COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

ORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING SPACE, COOTAMUNDRA

6:00 PM, TUESDAY 30TH NOVEMBER, 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 Space, Cootamundra on:

Tuesday, 30th November, 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 26 OCTOBER 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 26 October 2021

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 26 October 2021 be confirmed as a true and correct record of the meeting.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
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Minutes

ORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

6:00 PM, TUESDAY 26th OCTOBER, 2021

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON TUESDAY, 26 OCTOBER 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), Craig Perrin (Acting Manager Development, Building and Compliance), Andrew Brock (Manager Facilities), John Chapman (Interim Manager Finance), Glen McAtear (Manager Regulatory Services)

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPEN FORUM

There were no speakers at the Open Forum.

3 APOLOGIES

Nil

4 DISCLOSURES OF INTEREST

There were no disclosures of interest.

5 CONFIRMATION OF MINUTES

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

RESOLUTION 293/2021

Moved: Cr David Graham
Seconded: Cr Dennis Palmer

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.

CARRIED

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT SEPTEMBER TO OCTOBER 2021

Note: the following additional item was offered at the Meeting by Cr Bowden.

14th October, 2021

Cr Bowden attended a Cootamundra Development Corporation meeting.

RESOLUTION 294/2021

Moved: Cr Charlie Sheahan
Seconded: Cr David Graham

The information in the Mayoral Minute be received and noted.

CARRIED

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 DELEGATIONS TO THE GENERAL MANAGER DURING POST ELECTION RECESS PERIOD

RESOLUTION 295/2021

Moved: Cr Gil Kelly
Seconded: Cr Dennis Palmer

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

CARRIED

8.1.2 SOUTHERN CROSS GLIDING CLUB SUMMER CAMP 2021/22

RESOLUTION 296/2021

Moved: Cr Charlie Sheahan
Seconded: Cr Gil Kelly

1. **In accordance with section 610F of the Local Government Act, 1993 the fee of $100 (one hundred dollars) per registered attending Southern Cross Glider operator for the hire of the Cootamundra Aerodrome for the Southern Cross Gliding Club Summer Camp be placed on public exhibition for a period of twenty eight (28) as a permanent fee.**
2. **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.**

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

CARRIED

8.1.3 TABLING OF PECUNIARY INTEREST RETURNS

RESOLUTION 297/2021

Moved: Cr David Graham
Seconded: Cr Leigh Bowden

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

CARRIED

8.1.4 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES

RESOLUTION 298/2021

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

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.

CARRIED

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

RESOLUTION 299/2021

Moved: Cr Leigh Bowden
Seconded: Cr Doug Phillips

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.

CARRIED

8.1.6 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES

RESOLUTION 300/2021

Moved: Cr Dennis Palmer
Seconded: Cr Charlie Sheahan

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.

CARRIED

8.1.7 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

RESOLUTION 301/2021

Moved: Cr Penny Nicholson
Seconded: Cr Charlie Sheahan

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.

CARRIED

8.1.8 INFORMATION BULLETIN - OCTOBER 2021

RESOLUTION 302/2021

Moved: Cr David Graham
Seconded: Cr Charlie Sheahan

1. **The Information Bulletin – October, 2021, and attached correspondence, be received and noted.**
2. **Representations be made to The Hon. Paul Toole, Deputy Premier, Minister for Regional NSW and Regional Transport and Roads seeking increased funding for both State Regional Roads.**

CARRIED

8.1.9 UPDATED COUNCIL MEETING ACTION REPORT

RESOLUTION 303/2021

Moved: Cr Penny Nicholson
Seconded: Cr Dennis Palmer

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

CARRIED

8.2 FINANCE

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

RESOLUTION 304/2021

Moved: Cr Dennis Palmer
Seconded: Cr David Graham

The item be deferred to the Ordinary Meeting to be held 30th November, 2021 for further information on the lease arrangement with Crown Lands to be brought to Council for consideration.

CARRIED

8.2.2 INVESTMENT REPORT - SEPTEMBER 2021

RESOLUTION 305/2021

Moved: Cr David Graham
Seconded: Cr Penny Nicholson

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

CARRIED

8.2.3 MONTHLY FINANCE REPORT FOR SEPTEMBER, 2021

RESOLUTION 306/2021

Moved: Cr Charlie Sheahan
Seconded: Cr Dennis Palmer

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.**

CARRIED

8.3 COMMUNITY AND CULTURE

8.3.1 RIVERINA REGIONAL LIBRARY INTERIM REPORT

RESOLUTION 307/2021

Moved: Cr Dennis Palmer
Seconded: Cr Leigh Bowden

The Riverina Regional Library Interim Report be received and noted.

CARRIED

8.3.2 COOTAMUNDRA-GUNDAGAI AGRITOURISM DEVELOPMENT STRATEGY ADOPTION

RESOLUTION 308/2021

Moved: Cr Charlie Sheahan
Seconded: Cr Penny Nicholson

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 Delivery Program and resourced through the associated Resourcing Strategy.**

CARRIED

8.3.3 HISTORIC GUNDAGAI RIVER CROSSING TOWN PROJECT

RESOLUTION 309/2021

Moved: Cr Leigh Bowden
Seconded: Cr Gil Kelly

Council endorse the Creative Capital expression of interest application for $5,000,000 for the Historic Gundagai River Crossing Town Project.

CARRIED

8.3.4 GUNDAGAI TOURISM ACTION GROUP ADVISORY COMMITTEE - MEETING HELD 11TH OCTOBER, 2021

RESOLUTION 310/2021

Moved: Cr Dennis Palmer
Seconded: Cr Doug Phillips

The Minutes of the Gundagai Tourism Action Group Advisory Committee meeting held on 11th October, 2021 attached to the report, be received and noted.

CARRIED

8.3.5 COOTAMUNDRA TOURISM ACTION GROUP ADVISORY COMMITTEE - MEETING HELD 7TH OCTOBER, 2021

RESOLUTION 311/2021

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

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.

CARRIED

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DA2021/138 NEW SHED - 6 COOPER STREET COOTAMUNDRA

RESOLUTION 312/2021

Moved: Cr Dennis Palmer
Seconded: Cr Doug Phillips

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.

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

CARRIED

8.4.2 DA2021/1133 - PROPOSED SHED - 153 HURLEY STREET COOTAMUNDRA

RESOLUTION 313/2021

Moved: Cr Doug Phillips
Seconded: Cr Charlie Sheahan

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.

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

CARRIED

8.4.3 DA MODIFICATION - MOD2021/98.2 - 2-4 COOPER STREET COOTAMUNDRA

RESOLUTION 314/2021

Moved: Cr Charlie Sheahan
Seconded: Cr Dennis Palmer

1. **That Council approve modification request 2021.98.2 to disregard on-site parking requirements of the Cootamundra Development Control Plan.**
2. **That the developer is to install one on-street disabled car parking space and that the developer is responsible for the provision of any related costs.**
3. **Conditions of DA 2021/98.2 consent are amended as follows:**

- **Application Number: DA 2021/98.2**
- **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 – 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.*

(3) 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.*

(4) 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*

(5) 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.*

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.

VOTING RECORD	
FOR RESOLUTION	**AGAINST RESOLUTION**
Cr Abb McAlister (Mayor) Cr Dennis Palmer Cr Leigh Bowden Cr David Graham Cr Gil Kelly Cr Penny Nicholson	Nil

Cr Doug Phillips Cr Charlie Sheahan	
ABSENT	**DECLARED INTEREST**
Nil	Nil

CARRIED

8.4.4 DEVELOPMENT APPLICATIONS SEPTEMBER 2021

RESOLUTION 315/2021

Moved: Cr Penny Nicholson
Seconded: Cr David Graham

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

CARRIED

8.5 REGULATORY SERVICES

8.5.1 REGULATORY REPORT SEPTEMBER 2021

RESOLUTION 316/2021

Moved: Cr David Graham
Seconded: Cr Leigh Bowden

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

CARRIED

8.6 ASSETS

8.6.1 INTEGRATED WATER CYCLE MANAGEMENT AND BEST PRACTICE GUIDELINES

Note: it was brought to the attention of the General Manager that on page 322 of the agenda the amount of $42,000 in the table was referred to as the Water fund twice when one $42,000 amount should have been referred to the Sewer Fund.

RESOLUTION 317/2021

Moved: Cr Leigh Bowden
Seconded: Cr Doug Phillips

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.**

CARRIED

8.6.2 BUSINESS CASE FOR STOCKINBINGAL SEWERAGE PROJECT

RESOLUTION 318/2021

Moved: Cr Dennis Palmer
Seconded: Cr Charlie Sheahan

The report on the Business case for the Stockinbingal Sewerage Scheme, attached under separate cover, be received and noted.

CARRIED

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - OCTOBER 2021

RESOLUTION 319/2021

Moved: Cr Charlie Sheahan
Seconded: Cr David Graham

The Civil Works and Technical Services Report for the month of October, 2021 be received and noted.

CARRIED

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

RESOLUTION 320/2021

Moved: Cr Dennis Palmer
Seconded: Cr Leigh Bowden

1. **The Report on the Mackay Park Rest Area Wallendbeen Landscape Master Plan be received and noted.**
2. **Council consider the development of a Landscape Master Plan for the Mackay Park Rest Area as part of the 2022/2023 budget.**
3. **Council consider the allocation of $55,000 for the preparation of the Landscape Master Plan for the Mackay Park Rest Area Wallendbeen as part of the 2022/2023 budget preparation.**

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

10.1 QUESTIONS WITH NOTICE - OCTOBER, 2021

RESOLUTION 321/2021

Moved: Cr David Graham
Seconded: Cr Gil Kelly

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

CARRIED

11 CONFIDENTIAL ITEMS

11.1 CLOSE COUNCIL REPORT

RESOLUTION 322/2021

Moved: Cr David Graham
Seconded: Cr Penny Nicholson

1. **Items 11.2, 11.3, 11.4 and 11.5 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
2. **In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 11.2, 11.3, 11.4 and 11.5 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..

CARRIED

11.2 TENDER - GUNDAGAI PRESCHOOL AND KINDERGARTEN CONSTRUCTION - RFT2021/27

RESOLUTION 323/2021

Moved: Cr Charlie Sheahan
Seconded: Cr Doug Phillips

1. **Council note that eight (8) conforming tenders were received for the Gundagai Preschool Kindergarten Construction.**
2. **In accordance with Clause 178(1)(b) of the Local Government (General) Regulation, 2021 Council decline to accept any of the tenders for the Gundagai Preschool Kindergarten Construction (RFT2021/27).**
3. **In accordance with Clause 178(3)(e) of the Local Government (General) Regulation, 2021 Council resolve to enter into negotiations with the three (3) highest scoring tenderers with a view to entering into a contract in relation to the subject matter of the tender.**
4. **In accordance with Clause 178(4)(a) of the Local Government (General) Regulation, 2021 Council has declined to invite fresh tenders or applications as referred to in subsection (3)(b)-(d) for the following reason:**
    - **All submitted tenders exceeded the budget allocated. Further, a competitive outcome is required to satisfy constraints relating to the upcoming caretaker period.**
5. **In accordance with Clause 178(4)(b) of the Local Government (General) Regulation, 2021 Council consider the reasons for determining to enter into negotiations with the person or persons referred to in subsection (3)(e).**
    - **An appropriate outcome for the benefit of the community would be reached by negotiating with the three (3) highest scoring tenderers.**
6. **The Tender Assessment Panel be authorised to negotiate with the three (3) highest scoring tenderers named in the body of the report.**
7. **Following the negotiation process, and the submission of recommendations from the Assessment Panel, the General Manager be authorised to execute contracts for the Gundagai Preschool Kindergarten Construction (RFT2021/27).**
8. **That all tenderers be advised of the decision of Council.**

CARRIED

11.3 TENDER - CGRC WITH YASS VALLEY COUNCIL - REPLACEMENT OF TIMBER ROAD BRIDGES - DESIGN AND CONSTRUCTION OF SIX (6) CONCRETE BRIDGES - RFT2021/31

RESOLUTION 324/2021

Moved: Cr Gil Kelly
Seconded: Cr Penny Nicholson

1. **Council note that six (6) tenders for the Replacement of Timber Road Bridges – Design and Construction of six (6) Concrete Bridges were received, of which five (5) were conforming.**
2. **In accordance with Clause 178(1)(b) of the Local Government (General) Regulation, 2021 Council decline to accept any of the tenders for the Replacement of Timber Road Bridges – Design and Construction of six (6) Concrete Bridges (RFT2021/31).**
3. **In accordance with Clause 178(3)(e) of the Local Government (General) Regulation, 2021 Council resolve to enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender.**
4. **In accordance with Clause 178(4)(a) of the Local Government (General) Regulation, 2021 Council has declined to invite fresh tenders or applications as referred to in subsection (3)(b)-(d) for the following reason:**
    - **All submitted tenders exceeded the budgets allocated. Further, a competitive outcome is required to satisfy constraints relating to the upcoming caretaker period.**
5. **In accordance with Clause 178(4)(b) of the Local Government (General) Regulation, 2021 Council has considered the reasons for determining to enter into negotiations with the person or persons referred to in subsection (3)(e).**
    - **In order to achieve an appropriate outcome prior to the Local Government Election Caretaker Period commencing and to deliver the best value outcome for both Councils, a negotiation with all tenderers and additional persons named in the body of the report is the most appropriate course of action.**
6. **The Tender Assessment Panel be authorised to negotiate with all tenderers and additional persons named in the body of the report.**
7. **Following the negotiation process, and the submission of recommendations from the Assessment Panel, the General Manager of Cootamundra-Gundagai Regional Council be authorised to execute contracts for the Replacement of Timber Road Bridges – Design and Construction of five (5) Concrete Bridges and the General Manager of Yass Valley be authorised to execute a contract for the Replacement of Timber Road Bridge – Design and Construction of one (1) Concrete Bridge (RFT2021/31).**
8. **That all tenderers be advised of the decision of Council.**

CARRIED

11.4 TENDER - REPLACEMENT OF TIMBER ROAD BRIDGES - DESIGN AND CONSTRUCTION OF FIVE (5) CONCRETE BRIDGES - RFT2021/31

RESOLUTION 325/2021

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

1. **Council note that six (6) tenders for the Replacement of Timber Road Bridges – Design and Construction of six (6) Concrete Bridges were received, of which five (5) were conforming.**
2. **In accordance with Clause 178(1)(b) of the Local Government (General) Regulation, 2021 Council decline to accept any of the tenders for the Replacement of Timber Road Bridges – Design and Construction of six (6) Concrete Bridges (RFT2021/31).**
3. **In accordance with Clause 178(3)(e) of the Local Government (General) Regulation, 2021 Council resolve to enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender.**
4. **In accordance with Clause 178(4)(a) of the Local Government (General) Regulation, 2021 Council has declined to invite fresh tenders or applications as referred to in subsection (3)(b)-(d) for the following reason:**
    - **All submitted tenders exceeded the budgets allocated. Further, a competitive outcome is required to satisfy constraints relating to the upcoming caretaker period.**
5. **In accordance with Clause 178(4)(b) of the Local Government (General) Regulation, 2021 Council consider the reasons for determining to enter into negotiations with the person or persons referred to in subsection (3)(e).**
    - **In order to achieve an appropriate outcome prior to the Local Government Election Caretaker period and to deliver the best value outcome for both Councils, a negotiation with all tenderers and additional persons named in the body of the report is the most appropriate course of action.**
6. **The Tender Assessment Panel be authorised to negotiate with the conforming tenderers and additional persons named in the body of the report.**
7. **Following the negotiation process, and the submission of recommendations from the Assessment Panel, the General Manager of Cootamundra-Gundagai Regional Council be authorised to execute contracts for the Replacement of Timber Road Bridges – Design and Construction as detailed in the report (RFT2021/31).**
8. **That all tenderers be advised of the decision of Council.**

CARRIED

11.5 SOUTH WEST FUELS ELECTRICITY PROVISION FINANCIAL CONSIDERATIONS

RESOLUTION 326/2021

Moved: Cr Doug Phillips
Seconded: Cr David Graham

1. **The applicant be advised that the Section 94 Contribution fee of $44,000 as part of the development must paid in full.**
2. **The General Manager be authorised to extend a without prejudice offer of $17,000 to the applicant to settle the civil dispute.**

11.6 RESUMPTION OF OPEN COUNCIL MEETING

RESOLUTION 327/2021

Moved: Cr Doug Phillips
Seconded: Cr Leigh Bowden

The Open Council meeting resume.

CARRIED

11.7 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS

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

The Meeting closed at 8:08pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 30th November, 2021.

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

CHAIRPERSON **GENERAL MANAGER**

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT NOVEMBER, 2021

DOCUMENT NUMBER	361610
AUTHORISING OFFICER	Phillip McMurray, General Manager
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
ATTACHMENTS	1. Country Mayor's Association Annual General Meeting- 5 November 2021-Minutes ⇩ 2. Country Mayor's Association-5 November 2021-Minutes ⇩

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.

25th September, 2021

Cr Nicholson and I met with potential Council candidates.

Cr Nicholson attended a Mental Health Forum hosted by Member for Cootamundra, Ms. Steph Cooke, MP.

18th October, 2021

I attended a Prince Alfred Bridge Viaduct meeting in Gundagai.

19th October, 2021

Cr Sheahan attended a Strategic Planning for Residential and Industrial land development /acquisition in Cootamundra and Gundagai Working Party.

20th October, 2021

Cr Sheahan and I attended a Muttama Hall ss355 Committee meeting.

21st October, 2021

Cr Bowden attended the Arts Centre Cootamundra s355 Committee meeting.

25th October, 2021

I attended a meeting with Member for Cootamundra, Steph Cooke, MP.

I attended a Mental Health Forum hosted by Member for Cootamundra, Steph Cooke, MP.

Cr Sheahan attended an AdinaCare Board Meeting.

26th October, 2021

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

Cr Bowden and I attended the online Volunteer of the Year Award Riverina Ceremony via Zoom.

27th October, 2021

Cr's Bowden and Sheahan attended a Jubilee Park Project Focus Group meeting.

28th October

Cr Sheahan attended a Cootamundra-Gundagai Regional Council Access and Inclusion Committee meeting.

Cr Bowden attended an Elwood's Hall s355 Committee meeting.

30th October, 2021

Cr's Bowden, Nicholson and Sheahan attended Walking on Country – Cultural Awareness Training hosted by the Cootamundra Aboriginal Working Party.

31st October, 2021

Cr Bowden attended a National Aborigines and Islanders Day Of Celebration Commemoration in Gundagai.

1st November, 2021

I attended a Prince Alfred Bridge Viaduct meeting in Gundagai.

Cr Bowden attended a Cootamundra Youth Council Meeting.

3rd November, 2021

Cr Sheahan attended a Cootamundra Floodplain Management Committee meeting.

4th November, 2021

Cr Bowden attended an online Riverina Regional Library Advisory Committee meeting via Zoom.

Cr Bowden attended an online Local Government Week Awards Ceremony via Zoom.

5th November,2021

I attended the Country Mayors Association meeting online. The Minutes of the Meetings are attached to this report.

I attended a meeting regarding Reno Road, Gundagai.

8th November, 2021

I attended a Meet the Candidates session, for the upcoming Local Government Election to be held 4th December, 2021, in Cootamundra hosted by the Cootamundra Development Corporation.

9th November, 2021

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

10th November, 2021

Cr Sheahan attended a Cootamundra Aerodrome Users Group meeting.

11th November, 2021

I attended the Remembrance Day Service in Gundagai.

Cr's Bowden, Nicholson and I attended the Dedication of Honour Board opening at the Muttama Hall in attendance with Member for Riverina, the Hon. Michael McCormack.

Cr Sheahan attended a Cootamundra-Gundagai Local Area Traffic Committee meeting.

Cr Bowden attended a Coota Beach Volleyball planning meeting.

Cr Bowden attended a Cootamundra Development Corporation meeting.

15th November, 2021

Cr Palmer (Deputy Mayor), Cr's Bowden Graham and I attended a Structure and Cultural Review.

18th November,2021

I attended a Dog on the Tucker Box Working Group meeting.

Cr Bowden attend the Arts Centre Cootamundra s355 Committee meeting.

20th November, 2021

Cr Bowden attended Ellwood's Hall Twilight Markets.

22nd November, 2021

Cr Sheahan attend the AdinaCare Annual General Meeting.

23rd November, 2021

Cr's Bowden and Sheahan attended a Cycle Tourism Forum.

24th November, 2021

Cr Sheahan attended the Muttama Hall s355 Committee's Annual General Meeting.

Country Mayors Association
of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

AGM Minutes

General Meeting

FRIDAY, 5 November 2021 LGNSW Board Room, Level 8, 28 Margaret Street, Sydney

The meeting opened at 11.26 a.m.

1. **Attendance in Person**

Cr Jamie Chaffey, Gunnedah Shire Council
Cr Liz Campbell, Kempsey Shire Council
Parkes Shire Council, Cr Ken Keith, Mayor
Singleton Council, Cr Sue Moore, Mayor
Temora Shire Council, Cr Rick Firman, Mayor
Tenterfield Shire Council, Cr Peter Petty, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Uralla Shire Council, Ms Kate, Jessop, General Manager

Attendance via Teams

Armidale Regional Council, Mr James Roncon, General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Broken Hill City Council, Cr Darriea Turley, Mayor
Broken Hill City Council, Mr Jay Nankivell, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Carrathool Shire Council, Mr, Rick Warren General Manager
Cobar Shire Council, Cr Peter Abbott, Mayor
Cobar Shire Council, Mr Peter Vlatko, General Manager
Coolamon Shire Council, Cr John Seymour, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, General Manager
Cowra Shire Council, Cr Bill West, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor

Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager
Griffith City Council, Cr John Dal Broi, Mayor
Hay Shire Council, Cr Jenny Dwyer, Mayor
Hay Shire Council, Mr David Webb, General Manager
Kiama Municipal Council, Cr Mark Honey, Mayor
Lachlan Shire Council, Cr John Medcalf, Mayor
Lachlan Shire Council, Mr Greg Tory, General Manager
Leeton Shire Council, Cr Paul Maytom , Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Craig Butler, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Lockhart Shire Council, Cr Roger Schirmer, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Murrumbidgee Council, Cr Ruth McRae, Mayor
Narrandera Shire Council, Cr Neville Schenka, Mayor
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Council, Cr Kathy Sajowitz, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Parkes Shire Council, Mr Kent Boyd, General Manager
Port Stephens Council, Cr Ryan Palmer, Mayor
Shellharbour City Council, Cr Marianne Saliba, Mayor
Snowy Valleys Council, Cr James Hayes, Mayor
Snowy Valleys Council, Mr Matthew Hyde, General Manager
Wagga Wagga City Council, Cr Greg Conkey, Mayor
Warren Shire Council, Mr Gary Woodman, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Wentworth Shire Council, Cr Susan Nichols, Mayor
Wingecarribee Shire Council, Mr Viv May, Interim Administrator

APOLOGIES:

As submitted

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:
RESOLVED that the minutes of the Annual General Meeting held on 6 November 2020 be accepted as a true and accurate record (Temora Shire Council / Kempsey Shire Council).

3. Chairman's Report
RESOLVED that The Chairman's Report be received and noted (Parkes Shire Council / Tenterfield Shire Council

4. SECRETARIES REPORT – FINANCIAL REPORT
RESOLVED That the financial reports for the 2020/21 year as tabled be accepted (Singleton Council / Kempsey Shire Council)

5. Appointment of Returning Officer

RESOLVED that the appoint be adjourned to the March 2022 meeting (Tenterfield Shire Council / Singleton Council

6. Election of Office Bearers
RESOLVED that the election of office bearers be adjourned to the March 2022 meeting (Tenterfield Shire Council / Temora Shire Council)

7. Setting of Annual Membership Fees
RESOLVED that the fees for the 2022 calendar year remain at $750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% $562.50 (Temora Shire Council) / Singleton Council)

8. Appointment of Secretariat
RESOLVED that Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Kempsey Shire Council) / Singleton Council)

9. Setting of Meeting Dates for 2022
RESOLVED That the meeting dates for 2022 be 11March, 27 May, 5 August, and 4 November (Temora Shire Council / Tenterfield Shire Council)

10. Adjournment of Annual General Meeting
RESOLVED That the Annual General Meeting be adjourned to the March 2022 meeting for the appointment of the Returning Officer and the election of Office Bearers for the 2022 year (Gunnedah Shire Council / Singleton Council)

There being no further business the meeting closed at 11.35am.

Cr Ken Keith OAM
Chairman Country Mayor's Association of NSW

Country Mayors Association
of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 5 NOVEMBER 2021, LGNSW BOARD ROOM, LEVEL 8, 28 MARGARET STREET, SYDNEY

The meeting opened at 8.30 a.m.

