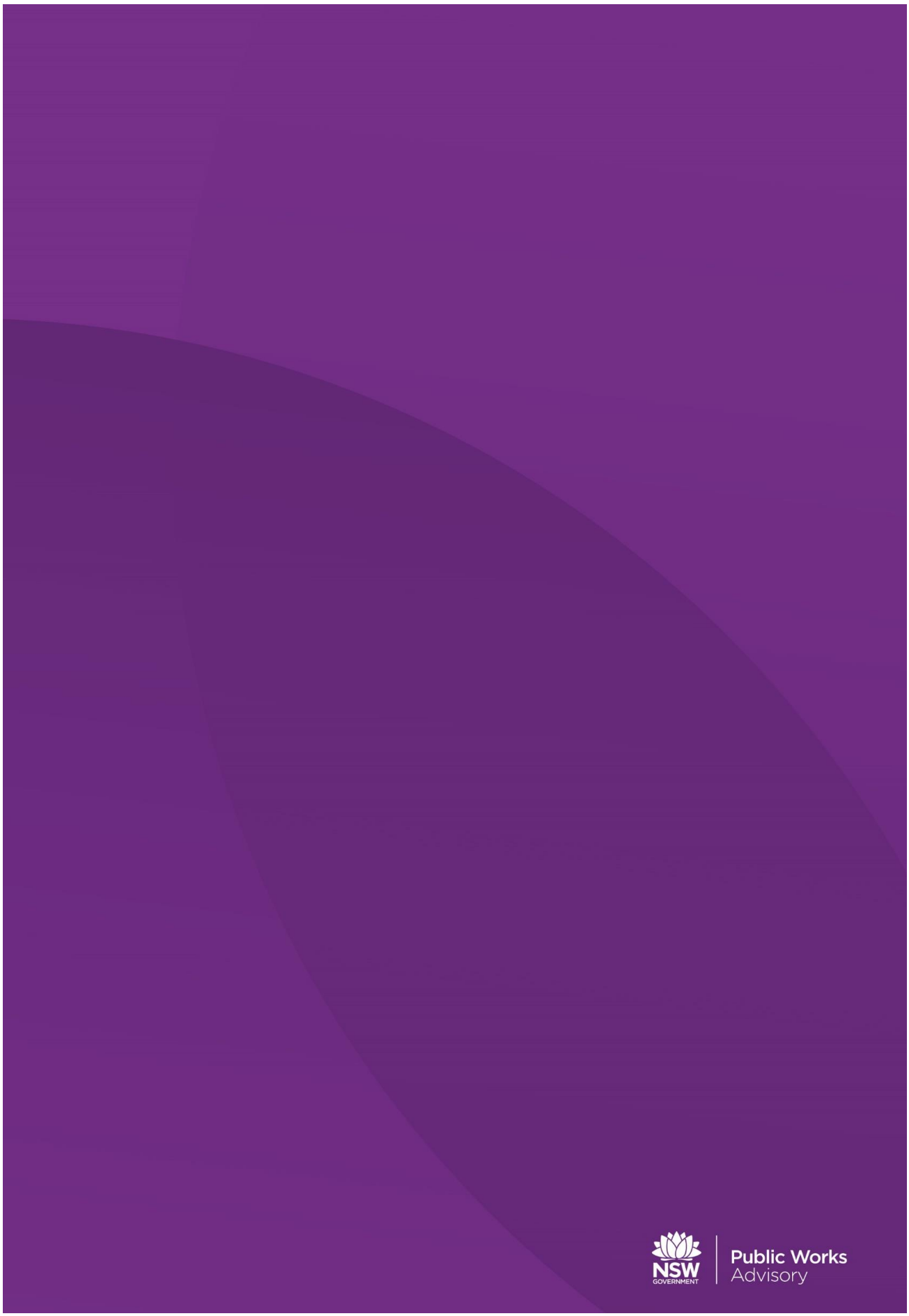
"**You**" and/or "**your**" means the client(s) addressed in the Proposal