1. ATTENDANCE IN PERSON

Cr Jamie Chaffey, Gunnedah Shire Council
Cr Liz Campbell, Kempsey Shire Council
Parkes Shire Council, Cr Ken Keith, Mayor
Singleton Council, Cr Sue Moore, Mayor
Temora Shire Council, Cr Rick Firman, Mayor
Tenterfield Shire Council, Cr Peter Petty, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Uralla Shire Council, Ms Kate, Jessop, General M

Attendance via Teams

Armidale Regional Council, Mr James Roncon, General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bland Shire Council, Mr Ray Smith, General Manager
Broken Hill City Council, Cr Darriea Turley, Mayor
Broken Hill City Council, Mr Jay Nankivell, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Carrathool Shire Council, Mr, Rick Warren General Manager
Cobar Shire Council, Cr Peter Abbott, Mayor
Cobar Shire Council, Mr Peter Vlatko, General Manager
Coolamon Shire Council, Cr John Seymour, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, General Manager
Cowra Shire Council, Cr Bill West, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager

Goulburn Mulwaree Council, Cr Bob Kirk, Mayor
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager
Griffith City Council, Cr John Dal Broi, Mayor
Hay Shire Council, Cr Jenny Dwyer, Mayor
Hay Shire Council, Mr David Webb, General Manager
Kiama Municipal Council, Cr Mark Honey, Mayor
Lachlan Shire Council, Cr John Medcalf, Mayor
Lachlan Shire Council, Mr Greg Tory, General Manager
Leeton Shire Council, Cr Paul Maytom , Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Craig Butler, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Lockhart Shire Council, Cr Roger Schirmer, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Murrumbidgee Council, Cr Ruth McRae, Mayor
Narrandera Shire Council, Cr Neville Schenka, Mayor
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Council, Cr Kathy Sajowitz, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Parkes Shire Council, Mr Kent Boyd, General Manager
Port Stephens Council, Cr Ryan Palmer, Mayor
Shellharbour City Council, Cr Marianne Saliba, Mayor
Shoalhaven City Council, Cr Amanda Findley, Mayor
Snowy Valleys Council, Cr James Hayes, Mayor
Snowy Valleys Council, Mr Matthew Hyde, General Manager
Wagga Wagga City Council, Cr Greg Conkey, Mayor
Warren Shire Council, Mr Gary Woodman, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Wentworth Shire Council, Cr Susan Nichols, Mayor
Wingecarribee Shire Council, Mr Viv May, Interim Administrator
LGNSW, Cr Linda Scott, President
LGNSW, Mr Scott Phillips, CEO

APOLOGIES:

As submitted

SPECIAL GUESTS:
Mr Grant Barnes, Chief Regulatory Officer, Natural Resources Access Regulator, Department of Planning, Industry and Environment
Mr Joseph Rahme, Senior Manager, Stakeholder Engagement, NSW Telco Authority

2. **Cr Linda Scott, President, LGNSW Update**
   Cr Scott provided a report on opportunities where they might exist including Advocacy Wins, Advocacy Updates, Opportunities for Collaboration and Upcoming Events

3. **Adoption of Minutes of Previous Meeting:**

RESOLVED that the minutes of the General Meeting held on 28 May 2021 be accepted as a true and accurate record (Tenterfield Shire Council / Gunnedah Shire Council).

4. **Membership**
RESOLVED that Cobar Shire Council, Walgett Shire Council, Weddin Shire Council and Wingecarribee Shire Council be admitted as members of the Association (Tenterfield Shire Council / Goulburn Mulwaree Council)

5. **Mr Grant Barnes, Chief Regulatory Officer, Natural Resources Access Regulator, Department of Planning, Industry and Environment**
The Natural Resources Access Regulator has been operating for three and half years and has the role of review of the conduct and enforcement of water in NSW. The regulator ensures that licensees are aware of the conditions of the license. Past enquiries have shown that compliance has been ineffective and under resourced. There is a statutory mandate to be an efficient regulator of water and to establish public confidence, to be outcomes focused and accountable with ensured independence. They are a statutory body subject to oversite by the Ombudsman. They have undertaken 4,500 investigations with 1,300 enforcement actions resulting in 32 prosecutions with 14 convictions. Most operators are fair and compliant operators. Noncompliance is generally not keeping records in log books or works and meters with old or broken seals. There are however willful and reckless contraventions of the Water Management Act. Noncompliance is not based on location or type of water usage but unawareness of compliance conditions. Councils are large holders of licenses and need to ensure that the approvals and license conditions that are set are appropriate. It is hoped that councils will work with NRAR with the role out of the nonurban metering framework. Some of the conflict with NRAR in approving or not approving licenses is due to restrictions imposed under the Act.

6. **Mr Joseph Rahme, Senior Manager, Stakeholder Engagement, NSW Telco Authority**
NSW Telco Authority operates and manages the Public Safety Network to deliver radio communications for frontline responders. They coordinate and align whole - of-government connectivity programs and priorities to deliver improved connectivity across the State. The NSW Government is investing $1.4billion to expand and enhance the PSN through the Critical Communications Enhancement Program. The program will increase the networks coverage to reach 85% of the states landmass and 99.7% of the population. Key programs are Public Safety Mobile Broadband, Mobile Black Spot Program and Connecting Country Communities. The objective is to get the five emergency service providers on to the one network by December 2024.

7. **Correspondence**
Outward
   (a) The Hon Brad Hazzard MP, Minister for Health and Medical Research, calling on the State Government to continue its commitment to Tele-Health in Rural and Remote Communities
   (b) The Hon Shelley Hancock MP, Minister for Local Government, regarding compliance with Emergency Services legislation
   (c) Cr Linda Scott, President, LGNSW, regarding signing of a Memorandum of Understanding in conjunction with the 2021 LGNSW Conference

(d) The Hon Michael Sukkar MP, Assistant Treasurer, Minister for Housing, Minister for Homelessness, Social and Community Housing, calling on the Federal Government to create a National Housing Plan that can support the work of local councils
(e) The Hon Mark Speakman MP, Attorney General and Minister for the Prevention of Domestic Violence, asking for a reduction in daylight saving hours
(f) The Hon Shelley Hancock MP, Minister for Local Government, seeking assistance to changes to the Prevention of Cruelty to Animals Act 1979, and the Prevention of Cruelty to Animals Regulation 2012
(g) The Hon Rob Stokes MP, Minister for Planning and Public Places, seeking assistance to changes to the Prevention of Cruelty to Animals Act 1979, and the Prevention of Cruelty to Animals Regulation 2012
(h) The Hon Adam Marshall MP, Minister for Agriculture and Western NSW, seeking assistance to changes to the Prevention of Cruelty to Animals Act 1979, and the Prevention of Cruelty to Animals Regulation 2012
(i) Mr Shane Fitzsimmons, Commissioner Resilience NSW, thanking him for his presentation to the 28 May meeting
(j) The Hon Melinda Pavey MP, Minister for Water, Property and Housing, thanking her for her presentation to the 28 May meeting
(k) The Hon Melinda Pavey MP, Minister for Water, Property and Housing, requesting an independent authority prepare a report on river monitoring in the Murray-Darling Basin
(l) The Hon Melinda Pavey MP, Minister for Water, Property and Housing, requesting the engagement with Joint Organisations to address water security and investment in infrastructure
(m) The Hon Mark Coulton MP, Minister for Regional Health, Regional Communications and Local Government, requesting increased funding to regional and remote communities for provision of detoxification and rehabilitation facilities
(n) Hon Keith Pitt MP, Minister for Resources, Water and Northern Australia, asking for support in having National Water Quality Management Strategy adopted by all governments
(o) The Hon Keith Pitt MP, Minister for Resources, Water and Northern Australia, seeking support for whole of government additional funding for bulk water supply projects
(p) The Hon Greg Hunt MP, Minister for Health and Aged Care, seeking consideration to changing the distribution of Medicare payments to General Practitioners
(q) The Hon Greg Hunt MP, requesting the reversal of the decision to deduce the Skilled Migration Program
(r) The Hon Gladys Berejiklian MP, calling on the government to act as a matter of urgency to update regulations in relation to the NSW Animal Welfare Code
(s) The Hon Gladys Berejiklian MP, Premier, requesting support for the creation of a new Ministry of Regional Health
(t) The Hon Brad Hazzard MP, Minister for Health and Medical Research, calling on him to support improved patient transport options in rural and remote NSW
(u) The Hon Gladys Berejiklian MP, Premier, follow up letter regarding the establishment of new Ministry of Rural Health
(v) The Hon Dr David Gillespie MP, Minister for Regional Health, Minister Assisting the Minister for Trade and Development, introducing CMA and our advocacy efforts

(w) Press Release on Regional and Rural Health Minister sent to members for distribution
(x) Press Release on ESL sent to members for distribution
(y) Press Release on COVID to local media and Commonwealth and State members
(z) Letter to non member councils inviting them to attend November meeting and to join the Association
(aa) Letter to Councils that have not been able to attend recently outlining recent lobbying efforts
(bb) Letter to Councils that have not been able to attend recently outlining recent lobbying efforts
(cc) Hon Dominic Perrottet MP, Premier, introducing Country Mayors Association
(dd) Hon Paul Toole MP, Deputy Premier, reacquainting him with Country Mayors
(ee) Hon Dominic Perrottet MP, Premier, requesting support for the creation of a new Ministry of Regional Health and outlining the problems affecting mayoral elections
(ff) Hon Paul Toole MP, Deputy Premier, requesting support for the creation of a new Ministry of Regional Health and outlining the problems affecting mayoral elections

Inward

(a) The Hon Mark Coulton MP, Minister for Regional Health, Regional Communications and Local Government, regarding Financial Assistance Grants
(b) The Hon Scott Farlow MLC, Parliamentary Secretary to the Treasurer and for COVID Recovery regarding Environmental Services Levy
(c) The Hon Shelley Hancock MP, Minister for Local Government regarding Emergency Service Levy contributions
(d) (The Hon Michael Sukkar MP, Assistant Treasurer, Minister for Housing, Minister for Homelessness, social and Community Housing regarding affordable housing
(e) The Hon David Coleman MP, Assistant Minister to the Prime Minister for Mental Health and Suicide Prevention, regarding mental health facilities
(f) The Hon Gladys Bereijiklian MP, Premier, regarding Minister Regional Health
(g) The Hon Dr David Gillespie MP, Minister for Regional Health, Minister Assisting the Minister for Trade and Development, regarding Access to Health Services
(h) The Hon Mark Speakman MP, Attorney General, Minister for Prevention of Domestic and sexual Violence, regarding Daylight Saving
(i) The Hon Michael McCormack MP, regarding Local Government Assistance Act
(j) The Hon Michael McCormack MP, regarding Regional Recovery Partnership
(k) The Hon Michael McCormack MP, regarding Local Government Assistant Act

NOTED

8. Financial Report

RESOLVED That the financial reports for the period to 30 September 2021 were tabled and accepted (Tenterfield Shire Council / Shellharbour City Council)

9. Constitution

RESOLVED that the amended Constitution as distributed to members on the 2 June 2021 in accordance with Clause 33 of the Constitution together with the following amendments be adopted

(a) That Clause (2) read "To further the interests of rural and regional Councils by advocating and lobbying on relevant State & National issues, by working with State & Federal Governments and other appropriate organisations to further the interests of our members and to act as an information sharing forum".
(b) That clause 11 read "The Association shall have an Executive Committee"
(c) That clause 12 read "Membership of the committee shall consist of the Chairman and Vice Chairman and the Secretary and up to a maximum of eight ordinary members"
(d) That clause 12 (b) read "The Executive Committee may convene a meeting through video streaming or phone/tele conference as determined by the Chairman"
(e) that clause 17 read "The rules governing the conduct of council meetings as contained in the Local Government Act 1993 and regulations, the Code of Meeting Practice and the Model Code of Conduct for local councils in NSW shall apply to meetings of the Association (Temora Shire Council / Gunnedah Shire Council)

10. Proposed Employment Zones Framework

RESOLVED That the NSW Government's proposed employment zones framework not apply to regional areas because:

(a) It will redirect limited Council resources away from priority tasks to undertake a large body of work for which there is no identified need or benefit;
(b) It does not consider potential negative impacts on regional economies whose competitive advantage is reliant on natural assets and overall lifestyle appeal;
(c) It does not support the hierarchy of centres and will undermine the orderly economic development of regional areas;
(d) It has a narrow metropolitan focus which fails to consider the economic opportunities of rural and regional specialisations including agriculture, tourism, aquaculture, health care and social assistance, forestry and food manufacturing. (Bega Valley Council / Goulburn Mulwaree Council)

11. Waste Management Facilities

RESOLVED That the Country Mayors Association oppose the Energy from Waste (EfW) infrastructure in its current form and request that it not be advanced until

(a) It is amended at least, to include metropolitan locations for (EfW) facilities
(b) It is extensively exhibited for public and Councils' feedback before any decision is made to advance a regulation or other provisions to bring it into effect (Goulburn Mulwaree Council / Lithgow City Council)

12. Financial Assistance Grants Fairer Criteria and Distribution

MOTION WITHDRAWN

13. Reintroduction of Rural Council Model

RESOLVED That LGNSW calls upon the State Government to introduce a model for rural councils to impose commensurate governance and oversight by the State Government (Hay Shire Council) / Forbes Shire Council)

14. **Cost Shifting**
    RESOLVED That the NSW Country Mayors Association calls upon the State Government to undertake an urgent review into the cost shifting from the State to Local Government, particularly in the areas of emergency services, external audit, crown land management, planning, companion animals, underground petroleum storage systems and now COVID 19 Health Order Compliance (Hay Shire Council / Forbes shire Council)

15. **Inability of Small Councils to make Co-Contributions for Project and Grant Applications**
    RESOLVED That the NSW Country Mayors Association advocates to the Australian and State Governments on a fairer grant system for small and rural councils, to ensure they are not disadvantaged compared to better resourced councils in terms of ability to provide co-contributions to either comply with the grant conditions or to be competitive against other submissions (Hay Shire Council / Tenterfield Shire Council)

16. **Need for more appropriate Application of Speed Zones and Better Considered Consultation with Local Councils**
    RESOLVED (a) That a review of how the speed zoning guidelines are applied, most especially in regards to 50km/hr limits outside built up areas and
    (b)greater regard for local council knowledge, including improved engagement, when identifying safety risk and safety investment priorities and when introducing new speed limits (Leeton Shire Council / Singleton Council)

17. **Mayoral and Councillor Allowances**
    Mr Viv May Interim Administrator Wingecarriibee Shire Council declared a pecuniary interest as he is a member of the Local Government remuneration Tribunal
    RESOLVED That CMA approaches all political parties to seek a bi partisan approach to bringing mayoral and Councillor allowances in rural NSW to reflect a midpoint between Qld and Vic (Narromine Shire Council / Gunnedah Shire Council)

18. **Project Funding**
    RESOLVED That this matter be deferred to the March Meeting (Temora Shire Council / Tenterfield Shire Council)

19. **MOU Between Country Mayors and LGNSW**
    RESOLVED That the MOU as distributed to members be adopted with the addition that clause 2.3 be amended to exclude “and ends four years from the commencement date” (Gunnedah Shire Council / Tenterfield Shire Council)

There being no further business the meeting closed at 11.26am
Cr Ken Keith OAM
Chairman Country Mayors Association of NSW

6.2 MAYORAL MINUTE - FAREWELL TO CR DENNIS PALMER - DEPUTY MAYOR

DOCUMENT NUMBER	361715
AUTHORISING OFFICER	Phillip McMurray, General Manager
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
ATTACHMENTS	Nil

RECOMMENDATION

Council congratulate and thank Cr Dennis Palmer, Deputy Mayor, for his lengthy service and contribution as councillor to the former Cootamundra Shire Council and deputy mayor of the Cootamundra-Gundagai Regional Council.

Dennis Palmer was elected as a Councillor to the former Cootamundra Shire Council in 1999. He has continued to serve as a councillor until September, 2013 when he was elected as Deputy Mayor.

Cr Palmer has continued to serve the Cootamundra communities as Deputy Mayor up to 12th May, 2016 when the New South Wales (NSW) Government merged the former Cootamundra and Gundagai Shire Councils and formed the current Cootamundra-Gundagai Regional Council.

In September, 2017 Cr Palmer was elected to the inaugural Council of Cootamundra-Gundagai Regional Council. At its first meeting to swear in the newly elected council, Cr Palmer was elected as deputy mayor and has remained as the deputy mayor.

Cr Palmer was appointed to the Board of Goldenfields Water County in 2004 as delegate for the former Cootamundra Shire Council and this continued with Cootamundra-Gundagai Regional Council to date. He has served as Deputy Chair and as its Chair for two, two year terms. Also retiring from the position on the Board after 17 years Cr Palmer see out his term on the Board as its Chairperson.

Cr Palmer was on the Engineering Committee of the former Cootamundra Shire Council and participated in the effluent reuse development and had the foresight to ensure land was retained for its future expansion. In 2015 he raised the issue regarding the difficulty of access to the Cootamundra cemetery with no pedestrian access available.

Cr Palmer is a member of the Strategic Planning for Residential and Industrial land development and, or acquisition in Cootamundra and Gundagai Working Party.

Cr Palmer has always availed himself to community members of the local government area to discuss local issues and concerns. He has represented his community at many levels by attending the annual NSW Local Government Conference, meeting with local state and federal members of parliament to discuss local issues and community concerns.

In addition to being a councillor, Cr Palmer has served his community as a businessman with his wife, Frances, servicing cars for around 40 years, and selling cars through the Palmer Ford dealership since 2006. And was involved in the Cootamundra Lion's Club for many years.

Having served his community in excess of 20 years Cr Palmer decided not to nominate to stand at the local government election being held on 4th December, 2021 for another term. It has been an honour to work with Cr Palmer on the Cootamundra-Gundagai Regional Council. There have been many achievements made by current Council and it has been an honour to work along side Cr Palmer during this term of office and work together in the very challenging environment of a newly merged Council. And many challenges there have been.

On behalf of Council, the General Manager, Council staff and the Cootamundra-Gundagai communities I want to thank and congratulate Cr Palmer for the dedication and hard work he committed to serving the former Cootamundra Shire Council and the Cootamundra-Gundagai Regional Council. Furthermore, I wish Cr Palmer and his family all every success for all future endeavours they undertake together, whatever they may be.

6.3 MAYORAL MINUTE - FAREWELL AND THANK YOU TO CR DOUG PHILLIPS.

DOCUMENT NUMBER	361716
AUTHORISING OFFICER	Phillip McMurray, General Manager
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
ATTACHMENTS	Nil

RECOMMENDATION

Council congratulate and thank Cr Doug Phillips for his lengthy service and contribution as councillor and mayor of the former Cootamundra Shire Council and as councillor in the inaugural term of office on Cootamundra-Gundagai Regional Council.

Cr Phillips and his wife Julie-Anne grew up in Cootamundra and after spending some time living away, moved back to Cootamundra in 1994 with their 3 children. He his wife are both partners with members of their family in a local joinery operating for almost twenty years and a local boutique hotel for the past 7 or so years. Along with other commitments Cr Phillips has been teaching full time at the local high school in Cootamundra.

Cr Phillips held the position of councillor with the former Cootamundra Shire Council since 2004. During that time Cr Phillips held the position of Mayor for the 2011 to 2013 term and Deputy Mayor in 2010.

Cr Phillips has served on various Council committees including the Finance Committee and the Audit Risk and Improvement Committee and was appointed as Council's representative to the Cootamundra Nursing Home board.

Cr Phillips has dedicated himself to community groups being a valued member of Cootamundra Apex for many years, involved in both the Cootamundra Strikers Soccer Club and Cootamundra Junior Soccer Club for many years and also served on the Coota Beach Volley Ball Committee.

After being a representative of Council for 17 years, the Cootamundra community for over 17 years and the Cootamundra-Gundagai communities for the last 4 years Cr Phillips declared that he would not be standing to represent Council again. No doubt his investment and involvement in the Cootamundra community will continue for some time to come.

On behalf of Council, the General Manager, Council staff and Cootamundra-Gundagai local government area I thank Cr Phillips for his longstanding contribution and wish him, and his family, all the best for future endeavours.

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD ON THURSDAY 4 NOVEMBER 2021

REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Internal Audit Committee Meeting held on Thursday 4 November 2021

RECOMMENDATION

1. **The Minutes of the Internal Audit Committee Meeting held on Thursday 4 November 2021 (attached) be adoped.**
2. **The name of the Internal Audit Committee be amended to the Audit, Risk and Improvement Committee (ARIC), for the reasons detailed in the report.**

Introduction

The new provisions of the Local Government Act have now commenced. Under section 428A of the Local Government Act, 1993 (the Act), all councils are required to have an audit risk and improvement committee (ARIC). Councils are permitted under section 428B to enter into arrangements with other councils or to share ARICs. All councils must have either appointed an ARIC or entered into an arrangement with another council to share an ARIC before 4th June, 2022.

Discussion

Cootamundra-Gundagai Regional Council is currently a member of the Internal Audit Alliance which shares resources to facilitate an Internal Audit function for member councils. The alliance members include Coolamon, Junee, Lockhart, Temora and Cootamundra-Gundagai Regional Councils.

Cootamundra-Gundagai Regional Councils Internal Audit committee is currently named the Internal Audit Committee. As well as an internal audit function, the committee has been dealing with, and noting, issues relating to external audits, governance and risk management.

At its meeting held on the 4th November, 2021 the Internal Audit Committee recommended that the Internal Audit Committee change its name to properly reflect the expanded functions it is performing. The committee requests that the name be formally changed to the Audit, Risk and Improvement Committee (ARIC), for the above-mentioned reasons and to comply with the new provisions of the Act.
The objective of the Audit, Risk and Improvement Committee is to provide independent assurance and assistance to the Cootamundra-Gundagai Regional Council on corporate risk management, control, governance and external accountability responsibilities.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

Minutes

INTERNAL AUDIT COMMITTEE MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

2:00PM, THURSDAY 4th November, 2021

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
INTERNAL AUDIT COMMITTEE MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON THURSDAY, 4 NOVEMBER 2021 AT 2:00PM

PRESENT: Tony Donoghue (Chairperson), Courtney Armstrong and Cr David Graham

IN ATTENDANCE: Phil McMurray (General Manager), Linda Wiles (Coordinator Business), Teresa Breslin (Governance Officer), and Glen McAtear (Manager Regulatory Services) to give verbal update only.

1 APOLOGIES

Cr Doug Phillips

2 CONFIRMATION OF MINUTES

2.1 MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD ON TUESDAY 6 JULY 2021

COMMITTEE RESOLUTION

Moved: Cr David Graham
Seconded: Courtney Armstrong

The Minutes of the Internal Audit Committee Meeting held on Tuesday 6 July 2021 were confirmed as a true and correct record of the meeting.

CARRIED

Manager Regulatory Services, Glen McAtear, gave a verbal update on the processes taken to action the recommendations of the Depot Inventory Management audit. Specifically in relation to the Chemical purchasing, and distribution to relevant staff. The update provided has been reflected on the Internal Audit Recommendations Register.

3 REPORTS

3.1 I.T AUDIT

COMMITTEE RESOLUTION

Moved: Courtney Armstrong
Seconded: Cr David Graham

The information provided in the I.T Audit Report was noted.

CARRIED

3.2 FINANCIAL STATEMENTS

COMMITTEE RESOLUTION

Moved: Cr David Graham

Seconded: Courtney Armstrong

The information provided in the Financial Statements report was noted.

CARRIED

3.3 INTERNAL AUDIT RECOMMENDATIONS REGISTER

COMMITTEE RESOLUTION

Moved: Courtney Armstrong
Seconded: Cr David Graham

The updated Internal Audit Recommendations Register, attached to this report, was received and noted.

CARRIED

3.4 EXTERNAL AUDIT RECOMMENDATIONS REGISTER (AUDIT OFFICE)

COMMITTEE RESOLUTION

Moved: Cr David Graham
Seconded: Courtney Armstrong

The updated External Audit Recommendations Register, attached to the report, was received and noted.

CARRIED

3.5 NOTIFICATION OF INCIDENTS (ICAC, OMBUDSMAN, CODE OF CONDUCT)

A verbal report was given about the acceptance of leachate at the Cootamundra Sewerage Treatment Plant.

COMMITTEE RESOLUTION

Moved: Courtney Armstrong
Seconded: Cr David Graham

The report on notification of incidents, was received and noted.

CARRIED

3.6 OTHER BUSINESS

It was noted that the Internal Audit Committee was dealing with, and noting, issues relating to external audits and risk management. For this reason it was recommended that the internal audit committee change its name to more properly reflect the expanded functions it was carrying out.

Further it was also noted in the minutes above that several matters would need to be referred to the next committee meeting. These matters are detailed and reflected in the resolution below.

COMMITTEE RESOLUTION

Moved: Cr David Graham
Seconded: Courtney Armstrong

1. **The Internal Audit Committee be renamed to Audit Risk and Improvement Committee (ARIC), via a resolution of council.**
2. **The I.T Audit report, and the Financial Statements be provided to the next ARIC meeting.**
3. **Council to provide the ARIC committee with a copy of the following:**
   - **Local Roads Community Infrastructure Program**
   - **Roads to Recovery Audit**

CARRIED

The Meeting closed at 2:54pm.