Schedule 1 – Agreement Information

Item No	
1	*Mentioned in Clauses 11.4 & 16* **Disbursements** are costs and expenses identified as Disbursements in the Proposal and costs and expenses for any of the following, unless the Proposal specifically states that they are included in the Fee: (a) fees, charges, levies and taxes payable to authorities; (b) travel and accommodation associated with attendance at meetings, site inspections, audits etc; (c) preparation of archived material, or transfer or translation of computer files; and (d) products and services provided by subcontractors or sub-consultants, such as: site investigations; BCA inspections; hazardous materials or geotechnical studies; condition surveys; cadastral or infrastructure surveys; production of measured drawings of existing infrastructure; printing multiple copies of reports; and printing or production of artist's impressions/ perspectives / 3D CAD modelling, videos or other presentation material. **Notes**: Unless the Proposal specifically states otherwise: 1. The costs of word processing, phone, fax and routine photocopying are not Disbursements. 2. For Disbursements listed in (a), (b) and (c) above, you will pay us the actual costs we incur. 3. For products and services provided by subcontractors and sub-consultants (as set out in item (d) above), you will pay us the costs we incur plus a 12.5% margin.
2	*Mentioned in Clauses 2 & 16* **The Services** are described in the Proposal, subject to the following: 1. Unless specifically stated in the Proposal, the Services do NOT include advice during the tendering period or construction phase of the Project. If the Proposal included giving such advice and you receive a Request for Information (RFI): (a) you will assess the RFI and only pass it on to us if you are unable to provide the information; (b) where the RFI relates to an error or ambiguity in the Contract Material, or requires details it would not be reasonable to expect an experienced and competent person to understand, we will respond at no additional cost; and (c) where the RFI relates to a matter that it would be reasonable to expect an experienced and competent person to understand, our response will be treated as a Variation. 2. If the Services include managing construction contractors, their management systems will be relied upon for quality, safety and environmental management. We will carry out the level of audits, reviews and site visits generally required to manage a competent, experienced contractor.
3	*Mentioned in Clauses 3.2 & 16* **The Public Works Advisory Representative** is :>> [If not nominated here, we will advise the Public Works Advisory Representative at your request.]
4	*Mentioned in Clauses 10, 11 & 16* A **Variation** occurs when: 1. There is a change to the Services because: (a) you request additional or reduced Services, for example due to changes in the budget; (b) there are changes to the scope or timing of the Project; (c) Latent Conditions are encountered; (d) information provided by you or your Associates is incomplete, inaccurate or contains discrepancies; (e) you request re-work, except if due to our failure to provide Services complying with the Agreement; (f) there is a change to legislative requirements affecting the Services, Project or amounts payable; or (g) we are required to provide unexpected additional resources to manage the construction work due to poor work quality or an under-performing contractor; 2. Part or all of the Services are delayed by a cause (including suspension, acceleration or deceleration instructed by you or interference by you or your Associates) other than our breach of the Agreement; 3. we are required to carry out work to enable safe access in order to carry out the Services; 4. we incur costs in resolving a dispute with a contractor or consultant involved in the Project; or 5. during or after completion of the Services, we or any of our employees are required to give evidence before, or provide any information to, a court or other competent authority.