The minutes of this meeting were confirmed at the Audit Risk and Improvement Committee Meeting held on 3 March 2022.

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

CHAIRPERSON **GENERAL MANAGER**

7.2 MINUTES OF THE COOTAMUNDRA AERODROME USERS ADVISORY GROUP MEETING HELD ON WEDNESDAY 10 NOVEMBER 2021

REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Cootamundra Aerodrome Users Advisory Group Meeting held on Wednesday 10 November 2021

RECOMMENDATION

1. **The Minutes of the Cootamundra Aerodrome Users Advisory Group Meeting held on Wednesday 10 November 2021, attached to the report, be received and noted.**
2. **Recommendations in the Minutes, as detailed in the report be considered by Council.**

The Minutes of the Cootamundra Aerodrome Users Advisory Group Meeting held on 10th November, 2021 are submitted for the information of Council and the community.

The following recommendations are from the Minutes of the Cootamundra Aerodrome Users Advisory Group Meeting held 10th November, 2021.

2.1 Cootamundra Aerodrome Development

1. **It be noted that a Consultant has been appointed to undertake the investigation into potential development at the Cootamundra Aerodrome.**
2. **Consideration to subdivide three possible blocks of land off the south western end of Quinlan Drive be undertaken as soon as possible and be presented to the next Aerodrome Users Advisory Group Meeting.**

2.3 Aerodrome Expenses

It be noted that as part of accounting practices and Local Government procedures that the expenses and income are reported in the correct manner.

2.4 Cootamundra Aerodrome Fees and Charges

That the Committee consider ongoing fees and charges options at the next Aerodrome Advisory Group Meeting.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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Minutes

AERODROME ADVISORY COMMITTEE MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

9:30AM, WEDNESDAY 10th November, 2021

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
AERODROME ADVISORY COMMITTEE MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON WEDNESDAY, 10 NOVEMBER 2021 AT 9:30AM

PRESENT: Cr Charlie Sheahan, Clinton McKenzie, John Fleming, Paul Roberts, Col Adams, Scott Adams, Mark Ellis, Madlin Snell and Darren Thompson

IN ATTENDANCE:

1 APOLOGIES

Andrew Brock

2 REPORTS

2.1 COOTAMUNDRA AERODROME DEVELOPMENT

RECOMMENDATION

That:

1. **It be noted that a Consultant has been appointed to undertake the investigation into potential development at the Cootamundra Aerodrome.**
2. **Consideration to subdivide three possible blocks of land off the south/western end of Quinlan Drive be undertaken as soon as possible and be presented to the next Aerodrome Users Advisory Group Meeting.**

2.2 COOTAMUNDRA AERODROME LAND ZONING

RECOMMENDATION

That the report be noted.

Discussion:

The Committee members asked questions about the original handing over of the Aerodrome to Council and any financial assistance given. Also, the current land zoning and was that as per the original handover.

In reply to this, it was advised that the Aerodrome is zoned according to past Cootamundra zoning decisions which best serve the land purpose.

No information could be provided into financial assistance but it is assumed this would have been taken up at the time and used accordingly.

2.3 AERODROME EXPENSES

RECOMMENDATION

That it be noted that as part of accounting practices and Local Government procedures that the expenses and income are reported in the correct manner.

Discussion:

Council has to charge rates for all properties and that income goes into Council's general fund.

2.4 COOTAMUNDRA AERODROME FEES AND CHARGES

RECOMMENDATION

That the Committee consider ongoing fees and charges options at the next Aerodrome Advisory Group Meeting.

Discussion:

Why are we charging the Gliding Club a new fee, this is not promoting the township and discourages people from flying in.

Other potential income could be from taking back the leased agricultural and Council 'share farming' it for an annual return.

Can the lease payments be included as Aerodrome income – No.

The Aerodrome is for that purpose and not a 'drag strip'. This is detrimental to the strip.

2.5 DATES FOR FUTURE AERODROME USERS ADVISORY GROUP MEETINGS

RECOMMENDATION

That the dates for the 2022 Cootamundra Aerodrome Users Advisory Committee Meetings be scheduled as below:

9 March 2022
8 June 2022
14 September 2022
7 December 2022

2.6 GENERAL BUSINESS

RECOMMENDATION

For the Committee's information.

Drainage issues around hangar and aprons – the current Survey will identify issues and allow solutions to be determined.

Seal lifting and potential damage to propellors – suggested concrete apron in front of hangar.

Large pothole in front of Bowser – pothole has now been filled and repaired.

Contact between planes and maintenance – seems to be a lack of communication.
This matter will be taken on board and discussed with Council staff.

The Meeting closed at 10:50am.

The minutes of this meeting were confirmed at the Cootamundra-Gundagai Regional Council Meeting held on 30 November 2021.

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

CHAIRPERSON **GENERAL MANAGER**

7.3 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 11 NOVEMBER 2021

REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 11 November 2021

RECOMMENDATION

1. **The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 11 November 2021, attached to the report be received and noted.**
2. **Council consider the recommendations contained in the Minutes as detailed in the report.**

The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on 11 November, 2021 are submitted for the information of Council and the community.

Recommendations for consideration within the Minutes:

2.3 Toy Run

1. **The Cootamundra Antique Car Club Toy Run Event in Cootamundra on Saturday the 11th December, 2021 be approved.**
2. **An updated Certificate of Currency be supplied for the Cootamundra Antique Car Club, with Cootamundra-Gundagai Regional Council, NSW Police and Transport for NSW being noted as interested parties.**

2.4 Snowy Valleys Cycle Challenge

Approval be given for the Tumut Rotary Club to hold the Snowys Cycle Challenge on Sunday, 6 March 2022, subject to the following conditions:

- **(a) The event organiser complies with any conditions set by Council and the NSW Police.**
- **(b) All Traffic Control Plans for the Snowys Cycle Challenge are applied in accordance with the 'Traffic Control at Worksites Manual'.**
- **(c) All traffic controllers must have appropriate traffic control tickets.**
- **(d) All riders must comply with the Road Licence requirements.**
- **(e) All riders be in single file and adhere to the road rules.**
- **(f) Consent be received from Snowy Valley Council for the event to be held in their area.**

(g) An updated Certificate of Currency be supplied for the Tumut Rotary Club, with Cootamundra-Gundagai Regional Council, NSW Police and Transport for NSW being noted as interested parties.

(h) The event organiser has a COVID Safe Plan prepared for the event.

(i) Cootamundra-Gundagai Regional Council issue a Road Occupancy Licence.

2.5 Update to '99 Not Out' Event

That the information be noted and an updated Certificate of Currency be supplied for the Cootamundra Antique Motor Club, with Cootamundra-Gundagai Regional Council, NSW Police and Transport for NSW being noted as interested parties.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
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Minutes

COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING

COOTAMUNDRA ADMINISTRATION CENTRE

10AM, THURSDAY 11th November, 2021

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING
HELD AT THE COOTAMUNDRA ADMINISTRATION CENTRE
ON THURSDAY, 11 NOVEMBER 2021 AT 10AM

PRESENT: Cr Charlie Sheahan, NSW Police Leading Senior Constable – Paul Kemp, Local Electorate Representative - Gwen Norman, General Manager Phillip McMurray and Greg Minehan (Manager Network & Safety Services Transport for NSW)

IN ATTENDANCE: Mark Ellis (Manager Civil Works) and Matt Stubbs (Manager Technical Services)

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES

Nil

3 DISCLOSURES OF INTEREST

Nil

4 REPORTS

2.1 REVIEW OF SPEED LIMITS

RECOMMENDATION

For the Committee's information.

Discussion:

The review of the speed limits along Boundary Road and Temora Street, Cootamundra have now been completed.

The outcome of the review will see the Temora Street 50kph moved approximately 250metres west towards Muttama Creek. From there out to Boundary Road it will be 80kph.

Along Boundary Road, the 50kph sign will move to the north of the new subdivision and then a 80kph zone will apply to Temora Road.

The Parker Street Cootamundra CBD 40kph speed review is on hold pending new speed zone directions to be advised in 2022.

The review of the Tumblong Tavern area recommends no changes.

Wallendbeen area - preliminary assessment is that 50kph can be considered for the Olympic Highway and Burley Griffin Way through Wallendbeen. This would however mean the extension of the 50kph area would be to the top of the hill on the Harden side. At the moment the

Wallendbeen area will be monitored before any final decision is made. This will potentially take into account the new Service Centre proposed for Wallendbeen.

2.2 PEDESTRIAN CROSSING WARRANTS

RECOMMENDATION

For the Committee's information.

Discussion:

The Committee considered the advice from The Hon Paul Toole MP, Minister For Regional Transport regarding warrants for pedestrian crossings.

For Local road and streets, a suitable crossing can be designed subject to current standards. This would have to be approved by the Local Area Traffic Committee before implementation. Any such crossing would need to be at Council's cost.

For State Highways, all crossings have to be subject to the appropriate design standards and warrants. These maybe considered for funding from Transport for NSW.

2.3 TOY RUN

RECOMMENDATION

That:

1. **The Cootamundra Antique Car Club Toy Run Event in Cootamundra on Saturday the 11th December, 2021 be approved.**
2. **An updated Certificate of Currency be supplied for the Cootamundra Antique Car Club, with Cootamundra-Gundagai Regional Council, NSW Police and Transport for NSW being noted as interested parties.**

2.4 SNOWY VALLEYS CYCLE CHALLENGE

RECOMMENDATION

That approval be given for the Tumut Rotary Club to hold the Snowys Cycle Challenge on Sunday, 6 March 2022, subject to the following conditions:

(a) The event organiser complies with any conditions set by Council and the NSW Police

(b) All Traffic Control Plans for the Snowys Cycle Challenge are applied in accordance with the 'Traffic Control at Worksites Manual'

(c) All traffic controllers must have appropriate traffic control tickets

(d) All riders must comply with the Road Licence requirements

(e) All riders be in single file and adhere to the road rules

(f) Consent be received from Snowy Valley Council for the event to be held in their area

(g) An updated Certificate of Currency be supplied for the Tumut Rotary Club, with Cootamundra-Gundagai Regional Council, NSW Police and Transport for NSW being noted as interested parties.

(h) The event organiser has a COVID Safe Plan prepared for the event.

(i) Cootamundra-Gundagai Regional Council issue a Road Occupancy Licence.

2.5 UPDATE TO '99 NOT OUT' EVENT

RECOMMENDATION

That the information be noted and an updated Certificate of Currency be supplied for the Cootamundra Antique Motor Club, with Cootamundra-Gundagai Regional Council, NSW Police and Transport for NSW being noted as interested parties.

2.6 GENERAL BUSINESS

RECOMMENDATION

New Guard Rail locations along State Roads
Greg Minehan from Transport for NSW advised that concerns that have been raised about the location of new guard rails along the State roads have been taken on board.

Cooper Street – Angle Parking
Cr Charlie Sheahan asked if the Local Area Traffic Committee could consider angle parking along the northern end of Cooper Street.

Review of Laneway – Vehicle/Pedestrian Safety
Gwen Norman asked about the vehicles coming in and out of the Laneway next to the Cootamundra Newsagency, with Cr Charlie Sheahan suggesting that road marking be undertaken as a short term solution at the Cooper Lane/Wallendoon Street, Cootamundra intersection whilst planning for safer and more efficient traffic movements are addressed in the Council's overall Laneway Plan.

2.7 2021 - 2022 UPCOMING EVENTS

RECOMMENDATION

For the Committee's information.

2.8 DATES FOR FUTURE LOCAL AREA TRAFFIC COMMITTEE MEETINGS

RECOMMENDATION

That the dates for the 2022 Local Area Traffic Committee Meetings be scheduled.

The Meeting closed at 11:25am.

The minutes of this meeting were confirmed at the Cootamundra-Gundagai Regional Council Meeting held on 30 November 2021.

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CHAIRPERSON **GENERAL MANAGER**

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 DELIVERY PROGRAM AND OPERATIONAL PLAN QUARTERLY PROGRESS REPORT

DOCUMENT NUMBER	351652
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** 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with section 406 of the Local Government Act, 1993 & Section 196A of the Local Government (General) Regulations 2021.
POLICY IMPLICATIONS	In accordance with the Office of Local Government Integrated Planning and Reporting Guidelines and Handbook.
ATTACHMENTS	1. Q1 21/22 Quarterly Progress Report ⇩

RECOMMENDATION

The Delivery Program incorporating the Operational Plan 2021/22, quarterly progress report, (Q1 1st July – 30th September, 2021) be received and noted.

Background

Section 196A of the Local Government (General) Regulations 2021 requires that: *"A council must comply with the integrated planning and reporting guidelines".*

The Integrated Planning and Reporting Guidelines require that "The general manager must ensure that progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months"

The purpose of the report is to enable councillors to understand how council is tracking in the context of the commitment it has made to the community through the Delivery Program. This is identified via reporting on the progress of implementing the actions outlined in the Operational Plan.

Accordingly, attached to this report is the Quarterly Progress Report. This report illustrates progress during the first quarter of the reporting year, that is between 1st July and 30th September, 2021.

The next progress report will be presented to Council at the February 2022 Council Meeting and will consist of status updates for actions within the 21/22 Operational Plan (Q2 reporting period October-December 2021).

Delivery Program / Operational Plan

Quarterly Progress Report

2021/2022 Q1

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

1.1: Our Community is inclusive and connected

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	1.1a (1)	Assist with the promotion of local events through the Council tourism and general social media channels	Manager Community and Culture	Ongoing	Not a lot of events held in the period with COVID, instead promoted local attractions and activities.
	1.1a (1)	Assist with the promotion of local events through the Council tourism and general social media channels	Coordinator Business	Ongoing	Local events are cross promoted across Councils communication platforms and FB page.
	1.1a (1)	Develop and consistently conduct a broad range of community surveys to gauge community interests and expectations in regard to council communications, community sentiment and council managed events	Coordinator Business	Ongoing	Community Strategic Plan review survey is being developed.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.1a (1)	Provide agreed in-kind support to major events such as the Beach Volleyball Carnival, Cootamundra and the Busking Festival, Gundagai	Manager Community and Culture	Ongoing	Busking Festival cancelled. Meetings and investigation underway on future of Beach Volleyball Carnival.
	1.1a (1)	Seek grants or support other group grant applications as they relate to Events	Manager Community and Culture	Ongoing	Support to Destination Riverina Murray application for a Regional Event Coordination support program.
Encourage the development of initiatives to welcome new residents and make them aware of the opportunities which exist in the local government area.	1.1a (3)	Develop and retain current centralised information on the LGA's attributes in the towns and villages including features, events and service, and promote and make available, livability information via council's website	Manager Community and Culture	Ongoing	The information is on Council's website and during August we also were heavily promoted by Country Change.
Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	1.1a (4)	Consider the needs of stakeholders in developing library collections and services in line with Covid-19 requirements	Manager Community and Culture	Ongoing	Local library collections were well utilised as shown in the RRL Annual report.
	1.1a (4)	Explore options to potentially participate in designated RRL workshop/s	Manager Community and Culture	Ongoing	Library already participate in everything offered by RRL.
	1.1a (4)	Implement program to encourage Library membership and increase overall membership numbers	Manager Community and Culture	Ongoing	Gundagai Library are running a competition to encourage new members while the main office is collocated in their space. School visits encourage sign ups. Seniors are encourage to sign up when accessing workshops.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Build and sustain partnerships with cultural and arts bodies, and the local arts community, to support	1.1b (1)	Collaborate with the Local Cultural Committee and regularly attend Committee meetings	Manager Community and Culture	Ongoing	Cross promoted Cootamundra Arts Centre events.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
activities and to secure funding for cultural and arts development in the local government area.	1.1b (1)	Continue partnership with Eastern Riverina Arts	Manager Community and Culture	Ongoing	Mural installed in Parker St with ERA funding.
	1.1b (1)	Pursue available grant opportunities	Manager Community and Culture	Ongoing	Grant opportunities identified, further planning required to be shovel ready.
Provide assistance to art and cultural bodies to promote and develop programs and facilities.	1.1b (2)	Provide support to the Cootamundra Arts Centre with funding applications	Manager Community and Culture	Ongoing	Facilities Manager providing support with relevant applications.
Undertake development of Cootamundra library outdoor area.	1.1b (3)	Complete refurbishment of Cootamundra Library	Manager Facilities	Ongoing	Additional funding has been received for a complete re-development of the Cootamundra Library. Works due to start in new year in consultation with staff.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure the best interests of local volunteer and community organisations are promoted where ever possible.	1.1c (1)	Council to provide space and support for social groups at the Gundagai Library	Manager Community and Culture	Ongoing	Social groups have continued to operate in the main library space as craft room not complete.
	1.1c (1)	Provide support to volunteer organisations with funding applications	Manager Community and Culture	Ongoing	Gundagai District Cricket application assistance provided, various other groups were sent targeted funding program information.
Encourage volunteerism across the local government area.	1.1c (2)	Assist with promotion of volunteer employment opportunities	Manager Community and Culture	Ongoing	No requests this quarter with COVID closing many facilities.
Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	1.1c (3)	Develop and implement an Annual Volunteer Grants Program	Manager Community and Culture	Ongoing	Currently being managed by EA to GM.
	1.1c (3)	Investigate funding opportunities to assist with community group promotion	Manager Community and Culture	Ongoing	Youth and Inclusion officer included a community directory in funding application (youth focused).

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	1.1d (1)	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	Attended Cootamundra Heritage Centre meetings, supported volunteers with reopening. Instated Gundagai Museum representative on Gundagai Tourism Action Committee.
	1.1d (1)	Investigate a collection exchange or travelling/temporary exhibition options to enhance the attraction of the museums	Manager Community and Culture	Ongoing	Not actioned this quarter with museums closed.
	1.1d (1)	Investigate new experiences such as virtual technology, visual media etc to enhance the experience of museum visitors	Manager Community and Culture	Ongoing	No action this quarter.
	1.1d (1)	Seek grants to enhance the museum collections	Manager Community and Culture	Ongoing	Gundagai Museum Inc. have applied for funding and have been successful in one (cataloging collection) and have two pending.
Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	1.1d (2)	Develop masterplans for the management of Council owned/managed heritage buildings and structures	Manager Community and Culture	Ongoing	Meetings to commence consultation for masterplanning at Bradman's Birthplace.
	1.1d (2)	Investigate funding opportunities to implement masterplan activities	Manager Community and Culture	Ongoing	Several funding applications submitted in period.
Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	1.1d (3)	Explore options to potentially provide 'promotional space' at the Gundagai Library for the Gundagai Museum	Manager Community and Culture	Ongoing	Local historical interest items are displayed at library. Promotional space is already offered at Gundagai Visitor Centre which is more frequented by tourists.
	1.1d (3)	Provide promotion of Historical Groups in LGA via newsletters and social media	Manager Community and Culture	Ongoing	Both our libraries and tourism teams connect people with the historical groups as requested. Any events or activities are promoted when asked.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	1.1e (1)	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	Ongoing	No action this quarter.
	1.1e (1)	Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	Ongoing	No specific activity this quarter.
	1.1e (1)	Ensure information concerning accessible public transport including Community Transport is readily available	Manager Community and Culture	Ongoing	Online public toilet map includes this information.
	1.1e (1)	Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Ongoing	Facilities Manager will update as buildings/signs are upgraded.
	1.1e (1)	Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	Ongoing	Coordinator Business manage committees, S355 manual to be reviewed to ensure this is considered.
	1.1e (1)	Ensure the Council's Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Ongoing	Coordinator Business manage CSP, AIAC to be included in process.
	1.1e (1)	Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	Ongoing	Space does limit the information able to be provided in some formats but promotional material takes people to website.
	1.1e (1)	Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Ongoing	Complaints can generally be reported through Council's complaints process. Members of the AIAC can also bring concerns to meetings.
	1.1e (1)	Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	Support letter for Cootamundry Community Centre.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.1e (1)	Review Council documents to make them easy to complete for people of all abilities. All forms to include how people can access assistance in completion	Manager Community and Culture	Ongoing	Manager Finance and Customer Service/Coordinator business to consider as documents come up for review.
	1.1e (1)	Update existing Council channels to ensure that they have the ability to include access information and other stakeholder requirements, and that this is collected	Manager Community and Culture	Ongoing	Manager Finance and Customer Service/Coordinator business to address as they review channels.
	1.1e (1)	When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	Ongoing	Coordinator Business to review local information on Council website.
Develop and implement a Youth Strategy which meets the needs of young people within our community.	1.1e (2)	Implement Youth Strategy	Manager Community and Culture	Ongoing	New PT Youth Officer appointed, based in Cootamundra and supporting Cootamundra Youth Council. CYC & GYG planning to resume youth events post-COVID lockdown. Exploring options for location of Youth Space in Cootamundra. Grants submitted to fund on-going program and youth events in Cootamundra & Gundagai.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Enhance the amenity and appearance of our towns' main streets.	1.2a (1)	Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	General Manager	Completed	All works completed during quarter.
	1.2a (1)	Implement upgrades to main street and public spaces as funded by grants	Manager Community and Culture	Ongoing	Manager Technical Services and Manager Waste, Parks & Recreation Services are delivering upgrades.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain a clean and attractive streetscape.	1.2a (2)	Continue to maintain and clean main street and public spaces in the Local Government Area	Manager Waste, Parks & Rec Services	Ongoing	The mainstreet is maintained within the financial allocations and adopted standards.
	1.2a (2)	Continue to maintain and clean main street and public spaces in the Local Government Area	Manager Facilities	Ongoing	Main street garden beds have been planted out with flowers. Hedges and tree trimming are carried out on a regular basis. Staff continue to maintain a high standard of work, so as to present a beautiful township.
Plan for and manage the construction of public space upgrades as funding permits.	1.2a (3)	Investigate options for improving access to local businesses	Manager Community and Culture	Ongoing	Looking at LCRI funding for Cootamundra building access upgrades from the main streets.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Improve the amenity of town and village entrances.	1.2b (1)	Seek a grant for landscaping plans/works at the Wallendbeen Roundabout & Rest Area and South Gundagai Roundabout to enhance the visual “entrances” to our LGA	Manager Waste, Parks & Rec Services	Ongoing	This is managed in accordance with Councils Grant Policy.
	1.2b (1)	Seek a grant for landscaping plans/works at the Wallendbeen Roundabout & Rest Area and South Gundagai Roundabout to enhance the visual “entrances” to our LGA	Manager Facilities	On Hold	Suitable grant funding required for this action and designs to be created for low maintenance gardens. Due to lack of funding currently, design works haven't been undertaken in this quarter.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Maintain and improve Council buildings and properties in accordance with asset management plans.	1.2c (1)	Maintain council owned buildings in accordance with councils Asset Management Plan, and budget	Manager Facilities	Ongoing	Prioritizing maintenance work which has been highlighted by the asset register. Designing a dedicated program to keep routine maintenance on track, which will also allow better budgeting programs for the department. Routine maintenance will reduce the need for re-active jobs, which can incur a high cost to council.
	1.2c (1)	Seek additional funding (Grants) to improve council buildings and facilities	Manager Facilities	In Progress	Completion of current grant funding projects is being undertaken and staff are highlighting additional works required for future funding opportunities, this is an ongoing process.
Maintain and improve Council library facilities.	1.2c (2)	Complete meeting space addition to Gundagai Library	Manager Facilities	Ongoing	Consultation with staff regarding design for work space has been completed. Final drawings are being prepared for planning approval.
	1.2c (2)	Create programs to cater for ongoing service delivery to isolated residents	Manager Community and Culture	Ongoing	Be Connected computer lessons completed in Stockinbingal. More lessons on offer next year. Monthly creative sessions for adults, caters for many on the NDIS scheme.
Maintain and improve Council's parks and recreation and sporting facilities.	1.2c (3)	Maintain Council Parks, Gardens and Sporting Grounds across the Local Government Area	Manager Waste, Parks & Rec Services	Ongoing	In Accordance within allocated resources.
	1.2c (3)	Maintain Sporting Grounds as per the current adopted schedules and specifications	Manager Facilities	Ongoing	Grounds are on a regular cycle of maintenance. Additional works are undertaken if special events have been booked in advance. Upgrades to surfaces are programmed in advance and budgeted for. Weed control and regular watering in areas which are important to maintain good playing surfaces is conducted.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Co-ordinate the provision of Council facilities for community use.	1.2c (4)	Implement and monitor systems that allow for effective and efficient management and identify availability of Public Open Space and associated facilities to the community and user groups	Manager Waste, Parks & Rec Services	Not Progressing	System completed but no resources to manage and or implement at this stage.
	1.2c (4)	Implement and monitor systems that allow for effective and efficient management and identify availability of Public Open Space and associated facilities to the community and user groups	Manager Facilities	Ongoing	Council have a booking system in place monitored by administration staff and checked by manager when any conflict resolution is required.
Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	1.2c (5)	Review use of all Council Facilities and report on findings	Manager Facilities	In Progress	Investigation of current facilities and gathering data required to allow detailed reporting.

1.3: Our community members are healthy and safe

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue to consult with local health services providers and identify and advocate for opportunities to improve the quality and range of health services provided in the local government area.	1.3a (1)	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	Ongoing	Library and Community Services Manager has attended these meetings.
	1.3a (1)	Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	Attended meetings, support letter for application for funding by service provider that included request from community.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote a wide range of health and community services offered by various agencies in the local government area.	1.3a (2)	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	Directory websites, social media. Funding sought for print directory.
Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	1.3a (3)	Undertake continued improvements at Mirrabooka Community Centre	Manager Community and Culture	Ongoing	Mirrabooka meetings regularly held to identified maintenance required and funding opportunities.
Promote programs which encourage healthy lifestyle choices and activities.	1.3a (4)	Pursue available grant opportunities, that relates to promoting healthy lifestyle choices and activities, as resources allow	Manager Facilities	Ongoing	Staff are putting plans of actions together, highlighting areas of concern and needing attention. By identifying these areas costings and plans of management can be put together and appropriate funding opportunities sourced.
	1.3a (4)	Pursue available grant opportunities, that relates to promoting healthy lifestyle choices and activities, as resources allow	Manager Waste, Parks & Rec Services	Ongoing	This is managed in accordance with Council's Grant Policy.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	1.3b (1)	Finish improvements to the Gundagai Netball Courts lighting and amenities	Manager Facilities	Ongoing	Lighting upgrades completed. Construction of club house early 2022.
	1.3b (1)	Report any planned improvements to council	General Manager	In Progress	Reported through Council reports and quarterly budget reviews.
	1.3b (1)	Work in partnership with the L&R Group in delivering more improved recreational opportunities to the Cootamundra Community	Manager Waste, Parks & Rec Services	Ongoing	Working with the L & R group in accordance with the terms and conditions of the contract.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	1.3b (2)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility, in the Cootamundra Area	Manager Waste, Parks & Rec Services	Ongoing	Currently grant priorities are in accordance with councils new grant policy. The Division is currently working with local Sporting Clubs with their grant opportunities.
	1.3b (2)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility, in the Gundagai Area	Manager Facilities	Ongoing	Staff are Developing master plans for various sites, which allows for a greater chance of funding application success. Staff in conjunction with community groups, are highlighting areas of improvement, which will allow staff to create a business case and potential grant funding opportunities are then created.
	1.3b (2)	Seek appropriate grants for the refurbishment and associated signage etc of the Big Bat & Stumps at Bradman Oval, Cootamundra	Manager Waste, Parks & Rec Services	Ongoing	This is managed in accordance with Council Grant policy.
Develop and implement an inspection and maintenance plan for playground equipment.	1.3b (4)	Continue undertaking routine playground maintenance and inspections as per the program, for Cootamundra	Manager Waste, Parks & Rec Services	Ongoing	Recreational and open space maintenance is managed within the resources made available. Recreation is not promoted directly as there is no funding allocated accordingly. Promotions is however implemented via supported and assisting sporting's clubs as and when required.
	1.3b (4)	Continue undertaking routine playground maintenance and inspections as per the program, for Gundagai	Manager Facilities	Ongoing	Qualified staff undertake daily checks of playgrounds with detailed inspections recorded as per legislation. There is ongoing development of playgrounds and planning for future replacements as required.
Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	1.3b (5)	Monitor the operation of the Cootamundra Swimming Pool Facilitates, ensuring that Council's objectives are achieved	Manager Waste, Parks & Rec Services	Ongoing	Managed with the Terms and Conditions of the contract.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.3b (5)	Monitor the operation of the Gundagai Swimming Pool Facilitates, ensuring that Council's objectives are achieved	Manager Facilities	In Progress	Council currently have a lessee running the Gundagai Pool. We are working together to improve the facility and experience patrons have onsite. Identifying any risks or needs required for the pool to operate effectively and safely.
Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	1.3b (6)	Ensure that all public open space and community facilities are maintained in accordance with WH&S, resource and financial allocations	Manager Waste, Parks & Rec Services	Ongoing	Maintained in accordance with funding and resources allocated by Council.
	1.3b (6)	Ensure that all public open space and community facilities are maintained in accordance with WH&S, resource and financial allocations	Manager Facilities	Ongoing	All sporting facilities are maintained and promoted through media, club meetings and council's booking system. The facilities are kept neat and tidy to allow access all year round. Planning is ongoing to improve these facilities to meet the growing demand of the public, sporting groups and changing legislation.
	1.3b (6)	Finish construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	Ongoing	In consultation with user groups a design was completed to meet the budget allocated. These drawings are currently with the draftsmen to carry out detailed construction and engineering details. Awaiting return of drawings to allow development application to be lodged. Construction works to start early new year 2022.
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Waste, Parks & Rec Services	Ongoing	This is carried out every 3 months with all facilities inspected and or viewed either daily when cleaning facilities and or when maintaining the open space facility.
	1.3b (7)	Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Facilities	Ongoing	All open space areas are maintained on a regular basis and within the limitations of financial allocations.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.3b (7)	Implement the 'Detail Works Activity Program'	Manager Waste, Parks & Rec Services	Completed	Program completed.
	1.3b (7)	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	Full review to be part of Pedestrian/Cycleways Plan which is underway.
	1.3b (7)	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Technical Services	Ongoing	Opportunities to extend footpath network have been explored with potential projects to be flagged for future funding opportunities.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	1.3c (1)	Road Safety Officer to work in partnership with TfNSW on Road Safety Campaigns to implement programs	Manager Civil Works	On Hold	Road Safety Officer currently vacant and to be advertised during November.
Develop and operate safe food handling and public health controls.	1.3c (2)	Ensure Council buildings are not inconsistent with the principles of Septic Tank Effluent Disposal (STED)	Manager Development, Building and Compliance	Ongoing	Audit of Council facilities has commenced but ongoing.
	1.3c (2)	Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure and will continue as part of the annual inspection regime. Food Safety Advice is provided to operators during inspections, provision of factsheets and food safety calendars either annual compliance or in response to complaints.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.3c (2)	Work with the community to implement Septic Tank Effluent Disposal (STED) principles for subdivision and buildings through adequate controls within the Development Control Plan (DCP)	Manager Development, Building and Compliance	Ongoing	Applications for subdivision and development that need to consider on site wastewater disposal are assessed in accordance with best practice and Council's OSSMS Policy. A series of factsheets are being developed to educate the community on the issues and considerations associated with onsite systems.
A range of programs are supported, promoted and controlled to encourage and enforce responsible companion animal ownership.	1.3c (3)	Analyse data captured through Companion Animals Management System (CAMs) for resource reviews	Manager Regulatory Services	Ongoing	Monthly Report submitted to Council, with CAMS data outlining all animals seized and actions taken.
	1.3c (3)	Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	Ongoing	COVID has impacted ability to perform these actions.
	1.3c (3)	Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Ongoing	COVID restrictions have impacted ability to perform free micro chipping days.
	1.3c (3)	Continue Companion Animals Audit	Manager Regulatory Services	Ongoing	Monthly update report submitted to Council, on registrations captured through the Companion Animals Audit.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	1.3d (1)	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	Four (4) meetings held each year, along with regular communication with other Local Emergency Agencies. Also meetings are currently being held on a weekly basis discussing COVID related issues.
Develop and maintain effective and well tested emergency management plans.	1.3d (2)	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Ongoing	Continue to work with Local Emergency Organisations to develop a stronger CGRC Local Government Emergency Management Plan.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Maintain an active involvement and positive relationship with FRNSW, RFS and SES, Health, Ambulance, Police, Local Land Services and all emergency services organisations within the legislative framework and for the benefit of the community.	1.3d (3)	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	Regular meetings held and communication had between the Police LEOCON and Councils LEMO.
Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	1.3d (4)	Establish and equip functional Emergency Operations Centres at Gundagai	Manager Regulatory Services	Ongoing	Currently moving EOC from Council Chambers to Council depot training facility.
	1.3d (4)	Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	Councils LEMO provides regular updates to all Agencies and four (4) meetings are held each year with all Combat Agencies.

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

2.1: The local economy is strong and diverse

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	2.1a (1)	Arrange two (2) annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	Ongoing	Meeting planned for November 23 focusing on cycle tourism across region.
	2.1a (1)	Consider Assess Trails, Art Trails and Walking and Riding Trails, in budget development deliberations inclusive of capital and operational expenditure	Manager Community and Culture	Ongoing	Some access trails upgraded using LCRI funding.
	2.1a (1)	Coordinate an annual workshop with businesses and Tourism Action Committees to plan for ongoing growth in the visitor economy	Manager Community and Culture	Ongoing	December meeting planning underway to look forward to a better year.
	2.1a (1)	Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	Ongoing	Funding application unsuccessful. Seeking other options.
	2.1a (1)	Implement the Agritourism Strategy	Manager Community and Culture	Ongoing	Grant application submitted to fund implementation. Plan in place to start some elements if not successful.
	2.1a (1)	Implement the Tourism Communications Strategy for Cootamundra and Gundagai	Manager Community and Culture	Ongoing	Actions are separately listed in IP&R document. Employed new Tourism and Economic Development Officer part time in Cootamundra.
	2.1a (1)	Maintain Council's tourism websites	Manager Community and Culture	Ongoing	Website content being reviewed due to changes in business ownership and storefronts in both towns.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	2.1a (1)	Seek funding to implement masterplan for an outlet for local produce at the Old Gundagai Mill site	Manager Community and Culture	Ongoing	Funding application submitted in period.
	2.1a (1)	Seek funding to Implement masterplan improvements to Heritage Centre	Manager Community and Culture	Ongoing	Funding application successful. Architectural plans nor been drawn for Heritage NSW Approval.
Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	2.1a (2)	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Ongoing	To be held in December.
Implement strategies which encourage the growth of the local population.	2.1a (3)	Participate in Country Change initiative	Manager Community and Culture	Ongoing	August feature month on CGRC on Country Change social media pages.
Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	2.1a (4)	Pursue available grant opportunities	General Manager	Ongoing	Various grant applications submitted and outlined through Council reports.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	2.1b (1)	Continue to work with agencies and agriculture sector to ensure that development is appropriate for the location to limit land use conflicts and avoid areas of high environmental value	Manager Development, Building and Compliance	Ongoing	Council's Rural Lands Strategy has been adopted and the appropriate recommendations and findings have been included in Council's Local Strategic Planning Statement. The recommendations and findings of both these documents will be used to inform the comprehensive, consolidated local environmental planning instrument and associated policies to ensure that the agricultural sector is considered in future planning.
	2.1b (1)	Implement Rural Land Strategy	Manager Development, Building and Compliance	In Progress	This strategy has been adopted with the recommendations of the strategy being progressively implemented.
Provide, maintain and upgrade as funding permits the saleyards facility which allows the regular sale of animals from this and surrounding districts in a suitable environment.	2.1b (3)	Continue to maintain Saleyards Facility	Manager Regulatory Services	Ongoing	Full time Regulatory attendant employed to maintain facility.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain a safe and well maintained aerodrome for use by commercial and recreational aircraft and promote use by external users.	2.1c (2)	Develop working relationship with aerodrome users through aerodrome users committee	Manager Civil Works	Ongoing	Quarterly Aerodrome Committee meetings being undertaken. Fostering new working relationships with users.
	2.1c (2)	Investigate potential areas for aerodrome development	Manager Civil Works	Ongoing	Development options being prepared for Quarter 2 reporting

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	2.1d (1)	Advocate and support funding applications in relation to communication and electronic technologies for the LGA, where applicable	Manager Community and Culture	Ongoing	No applications supported this quarter.
Offer and promote free public wi-fi internet access in key public spaces across the local government area.	2.1d (3)	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Coordinator Business	Completed	Public Wi-Fi has been consistently available to designated areas.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement a range of initiatives which support and promote the sustainable development of the	2.1e (1)	Develop new LEP, DCP, contributions and servicing plans from the data contained within the land use strategies	Manager Development, Building and Compliance	In Progress	Council is progressing with the development of a new comprehensive LEP. When complete the DCP and contribution plans will be considered.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
towns' Central Business Districts and industrial land.	2.1e (1)	Implement Cootamundra and Gundagai Town Strategies	Manager Development, Building and Compliance	In Progress	The Gundagai Town strategy preparatory work and preliminary community consultation is complete.
Promote to the community and industry groups potential growth opportunities and development efficiencies.	2.1e (2)	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	Council social media, CDC and Gundagai business newsletters.
	2.1e (2)	Identify value adding opportunities (use of new technology, processes and packaging, collaborations, shared transport costs, use of waste materials for new products etc.) to maximise the opportunities in the sectors where Cootamundra-Gundagai's competitive advantage exists	Manager Community and Culture	Ongoing	Some opportunities apparent in energy space.
Encourage growth in development and construction locally.	2.1e (3)	Provide education material through factsheets to assist the community understand the various pathways, such as exempt, complying and local development	Manager Development, Building and Compliance	Ongoing	Council has completed a suite of factsheets, guidelines and templates for development to assist the community to understand the planning framework. These are reviewed and updated to ensure that they reflect legislative changes and new processes, such as the introduction of ePlanning.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work in partnership with agencies and other levels of government to support local businesses.	2.1f (1)	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	Forwarded online training opportunities as this is all our suppliers are offering at the moment.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	2.1f (2)	Develop a plan with the local Real Estate agents to jointly promote available business opportunities in the LGA	Manager Community and Culture	Ongoing	Not yet actioned.
	2.1f (2)	Support potential businesses in finding suitable land for their business, where required	Manager Community and Culture	Ongoing	Low volume of business enquiry this quarter.
Maintain a close liaison and continue to work with Regional Development Australia.	2.1f (3)	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	Council representative involved in RDA Housing Forum.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop a new, comprehensive Local Environmental Plan for the local government area.	2.2a (1)	Develop a communication strategy to ensure that the community is involved in developing land use controls	Manager Development, Building and Compliance	Ongoing	Council has developed and adopted a Community Participation Plan. The CPP seeks to provide opportunities for community engagement in planning by giving the community every opportunity to participate in strategic planning, have a say on major development and ensure there is transparency in decision making processes. The CPP provided a strategy for ongoing communication and engagement with the community and stakeholders.
Identify and address current and future land-use needs through integrated strategic planning and development.	2.2a (2)	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	In Progress	Background data collection, and the development of strategic planning strategies and studies needed for the drafting of the new consolidated LEP is almost complete. The development control plan will be developed once the local environmental plan is finalised.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	2.2a (3)	Enquiries are acknowledged within 5 working days	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure with 80% of enquiries being responded to within the agreed timeframes.
	2.2a (3)	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure, all inspections are undertaken within agreed timeframes and within staff resources.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	2.2b (1)	Commence preparation of new draft Development Control Plan to ensure that the community desires for development design are appropriately considered	Manager Development, Building and Compliance	In Progress	The Development Control Plan will be drafted after the completion of the Local Environmental Plan.
Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	2.2b (2)	Complete the redesign of Claron Estate Residential Subdivision in Cootamundra, and prepare strategy to build and market the land	General Manager	In Progress	Draft design completed and reviewed by working party. Progressing to detailed design.
	2.2b (2)	Establish a working party to develop a strategy for residential and industrial development opportunities	General Manager	Completed	Working Party established.
	2.2b (2)	Subject to funding, Council to commence subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	Not Progressing	Funding application under Build Better Regions just been declined. Await further options.

2.3: Tourism opportunities are actively promoted

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	2.3a (1)	Implement the Tourism and Economic Development Strategy	Manager Community and Culture	Ongoing	Actions are separately included in IP&R document. New Tourism and Economic Development Officer employed part time in Cootamundra.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	2.3b (1)	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Ongoing	Tourism websites include this information, including our updates to Get Connected. Coordinator Business responsible for local information that needs to go on Council website.
Work with the community to develop a marketing strategy for the local government area as a tourist destination.	2.3b (2)	Implement Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	Ongoing	Some items are carried forward to the next quarter with COVID shutdown. Focus on Tree change this quarter and also lifestyle for locals.
Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	2.3b (3)	Continue to maintain and promote Calendar of Activities, Programs and Community Events	Manager Community and Culture	Ongoing	Website and Facebook calendars maintained.
	2.3b (3)	Maintain Cootamundra Tourism Website, and continue production of Events Newsletter	Manager Community and Culture	Ongoing	Events newsletter has been on pause due to staffing and COVID. To recommence November.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	2.3c (1)	Seek funding to Implement masterplan for improvements at the Cootamundra Heritage Centre	Manager Community and Culture	Ongoing	Funding secured. Architectural plans being prepared for NSW Heritage approval.
Undertake a redevelopment of the Gundagai Visitor's Information Centre.	2.3c (2)	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatrette space and accessibility improvements	Manager Community and Culture	Ongoing	Manager Facilities project managing project. Will be completed in financial year.
Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	2.3c (3)	Seek funding to implement Masterplans for the Cootamundra and Gundagai Council managed Caravan Parks	Manager Community and Culture	Ongoing	Masterplans are yet to be drawn but have been discussed. Not yet shovel ready.
Undertake connection of water supply to the Dog on the Tuckerbox site.	2.3c (4)	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	Ongoing	Survey, investigation, preparation of REF, Bio diversity and Due diligence assessment and design have been completed. Due to upsizing of the infrastructure additional $1m required to complete construction works.
Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	2.3c (5)	Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	Ongoing	Is this being managed by the Manager Waste, Parks & Recreation Services.
	2.3c (5)	Seek funding to continue implementation of the Gundagai Gaol Masterplan	Manager Community and Culture	Ongoing	Funding application submitted in period.

2.4: Our local workforce is skilled and workplace ready

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote local employment and training opportunities within the Council organisation.	2.4a (1)	Develop Council Training Plan	General Manager	In Progress	2021 performance reviews have identified training requirements. Training plans have been developed.
	2.4a (1)	Participate in Joint Organisations Skill Shortages Project	General Manager	In Progress	Participation occurring and initiatives commenced.
Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	2.4a (2)	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	Council social media, CDC and Gundagai business newsletters.

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

3.1: The natural environment is valued and protected

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	3.1a (1)	Continue to assess all development applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	Templates for reporting and assessment have been developed and are used to ensure that all matters required by legislation, including environmental impact, are included in the assessment of development applications.
Operate an efficient quarrying service in an environmentally responsible manner that meets all statutory requirements and standards.	3.1a (2)	Arrange suitable quarry products and have available at all gravel pits for construction needs	Manager Civil Works	Ongoing	New quarrying rates from contractors just sourced. Materials to be sourced as required.
Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	3.1a (3)	Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Civil Works	Ongoing	Drainage works upgraded as funding permits and as warranted.
	3.1a (3)	Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Technical Services	Ongoing	Continual maintenance of stormwater network as required. Capital works allocated on a priority basis and programmed to occur later in financial year.
	3.1a (3)	Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Assets	Ongoing	Storm water upgrade program is to be developed on completion of flood study and risk assessment and also based on the structural improvement recommended in the report.
Develop and implement a street tree planting plan which enhances amenity and our natural environment.	3.1a (4)	Continue to undertake Street Tree Planting in accordance with Gundagai Street tree planning Masterplan	Manager Facilities	Ongoing	Pruning of trees around town are on a as need basis. New plantings have been carried out along West Street Gundagai as per Street Tree Master Plan.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	3.1b (1)	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	Working with REROC on a PPA tender for energy supply for large sites.
Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Council's environmental impact.	3.1b (2)	Continue to investigate funding sources for solar energy works for Council buildings	Manager Facilities	Ongoing	Report completed of council's energy usage and strategy developed, which has been adopted by council for future funding and direction. Funding sources to be investigated and where possible energy saving devices to be implemented with building modifications or new builds.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	3.1c (2)	Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks & Rec Services	In Progress	Pending the allocation of funds. Report to Council in October seeking funding.
	3.1c (2)	Upgrade the weighbridge management system as to allow for the management and sale of recycled waste material	Manager Waste, Parks & Rec Services	In Progress	Nearing completion.
Provide a facility through which used chemical drums can be disposed of correctly.	3.1c (3)	Continue to provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Ongoing	DrumMUSTER collections are offered throughout the year.
Provide a facility for the composting and re-using of greenwaste.	3.1c (4)	Prepare a resale area for compost and mulch collection for retail sale to the community	Manager Waste, Parks & Rec Services	Completed	Completed, sales and display area is located adjacent to the Compactor pit.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	3.1c (5)	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	Ongoing	Discussions are underway with Manager Water/Sewer to allocate additional treated water for sports ovals. Investigation into other sources of water and licensing requirements are being investigated.
	3.1c (5)	Prepare a report to Council outlining the current condition of the existing open space irrigation systems and identify future management requirements to ensure the effective and efficient operation of the wastewater reuse system	Manager Waste, Parks & Rec Services	Completed	Report pending. waiting on review prior to submitting to council.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	3.1d (1)	Introduce a Food Organics & Garden Organics (FOGO) service to the Cootamundra community	Manager Waste, Parks & Rec Services	On Hold	Funding approved but pending final approval to proceed from EPA due to Financial History on past grants still not supplied on request from the EPA. Currently with the Finance Division.
	3.1d (1)	Investigate opportunities to use raw water	Manager Assets	Ongoing	Approval is required from Natural Resources Access Regulator (NRAR) to extract raw water from the river. Opportunities are being investigated but limited and subject to approval form regulators.
Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	3.1d (2)	Investigate funding opportunities and conduct community consultation and education sessions for the materials recovery facility	Manager Waste, Parks & Rec Services	In Progress	Systems are in place including the promotion of recycling methodologies and principals to the community. This has also included review of Landfill operating hours and compost processing and sales.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Encourage the best use of treated water through water saving measures.	3.1d (3)	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	Recycled water management system has been developed for Gundagai. Proposed to do risk assessment and review of recycled water management system at Cootamundra.
Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	3.1d (4)	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	This an ongoing measure with requirements for reporting continuing to be met.
	3.1d (4)	Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	This is an ongoing legislative requirement and is continuing to occur and met the legislative timeframes.
Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	3.1d (5)	Grant Funding opportunities pursued and secured when available	General Manager	Ongoing	Various grant applications submitted and outlined through Council reports.
A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	3.1d (6)	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	Ongoing	Council to investigate purchasing surveillance cameras for overt operations. Finances to be accessed via grants etc.
	3.1d (6)	Undertake illegal dumping surveillance	Manager Regulatory Services	Ongoing	Ranger at Gundagai has had illegal dumping added to his specific tasks.

3.1e: Undertake active weeds and pest management practices.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Noxious weeds will be contained, reduced or eliminated as appropriate.	3.1e (1)	Develop a Community Education and Awareness program in regards to weed management	Manager Regulatory Services	Ongoing	Further weed information days are currently being planned in conjunction with LLS.
	3.1e (1)	Undertake Weed Control program in conjunction with Riverina Regional Strategic Weed Management Plan	Manager Regulatory Services	Ongoing	Biosecurity & Regulatory staff have undertaken weed management control and identification using electronic weed capture and reporting.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	3.1e (2)	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Ongoing	Regulatory staff working in conjunction with Local Lands Services to address Weed and Pest Animal Management programs.