Schedule 2 – Procedure for Expert Determination

1. If a dispute is to be submitted to an expert for determination, as provided for in Clause 13.4 of the Conditions of Engagement, the parties are to attempt to agree on an expert.
2. If the parties fail to agree upon an expert within 28 days, either may request the Chief Executive Officer of the Australian Commercial Disputes Centre Ltd Sydney to nominate an expert, who is not to be:
   (a) an employee of the either of the parties;
   (b) a person who has been connected with the Agreement; or
   (c) a person upon whose appointment the parties have previously failed to agree.
3. Once the expert has been agreed of nominated, either party may appoint the expert in writing on behalf of both parties. The letter of appointment is to be provided to the other party and to set out:
   (a) the dispute being referred to the expert for determination;
   (b) the expert's fees;
   (c) the procedures detailed in this Procedure for Expert Determination;
   (d) the arrangements for each party to lodge $10,000 as initial security for the expert's fees; and
   (e) any other matters relevant to the appointment.
4. The parties are to share equally the cost of appointing the expert and the expert's fees and out-of-pocket expenses, including any security required for the expert's fees. Each party is to otherwise bear its own costs in relation to the determination process.
5. If a party defaults in providing the initial security within 28 days after the expert is appointed, the other party may provide the security in full and the defaulting party's share is a debt due and payable to the paying party.
6. Any dispute will be deemed to be abandoned if an expert has not been appointed or the initial security has not been lodged in full within 6 months after the dispute Is notified under Clause 13.1 of the Conditions of Engagement:
7. The parties are to make written submissions to the expert, copied to the other party, as follows:
   (a) Within 7 days after the appointment of the expert, the notifying party is to make its submission on the matter in dispute.
   (b) Within 14 days after receiving a copy of that submission, the other party is to make its submission in response, if any, which may include cross-claims.
   (c) If a cross-claim is made, the notifying party is to make its submission on the cross claim within 14 days after receiving a copy of the submission from the other party.
   (d) The expert may request further information from either party and that party must respond within 14 days after receiving the request.
   (e) The expert must ignore any submission not made within the times stated in this clause and make a determination on the submissions or information provided within time, unless the parties agree otherwise in writing.
8. The expert must determine whether the claimed event, act or omission did occur and, if so:
   (a) when it occurred;
   (b) what term of the Agreement or other obligation in law, if any, requires one party to pay the other money or otherwise act in respect of it; and
   (c) the merits in law of any defence or cross-claim raised by the other party.
9. The expert is then to determine the amount, if any, which one party is legally bound to pay the other on account of the event, act or omission. The expert must also determine any other question(s) referred by the parties in the submissions.
10. In making the determination, the expert acts as an expert and not as an arbitrator and is:
    (a) not liable for acts, omissions or negligence;
    (b) to make the determination on the basis of the Agreement and written submissions from the parties without formalities such as a hearing; and
    (c) required within 56 days after appointment to give the determination in writing, with brief reasons, to each party.
11. If the expert determines that one party is to pay the other an amount exceeding $100,000 (excluding interest) and within 14 days after receiving the determination, either party gives written notice to the other that it is dissatisfied, the determination is of no effect and either party may commence litigation.
12. Unless a party decides to exercise a right to commence litigation, the parties are to treat each determination of the expert as final and binding and give effect to it. If the expert determines one party is to pay the other money, the payment is to be made within 20 Business Days after the expert determination is received.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GOVERNMENT
Public Works
Advisory

8.6.2 BUSINESS CASE FOR STOCKINBINGAL SEWERAGE PROJECT

DOCUMENT NUMBER	359186
REPORTING OFFICER	Ganesh Ganeshamoorthy, Manager Assets
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Stockinbingal Sewerage Scheme Business Case September 2021 (under separate cover)

RECOMMENDATION

The report on the Business case for the Stockinbingal Sewerage Scheme, attached under separate cover, be received and noted.

Introduction

The Public Works Advisory (PWA) was engaged undertake investigations and prepare an Options Study to identify options and assess feasibility of these options for the proposed Stockinbingal Sewerage Scheme. After the completion of Stockinbingal Options Study report the Public Works Advisory was engaged to prepare a business case taking into consideration costs and benefits associated with this project.

Discussion

The Options Study identified and considered in detail the options of using a pressure sewerage system and conventional gravity sewerage system for sewerage collection and sewage treatment and disposal options. This study identified the pressure sewerage option as the preferred option.

Subsequently, PWA was engaged to do concept design report for the preferred option which was received and adopted at the ordinary Council Meeting held 31st March, 2020. Based on the decision at the meeting PWA was engaged to prepare a Business Case for the preferred option.

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - OCTOBER 2021

DOCUMENT NUMBER	359323
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Civil Works and Technical Services Report for the month of October, 2021 be received and noted.

Introduction

The Civil Works and Technical Services Report for the month of October, 2021 is submitted for the information of Council and the community.

Discussion

Fixing Local Roads Projects:

Mackay Street Cootamundra:

The pavement works at the intersection of Poole and Mackay Streets has now been completed and sealed. Works towards Hemet Crescent and Onley Street will be scheduled to commence as soon as possible, pending the replacement of the water main and resources. The footpath between Olney and Poole Streets, including pram ramps has been replaced due to their poor condition and sub-standard design which did not suit mobility scooters.

Old Gundagai Road Cootamundra:

This road has now been sealed and guide posted. Line marking will be undertaken as soon as resources and weather conditions allow.

Old Hume Highway:

Works have reached practical completion on the Old Hume Highway with a 4 kilometre (km) section to the north of the bridge over Hillas Creek, Mundarlo now sealed. This section was previously a gravel pavement and works have provided a significantly improved asset for road users.

Drought Communities Program:

Work is continuing in Sheridan Street, Gundagai Block 3 with all drainage works and kerb and gutter now complete. Contract crews are progressing with placement of concrete pavement ahead of paving works. This work has been staged to ensure the Gundagai Medical Centre continues to operate and Council staff would like to thank the Medical Centre, and the general public, for their understanding to date.

Local Roads and Community Infrastructure Program:

Work on the bridge replacement on Rosehill Road, Cootamundra has seen the road pavement placed and compacted either side of the bridge. Sealing of these works should be completed by the end of October, 2021. Minor drainage and removal of the side-track was underway at the time of writing this report.

Work on replacing the footbridge at the top end of Scott Avenue, Cootamundra has seen a new concrete deck poured. Replacement of the shared footpath from Cutler Avenue to the new bridge is now underway. The old footpath had to be replaced as part of the project, due to its poor state and new grading to match into the bridge deck.

Works have reached practical completion at the intersection of Sheridan and West Streets, Gundagai. Paving infill has been completed within all traffic islands and Parks staff have completed the installation of irrigation, mulching and plants that are consistent with the theme along the remainder of Sheridan Street.

General Works:

The one-way configuration in First Avenue, Gundagai has now been implemented with signage installed in the past week.

Bitumen shire roads:

The wet weather is still causing issues with pavement failures around the whole network. Patching crews have been working on the higher trafficked roads as much as practicable to keep them maintained, however, the continual wet weather is seeing deeper pavement failures which require additional and more complex excavation and repairs. Rural roads suffering the most deterioration are Muttama, Nangus, Stockinbingal, Old Gundagai and Old Cootamundra Roads, with these roads being prioritised for the required maintenance work. Culvert cleaning and maintenance repairs are also being undertaken.

Roadside slashing has commenced in and around the Cootamundra township, with works in the villages set to commence. Roadside slashing and spraying is underway on all rural sealed roads in the Gundagai area. The upcoming warmer seasons are expected to see prolific grass growth and repetitive slashing around the area will be required to keep the grass maintained for the safety of road users.

Maintenance grading is underway around the Muttama and Nangus areas as weather conditions allow. Cootamundra crews are planning to undertake maintenance grading on various roads in the northern portion of the local government area.

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

8.10.1 MACKAY PARK REST AREA WALLENDBEEN LANDSCAPE MASTER PLAN

DOCUMENT NUMBER	358296
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	• There is currently no funding ($55,000.) available for the development of a Landscape Master Plan for Wallendbeen. • If the Master Plan is developed, the Cootamundra's Open Space maintenance budget will require an estimated increase of $15,000 for ongoing maintenance annually. • If the development proceeds it may create an increase in Council annual asset value and depreciation costs.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **The Report on the Mackay Park Rest Area Wallendbeen Landscape Master Plan received and noted.**
2. **Council considers the development of a Landscape Master Plan for Mackay Park Rest Area as part of the 2022/2023 budget deliberations.**
3. **Council considers the allocation of $55,000. for the preparation of a Landscape Master Plan for Mackay Park Rest Area as part of the 2022/2023 budget preparation.**

Introduction

At its Ordinary Meeting held 27th October 2020 there was a recommendation in the Minutes submitted by the Cootamundra Tourism Action Group s355 Committee to be considered by Council. Council resolved (Min. no. 315/2020) to 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.