3.2: Our built environments support and enhance liveability

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and operate development control systems to ensure compliance with appropriate legislation and to achieve the best possible development outcomes for the community.	3.2a (1)	Continue to assist the community in navigating the NSW Planning portal and associated legislation	Manager Development, Building and Compliance	Ongoing	Council has developed factsheets, Guidelines and templates to assist the community with the transition to ePlanning, and will continue with initiatives such as installation of kiosks, access and training to enable equitable access to the Planning Portal for all in the community.
	3.2a (1)	Provide Development Applicants with relevant information concerning Disability Discrimination legislation	Manager Development, Building and Compliance	Ongoing	Disability Discrimination information is included on all applications. Pre-lodgement advice is available to all applicants. For commercial and industrial developments this includes the provision of information regarding inclusion and access for people with a disability.
Ensure new development is considerate of our heritage.	3.2a (2)	Include heritage considerations when assessing all Development Applications, as applicable, and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	This is a legislative requirement with templates developed which include this as an assessment criteria.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	3.2a (2)	Seek grant funding for the engagement of a heritage consultant to provide advice and assist in the community in redeveloping heritage items	Manager Development, Building and Compliance	In Progress	Grant funding has been obtained for the engagement of a Heritage Advisor and EOI for the position have been received. The Local Heritage Fund program will commence after the engagement of a Heritage Advisor.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	3.2b (1)	Continue preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Background data collection, and the development of strategic planning strategies and studies needed for the drafting of the new consolidated LEP is almost complete. The development control plan will be developed once the local environmental plan is finalised.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	3.2c (1)	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	Project reference Group Meeting held on 12 August 2021 among stakeholders. Proposal is invited from Public Works Advisory to develop strategies. Grant funding will be sought from DPIE for this work.
Undertake Cootamundra Water Main Replacement Program.	3.2c (2)	Administer ongoing water main replacement work/ annual program to improve the reliability of the water supply system	Manager Assets	Ongoing	As part of this program 24 km long water mains were replaced at a cost of $7.4m. Survey and design work completed for additional water main replacement program and construction work is schedule to commence at Mackay Street, Cootamundra in October 2021.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	3.2c (3)	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	Ongoing	Feasibility studies and development of business case has been completed. Project estimate is $8.4m, with a cost benefit ratio of 0.16. Additional funding required to implement the project.
Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	3.2c (4)	Continue and complete construction of the Gundagai Sewer Treatment Plant replacement	Manager Assets	Ongoing	Construction work is more than 80% completed. Completion of outstanding works and testing of equipment in progress, time lost due to wet weather during last twelve months. Final testing and commissioning is scheduled to be in January 2022.
Provide and maintain a stormwater disposal system which allows the removal of stormwater from the towns in the most economical and efficient manner possible whilst minimising impact on natural environment.	3.2c (5)	Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Assets	Ongoing	Flood study and Flood risk assessment completed at Gundagai. Also feasibility of Voluntary House Raising (VHR) and Voluntary Purchasing Completed for affected properties in Gundagai. Flood study completed at Cootamundra and Flood Risk Assessment is being conducted at Cootamundra.
Undertake Stormwater Mitigation Strategy across Cootamundra and Gundagai.	3.2c (6)	Prepare Gundagai Flood Study response - Implement VHR, VP (Voluntary House Raising, Voluntary Purchasing)	Manager Assets	Ongoing	Feasibility studies on Voluntary House Raising (VHR) and Voluntary Purchasing (VP) is completed for Gundagai. .Grant funding will be required along with council contribution to implement the recommendations.
Manage Council's waste collection, disposal and processing facilities.	3.2c (7)	Consult & educate the village communities in preparation of closing the Wallendbeen & Stockinbingal Landfill Sites and replace with Transfer Stations	Manager Waste, Parks & Rec Services	Ongoing	This is implemented as funding and resources become available. Currently basic and routine maintenance is carried out as and when required.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	3.2c (7)	Design and construct a Secondhand Sale Shop for waste recyclables at the Cootamundra Landfill	Manager Waste, Parks & Rec Services	On Hold	This can only be implemented as and when resources and funding are allocated. Currently there are a number of projects on the delivery schedule funded via grants. e.g. Albert Park, Jubilee Park, Pump Track, Climbing Wall, Pioneer Park, etc.
	3.2c (7)	Develop a Cootamundra Landfill Land & Environmental Management Plan (LEMP)	Manager Waste, Parks & Rec Services	In Progress	Work on this has commenced.
	3.2c (7)	Develop Rehabilitation Plans for the Wallendbeen & Stockinbingal Landfill Sites	Manager Waste, Parks & Rec Services	Ongoing	This is currently pending a financial allocation. a report to council is being prepared for the October Council Meeting.
	3.2c (7)	Manage Council's waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks & Rec Services	Ongoing	This is implemented within the allocated resources.
	3.2c (7)	Undertake an efficiency Audit of all current Transfer station Operations	Manager Waste, Parks & Rec Services	In Progress	This is ready to commence pending the allocation of funds. report to October Council meeting seeking funding.
Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	3.2c (8)	Continue monitoring Council Public Toilet Facilities	Manager Facilities	In Progress	Designs have been completed for a new public amenities building, with Adult Change facility to be completed at Carberry Park in 2022. Council's other facilities are being monitored for use and potential design or upgrade changes.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement strategies to improve safety and accessibility of all road users.	3.2d (1)	Road Safety Officer to work in partnership with TfNSW on Road Safety Campaigns	Manager Civil Works	On Hold	Road Safety Officer position currently vacant with new position expected to be advertised during November.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	3.2d (2)	Complete capital works program, inclusive of externally funded projects	Manager Technical Services	Ongoing	Capital Works are ongoing, considerable progress made on all projects to date.
	3.2d (2)	Complete capital works program, inclusive of externally funded projects	Manager Civil Works	Ongoing	Road and footpath capital works underway including works under Fixing local Roads, Roads To Recovery and Local Roads and Community Infrastructure programs.
	3.2d (2)	Undertake annual Road Maintenance Program	Manager Civil Works	Ongoing	Works being undertaken as resources and weather permits.
	3.2d (2)	Undertake annual Road Maintenance Program	Manager Technical Services	Ongoing	Ongoing asset maintenance as appropriate.
Undertake the annual footpath renewal and extension program.	3.2d (3)	Seek additional grant funds to assist with footpath renewal works	Manager Civil Works	Ongoing	Projects identified and prioritised for future funding application.
	3.2d (3)	Seek additional grant funds to assist with footpath renewal works	Manager Technical Services	Ongoing	Footpath replacement works to be undertaken in Q4 21/22.
	3.2d (3)	Undertake Footpath Renewal and Extension Program, depending on availability of funds	Manager Technical Services	Ongoing	Footpath renewal in priority locations planned for Q4 21/22.
	3.2d (3)	Undertake Footpath Renewal and Extension Program, depending on availability of funds	Manager Civil Works	Ongoing	New footpaths and reconstruction of others being undertaken as part of Local Roads and Community infrastructure program.
Develop and implement asset management plans and strategies for all transport assets.	3.2d (4)	Conduct a water, sewerage and drainage asset valuation	Manager Assets	Ongoing	Survey, investigation, preparation of REF, Biodiversity and Due diligence assessment and design have been completed. Due to upsizing of the infrastructure additional $1m required to complete construction works.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	3.2d (4)	Conduct a water, sewerage and drainage asset valuation	Manager Assets	Ongoing	Quotations were invited twice, using suitable contractors via LGP panel and no quotations were received. It is proposed to do direct negotiations with individual service providers to undertake water and sewerage asset valuation.
	3.2d (4)	Review and update condition assessment data across the local government area	Manager Assets	Ongoing	Transport assets were revalued during 2020/21 and updated.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Advocate for State and Federal departments to improve public transport networks to meet the needs of our community.	3.2e (2)	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Work with REROC on procurement for member councils.
	3.2e (2)	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Liaising with REROC on matter related to common interest among member councils.

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

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Councillors will support and advocate for the needs of all members in our community.	4.1a (1)	Ensure Councillors are available and contactable by community members	General Manager	Ongoing	Councillor's contact information is available on Council's website and can also be obtained upon request.
Implementation of the Cootamundra-Gundagai Regional Council's suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	4.1a (2)	Present quarterly 'Progress Report' on Delivery Program/Operational Plan to Council and the Community	Coordinator Business	Ongoing	Q1 Progress Report to be presented at the November Council Meeting.
Council's corporate plans are informed by community expectations and are reviewed and updated on a regular basis to meet the changing needs of our community members.	4.1a (3)	Conduct reviews and updates on councils Integrated Planning and Reporting (IP&R) documents and resourcing strategies as per Communications Strategy and as detailed in the OLG Guidelines	Coordinator Business	Ongoing	The new round of IPR documents are being developed, and all are to be adopted by 1 July 2022. All reviews and updates will be implemented as required.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	4.1b (1)	Seek funding opportunities when available	General Manager	Ongoing	Various grant applications submitted and outlined through Council reports.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	4.1b (2)	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Ongoing	Motion presented to ALGA Conference.
Participation in relevant REROC activities that will benefit the local government area.	4.1b (3)	Participation in REROC events and activities	General Manager	Ongoing	Continued participation has taken place in REROC board meetings and other events and activities hosted by REROC.
Maintain effective working partnerships with key stakeholder groups such as the Rural Fire Services, Local Land Services and Riverina Regional Library.	4.1b (4)	Continue to participate in Riverina Regional Library workshops	Manager Community and Culture	Ongoing	Rochelle and Penny attended recent SWZ meeting. All staff attended a recent RRL branch training day.
Continue to foster and support the Youth Council.	4.1b (5)	Continue to support the Youth Council	Manager Community and Culture	Ongoing	Facilitated online meetings and activities due to COVID.
Work in partnership with community members, businesses and all levels of government to deliver community priorities.	4.1b (6)	Participation in Stakeholder events and activities	General Manager	Ongoing	Community activities are supported by Councillor and Employee participation.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
The development of the Cootamundra-Gundagai Regional Council's integrated suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans, provide a clear strategic direction and drives the organisation's activities.	4.1c (1)	Coordinate development of IPR plans, which consist of the Community Strategic Plan, Delivery Program, Operational Plan and resourcing strategies	Coordinator Business	Ongoing	The new round of IPR documents are being developed, and all are to be adopted by 1 July 2022.
Council's decision-making and future planning shows evidence of being linked to Council's integrated suite of plans and the needs of our community.	4.1c (2)	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Coordinator Business	Completed	Linkages to the Community Strategic Plan are included in the Business Paper Reports and have been added to new template for plans, guides and reports.
Determine development applications in an efficient and effective manner based on merit	4.1c (3)	80% of DAs determined within statutory 40 days' timeframe	Manager Development, Building and Compliance	Ongoing	The majority of development applications are determined within statutory timeframes.
Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	4.1c (4)	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	Ongoing	Being undertaken by Planning team.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	4.1d (1)	Continually identify improvements in operating councils corporate planning software (Pulse)	Coordinator Business	In Progress	Further modules are being investigated with demonstrations completed with staff and Pulse representative for the Project Management Module, Delegations and Policy Module and Risk Management Module. Governance Officer continually monitors improvement updates for the current reporting system, and recently participated in the latest features walk-through webinar hosted by Pulse.
Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	4.1d (3)	Report to the community on achievements of corporate plans as detailed in the Communications Strategy	Coordinator Business	Ongoing	Community Engagement Strategy for the implementation of the CSP has been adopted by Council. Council will report to the community as per the adopted strategy.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Support for Councillors to attend training, conference and development opportunities will be provided.	4.1e (1)	Attend the Local Government NSW Annual General Conference	General Manager	Ongoing	Booking confirmed following report to Council.
	4.1e (1)	General Manager to facilitate Councillor training requirements	General Manager	Ongoing	Training held as necessary - Cultural Awareness completed.
Programs and activities which encourage and develop the capacity of current and future community leaders is provided.	4.1e (2)	Identify programs and activities which encourage and develop the capacity of current and future community leaders	General Manager	Ongoing	Council has engaged a Youth Officer for Cootamundra to support the Youth Council.
Provide and maintain services and infrastructure that assists the efficient and effective undertaking of the duties of the elected Council.	4.1e (3)	Continue to provide and maintain services and infrastructure to assist elected representatives in undertaking their duties	General Manager	Ongoing	Facilitate and maintain use of laptops. Facilitate business papers online using HTML reports.

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

4.2: Active participation and engagement in local decision-making

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
A range of consultation and engagement activities will be offered to our community in order to plan the long term future direction of the local government area and to inform Council's decision-making.	4.2a (1)	Continue to maintain support for councils Digital Communication Panel	Coordinator Business	In Progress	Communications Strategy in place to reinstate the Digital Community Panel. The Panel will be used for additional community engagement throughout the development of the CSP 2022/2032.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	4.2b (1)	Research and pursue affordable staff training for community engagement	Coordinator Business	Ongoing	Still to be investigated when time permits.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote the objectives of the Community Strategic Plan and work in partnership with community members, businesses and other local stakeholders to deliver community priorities.	4.2c (1)	Develop a Community Engagement Strategy to assist with delivering the objectives in the Community Strategic Plan	Coordinator Business	Ongoing	Strategy has been adopted by Council.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	4.2d (1)	Collaborate with council departments and Stakeholders to actively promote projects/achievements of the Community Strategic Plan	Coordinator Business	Ongoing	Media Officer regularly contacts departments for updates on projects and major works. Media Releases, newsletter, snippets, website articles and FB posts ensure appropriate coverage for Councils achievements of the CSP.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure Council's long term financial planning supports the delivery of community expectations and financial stability.	4.3a (1)	Implement the proposed Special Rate Variation	Manager Finance and Customer Service	Completed	Completed.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure the availability of finances are managed, controlled, reviewed and regularly reported on in order to provide the appropriate services and facilities within the allocated budget and achieve the maximum value for expenditure.	4.3a (2)	Prepare and implement procedures to enable all staff with budget responsibility to effectively operate Council's integrated budgeting process	Manager Finance and Customer Service	In Progress	Fortnightly internal budget reports commenced August 2021.
Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	4.3a (3)	Conduct and file monthly audit reports for audit purposes	Coordinator Business	In Progress	Audits for HR, AP and Administrator access are completed monthly and recorded.
	4.3a (3)	Undertake assessment and improvement of procurement processes	Coordinator Business	Ongoing	Procurement assessment and processes are continually updated with best practice updates and organisational improvements.
Identify and follow-up opportunities to increase Council's revenue base including grant funding opportunities to deliver additional income to fund major projects.	4.3a (4)	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Progressing	This action will be completed once the local environmental plan is finalised.
	4.3a (4)	Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	Relevant grants are identified and applications made when available.
Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	4.3a (5)	Implement works programs to improve asset condition	Manager Assets	Ongoing	This program will be developed as part of the current IWCM process. Long term asset planning and renewal requirements are to be identified and implemented with DSP and head works charges.
	4.3a (5)	Review and improve Asset Management Plans	Manager Assets	Ongoing	Asset Management Plans ae being updated. Further development of Asset Management Plan will be done with IWCM development.
Improve functionality and amenity within Council's work depots.	4.3a (6)	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	Ongoing	Several options being considered.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	4.3a (6)	Continue ongoing efficient operation and maintenance of depot	Manager Civil Works	Ongoing	Depot operation ongoing with efficiencies considered where identified.
	4.3a (6)	Continue ongoing efficient operation and maintenance of depot	Manager Technical Services	Ongoing	Routine works undertaken to ensure depots are kept safe and tidy.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council ensures statutory compliance is achieved and demonstrates good governance practices.	4.3b (1)	Continue to participate in the Internal Audit Alliance, coordinate Internal Audit Committee meetings and manage the recommendations identified by the Internal Audit Committee and Audit Office	Coordinator Business	Ongoing	The next Internal Audit Alliance meeting is to be held in November 2021.
Support and funding for elections is provided as required.	4.3b (2)	Make provision in the Long Term Financial Plan for funding of the 2021 Council election	Manager Finance and Customer Service	In Progress	Included in the September 2021 Quarterly Budget Review.
Implement effective integrated risk management strategies and practices.	4.3b (3)	Implement Council's Enterprise Risk Management Framework and monitor Risk Registers	Coordinator Business	In Progress	Council has developed an ERM Framework. This framework will be continually updated with best practice updates and organisational improvements.
	4.3b (3)	Implement Councils Fraud Control Plan	Coordinator Business	In Progress	Council has Implemented a Fraud Control Plan. This Plan will be continually updated with best practice updates and organisational improvements.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Current, informative and easy access to Council information is made available to the community using a range of communication methods, including traditional media and digital channels, Council's website, Community News newsletter and social media.	4.3c (1)	Develop Community Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Coordinator Business	In Progress	Communication Strategy for the development of the CSP currently active. Communication will continue throughout the CSP term to continually update items within the CSP.
	4.3c (1)	Improve services available on Council's websites through the development of eServices and online forms	Coordinator Business	In Progress	Council website upgrade is due to commence March 2022.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide quality customer service during all "front line" interactions between Council and the community and in all other interactions between staff, agencies, Council and the community.	4.3d (1)	Develop and Implement a Customer Service Charter	Manager Finance and Customer Service	On Hold	Project was deferred until the completion of the SRV process and will be carried over to 2022.
Adopt and maintain information technology and communication services and infrastructure that assists the efficient and effective undertaking of Council's operations, increases productivity and adequately supports the	4.3d (2)	Investigate options to integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Coordinator Business	In Progress	Initial investigations have commenced. Issues resulting from the V7.1 Upgrade of the Authority System are being prioritised. Further investigations for Integration with Civica and Magiq to commence early 2022.
	4.3d (2)	Review Business Systems and identify services that can be delivered on Council's Website	Coordinator Business	In Progress	Council website upgrade is due to commence March 2022.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
organisation and our community's needs.	4.3d (2)	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Coordinator Business	In Progress	Council website upgrade is due to commence March 2022.
Council's records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	4.3d (3)	Continue to undertake improvements to infoXpert workflows to streamline record keeping	Coordinator Business	Completed	Best practice improvements are continually researched and implemented by Records Staff and communicated to staff.
Requests for service are processed in an efficient and effective manner.	4.3d (4)	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Finance and Customer Service	Not Due to Start	Project was deferred until the completion of the SRV process and will be carried over to 2022.
	4.3d (4)	Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Finance and Customer Service	Not Due to Start	Planning enquiry training to be developed and implemented to customer service staff in 2022.
Provide well-maintained cemeteries and efficient, appropriate and dignified cemetery operations and services that create the most peaceful surroundings possible for funeral parties and visitors.	4.3d (5)	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	Ongoing	Councils Digital Cemeteries Project is progressing well. Aerial mapping and plot capture has been undertaken. CGRC burial database with approx 12,000 records and photographs have been uploaded. This project will include a Public Access Portal for the Community to search for deceased people buried within our 13 Cemeteries.
	4.3d (5)	Develop a Cemetery Services Strategic plan	Manager Regulatory Services	Ongoing	Once the digitalisation project has been completed the Cemetery Strategic Plan can be developed around this.
	4.3d (5)	Provide additional signage and seating, and maintain Cemeteries in the Local Government Area	Manager Regulatory Services	Ongoing	Seats have been provided at Gundagai South, Gundagai North lawn, Nangus and Tumblong cemeteries

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council's fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	4.3d (6)	Undertake plant replacement in accordance with related policies and programs	Manager Technical Services	Ongoing	Plant replacement program adopted and replacements are taking place in accordance with this program.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Effective day-to-day management and leadership of the organisation conducts service reviews and implements continuous improvement practices to create greater efficiencies and effectiveness across the organisation.	4.3e (1)	Report quarterly on Efficiencies and Cost Savings	General Manager	Ongoing	Included in Quarterly Budget Review paper.
Ensure adequate project management techniques are in place to ensure the delivery of projects which meet the changing needs of our community on time, within budget and to an acceptable standard.	4.3e (2)	Investigate and implement appropriate Project Management tools	General Manager	Ongoing	Demonstration held on Pulse system module. Included in Performance Review for responsible Section Manager.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	4.3f (1)	Review and enhance recruitment practices	General Manager	In Progress	Working with REROC on Skills and Shortage Project.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Review the efficiency and effectiveness of Council's adopted Organisational Structure and ensure the structure and staffing mix can adequately deliver the activities approved by Council.	4.3f (2)	Implement Operational Plan activities	General Manager	Ongoing	Operational Plan being delivered and reported on quarterly.
Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	4.3f (3)	Update Workforce Management Plan	General Manager	Not Due to Start	Structural and Culture review commenced as a precursor.
Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	4.3f (4)	Review monthly WHS reports and statistics discussed at Managers Meetings	Manager Civil Works	Ongoing	Monthly reviews being undertaken and reported as required.
	4.3f (4)	Review monthly WHS reports and statistics discussed at Managers Meetings	Manager Technical Services	Ongoing	Regular updates on WHS statistics are being provided to management.
Develop and implement a Staff Wellbeing Program	4.3f (5)	Develop and implement Staff Wellbeing Program	General Manager	In Progress	Structural and Culture review commenced. Various activities implemented including staff newsletter and Mental Health Awareness training for all staff.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement a training plan to enhance the skills and knowledge of staff across the organisation.	4.3g (1)	Develop Staff Training Plan following skills/performance process	General Manager	Ongoing	2021 performance reviews have identified training requirements. Training plans have been developed.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide learning and development opportunities to staff to develop the individual's potential and meet the needs of the community and organisation.	4.3g (2)	Implement Performance Review Program, and undertake the first cycle	General Manager	Not Due to Start	Performance review process to commence in 2022.
Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	4.3g (3)	Improve Geographic Information System (GIS) and the interface with Asset Management System	Manager Assets	Ongoing	New GIS layer developed for flood mapping and road assets. Recycled water supply system was surveyed and included in the GIS. Interaction between the asset management system and the GIS imageries is now being investigated.

8.1.2 ANNUAL REPORT INCLUSIVE OF END OF TERM REPORT

DOCUMENT NUMBER	356221
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	To comply with Section 428 of the *Local Government Act 1993* (the Act), and the *Local Government (General) Regulation 2021.*
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Annual Report 20/21 'no electoral matter' ⇩ 2. End of Term Report 2021 ⇩

RECOMMENDATION

1. **The draft Annual Report for the year ended 30th June, 2021 be reviewed by Councillor's with any feedback provided to staff.**
2. **The draft Annual Report for the year ended 30th June, 2021, including any amendments resulting from 1. above, be endorsed, prior to publication on Council's website and submission to the Office of Local Government.**
3. **That the audited Financial Statements are not available at this time and are to be submitted to Council for endorsement when the audit is complete be noted.**
4. **The End of Term report, attached to the report, be received and noted.**
5. **The State of the Environment report, attached to the report, be received and noted.**

Introduction

Under *Section 428 of the Local Government Act, 1993 (the Act),* councils must prepare an annual report within five months after the end of the financial year. The annual report in the year in which an ordinary election was held must also contain a report as to the council's achievements in implementing the community strategic plan over the previous 4 years. Council must upload a copy of the annual report (including financial statements) to its website and provide a copy to the Minister for Local Government (the Minister) and such other persons and bodies as regulations apply.

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

The Financial Statements, which show key income and expenditure areas for the past financial year, have been referred to audit and are awaiting finalisation. An extension to the statutory deadline of 30th October , 2021 to 17th December, 2021 was granted to Council by the Minister for Local Government, the Hon. Shelley Hancock, MP.

Discussion

The submission of the Annual Report meets Council's legislative requirements under the Local Government Act (1993) and Local Government (General) Regulation (2021).

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

Council Publication during the Election "regulated period"

The Local Government Elections were postponed to 4th December, 2021. The consequence of this means that this year's Annual Report is presented to the community before the ordinary election has been held. Therefore, Council needs to be aware of the requirements prescribed under 356A of the Local Government (General) Regulations 2021. These requirements are surrounding the publication of materials that could be seen as "electoral material" as prescribed in the regulations.

"Electoral material" is defined very broadly under the regulations. "Electoral matter" is in turn defined to include:

- any matter that is intended or calculated or likely to affect or is capable of affecting the result of any election held or to be held or that is intended or calculated or likely to influence or is capable of influencing an elector in relation to the casting of his or her vote at any election, or
- the name of a candidate at any election, the name of the party of any such candidate, the name or address of the committee rooms of any such candidate or party, the photograph of any such candidate, and any drawing or printed matter that purports to depict any such candidate or to be a likeness or representation of any such candidate.

Council needs to be aware that its publications may contain "electoral matter"; and may therefore be inadvertently captured withing the definition of "electoral material".

Subsequently, this year's Annual Report is presented to Council and the community in plain text and does not include content that may be defined as "electoral material". Council will publish a full version of the report after the elections have been conducted.

End Of Term Report

As mentioned in the introduction, the annual report in the year in which an ordinary election is held, must also contain a report as to the council's achievements in implementing the community strategic plan.

The report provides information about how effective the Community Strategic Plan has been in delivering the desired outcomes. The End of Term Report is the outgoing council's report to its community. It is also one of three components informing the incoming council's review of the Community Strategic Plan.

There is no specific requirement for the format or content of the report. However, Essential Element 1.11 of the integrated Planning and Reporting manual recommends the report should outline how the Council is progressing towards achieving the social, environmental, economic and civic leadership objectives of the Community Strategic Plan.

The report aims to answers the following questions:

- Did Council do what it stated it would do towards achieving the objectives of the plan?
- Did other partners in the process do what they stated they would do towards achieving the objectives of the plan?
- Were these actions effective – did anything change or start to improve?

Statement of the Environment report

The Statement of Environment report reports on environmental issues relevant to the objectives for the environment established by the Community Strategic Plan. The report must be prepared in accordance with the Office of Local Government (OLG) 2013 Guidelines.

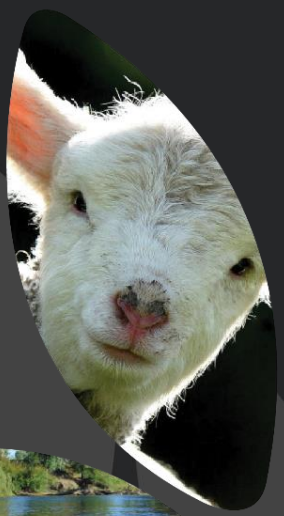
The Local Government Act ,1993 and recently developed OLG 2021 Guidelines no longer require councils to prepare a Statement of the Environment Report. However, OLG has recommended that the report be presented to finalise this round of Integrated Planning and Reporting plans and reporting requirements.

Therefore, the report is included with this year's Annual Report as previously required under s.428a of the Local Government Act 1993.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

DRAFT

Annual Report 2020/2021



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MESSAGE FROM THE GENERAL MANAGER – PHIL MCMURRAY

Your Council has encountered many challenges over the past year. Harmonisation of rates, fees and charges, the Boundaries Commission review, the implementation of a Special Rate Variation and the continuing COVID-19 pandemic has seen many changes across the organisation. These challenges have assessed our ability to adapt and taught us all to embrace change positively.

We have focused on financial stability and introduced many cost saving instruments to deliver economic sustainability going forward. We have been innovative and adaptable, and kept our focus on delivering the best service possible to our residents.