Discussion

In response to the resolution, a quote was sought from Salsa4 and Somewhere Landscapes for the preparation of a Landscape Master Plan for the area identified in the figure on page two (2) of this report. The cost estimate indicated the development of a Landscape Master Plan would be in the vicinity of approximately $40,000. This plan would include the concept and master design, all associated consultation, site inspections, land surveys and final report. There is no funding currently available for the landscape plans to be prepared. Consultation with and the involvement of Transport for NSW would also be required, as they are the authority of the two state roads which meet at the roundabout and parallel to the rest area, including the Roundabout.

Once a report on the Landscape Master Plan has been submitted and approved by Council, a further $15,000 will be required to complete the technical plans, specifications, and tender construction documents. It is the intent to associate any proposed landscape design works with the previously adopted Wallendbeen King Street Revitalisation Landscape Master Plan adopted at the Ordinary Council Meeting held 29th October 2019.

A Landscape Master Plan is required to enable any future applications to be submitted for funding through relevant grant funding streams. Prior to going to tender and construction, a budget of $55,000 would need to be approved for prior design works.

As with all new Capital Work projects, there is an annual cost associated with the introduction of any new public open space assets (increase asset and depreciation values) and, costs associated with any ongoing maintenance and improvement to existing amenity standards. It would not be unreasonable to think, even with the most conservative design, any upgrade of the existing amenity could add a further $15,000 (indicative figure only) annually to the areas open space maintenance costs.

The related rest area is located at the intersection of Burley Griffin and the Olympic Highway. The area and associated facilities are currently in very poor condition, and not very well presented or welcoming to travellers that pass-through or wish to stop at Wallendbeen. As such, it currently reflects poorly on Council and the Wallendbeen community. The area needs a facelift, an improved maintenance schedule and upgraded facilities.

This rest area should be a show piece, reflecting a progressive, forward thinking, and proud Council with high standards in its open spaces management and tourism opportunities.

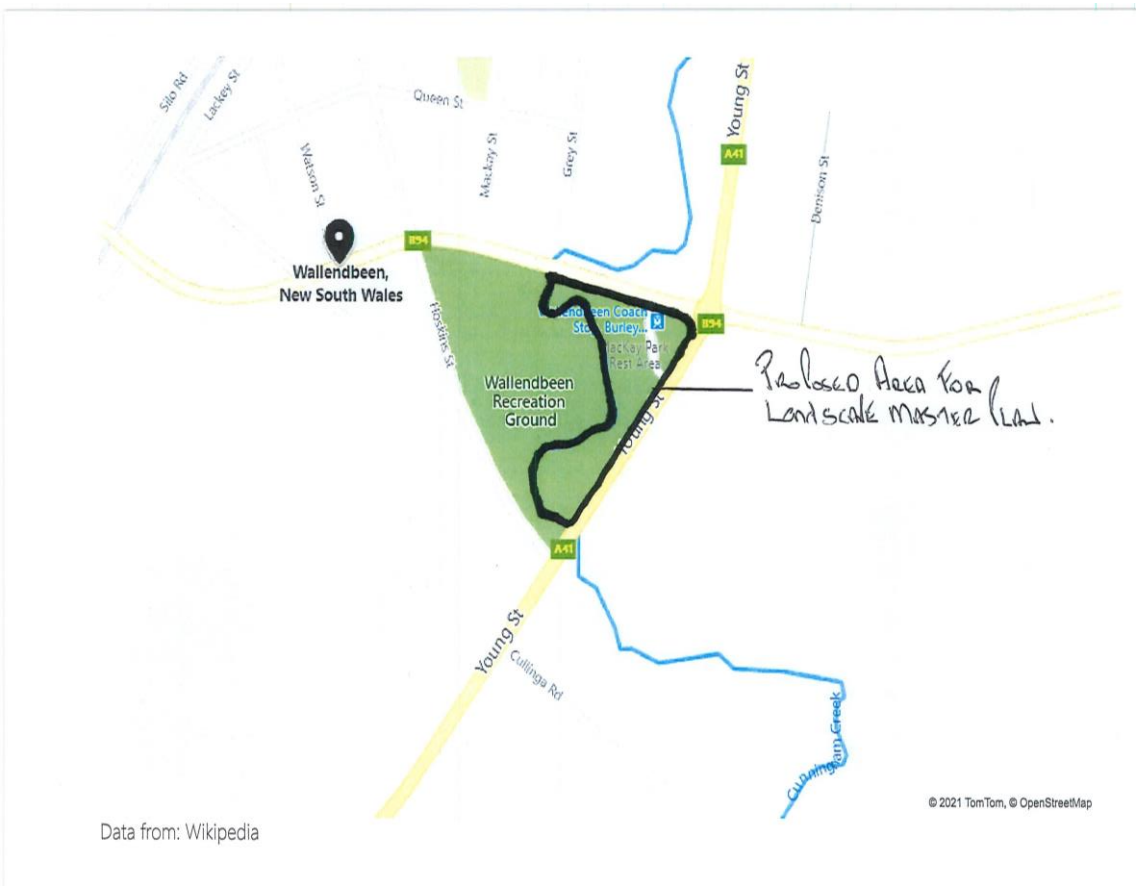

Figure 1 - Mackay Park Rest Area

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

10.1 QUESTIONS WITH NOTICE - OCTOBER, 2021

DOCUMENT NUMBER	359110
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
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:

Cr Gil Kelly –In response to Council's resolution of 28 January 2020 (Minute number 032/2020) regarding the Gundagai Sewage Treatment Plant Replacement Project, was MH Earthmoving Pty Ltd (MHE) engaged at an estimated cost of $418,000 to: 1) Win, supply, place and compact fill material under the base area for the Intermittent Decanting Aeration tanks and Sludge Lagoons? 2) Win, supply, place and compact fill material for the expanded mound area on which treatment plant structures were constructed?

Response from Council Officer – In the detailed report to the January 2020 meeting, Council were provided with a quote provided by MHE for $38/m3 compacted by volume required and the rates in that quote were considered by Council officers to be very competitive and being lower than what Council could undertake the works for. Essentially the quotation is a "Schedule of Rates Quotation", that is Supply and Payment based on the actual weighed quantities delivered by the contractor. Detailed invoices provide those amounts.

Cr Gil Kelly –What is the total amount paid to MHE to date for that work?

Response from Council Officer – The spreadsheet following details the actual expenditure associated with the contractor MHE and the STP Project, and other projects in the period. The "Quantities" involved and initially expected, were substantially less than the actual quantities needed to complete both the IDEA Tank area and the Mound Area.

Cr Gil Kelly –Was MHE engaged to undertake any additional work in relation to the Gundagai Sewage Treatment Plant Replacement Project?

Response from Council Officer – In the same quotation received by Council, it details additional costs associated with removal of unsuitable material, and removal and stockpiling of rock.

Cr Gil Kelly –If so, what was that work, through what process(es) was that work procured, and how much has that entity been paid for it?

Response from Council Officer – A copy of scheduled rates follow.

Cr Gil Kelly –How much has Council paid MHE in total for any materials or services on any projects/works additional to the Gundagai Sewage Treatment Plant Works since 1 January 2020 (with an itemised list detailing costs and projects individually to be provided)?

Response from Council Officer – The spreadsheet following details the actual expenditure associated with the contractor MHE and the STP Project, and other projects in the period follow.

MH Earthmoving Pty Ltd
PO Box 227
Gundagai NSW 2722
P: 02 6944 1418
M: 0417 246 381
Email: martin@mhem.com.au
ABN 65 524 037 480

22 January 2020

Mr Phil McMurray
General Manager
Cootamundra-Gundagai Regional Council

Dear Phil,

RE: Quotation Earthworks New Sewerage Treatment Plant Gundagai

This quotation includes:

- All dozer hire – to win gravel at Bangus Pit Tumblong
- All cartage of gravel from Bangus Pit (i.e. all truck and dog hire)
- All excavator hire – spread gravel and remove unsuitable spoil
- All grader hire – spread and level gravel
- All roller hire x 2 – gravel compaction
- All watercart hire x 2 – 1 required for compaction of gravel
  - 1 required for dust suppression gravel pit end
- All loader hire – load trucks at gravel pit
- All Quality Assurance – compaction testing etc.