2020/21 has been a year for being resourceful, inventive, and initiative. The staff have stepped up to the line and have adjusted to meet the needs of our communities. It has been inspiring to see how our community has banded together. I'm incredibly proud of how our staff have handled the COVID-19 pandemic, with intermittent lockdowns, social distancing measures and monitoring of services. They have worked with our community to help them through difficult times. The past few months have been unlike any other we have seen in our professional lives and our staff delivered professionalism, creativity, and commitment in spades.

Our staff have been adapting to advice and restrictions that change weekly and sometimes daily. Staff have dealt with work-from-home measures, reduced resources, and personnel. They have responded quickly in postponing events, monitoring facilities and venues, and creating new contactless services.

Our customer service staff handled huge numbers of enquiries from the community, and we streamlined many of our services and communications to be conducted online.

Our Libraries teams dramatically changed the way they deliver services to their community, ensuring an essential service continued with free home delivery of items and support with online resources and tutoring.

The management team have continued to be committed and enthusiastic and focused on delivery of projects. They have identified cost savings, ensured their respective departments are operating efficiently and are providing safe and healthy workspaces.

Grant funding opportunities continued throughout the year and Council was successful in attracting significant amounts under both Federal and State Government Programs.

We have delivered some exciting community facilities and futureproofed infrastructure for upcoming generations. The 2020-2021 Annual report contains some of the achievements we have accomplished in the previous 12-month period.

Phil McMurray
General Manager

VISION STATEMENT – COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

ABOUT COUNCIL

Cootamundra-Gundagai Regional Council encompasses an area of 3,981 square kilometres of the Riverina region in New South Wales. The population is 11,225[1], and it includes the towns of **Cootamundra** and **Gundagai**, as well as the villages of **Adjungbilly, Coolac, Muttama, Nangus, Stockinbingal, Tumblong, and Wallendbeen**.

[1] Australian Bureau of Statistics estimated resident population 2020

ACHIEVEMENTS IN IMPLEMENTING THE DELIVERY PROGRAM & OPERATIONAL PLAN

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

The following section provides an overview on Councils progress in delivering the actions detailed in the 2020/2021 Operational Plan. This includes the Disability Inclusion Plan actions.

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

1.1: Our Community is inclusive and connected

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (1)	Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	Develop and revise protocols for Civic Events and Ceremonial Functions based on latest Covid-19 advice	Business Coordinator	Completed	Minor revision made in relation to Covid, did not require approval of council as per councils policy creation policy. Policy will be reviewed again as per normal policy schedule.
1.1a (2)	Work with our community to promote community spirit by assisting with the administration, organisation and promotion of events and community gatherings as required.	Develop and conduct a community survey to gauge community interests and expectations regarding local events and activities	Business Coordinator	Not Due to Start	Survey withdrawn at this time. Consultation with Tourism Economic Development Officer to continue when resources allow.
1.1a (3)	Encourage the development of initiatives to welcome new residents and make them aware of the opportunities which exist in the local government area.	Develop and retain current centralised information on the LGA's attributes in the towns and villages including features, events and service, and promote and make available, livability information via council's website	Manager Community and Culture	Ongoing	Constantly updating information as it comes to hand on the Visit Cootamundra, Visit Gundagai and Gundagai/Coota Local Websites.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (4)	Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	Consider the needs of stakeholders in developing library collections and services in line with Covid-19 requirements	Manager Community and Culture	Ongoing	Patrons are encouraged to suggest new purchases and new authors to add to our standing order list. Many items our now available via audio or ebooks.
		Implement program to encourage Library membership and increase overall membership numbers	Manager Community and Culture	Ongoing	Promoting library services such as ancestry and borrow box, as well as new NewsBank feature to attract new members. RRL now has function to join online.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1b (1)	Build and sustain partnerships with cultural and arts bodies, and the local arts community, to support activities and to secure funding for cultural and arts development in the local government area.	Pursue available grant opportunities	Manager Community and Culture	Ongoing	A number of arts outreach activities run through the Cootamundra library.
1.1b (2)	Provide assistance to art and cultural bodies to promote and develop programs and facilities.	Establish new protocols for the operation and management of 'The Arts Centre Cootamundra'	Manager Community and Culture	Completed	New chair has implemented new operating model.
1.1b (3)	Undertake development of Cootamundra library outdoor area.	Develop outdoor space adjoining the Stephen Ward Rooms Cootamundra Library for indoor/outdoor meeting space	Manager Facilities	In Progress	Works to be undertaken during internal upgrade works later in the year.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1c (1)	Ensure the best interests of local volunteer and community organisations are promoted where ever possible.	Identify appropriate avenues to promote and support the best interests of local volunteer and community organisations where ever possible	Manager Community and Culture	Ongoing	Regular meetings with Bradman Committee and Heritage Centre volunteers.
1.1c (2)	Encourage volunteerism across the local government area.	Identify appropriate avenues to promote, support and encourage volunteerism across the local government area	Manager Community and Culture	Ongoing	Promotion of opportunities through new residents pack, social media, newsletters and web.
1.1c (3)	Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	Investigate funding opportunities	Manager Community and Culture	Ongoing	A range of staff have assisted community groups with funding applications and letters of support.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1d (1)	Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	Funding applied for improvements at the Heritage Centre and Old Gundagai Gaol.
1.1d (2)	Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	Investigate funding opportunities	Manager Community and Culture	Ongoing	Funding successful for Cootamundra Heritage Centre. Unsuccessful for Gaol.
1.1d (3)	Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	Identify ways to promote the different historical groups and heritage assets within the local government area	Manager Community and Culture	Ongoing	Attended meetings where possible. Act as a conduit for information and respond to public enquiry.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	Not Progressing	At this stage services are still not available locally.
		Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	In Progress	Ongoing.
		Ensure information concerning accessible public transport including Community Transport is readily available	Manager Community and Culture	In Progress	Still awaiting new Council website.
		Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Completed	New signage installed. Manager of Facilities is aware of need to update signage as resources allow.
		Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	Ongoing	Where items require input they are given to the Access & Inclusion Committee to review. Individual Managers are tasked with making sure this happens.
		Ensure the Council's Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Ongoing	DIAP Actions included in Community Strategic Plan.
		In reviewing Council purchasing policy consider ways we can better support businesses which employ people with disabilities	Business Coordinator	Completed	Procurement policy updated and adopted in January 2020. Procurement Procedures and Guidelines updated in June 2020.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	In Progress	Waiting for new Council website.
		Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Ongoing	Council has a complaints process and members of the Access Committee can also report issues.
		Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	Supported projects being undertaken as requested.
		Review Council documents to make them easy to complete for people of all abilities. All forms to include how people can access assistance in completion	Manager Community and Culture	Ongoing	Co-ordinator business to complete as resources allow.
		Update existing Council channels to ensure that they have the ability to include access information and other stakeholder requirements, and that this is collected	Manager Community and Culture	Ongoing	Co-ordinator business to update as resources allow.
		When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	Ongoing	Co-ordinator business to update as resources allow.
1.1e (2)	Develop and implement a Youth Strategy which meets the needs of young people within our community.	Implement Youth Strategy	Manager Community and Culture	In Progress	Youth Strategy adopted.

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

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2a (1)	Enhance the amenity and appearance of our towns' main streets.	Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	General Manager	In Progress	Line marking works are completed. Awaiting landscaping.
		Commence preparation for the creation of a Masterplan for Cootamundra CBD	Manager Community and Culture	Completed	Further funding needs to be sought for access upgrades. Looking at opportunities for funding.
		Implement upgrades to main street and public spaces as funded by grants	Manager Community and Culture	In Progress	Upgrades to be completed this year. Further funding will be sought for Cootamundra.
1.2a (2)	Provide and maintain a clean and attractive streetscape.	Provide an attractive streetscape, by implementing the strategies identified in the Public Open Spaces Strategy	Manager Community and Culture	Completed	Strategies are being implemented as resources allow.
		Provide an attractive streetscape, by implementing the strategies identified in the Public Open Spaces Strategy	Manager Waste, Parks & Rec Services	Completed	Parker Street refurbishment completed, Master Landscape Plans for Albert Park completed.
1.2a (3)	Plan for and manage the construction of public space upgrades as funding permits.	Investigate options for improving access to local businesses	Manager Community and Culture	In Progress	Access Review will be considered in last quarter works of Parker Street Upgrade.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2b (1)	Improve the amenity of town and village entrances.	Continue signage upgrades for entry to towns and villages	Manager Community and Culture	Completed	Some village signage and billboard at Wallendbeen still under development.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (1)	Maintain and improve Council buildings and properties in accordance with asset management plans.	Consider accessibility when planning and delivering future Council building upgrades	Manager Facilities	Completed	Accessibility for all new builds is considered and part of the planning process.
		Design new Council developments with accessibility to the main entrance	Manager Facilities	Completed	As part of the planning/design process, accessibility is considered and reviewed by an access consultant.
		Investigate modifications to Council buildings to improve accessibility for staff	Manager Facilities	Completed	Investigations continue. Budget being reviewed.
1.2c (2)	Maintain and improve Council library facilities.	Create post Covid-19 programs to cater for ongoing service delivery to isolated residents	Manager Community and Culture	Ongoing	New COVID delivery models still being undertaken.
1.2c (3)	Maintain and improve Council's parks and recreation and sporting facilities.	Complete revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks & Rec Services	Ongoing	Maintenance is continuing within the limitation set by available resources and Finance.
		Maintain Sporting Grounds as per the current adopted schedules and specifications	Manager Facilities	Ongoing	Sporting Grounds are maintained as per the current schedules and specifications.
1.2c (4)	Co-ordinate the provision of Council facilities for community use.	Maintain public open spaces, and identify and manage capital improvement as detailed in the Public Open Spaces Strategy	Manager Waste, Parks & Rec Services	Completed	Maintenance standards are being maintained.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (4)	Co-ordinate the provision of Council facilities for community use.	Maintain public open spaces, and identify and manage capital improvement as detailed in the Public Open Spaces Strategy	Manager Facilities	Completed	Public open spaces are maintained, and capital improvements are identified and managed as per the Public Open Spaces Strategy.
1.2c (5)	Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	Revise Council representation and liaison with relevant Section 355 Committees	General Manager	Completed	Council representation is in place.

1.3: Our community members are healthy and safe

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3a (1)	Continue to consult with local health services providers and identify and advocate for opportunities to improve the quality and range of health services provided in the local government area.	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	Ongoing	Attend meetings, when they occur, and provide assistance, where able.
		Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	Attend meetings, when they occur.
1.3a (2)	Promote a wide range of health and community services offered by various agencies in the local government area.	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	Waiting for new website. Items are listed on Gundagai and Cootamundra Local Websites and new products promoted on social media.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3a (3)	Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	Undertake continued improvements at Mirrabooka Community Centre	Manager Community and Culture	Ongoing	Complete for 2020/21. Need to determine other possible improvements for 21/22.
1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities.	Promote programs which encourage healthy lifestyle choices and activities as identified in the Recreation Needs Study and Open Spaces Strategy	Manager Waste, Parks & Rec Services	Completed	No funding available.
		Promote programs which encourage healthy lifestyle choices and activities as identified in the Recreation Needs Study and Public Open Spaces Strategy	Manager Facilities	Completed	Promoting programs when identified. Seeking additional funding to develop activities.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (1)	Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	Complete construction of Country Club Oval Clubhouse/Amenities Building	General Manager	Completed	Grand opening anticipated for end of April or early May 2021.
		Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the Implementation of the Public Open Spaces Strategy	Manager Facilities	Completed	Ongoing discussions with sporting groups and end users are continuing.
		Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the Implementation of the Public Open Spaces Strategy	Manager Waste, Parks & Rec Services	Completed	Maintained within available resources and finances.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (1)	Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	Finalise development of the Recreation Needs Study and Public Open Spaces Strategy	Manager Community and Culture	Completed	The Recreation Needs Study and Public Open Spaces Strategy is complete and adopted by Council.
		Finalise development of the Recreation Needs Study and Public Open Spaces Strategy	Manager Facilities	Completed	The Recreation Needs Study and Public Open Spaces Strategy is complete and adopted by Council.
		Finish improvements to the Gundagai Netball Courts lighting and amenities	Manager Facilities	In Progress	Design work has been completed with user group input. Engineering work underway for development lodgement. Design changed due to available funding.
		Finish upgrade to Community Fitness infrastructure in Gundagai	Manager Facilities	Completed	Works completed. Warrior trail installed.
1.3b (2)	Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	Complete maintenance and revitalisation works to Council Parks, Gardens and Sporting Grounds, in the Gundagai Area.	Manager Facilities	Completed	Ongoing, work is processing as per schedule.
1.3b (4)	Develop and implement an inspection and maintenance plan for playground equipment.	Continue undertaking routine playground maintenance and inspections as per the program, for Cootamundra	Manager Waste, Parks & Rec Services	Ongoing	Managed with available resources and finances
		Continue undertaking routine playground maintenance and inspections as per the program, for Gundagai	Manager Facilities	Ongoing	Routine playground maintenance and inspections are carried out as per the program.
1.3b (5)	Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	Encourage the pool & gymnasium managers/leasees to conduct activities for people of all abilities	Manager Facilities	Completed	Proposed master plan presented to council for consideration and public comment. Outcomes of discussions will drive better use of the facility.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (5)	Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	Encourage the pool & gymnasium managers/leasees to conduct activities for people of all abilities	Manager Waste, Parks & Rec Services	Completed	This has been completed with the Cootamundra Aquatic Centre and Sports Stadium now being managed by private contractor, L&R Group. The operation will be monitored to ensure councils objectives and outcomes are achieved. As of date there has been no complaints received regarding the facilities or contractor but plenty of positive feedback from the community.
1.3b (6)	Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	Finish construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	In Progress	Design work has been completed with user group input. Engineering work underway for development lodgement. Design changed due to available funding.
		Identify the current and future community needs of council's public open spaces, and implement the actions as per the Public Open Spaces Strategy	Manager Facilities	Completed	Actions are being implemented as per the Public Open Spaces Strategy.
		Identify the current and future community needs of council's public open spaces, and implement the actions as per the Public Open Spaces Strategy	Manager Waste, Parks & Rec Services	Completed	All Cootamundra Open Spaces are maintained in accordance with available resources and funding. This has also been completed as part of the Recreational Needs Study undertaken back in 2019/2020.
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Waste, Parks & Rec Services	Ongoing	Implemented as and when required and in accordance with council's WH&S policy.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	Implement the 'Detail Works Activity Program'	Manager Waste, Parks & Rec Services	Ongoing	This is being achieved by the level and routine maintenance program that's in place and the further development of the community open spaces where and when funding allows. A detailed Open Space and Maintenance Activity Audit has been undertaken and completed. This report has identified Open Space Classifications, level of importance, maintenance specifications and Park Maintenance Priorities and scheduling etc.
		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks & Rec Services	Completed	Grants are applied for as and when the opportunities arise.
		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Facilities	Completed	Looking at developing additional master plans to be adopted. Funding will be driven by these plans.
		Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Technical Services	Ongoing	Routine footpath maintenance undertaken as required. PAMP being prepared to consider future priorites for LGA.
		Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	Monthly inspections completed. Defects identified and repaired as necessary.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3c (1)	Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	Current Road Safety Officer finished with CGRC on June 21. New agreement to be arranged with TfNSW.
1.3c (2)	Develop and operate safe food handling and public health controls.	Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure and will continue as part of the annual inspection regime. Food Safety Advice is provided to operators during inspections, either annual compliance or in response to complaints.
1.3c (3)	A range of programs are supported, promoted and controlled to encourage and enforce responsible companion animal ownership.	Analyse data captured through Companion Animals Management System (CAMs) for resource reviews	Manager Regulatory Services	Ongoing	Monthly Report submitted to Council, with CAMS data outlining all animals seized and actions taken.
		Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	Ongoing	Two (2) days conducted one (1) at Cootamundra and one (1) at Gundagai in conjunction with microchip days. Completed for 2020/21.
		Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Ongoing	Two (2) events completed for 2020/2021.
		Continue Companion Animals Audit	Manager Regulatory Services	Ongoing	Monthly update report submitted to Council, on registrations captured through the Companion Animals Audit.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3d (1)	Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	Four (4) meetings held each year, along with regular communication with other Local Emergency Agencies.
1.3d (2)	Develop and maintain effective and well tested emergency management plans.	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Ongoing	Continue to work with Local Emergency Organisations to develop a stronger CGRC Local Government Emergency Management Plan.
1.3d (3)	Maintain an active involvement and positive relationship with FRNSW, RFS and SES, Health, Ambulance, Police, Local Land Services and all emergency services organisations within the legislative framework and for the benefit of the community.	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	Regular meetings held and communication had between the Police LEOCON and Councils LEMO.
1.3d (4)	Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	Establish and equip functional Emergency Operations Centres at Cootamundra and Gundagai	Manager Regulatory Services	In Progress	Gundagai EOC still requires more equipment and resources to become functional. Transportable resources currently utilised.
		Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	Councils LEMO provides regular updates to all Agencies and four (4) meetings are held each year with all Combat Agencies.

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

2.1: The local economy is strong and diverse

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Analyse 'standardised visitor data' to build a visitor profile	Manager Community and Culture	Completed	Completed plans, now implementation underway.
		Arrange two (2) annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	In Progress	Next meeting October.
		Commence preparation for creating and maintaining Council's tourism websites	Manager Community and Culture	Completed	Complete - ongoing updates.
		Consider Assess Trails, Art Trails and Walking and Riding Trails, in budget development deliberations inclusive of capital and operational expenditure	Manager Community and Culture	In Progress	Have provided feedback on PAMP with relation to other strategies to RSO.
		Coordinate a workshop with businesses and Tourism Action Committees to plan for growth in the visitor economy held	Manager Community and Culture	In Progress	Cootamundra meeting October.
		Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	In Progress	Funding unsuccessful.
		Implement 'standardised visitor data capture'	Manager Community and Culture	Completed	Complete.
		Implement masterplan improvements to Heritage Centre and have shovel ready for grant applications	Manager Community and Culture	In Progress	Funding obtained. Works to commence.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	In collaboration with investors/owners, assist in the creation of a masterplan for an outlet for local produce at the Old Gundagai Mill site	Manager Community and Culture	In Progress	Funding unsuccessful. Look to resubmit.
		Prepare update reports to Council on achievements, against the action plan contained in the Tourism and Economic Development Strategy	Manager Community and Culture	Ongoing	Updates provided through the IP&R process.
		Secure and develop The Motorcycle Collection as a tourism attraction in Cootamundra	Manager Community and Culture	Not Due to Start	Suitable site yet to be acquired.
2.1a (2)	Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Ongoing	Meetings being held in October. In the mean time getting information from the CDC and GREG.
		Identify businesses who would partner with Council in a program of regularly updated information distributed from their premises	Manager Community and Culture	Completed	Information provided at Cafes and accommodation businesses.
2.1a (3)	Implement strategies which encourage the growth of the local population.	Participate in Country Change initiative	Manager Community and Culture	Ongoing	Provided up to date information for campaigns and responded to new resident enquiries.
2.1a (4)	Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	Pursue available grant opportunities	General Manager	In Progress	Submitted grant applications for Stronger Country Communities round 4 and Crown Lands.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1b (1)	Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	Implement Rural Land Strategy	Manager Development, Building and Compliance	In Progress	This strategy has been adopted with the recommendations of the strategy being progressively implemented.
2.1b (3)	Provide, maintain and upgrade as funding permits the saleyards facility which allows the regular sale of animals from this and surrounding districts in a suitable environment.	Continue to maintain Saleyards Facility	Manager Regulatory Services	Ongoing	Full time Regulatory attendant employed to maintain facility.

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

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

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1d (1)	Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	Continue to support and promote the NBN installation in the Local Government area, which drives high quality connectivity to meet business and student needs	Manager Community and Culture	Completed	NBN roll out supported and promoted where appropriate. Potential partnership with Wi-sky.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1d (2)	Support and advocate for the installation of the National Broadband Network across the local government area.	Facilitate provision of information on the NBN to the Community on Council's website	General Manager	Completed	NBN is now available in the LG area.
2.1d (3)	Offer and promote free public wi-fi internet access in key public spaces across the local government area.	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Business Coordinator	Ongoing	Public Wi-Fi has been consistently available to designated areas.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1e (1)	Implement a range of initiatives which support and promote the sustainable development of the towns' Central Business Districts and industrial land.	Develop new LEP and DCP	Manager Development, Building and Compliance	In Progress	Council is progressing the new LEP and DCP. There are a number of studies yet to be completed.
		Implement Cootamundra and Gundagai Town Strategies	Manager Development, Building and Compliance	In Progress	The Gundagai Town strategy prepatory work is currently underway.
2.1e (2)	Promote to the community and industry groups potential growth opportunities and development efficiencies.	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	Regular updates for a wide range of funding available recently direct to targeted businesses. CDC now also updating fortnightly.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1e (2)	Promote to the community and industry groups potential growth opportunities and development efficiencies.	Identify value adding opportunities (use of new technology, processes and packaging, collaborations, shared transport costs, use of waste materials for new products etc.) to maximise the opportunities in the sectors where Cootamundra-Gundagai's competitive advantage exists	Manager Community and Culture	Ongoing	Identified opportunities in service industries - looking at suitable infrastructure to facilitate these.
2.1e (3)	Encourage growth in development and construction locally.	Develop factsheets for developing and building in the local area	Manager Development, Building and Compliance	Completed	Factsheets and checklists have been updated and are now on Council's website. Factsheets and information are monitored and updated as necessary when changes in policy or direction occur.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1f (1)	Work in partnership with agencies and other levels of government to support local businesses.	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	Promoted training. At the moment this is mostly online due to COVID.
2.1f (2)	Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	Develop a list of available industrial land and publish quarterly updates on Council's website	Manager Community and Culture	Ongoing	Looking to expand available land as supply is an issue.
2.1f (3)	Maintain a close liaison and continue to work with Regional Development Australia.	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	Attending Regional Development Australia Forums.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1f (3)	Maintain a close liaison and continue to work with Regional Development Australia.	Participate in the Country Change Initiative	Manager Community and Culture	Completed	Participation in the Country Change Initiative is continuing. To continue at 2.1a (3)

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

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2a (1)	Develop a new, comprehensive Local Environmental Plan for the local government area.	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	Not Due to Start	The draft Development Control Plan will be implemented upon completion of the Local Environmental Plan.
2.2a (2)	Identify and address current and future land-use needs through integrated strategic planning and development.	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	In Progress	There are some studies that still need to be completed that will support the drafting of the draft Local Environmental Plan.
2.2a (3)	Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	This is an ongoing item, and this target is being met.
		Responses to enquiries provided within 5 working days	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure with 80% of enquiries being responded to within the agreed timeframes.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2b (1)	Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	The Development Control Plan will be drafted after the completion of the Local Environmental Plan.
2.2b (2)	Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	Complete construction of roads and provisions of services for subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	Not Progressing	Awaiting outcome of grant funding application under Building Better Regions.
		Market and promote Bourke Estate residential subdivision in Gundagai	General Manager	Completed	All blocks under contract or under offer.
		Prepare preliminary planning proposal for Stage 2 of Claron Estate residential subdivision in Cootamundra, including access to the Cemetery	General Manager	In Progress	Design company has been engaged.

2.3: Tourism opportunities are actively promoted

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

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

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3b (1)	Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Ongoing	Included on tourism websites. Co-ordinator business to include on Council sites with upgrades.
		Investigate options for the production of a Mobility Map	Manager Community and Culture	Not Due to Start	Website has this already (generated by user content). Probably don't need to do as it would be a double up.
2.3b (2)	Work with the community to develop a marketing strategy for the local government area as a tourist destination.	Develop Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	Completed	Implementation underway.
2.3b (3)	Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	Continue to maintain and promote Calendar of Activities, Programs and Community Events	Manager Community and Culture	Ongoing	Calendar of Activities, Programs and Community Events maintained and promoted.
		Implement a competitive application based events funding program in the LGA	Manager Community and Culture	Completed	Competitive application based events funding program implemented.
		Maintain Cootamundra Tourism Website, and continue production of Events Newsletter	Manager Community and Culture	Completed	Cootamundra Tourism Website maintained, and Events Newsletter continually produced.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3c (1)	Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	Analyse Visitor Services Review and conduct further research as necessary	Manager Community and Culture	Not Due to Start	Heritage Centre has received funding to extend to better provide visitor services.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3c (2)	Undertake a redevelopment of the Gundagai Visitor's Information Centre.	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatrette space and accessibility improvements	Manager Community and Culture	In Progress	Not progressed.
2.3c (3)	Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	Review existing Caravan Park facilities, recommend improvements and consider funding options	Manager Community and Culture	In Progress	Design engineer recruitment underway. Project will continue once a resource is available.
2.3c (4)	Undertake connection of water supply to the Dog on the Tuckerbox site.	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	In Progress	Water Hammer Analysis on the proposed pipeline alignment has been completed, this led to review design including pipe material to used for this water supply extension. Proposed road layout and intersection between Annie Pyers Drive and Hume Highway could impact on the layout of the reticulation. Detailed design work will be completed in July 2021 and additional funds will be required for construction of the project.
2.3c (5)	Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	Commence implementation of the recommendations of the Gundagai Gaol Masterplan	Manager Community and Culture	In Progress	Awaiting funding outcome.
		Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	In Progress	Funding was reallocated elsewhere. Need to look at options again for the site.