TOTAL @ $38 per m³ (compacted) plus GST

Additional Costs

- All excavator, loader and truck and dog hire for the excavation and removal of unsuitable material
  TOTAL @ $24 per m³ plus GST
- All excavator and truck hire for the removal and stockpiling of rock laid against batters
  TOTAL $6,500 plus GST

highlighted = Transactions costed to Gundagai STP Rep - W1611 (See sheet 2)

Inv Date	Year	Type	Value (GST Incl)	Description	GST Excl
2019/2020					
07/02/2020	2020	Invoice INV	-1,624.11	STP - Supply of water at Gundagai Standpipe for Wo	-1,624.11
24/02/2020	2020	Invoice INV	-141,292.80	Removal & Stockpiling of Rock off Batter, Excavati	-128,448.00
27/02/2020	2020	Invoice INV	-118,712.00	Supply & Deliver Gravel 24/02 - 27/02	-107,920.00
03/03/2020	2020	Invoice INV	-157,289.00	Supply & Deliver Gravel, Excavation and removal of	-142,990.00
10/03/2020	2020	Invoice INV	-92,001.80	Progress payment - Supply & Deliver Gravel	-83,638.00
10/03/2020	2020	Invoice INV	-1,320.00	Supply, Deliver and compact fill material for STP	-1,200.00
12/03/2020	2020	Invoice INV	-161.44	Supply of Water at Standpipe for works at Gundagai	-161.44
23/03/2020	2020	Invoice INV	-64,497.40	Progress Payment - Supply & Deliver Gravel 13/03 -	-58,634.00
29/03/2020	2020	Invoice INV	-93,882.80	Supply, Deliver and compact fill material for STP	-85,348.00
30/03/2020	2020	Invoice INV	-2,862.35	Supply of water at Gundagai standpipe for STP 17/0	-2,862.35
01/04/2020	2020	Invoice INV	-37,285.60	Supply & Deliver Gravel - Dockets 882, 883	-33,896.00
27/04/2020	2020	Invoice INV	-1,835.48	Supply of water at Gundagai Standpipe for Feb-19 &	-1,835.48
28/04/2020	2020	Invoice INV	-46,607.00	Supply & Deliver Gravel - Docket 884, 885	-42,370.00
07/05/2020	2020	Invoice INV	-28,459.20	Exacavation and removal of unsuitable material 04.	-25,872.00
07/05/2020	2020	Invoice INV	-67,883.20	Supply & Deliver Gravel 24/04 - 25/04	-61,712.00
11/05/2020	2020	Invoice INV	-30,729.60	Excavation & Removal of Unsuitable Material - Truc	-27,936.00
18/05/2020	2020	Invoice INV	-64,497.40	Supply & Deliver Gravel - Dockets:891, 888,889,890	-58,634.00
26/05/2020	2020	Invoice INV	-54,364.20	SDupply & Deliver Gravel 18/05 - 25/05, Excavation	-49,422.00
29/05/2020	2020	Invoice INV	-41,925.40	Supply & Deliver Gravel 26/05 - 29/05	-38,114.00
03/06/2020	2020	Invoice INV	-1,055.98	Supply of Water at Gundagai Standpipe for Works at	-1,055.98
09/06/2020	2020	Invoice INV	-36,575.00	Supply & Deliver Gravel 01.06 - 06.06	-33,250.00
13/06/2020	2020	Invoice INV	-30,681.20	STP Supply & Deliver Gravel 09.06 - 13.06	-27,892.00
17/06/2020	2020	Invoice INV	-1,089.00	Hire of Kenworth Truck Rigid - Gundagai Sewerage T	-990.00
22/06/2020	2020	Invoice INV	-81,092.00	Supply & deliver Gravel - 18/06 - 20/06	-73,720.00
			-1,197,723.96		**-1,088,839.96**
2020/2021					
10/08/2020	2021	Invoice INV	-73,651.60	Excavation & Removal of Unsuitable Material, Suppl	-66,956.00
03/12/2020	2021	Invoice INV	-20,196.00	Kenworth & Trailer Hire - Brawlin Rd, Nannagroe Rd	-18,360.00
16/12/2020	2021	Invoice INV	-4,752.00	Kenworth & Trailer - Red Hill 11/12/20 - 15/12/20	-4,320.00
21/12/2020	2021	Invoice INV	-15,443.97	16/12/20 - 21/12/20 - Supply & Deliver Gravel	-14,039.97
22/12/2020	2021	Invoice INV	-1,122.00	17/12/20 Kenworth Truck Rigid Hire - Cart Gravel R	-1,020.00
14/01/2021	2021	Invoice INV	-8,316.00	Supply & Deliver Gravel - STP 5-7/1/21	-7,560.00
20/01/2021	2021	Invoice INV	-8,712.00	Kenworth & Trailer - Red Hill Bire 14/01 - 19/01	-7,920.00
27/01/2021	2021	Invoice INV	-4,455.00	Kenworth & Trailer Hire 20/01 - 22/01	-4,050.00
02/03/2021	2021	Invoice INV	-10,777.80	Kenworth & Trailer, Supply & Load Gravel 11/1/21 -	-9,798.00
29/03/2021	2021	Invoice INV	-6,722.10	Supply & Deliver Gravel to STP 17/3/21 - 27/3/21	-6,111.00
04/05/2021	2021	Invoice INV	-5,049.00	Kenworth & Trailer - Adjunbilly Rd 22/4/21 - 27/4/	-4,590.00
			-159,197.47		**-144,724.97**
YTD 2021/2022					
01/07/2021	2022	Invoice INV	-7,466.14	Supply & Load Gravel - Council Mundarlo Rd 29&30/	-6,787.40
01/07/2021	2022	Invoice INV	-11,187.00	Kenworth & Trailer Hire - Hopewood Rd, Bundarbo Rd	-10,170.00
14/07/2021	2022	Invoice INV	-19,847.74	Supply & Load Gravel Old Hume H'Way 1/7/21 - 12/7/	-18,043.40
14/07/2021	2022	Invoice INV	-5,643.00	Kenworth & Trailer Hire - Mundarlo Rd 1/7/21 - 8/7	-5,130.00
01/09/2021	2022	Invoice INV	-3,366.00	Kenworth & Trailer Hire - Deltroit Rd 27/8/21 & 31	-3,060.00
08/09/2021	2022	Invoice INV	-1,584.00	Kenworth & Trailer Hire - Deltroit Rd 1/9/21	-1,440.00
			-49,093.88		**-44,630.80**
Total			**-1,406,015.31**		**-1,278,195.74**