2.4: Our local workforce is skilled and workplace ready

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.4a (1)	Promote local employment and training opportunities within the Council organisation.	Develop Council Training Plan	General Manager	Ongoing	Performance reviews have identified training requirements. Training plans have been developed.
		Include consideration for disability inclusion in Council's Workforce Management Plan	General Manager	Completed	To be considered within the review of the Workforce Management Plan next financial year.
2.4a (1)		Include relevant discrimination legislation in EEO Policy, Staff Induction and Recruitment Training	General Manager	Completed	Relevant discrimination legislation has been considered and necessary updates have been made in relevant council documentation.
		Investigate barriers that exist for people with a disability and their carers in accessing employment in council positions and standing for council positions	General Manager	Completed	Council has facilitated opportunities for employment of people with special needs. Including a current position within the mechanical workshop.
2.4a (2)	Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	Promotion provided through websites, social media and email newsletters, and on request.

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

3.1: The natural environment is valued and protected

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (1)	Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	Continue to assess all development applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure with templates to ensure that all legislative requirements are considered and assessed.
3.1a (3)	Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Civil Works	Ongoing	Works undertaken in accordance with strategies and procedures.
		Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Technical Services	Ongoing	Priority works have been completed. Routine maintenance activities in progress within Gundagai to alleviate stormwater issues as required.
		Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	Drainage upgrading works identified in the Priority assessment report have been completed. Response to Flood study and Flood Risk Assessment at Gundagai is in progress, Feasibility on VHR and VP is completed for Gundagai. Flood Risk Management is in progress for Cootamundra to develop structural control to alleviate flooding of town area. Progress meeting conducted on 23 June 2021 with Flood Management Committee at Cootamundra.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (4)	Develop and implement a street tree planting plan which enhances amenity and our natural environment.	Continue to undertake Street Tree Planting in accordance with Gundagai Street tree planning Masterplan	Manager Facilities	In Progress	West street has seen significant work this quarter, design changes are being considered to master plan and report to come back to council with proposals.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1b (1)	Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	Council has been presented a draft Energy Action Plan that looks at these opportunities.
3.1b (2)	Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Council's environmental impact.	Investigate funding sources for solar energy works for Council buildings	Manager Facilities	In Progress	Energy Action Plan put together to drive grants and priorities for solar work.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1c (2)	Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	Commence planning for construction of a re-use shop at Cootamundra Waste depot	Manager Waste, Parks & Rec Services	Not Due to Start	Fee & Charges have been reviewed and report to Council with outcomes.
		Commence planning for construction of Waste Facilities and methods of operation as determined by the Waste Implementation Plan	Manager Waste, Parks & Rec Services	Completed	Works are continuing for 2021/2022

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks & Rec Services	Ongoing	Works are continuing pending the allocation of funds.
3.1c (3)	Provide a facility through which used chemical drums can be disposed of correctly.	Continue to provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Ongoing	drumMUSTER collections are offered throughout the year.
3.1c (5)	Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	Ongoing	New Sewer Treatment plant will help deliver re-use water to a better quality. Further discussions to be had, to extend current areas if possible.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (1)	Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	Investigate opportunities to use raw water	Manager Assets	In Progress	At present council holds two water access licences one for water supply to Dog on the Tucker Box and Gundagai town water supply. It is proposed to request Water NSW and Natural Resources Access Regulator (NRAR) to use the unused quota from one of these licences for irrigation of sporting fields at Gundagai.
3.1d (2)	Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	Investigate funding opportunities and conduct community consultation and education sessions for the materials recovery facility	Manager Waste, Parks & Rec Services	Ongoing	Grants are applied for as and when required.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Investigate funding opportunities to construct a new adult change facility at the Waste Facility in Cootamundra	Manager Waste, Parks & Rec Services	Not Due to Start	Grants have been submitted but to date have been unsuccessful. Council will continue to make submissions as the opportunities arise.
		Investigate funding opportunities to construct a new adult change facility at the Waste Facility in Gundagai	Manager Waste, Parks & Rec Services	Not Due to Start	No funding available to implement.
3.1d (3)	Encourage the best use of treated water through water saving measures.	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	Recycled water is used for Municipal Irrigation at Cootamundra and Gundagai. However, during drought the amount of recycled water produced tend to fall short of the demand. This is partially rectified with an existing 80 ML storage dam which acts as a balance storage. Additional usage and extension will require developing a recycled water management plan. Recycled Water Policy has been developed and endorsed by the Council at the meeting held on 28 June 2021.
3.1d (4)	Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	This an ongoing measure with requirements for reporting continuing to be met.
		Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	This is an ongoing legislative requirement and is continuing to occur and met the legislative timeframes.
3.1d (5)	Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	Grant Funding opportunities pursued and secured when available	General Manager	Ongoing	Submitted grant applications for Stronger Country Communities round 4 and Crown Lands.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (6)	A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	In Progress	Council to investigate purchasing surveillance cameras for overt operations.
		Undertake illegal dumping surveillance	Manager Regulatory Services	In Progress	Surveillance continuing throughout Local Government Area.

3.1e: Undertake active weeds and pest management practices.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1e (1)	Noxious weeds will be contained, reduced or eliminated as appropriate.	Develop a Community Education and Awareness program in regard to weed management	Manager Regulatory Services	In Progress	Successful Weed Information Day held. Working with DPI and LLS to develop a combined Community Awareness program.
		Undertake Weed Control program in conjunction with Riverina Regional Strategic Weed Management Plan	Manager Regulatory Services	Ongoing	Biosecurity & Regulatory staff have undertaken weed management control and identification using electronic weed capture and reporting.
3.1e (2)	Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Ongoing	Regulatory staff working in conjunction with Local Lands Services to address Weed and Pest Animal Management programs.

3.2: Our built environments support and enhance liveability

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2a (1)	Develop and operate development control systems to ensure compliance with appropriate legislation and to achieve the best possible development outcomes for the community.	Provide Development Applicants with relevant information concerning Disability Discrimination legislation	Manager Development, Building and Compliance	Ongoing	Disability Discrimination information is included on all applications.
3.2a (2)	Ensure new development is considerate of our heritage.	Include heritage considerations when assessing all Development Applications, as applicable, and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	This is a legislative requirement with templates developed which include this as an assessment criteria.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2b (1)	Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	Continue preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	The development control plan will be developed once the local environmental plan is finalised.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (1)	Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	Reference Group meeting was not held as planned earlier. Meeting was tentatively scheduled to be in July 2021 and it is now impacted due to restrictions imposed on COVID-19 in NSW. Subsequent to this meeting PWA will develop strategies for implementation of IWCM principles.
3.2c (3)	Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	In Progress	Business case has been completed. Comments received from stakeholders.
3.2c (4)	Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	Commence construction for the Gundagai Sewer Treatment Plant replacement	Manager Assets	In Progress	Construction of Gundagai STP is now 70% completed. Due to wet weather related delays testing and commissioning is scheduled to be during August 2021.
3.2c (5)	Provide and maintain a stormwater disposal system which allows the removal of stormwater from the towns in the most economical and efficient manner possible whilst minimising impact on natural environment.	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Completed	Storm water infrastructure work identified in the Priority Assessment Report has been completed. Flood Risk Assessment in Cootamundra and Flood Study response work in Gundagai are in progress.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (6)	Undertake Stormwater Mitigation Strategy across Cootamundra and Gundagai.	Continue undertaking Cootamundra Flood Study	Manager Assets	Completed	Flood study findings were presented on 11 November 2020 to the Flood Management Committee. Flood study was displayed and exhibited the findings for 28 days consultation period to enable the community members to comment. Subsequently the flood study was adopted by the Council in January 2021. Flood study material was handed over to the Council on 31 March 2021 and WMA Water has been engaged to do the Flood Risk Management Study.
3.2c (7)	Manage Council's waste collection, disposal and processing facilities.	Manage Council's waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks & Rec Services	Ongoing	Works are routine and managed in accordance with the Waste Strategy and Implementation Plan, and councils financial allocation.
3.2c (8)	Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	Continue monitoring Council Public Toilet Facilities	Manager Facilities	Ongoing	Facilities monitored as per schedule.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2d (1)	Develop and implement strategies to improve safety and accessibility of all road users.	Ensure information is available for, users of scooters and electric wheelchairs on footpaths, and pedestrian safety	Manager Civil Works	Completed	Road Safety Officer to continue working on strategies for improved road safety.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
		Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	Road Safety Officer to continue working with CGRC and TfNSW in implementing road safety campaigns.
3.2d (2)	Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	Undertake annual Road Maintenance Program	Manager Technical Services	Ongoing	Routine maintenance being undertaken as required across the LGA.
		Undertake annual Road Maintenance Program	Manager Civil Works	Ongoing	Works progressing as conditions and resources permit.
3.2d (3)	Undertake the annual footpath renewal and extension program.	Undertake Footpath Renewal and Extension Program	Manager Civil Works	Ongoing	Footpath replacements/extensions determined under Assets Condition Reports and maintenance records. Continue to seek other funding were possible.
		Undertake Footpath Renewal and Extension Program	Manager Technical Services	Ongoing	Footpath renewals complete for 2020/2021. Future extensions will be identified in PAMP.
3.2d (4)	Develop and implement asset management plans and strategies for all transport assets.	Review and update condition assessment data across the local government area	Manager Assets	Ongoing	RFQ has been invited to value Water, Sewerage and drainage assets and the tender will close on 4 July 2021. Valuation of roads and bridge assets were completed and endorsed by the Council.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2e (2)	Advocate for State and Federal departments to improve public transport networks to meet the needs of our community.	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Continue to work with REROC in cooperation among member Council, participate regularly with procurement of goods and services for member councils.

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

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

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1a (1)	Councillors will support and advocate for the needs of all members in our community.	Ensure Councillors are available and contactable by community members	General Manager	Ongoing	Councillor's contact information is available on Council's website and can also be obtained upon request.
4.1a (2)	Implementation of the Cootamundra-Gundagai Regional Council's suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	Present quarterly 'Progress Report' on Delivery Program/Operational Plan to Council and the Community	Business Coordinator	Ongoing	Q4 Progress Report to be presented at the August 2021 Council Meeting.
4.1a (3)	Council's corporate plans are informed by community expectations and are reviewed and updated on a regular basis to meet the changing needs of our community members.	Conduct 6 monthly review of Operational Plan and resourcing strategies	Business Coordinator	Completed	Progress reports are submitted quarterly to council.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1b (1)	Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	Seek funding opportunities when available	General Manager	Ongoing	Submitted grant applications for Stronger Country Communities round 4 and Crown Lands.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1b (2)	Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Ongoing	Motion presented to ALGA Conference.
4.1b (3)	Participation in relevant REROC activities that will benefit the local government area.	Participation in REROC events and activities	General Manager	Ongoing	Continued participation has taken place in REROC board meetings and other events and activities hosted by REROC.
4.1b (5)	Continue to foster and support the Youth Council.	Formalise the Youth Council in Cootamundra	Manager Community and Culture	Completed	Youth Council developed.
4.1b (6)	Work in partnership with community members, businesses and all levels of government to deliver community priorities.	Participation in Stakeholder events and activities	General Manager	Ongoing	Community activities are supported by Councillor and Employee participation.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1c (1)	The development of the Cootamundra-Gundagai Regional Council's integrated suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans, provide a clear strategic direction and drives the organisation's activities.	Develop and adopt Operational Plan for next financial year	Business Coordinator	Completed	Operational Plan adopted at the June 2021 Council Meeting.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1c (2)	Council's decision-making and future planning shows evidence of being linked to Council's integrated suite of plans and the needs of our community.	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Business Coordinator	Completed	Linkages to the Community Strategic Plan are included in the Business Paper Reports and Policy and Strategy/Plan templates.
4.1c (3)	Determine development applications in an efficient and effective manner based on merit	80% of DAs determined within statutory 40 days' timeframe	Manager Development, Building and Compliance	Ongoing	The majority of applications are determined within this timeframe.
4.1c (4)	Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	In Progress	Cootamundra 2050 plan complete. Gundagai equivalent happening in August.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1d (1)	Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	Continually identify improvements in operating councils corporate planning software (Pulse)	Business Coordinator	In Progress	Delegations & Policy Module is being implemented. Compliance Module to be developed once data is available from Kell and Moore. Governance Officer continually monitors improvement updates for the current reporting system.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1d (2)	The integrated planning and resourcing documents will be reviewed and updated on a regular basis to meet the changing needs of our community members.	Develop a strategy to update Council's Integrated planning suite of plans and resourcing strategies on a regular basis to meet the changing needs of our community	Business Coordinator	Completed	The CGRC Communication Strategy and Community Engagement Strategy is being developed and will be presented to council upon completion.
		Integrated planning and resourcing strategies reviewed and updated as legislatively required	Business Coordinator	In Progress	All Integrated Planning and Reporting (IPR) documents are reviewed and updated as legislatively required as per the Office of Local Government IPR manual and guidelines.
4.1d (3)	Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	Develop and present report identifying Community communication options and strategies	Business Coordinator	In Progress	The CGRC Communication Strategy and Community Engagement Strategy is being developed and will be presented to council upon completion.

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

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

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

4.2: Active participation and engagement in local decision-making

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2a (1)	A range of consultation and engagement activities will be offered to our community in order to plan the long term future direction of the local government area and to inform Council's decision-making.	Continue to maintain support for councils Digital Communication Panel	Business Coordinator	Ongoing	Ongoing promotions to encourage participation in the Digital Communication Panel is being undertaken via councils media channels.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2b (1)	Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	Relevant staff to undertake Community Engagement Training (IAP2)	Business Coordinator	In Progress	Initial quotes were too costly. Investigating alternative Community Engagement Training.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2b (2)	Cootamundra-Gundagai Regional Council's suite of plans will be reviewed and updated on a regular basis to meet the changing needs of our community members.	Develop a strategy to update the Community Strategic Plan on a regular basis to meet the changing needs of our community	Business Coordinator	In Progress	The CGRC Communication Strategy and Community Engagement Strategy is being developed and will be presented to council upon completion.

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

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

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

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

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

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (1)	Ensure Council's long term financial planning supports the delivery of community expectations and financial stability.	Continue to consolidate Council's rating structure	Manager Finance and Customer Service	Completed	Cootamundra and Gundagai rating structure has been consolidated. Complete.
4.3a (2)	Ensure the availability of finances are managed, controlled, reviewed and regularly reported on in order to provide the appropriate services and facilities within the allocated budget and achieve the maximum value for expenditure.	Prepare and implement procedures to enable all staff with budget responsibility to effectively operate Council's integrated budgeting process	Manager Finance and Customer Service	In Progress	Staff shortages have delayed this project, it will be carried over to 2021/22.
4.3a (3)	Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	Develop a suite of Audit Reports to monitor procurement practices	Business Coordinator	Ongoing	Monitoring procedures are in place.
		Undertake assessment and improvement of procurement processes	Business Coordinator	Ongoing	Continual assessment of improvements of procurement processes are undertaken as required.
4.3a (4)	Identify and follow-up opportunities to increase Council's revenue base including grant funding opportunities to deliver additional income to fund major projects.	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Progressing	This action will be completed once the local environmental plan is finalised.
		Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	Relevant grants are identified and applications made when available.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (5)	Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	Implement works programs to improve asset condition	Manager Assets	In Progress	Request for quotations were invited and work was awarded for the replacement of water main along West Street, Gundagai. Survey and detailed design work is in progress for water main replacement along five (5) streets in Cootamundra. Tender documents have been prepared for Design and Installation of Telemetry/ SCADA system for Water and Sewerage for Gundagai and Cootamundra. This project will improve the operational efficiency.
		Review and improve Asset Management Plans	Manager Assets	Ongoing	Asset renewal programs are implemented based on condition assessment and Asset Management Strategy. Five (5) year water main renewal program has been identified for Cootamundra.
4.3a (6)	Improve functionality and amenity within Council's work depots.	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	In Progress	Options for depot development to be assessed.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3b (1)	Council ensures statutory compliance is achieved and demonstrates good governance practices.	Participate in the Alliance Legislative Compliance Framework Methodology	Business Coordinator	Ongoing	Internal Audit Alliance meeting to be held in July 2021. CGRC to continue to participate in the Internal Audit Alliance.
4.3b (3)	Implement effective integrated risk management strategies and practices.	Implement Councils Fraud Control Plan	Business Coordinator	In Progress	Fraud Control Plan has been developed. Implementation of Fraud Control Plan is in progress.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3b (3)	Implement effective integrated risk management strategies and practices.	Undertake development of a Corporate Risk Register	Business Coordinator	In Progress	Enterprise Risk Management Framework developed and presented to ARIC. GM has formally approved. Implementation of the framework is imminent.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3c (1)	Current, informative and easy access to Council information is made available to the community using a range of communication methods, including traditional media and digital channels, Council's website, Community News newsletter and social media.	Develop Community Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Business Coordinator	In Progress	The CGRC Communication Strategy and Community Engagement Strategy is being developed and will be presented to council upon completion.
4.3c (1)		Improve services available on Council's websites through the development of eServices and online forms	Business Coordinator	In Progress	Web update has commenced. Actions required are being undertaken with our contractor, as resources allow.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (1)	Provide quality customer service during all "front line" interactions between Council and the community and in all other interactions between staff, agencies, Council and the community.	Develop and implement a new Customer Service Charter	Manager Finance and Customer Service	Ongoing	This project was deferred until the completion of the SRV process and will be carried over to 2021/22.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (2)	Adopt and maintain information technology and communication services and infrastructure that assists the efficient and effective undertaking of Council's operations, increases productivity and adequately supports the organisation and our community's needs.	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Business Coordinator	In Progress	Web update has commenced. Actions required are being undertaken with our contractor, as resources allow.
		Integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Business Coordinator	In Progress	Received quotes to implement. Waiting on organisational outcomes before processing any further.
		Review Business Systems and identify services that can be delivered on Council's Website	Business Coordinator	In Progress	Web update has commenced. Actions required are being undertaken with our contractor, as resources allow.
4.3d (3)	Council's records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	Review infoXpert workflows to streamline record keeping	Business Coordinator	Ongoing	Comprehensive review undertaken, further continual improvements are ongoing.
4.3d (4)	Requests for service are processed in an efficient and effective manner.	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Finance and Customer Service	Not Progressing	This project was deferred until the completion of the SRV process, and will be carried over to 2021/22.
		Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Finance and Customer Service	In Progress	Rating enquiry training completed. Planning enquiry training to be developed and implemented to customer service staff in 2021/22.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (5)	Provide well-maintained cemeteries and efficient, appropriate and dignified cemetery operations and services that create the most peaceful surroundings possible for funeral parties and visitors.	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	In Progress	Councils Digital Cemeteries Project is progressing well. Aerial mapping and plot capture has been undertaken. CGRC burial database with approx 12,000 records and photographs have been uploaded. This project will include a Public Access Portal for the Community to search for deceased people buried within our 13 Cemeteries.
		Develop a Cemetery Services Strategic plan	Manager Regulatory Services	Not Progressing	Once the digitalisation project has been completed the Cemetery Strategic Plan can be developed around this.
		Provide signage, seating and additional landscaping for the Gundagai Area Cemeteries	Manager Regulatory Services	Completed	Action Completed.
4.3d (6)	Council's fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	Undertake plant replacement in accordance with related policies and programs	Manager Technical Services	Ongoing	Replacement complete for 2020/21. Work well advanced for replacement program in 2021/22 with specifications already prepared for items highlighted within Technical Services area.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3e (1)	Effective day-to-day management and leadership of the organisation conducts service reviews and implements continuous improvement practices to create greater efficiencies and effectiveness across the organisation.	Identify and develop improvement programs	General Manager	In Progress	Over 160 improvement measures have been identified, some have been implemented, others are now scheduled for implementation via Managers performance agreements.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3e (2)	Ensure adequate project management techniques are in place to ensure the delivery of projects which meet the changing needs of our community on time, within budget and to an acceptable standard.	Undertake monitoring of project implementation	General Manager	Ongoing	Project status and budgets are being controlled.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3f (1)	Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	Review and enhance recruitment practices	General Manager	In Progress	Working with REROC on Skills and Shortage Project.
4.3f (2)	Review the efficiency and effectiveness of Council's adopted Organisational Structure and ensure the structure and staffing mix can adequately deliver the activities approved by Council.	Implement Operational Plan activities	General Manager	Ongoing	Operational Plan being delivered and reported on quarterly.
4.3f (3)	Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	Update statistics and demographics in the Workforce Management Plan	General Manager	Ongoing	To be updated when the review of the Workforce Management Plan is conducted next financial year.
4.3f (4)	Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	Develop internal Council newsletter and incorporate WHS messages to all staff	General Manager	Completed	Monthly staff newsletter being produced and distributed to all staff.
		Review monthly WHS reports and statistics discussed at Managers Meetings	Manager Technical Services	Ongoing	Ongoing reporting by WHS officers. Considerable work has been done developing the WHS system that is currently being rolled out.
			Manager Civil Works	Ongoing	Monthly reports being presented to MANEX meetings.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3f (5)	Develop and implement a Staff Wellbeing Program	Develop and implement Staff Wellbeing Program	General Manager	In Progress	Implemented staff newsletter and conducted Mental Health Awareness training for all staff.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3g (1)	Implement a training plan to enhance the skills and knowledge of staff across the organisation.	Develop Staff Training Plan, following skills/performance process	General Manager	Completed	Performance reviews have identified training requirements. Training plans have been developed.
4.3g (2)	Provide learning and development opportunities to staff to develop the individual's potential and meet the needs of the community and organisation.	Develop succession plans for each Section of Council	General Manager	Not Due to Start	Structure and cultural reform will be commencing following demerger decision.
		Implement Performance Review Program, and undertake the first cycle	General Manager	Completed	Performance reviews have been undertaken.
4.3g (3)	Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	Provide ongoing enhancement to Staff Intranet	Business Coordinator	Not Due to Start	Waiting on organisational outcomes before processing any further.
		Undertake integration of Mapping Systems with Council's Corporate Systems	Manager Assets	In Progress	GIS upgrade of Water and Sewerage assets is planned. This will be done along with asset valuation of water, sewerage and drainage assets.

MAJOR PROJECTS.

GUNDAGAI SEWAGE TREATMENT PLANT:

The new Gundagai Sewage Treatment Plant (STP) is a 3000 EP (Equivalent Population) capacity treatment plant. The new plant will meet projected load increases over the next 30 years.

The new biological treatment is based on the Intermittently Decanted Extended Aeration (IDEA) treatment process, to which micro-organisms contained within the sewage treatment process, aid to break down organic matters. Management of the treated effluent continues via the existing effluent reuse system with remaining excess (if any) to discharge into the Murrumbidgee River.

Construction work is 90% completed. Testing is in progress and SCADA program is to be completed in November 2021.

Final testing and commissioning during December 2021/January 2022. Most of the civil works, mechanical & electrical installation work associated with STP is more than 80% completed. Power supply is connected to the site which will enable testing of electrical and mechanical equipment. Final connection and testing work are in progress to ensure compliance of this equipment. Wet weather has seen some delays in completion of the works. Final testing and commissioning of the treatment works is scheduled to be completed during January 2022.

TREATMENT FOR THE ROYAL WELL:

Gundagai's Royal Well sewerage pump station underwent a complete transformation when construction on a new state of the art pump station was completed in August 2020. The old Royal Well as it is affectionately known was built in the 1930's. The new pumping station will further enhance the treatment of sewerage in Gundagai. The new pumping station will provide new infrastructure that complies with current standards.

WATER MAIN REPLACEMENT PROJECTS:

Cootamundra's $7.5 million watermain replacement project was completed. The original contract with a number of additional works has seen approximately 24 kilometres of new water mains installed in the town. $2 million was sourced from the Stronger Communities Fund, an initiative of the NSW Government and administered by Cootamundra-Gundagai Regional Council (CGRC) and is part of Councils SCF major projects program. $5 million was sourced through CGRC water reserve to complete the works. CGRC reports that water quality complaints have dropped dramatically, and the incidences of main breaks have also significantly reduced, allowing staff to attend to necessary routine maintenance and operational activities that, necessarily, were sometimes delayed in the past. The project is an ongoing program and will compliment the major works undertaken. The initial scope of works identified have been completed during 2019/20 and a further program of works is in progress water main replacement along Mackay Street Cootamundra is in progress.

The Water main replacement at West Street, Gundagai has been completed.

MACKAY STREET COOTAMUNDRA:

Mackay Street Rehabilitation-commencement of works under Funding Local Roads Program.

Initial works were kerb replacement Onley to Poole streets and relocation of underground services.

GUNDAGAI SWIMMING POOL:

A $35,000 investment to the Gundagai Swimming Pool, has seen a reduction in running costs and water usage. The local pool has undergone further improvements with upgrades completed on damaged pipes that will see leakage problems solved. The work included a new stainless-steel pipe installed in the balance tank, replacing a galvanised pipe. The stainless pipe should never need replacing as it will not rust or corrode. A new compressor for the sand filters has been installed along with repairs to the expansion joint replacement on the pools surface. The funds used to carry out the work are part of the NSW State Governments Stronger Country Communities Fund Round 2 grant program and were allocated to include the installation of an all-access ramp constructed last year. Barbeque facilities, with picnic tables and shades were also installed at the pool to enhance the area for users.