11 CONFIDENTIAL ITEMS

11.1 CLOSE COUNCIL REPORT

DOCUMENT NUMBER	358827
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

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

RECOMMENDATION

1. **Items 11.2, 11.3, 11.4 and be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
2. **In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 11.2, 11.3, 11.4 and be withheld from the press and public.**

11.2 TENDER - GUNDAGAI PRESCHOOL AND KINDERGARTEN CONSTRUCTION - RFT2021/27

Provisions for Confidentiality

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

Public Interest

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

11.3 TENDER - CGRC WITH YASS VALLEY COUNCIL - REPLACEMENT OF TIMBER ROAD BRIDGES - DESIGN AND CONSTRUCTION OF SIX (6) CONCRETE BRIDGES - RFT2021/31

Provisions for Confidentiality

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

Public Interest

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

11.4 TENDER - REPLACEMENT OF TIMBER ROAD BRIDGES - DESIGN AND CONSTRUCTION OF FIVE (5) CONCRETE BRIDGES - RFT2021/31

Provisions for Confidentiality

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

Public Interest

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

11.5 SOUTH WEST FUELS ELECTRICITY PROVISION FINANCIAL CONSIDERATIONS

Provisions for Confidentiality

Section 10A (2) (g) – The Confidential Report contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Public Interest

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