BEAUTIFICATION WORKS IN PARKER STREET COOTAMUNDRA:

Parker Street Cootamundra was a focus during the year, with the installation of street furniture, shade structures, landscaping and other works associated with the continuation of the beautification project that has been undertaken. The project was funded from the Drought Communities Program.

The projects aim was to beautify and enhance the experience whilst visiting Cootamundra's CBD, create jobs and boost local shopping. Established street gardens have been given a rejuvenation and certain areas planted out to soften the hard surfaces.

The installation of fairy lights in the street trees and the four feature Canopee's constructed by the famous Furphy Foundry has added a new dimension to the street at night.

FUNDS TO UPGRADE LOCAL ROADS:

Member for Cootamundra Steph Cooke presented a cheque to Cootamundra-Gundagai Regional Council (CGRC), Mayor on Thursday, 16 July 2020 to the sum of $4,073,926.00.

The money will flow from NSW Government's Fixing Local Roads Program, to which the Commonwealth and State Governments have both committed
$191 million.

SHERIDAN STREET GUNDAGAI:

The picturesque Sheridan Street in Gundagai has continued to be improved and can be broken into three sections of work.

1. **The Sheridan and West Intersection.**
   This work included the realignment of traffic lanes, and changes to signage at the intersection, all designed to ensure safer movement of traffic through the area. The road itself has been upgraded with deflection testing carried to identify any faulty areas within the pavement and assess the strength of the existing road pavement. The concluding part of the work was the laying of the Hotmix overlay and landscaping. CGRC

2. **Sheridan and Otway Intersection.**
   The upgrade will replace the damaged kerb and gutter and pavement. The intersection will be in keeping with the Sheridan Street beautification, with the installation of garden beds and landscaping of the kerb sections. The design phase has identified that trees within the upgrade area will need to be removed due to disease, pest infestation and have caused damage to the existing pavements and kerb and guttering. The existing trees have been categorised as a potential high risk safety hazard to pedestrians, vehicles, and infrastructure. New trees that are more suitable for the surrounding environment will be planted in the new area. As part of the redevelopment of this area, staff will create new garden beds and plant appropriate mature trees in accordance with the Gundagai Street Tree Master Plan.

3. **Block 3 Sheridan Street Project.**
   Federal Government funding through the Drought Communities Programme (DCP) Extension has allowed Council to continue with the beautification and improvement in Sheridan Street from Homer Street towards Virgil Street on the northern side in Gundagai. The project will create jobs and boost local shopping. The work in Sheridan Street includes:

   - Stormwater Drainage
   - Kerb and Gutter Construction
   - Footpath – Concrete Subgrade
   - Footpath Stone Paving
   - Road Pavement Construction

ROAD/BRIDGE PROJECTS:

Timber Haulage Road Upgrades – Adjungbilly, Nanangroe and Redhill Roads.

First Avenue Gundagai – One way thoroughfare for safety. **New Causeway Delroit Road.**

Road works at the Gap on the Olympic Highway – Stage 2 of the project from Campbell St to back Brawlin Road.

Work on Rosehill Road – Flood restoration works and replacement of the 'Willows Bridge'.

Maloney Report on Roads-condition assessment:

Roads within the Cootamundra-Gundagai Regional Council (CGRC) local government area have been given the tick of approval from the firm who assess local government infrastructure assets.

Moloney Asset Management Systems (MAMS) specialise in the management and condition of infrastructure assets were engaged to undertake a survey of road assets for CGRC as part of the Asset Management Strategy. The report provided a comprehensive review of assets covering sealed and unsealed roads, kerb, and footpath assets. The report states, "the road assets with Cootamundra Gundagai RC were found to be in "Good" overall condition when benchmarked against all 70 councils assessed by Moloney Asset Management Systems (MAMS)." The report also went on to state. "There was a strong overall condition improvement found with the sealed road pavement, unsealed road pavement and sealed surface asset groups combined with a strong reduction in the extent of poor conditions assets and isolated pavement failures since the last survey in 2016.

Roadside slashing and vegetation control. Including slashing in towns and villages across the LGA:

Annual resealing program:

Annual Gravel Road maintenance grading:

FIXING LOCAL ROADS PROJECTS:

Old Gundagai Road. Rosehill Road. Kilrush Road.

Adjungbilly Road Realignment, east of Parsons Creek Road.

Nanangroe Road seal extension, north of Parsons Creek Road.

LOCAL ROAD AND COMMUNITY INFRASTRUCTURE PROJECTS:

Footpath link Nicholson Park to Stadium.

Muttama Road rehabilitation works near Brawlin Road.

Kerb and Gutter replacement- Merle Ave, O'Donnell and Hurley Streets in Cootamundra.

Annual works undertaken for TfNSW on the State Highways- Olympic and Burley Griffin Way.

Private construction works of the Boundary Road Cootamundra Sub-division.

PLANS, POLICIES, MASTERPLANS:

CGRC has delivered a suite of documents with the community in mind, to make it clear how the plans fit together, and make it easy to understand how we are planning for and delivering on community priorities.

2021/2022 Operational plan.

Youth Strategy.

Dog on Tuckerbox Masterplan.

Agritourism Development Strategy.

Cootamundra Flood Study.

Alcohol Free Zones.

King Street Wallendbeen Streetscape Master Plan.

Cootamundra RSL Memorial Landscape Master Plan.

Cootamundra Gundagai Regional Council Street Tree Management Plan and Policy.

ENGAGING WITH THE COMMUNITY:

A challenging year with the COVID-19 pandemic saw a number of celebrations scaled back to adhere to public health orders. Council did celebrate:

Youth Week 2021 saw a variety of events held in Cootamundra and Gundagai. The Youth Councils in both centres assisted with the facilitation the variety of activities across the week.

Seniors Week 2021 Senior Citizens from across the Local Government Area (LGA) were entertained by CGRC staff and Councillors at morning teas in Cootamundra and Gundagai. CGRC Mayor welcomed the groups and opened the floor for a question-and-answer session which covered topics such as the villages strategy that was adopted by the Council, more street tree planting in Gundagai and the Dog on the Tuckerbox redevelopment, funding for senior events and the demerger situation.

Other Events included:

Australia Day

Local Government Week

Citizenship Ceremonies

Gundagai Wellbeing Day

Vendor Panel Information Day

International Women's Day

Local Government Forum for Women

Free Computer Training in Villages

Tech Savvy Seniors Days

Free Microchipping Days

Free microchipping days were held in Cootamundra and Gundagai, allowing residents to have companion animal microchipped.

Council rangers and regulatory officers were in attendance to offer advice to pet owners on Regulatory issues, relating to the keeping of companion animals.

Weed Information Day

Council (CGRC) conducted a Weed Information Day, to held at the Cootamundra Saleyards. The information day covered topics on pesticide information, weed species profiles and characteristics, assistance with decisions on land management, agronomist advice, and networking opportunities with others to discuss weed control. The day was held in conjunction with the Department of Primary Industries (DPI) and Local Land Services (LLS) and provided our communities with Biosecurity resources, expert advice, suggested control methods, weed identification and pesticide and spraying information. Residents and our farming community found out more about how Government, Industry and the CGRC community share the responsibility and can work together to identify, minimise, respond to, and manage weeds.

Garbage Truck Excursion to Preschool

A fun day for the kids and staff when Council staff visited the Cootamundra Pre-School in May to chat to students about what happens to their rubbish after it goes in the bin as well as what and how to recycle.

The children were very excited to have a visit from one of our friendly garbage truck drivers to have a close up look at how the bins are picked up.

PROCUREMENT:

VendorPanel Marketplace

VendorPanel Marketplace has been selected as a procurement platform to support CGRC's local economic development initiative. To increase the number of opportunities and spend driven to the local economy, Council launched the platform to make it easier for Council buyers to identify local suppliers and invite them to submit quotes and proposals for their projects and works. VendorPanel Marketplace is free for suppliers to use. Once registered, suppliers will receive invitations to quote on work across dozens of categories. The platform manages all communication between Council buyers and suppliers, reducing administration, saving time and ensuring procurement good practice is followed.

ECONOMIC DEVELOPMENT PROJECTS:

Youth Councils

Our local Youth Councils were active throughout the year, although many activities were curtailed due to COVID-19.

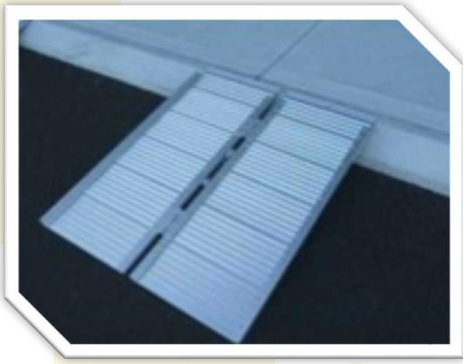
Banner Poles

Council have completed the erection of Banner Poles in Gundagai and Cootamundra main streets. The poles will house banner signs and are intended to provide a positive and welcoming message to visitors to the community.

They are for use by Council organised or supported events and for non-Council events which primarily cater to people from outside the area. The CBD banner can be used for local events and information.

The street banner system site is available for hire by organisations to publicise events considered appropriate by Council. Priority will be given to events that promote the towns and are related to major sporting, cultural, recreational, community or tourist activities.

Portable Access Ramps



Council now has available for loan, Portable Event Access Ramps Kits. The kits will help make venues accessible for those with disabilities. The kits will give the ability to hold events that may not have been possible previously due to access limitations. Events such as festivals, workshops, exhibitions, or access to a venue will benefit from these Access Ramp kits. These kits have been made possible by the Eastern Riverina Arts PLATFORM initiative who secured the funding from the National Disability Insurance Agency's Information, Linkages and Capacity Building program.

PLANNING PROJECTS:

ePlanning

On the 1st January 2021 Council implemented the NSW Government's ePlanning program, and all development related applications and post consent certificates are now submitted through the NSW Planning Portal. The NSW Planning Portal is an online platform where community, industry and government can work together to provide a digital experience that supports effective planning and decision making under the Environmental Planning and Assessment Act 1979.

The Portal allows better connectivity, allowing applicants to lodge applications from anywhere at any time, and will reduce confusion and simplify the process for applicants. Council has developed factsheets, Guidelines and templates to assist the community with the transition to ePlanning, and will continue with initiatives such as installation of kiosks, access and training to enable equitable access to the Planning Portal for all in the community.

PARKS, RECREATION & FACILITIES:

Jubilee Park

Fountains, lights, enhanced pathways, picnic tables and native wetland will feature in Cootamundra's iconic Jubilee Park as part of a $2 million upgrade. Member for Cootamundra Steph Cooke announced a $2 million grant from the NSW Public Spaces Legacy Program for the Cootamundra-Gundagai Regional Council (CGRC) for the enhancement of the Jubilee Park project, which will focus on increasing the amenity of the park and expand on the natural habitat for native birds.

Solar Panels Installed to Reduce Costs

Council has installed solar panels on the workshop at the CGRC works depot in Gundagai, the dressing sheds at Anzac Park, Stan Crowe oval canteen, and assisted the Gundagai Men's Shed with a grant for solar panels. Council is embracing the environmental and economic advantages of using solar power and will continue to seek funding to expand the solar panel project. The installation at the works depot, has assisted with power savings

Cootamundra Pump Track

The new Pump Track in Cootamundra has been a big hit with the town's youth and bike enthusiasts.

Gundagai's Yarri Park

Yarri Park continued to have improvements throughout the year. The construction of a Warrior Trail added to the infrastructure located within the park. The project was of funded from Federal Governments Stronger Communities Program for the Gundagai Youth Council. The Warrior Trail is another element in the park for the towns youth to enjoy. The pump track, half-court basketball facility, skate park and playground provide recreational facilities for children of all ages. Shade shelters, barbeques and water bubblers are all resources within the popular park.

Albert Park/Livvies Place all Inclusive Playspace

A visit to Cootamundra from Variety – the Children's Charity to conduct community consultation on the new Variety Livvi's Place Albert Park took place in September 2020.

Variety is working with CGRC on the design and build of an inclusive playspace at Albert Park.

Variety Livvi's Place- Albert Park, Cootamundra will be a place we can all come together, feel we belong, to play side by side and have fun.

Variety met with many children from the local schools, the mayor and other key stakeholders in Cootamundra to ensure the kids and families share their ideas for their dream plays pace and the needs of additional infrastructure.

The Variety representatives were very impressed with the children's understanding of what true inclusion is. A survey was conducted via Council's website and Facebook page and provided important input to the playspace.

WASTE INITIATIVES:

Mobile CRC Drop off Stations

Council installed Community Recycling Centres (CRC) in the administration offices in Cootamundra and Gundagai to engage residents to safely dispose of items such as batteries, fluoro globes, smoke detectors, mobile phones and accessories.

Many of these items can be reused and recycled if processed correctly.

Revised and development of a new, Land and Environmental Management Plan (LEMP).

Development of a Pollution Incident Response Management Plan (PIRMP).

Cootamundra-Gundagai Regional Council Waste Management Plan.

Cootamundra-Gundagai Regional Council 15 Year Financial Management Plan.

ROAD SAFETY INITIATIVES:

Throughout the 20/21-year, Council conducted a number of road safety initiatives promoted through Council's Facebook page, local media, visits to venues and website. The initiatives highlighted the importance of road safety, encouraging residents and motorist to drive to the conditions, and being aware of potential road safety hazards that exist during peak times, such as holiday periods, harvest time, and school bus safety.

Driver Reviver - After a successful trial of a Driver Reviver Station held at The Cootamundra Heritage and Visitor Centre over the Christmas/New Year period. The dedicated volunteers have filled up the canisters and bought in supplies to again welcome tired drivers and visitors passing through Cootamundra and stopping at the Driver Reviver site.

Located on Hovell Street Cootamundra, the Heritage Centre and Visitor Information Centre is manned by a group of enthusiast volunteers who welcome visitors to this part of the region. The trial proved that the welcome cup of tea or coffee and biscuits were very much appreciated by travelers.

Plan B – Council was elated with the participation in the Plan B – Win a Swag road safety initiative held across the LGA. The initiative between the Cootamundra Gundagai Regional Council (CGRC), Transport for NSW and the NSW Police and aims at reducing alcohol related crashes on our roads. The campaign focused on getting home safely after a night out. Highlighting that drinking and driving is not an option and NSW Police mobile random breath testing (RBT) operations can happen anytime, anywhere.

Harvest Road Safety **School Holiday Road Safety Messages** **Double Demerits**

Rural Road Safety Month - A national awareness campaign targeting regional and rural road safety conducted by the Australian Road Safety Foundation (ARSF) and endorsed by Cootamundra-Gundagai Regional Council (CGRC).

The rate of serious road-related injury among residents in rural areas is nearly twice that of those in major cities. Rural road crashes account for more than 65% of the Australian road

toll. Rural Road Safety Month is a chance for all to be involved in making the roads safer. There are many ways to get involved and Choose Road Safety, from changing an in-car behaviour to hosting an event in your local community.

School Bus Safety - Residents and motorists across the region were reminded that a 40km/h speed zone exists when school buses have their wig wag lights on. The promotion encouraged motorist to slow down at roadside bus stops.

TAKE CARE ON OUR ROADS – CGRC urged residents and visitors to take care on the roads over the school holiday period and beyond.

With the increased traffic in the area over the school holidays the likelihood of accidents occurring is greater.

STATUTORY REPORTING REQUIREMENTS

The following information details Council's response to the statutory reporting requirements of *the Local Government Act 1993* under section 428 Annual Reports, and the more detailed response to *the Local Government (General) Regulation 2021.*

TOTAL RATES AND CHARGES WRITTEN OFF

Local Government General Regulations Cl 132

The total rates and charges written off was $51,087.53.

MAYORAL AND COUNCILLOR EXPENSES

Local Government General Regulation Cl 217(a1)

Total for Financial Year		
	Fee	**Travel and IT expenses**
W1001.357.462 (355 Travel)		
Councillor Fee		
Doug Phillips	$ 11,859.96	$ -
Dennis Palmer	$ 11,859.96	$ 2,892.63
Craig Stewart	$ 10,871.63	$ 90.48
Penny Nicholson	$ 11,859.96	$ 561.60
David Graham	$ 12,848.29	$ -
Abb McAlister	$ 10,871.63	$ 4,684.60
Leigh Bowden	$ 11,680.26	$ 1,412.36
Charlie Sheahan	$ 11,859.96	$ 1,555.86
Gil Kelly	$ 11,859.96	$ -
Total Councillor Fee	**$ 105,571.61**	**$ 11,197.53**
W1001.479.460		
Mayoral Fee		
Dennis Palmer	$ 12,939.96	
Abb McAlister	$ 12,939.96	
Total Mayoral Fee	**$ 25,879.92**	
Total Mayoral and Councillor Fees	**$ 131,451.53**	**$ 11,197.53**

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

DETAILS AND PURPOSE OF OVERSEAS VISITS

Local Government General Regulation Cl 217(a)

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

CONTRACTORS / WORKS AWARDED

Local Government General Regulation Cl 217(a2)

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

Contractor Name	Description of Goods, Works or Service	Contract sum or estimate[1]
Boral Asphalt	Annual resealing of bitumen roads and sealing of new works	$2M
Leisure & Recreation Group Pty Ltd	Operation and Management of Cootamundra Aquatic Centre and Sports Stadium	$340,000
Civil & Civic Group Pty Ltd	Sheridan St Main Street Upgrade – Block 3	$393,000

**NOTE: All amounts are GST inclusive.*

LEGAL PROCEEDINGS

Local Government General Regulation Cl 217(a3)

During the year the total cost of legal expenses in relation to legal proceedings incurred by Council was $280,931.

PRIVATE WORKS AND FINANCIAL ASSISTANCE

Local Government Act s67(3) and Local Government General Regulation Cl 217(a4)

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

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

AMOUNTS CONTRIBUTED OR OTHERWISE GRANTED

Local Government General Regulation Cl 217(a5)

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

Financial Assistance

Council provided financial assistance to other organisations, totaling $26,858 during the year. Council also approved in-kind assistance to local schools and other community based organisations.

FUNCTIONS DELEGATED BY COUNCIL

Local Government General Regulation Cl 217(a6)

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

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

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

CONTROLLING INTEREST STATEMENT

Local Government General Regulation Cl 217(a7)

Council held no controlling interests in companies during the 2020-21 year.

EXTERNAL BODIES, COMPANIES OR PARTNERSHIPS

Local Government General Regulation Cl 217(a8)

Cootamundra Development Corporation Limited

Cootamundra Development Corporation is a company limited by guarantee that provides services to Cootamundra businesses, with the objective to develop Cootamundra and district. Council has representation on the board of management. Council benefits from services provided in accordance with a memorandum of understanding, in exchange for a Council contribution of $30,778 per annum. The services provided relate to tourism and economic development.

Goldenfields Water County Council

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

Riverina Eastern Regional Organisation of Councils (REROC)

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

Riverina Joint Organisation

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

partnering with the State to address regional priorities such as economic development, transport and infrastructure.

Riverina Regional Library

The Riverina Regional Library (RRL) is the largest regional library service in NSW. It provides library services to approximately 137,800 constituents of 10 local government areas, those being the shires of Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Lockhart, Snowy Valleys, Temora 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.

Thrive Riverina Inc.

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

Eastern Riverina Arts (ERA)

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

Softwoods Working Group

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

South East Weight of Loads Group

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

South West Regional Waste Management Group

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

South West Slopes Zone Rural Fire Service

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

NSW Local Government Mutual Liability Scheme (Statewide)

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

EEO MANAGEMENT PLAN IMPLEMENTATION

Local Government General Regulation Cl 217(a9)

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

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

Key EEO activities implemented during the year were:

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

SWIMMING POOL INSPECTIONS

Swimming Pools Act 1992 s22f(2) and Swimming Pool Regulations 2018 Cl 23

In 2020/2021, zero (0) tourist and visitor accommodation were inspected.

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

Fifteen (15) inspections that resulted in issuance of a certificate of compliance under s22D of the SP Act.

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

TOTAL REMUNERATION FOR GENERAL MANAGER AND SENIOR STAFF

Local Government General Regulation Cl 217(b) and (c)

During the 2020-21 financial year Council's senior officers were comprised of:

Position Title	Total
General Manager	**$271,635.00**
Interim Deputy General Manager	**$160,034.07**

STORMWATER LEVIES AND CHARGES

Local Government General Regulation Cl 217(e)

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

- General drainage improvements works across the LGA

SPECIAL RATE VARIATION EXPENDITURE

Special Rate Variation Guidelines 7.1

2014-15 Ten year variation

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

The total income received in the 2020-2021 year was $451,924.62. The additional income is used for the purpose of financing the debt servicing cost of a bank loan to fund the main street upgrade project.

COMPANION ANIMALS MANAGEMENT

Local Government General Regulation Cl 217(f)

Council has lodged its Animal Care Facility return with The Office of Local Government on 28th July 2021. A copy of this data is included with this report. Council has recorded 18 dog attacks in this period, no dogs were declared Dangerous, 6 was declared Menacing and 5 dogs were Euthanised 30 infringement notices were issued during this period and Council receipted 570 Registrations totaling $47,113.00 Companion Animal Registration fees for the 2020/2021 financial year.

Council staff continue to use the CAMS mobile Application–Companion Animals Management System to gather records on Companion Animals activities. This application has assisting staff to record impounding activities and to gather information in regard to any animals that are handled by Council staff. This application assists staff in preparing statistical information for Council reporting.

Council staff have a strong culture and empathy towards the animals that they come into contact with on a daily basis, for the 2020/2021 financial year, 97% of Dogs and 90% of Cats were returned home or rehomed. Council utilises a very large network of Authorised Rescue Organisations to assist in the safe rehoming of all animals. 28 cats were Euthanised and only 4 dogs were Euthanised. Council staff deemed that the animals were unsuitable for rehoming.

The community has been reporting their lost Companion Animals using the Lost and Found page on Councils Website. The advantage of utilizing this site is that the Council staff are immediately advised of any lost animal and can initiate appropriate actions.

Council conducted 2 free microchipping days in the region. One in Cootamundra on the 26th of November 2020 and one in Gundagai on the 3rd December 2020. Unfortunately, with COVID restrictions limiting Council's ability to hold further microchipping days, some events have been postponed until 2022.

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

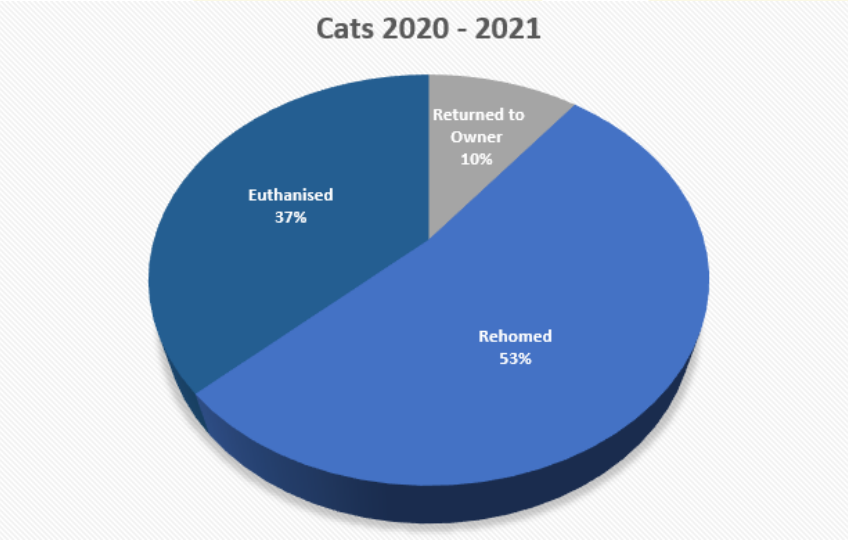
Council currently has two (2) unfenced off leash areas in the township of Cootamundra and one (1) fenced area. Gundagai has two (2) off leash areas in the township. These areas along with most parks and town streets are well serviced with dog tidy bag dispensers and bins.

Cats

Seizure details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Seized by Ranger	1	0	4	2	22	3	5	5	9	8	5	3	67
Returned to Owner no impounding	0	0	0	0	0	0	0	1	1	0	0	0	2
Transferred to Animal Care Facility	1	0	4	2	22	3	5	4	8	8	5	3	65

Release details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Released to Owner from ACF	0	0	0	0	0	1	0	1	0	1	1	2	6
Released for Rehoming	0	1	3	2	12	0	7	2	3	3	3	4	40
Stolen from ACF	0	0	0	0	0	0	0	0	0	0	0	0	0
Euthanised	0	0	1	1	11	0	1	3	6	3	1	1	28

Summary of Seizures & Impounding's	
Cats received	67
Returned to Owner	8
Rehomed	40
Euthanised	28
In Animal Care Facility at 30.6.21	2

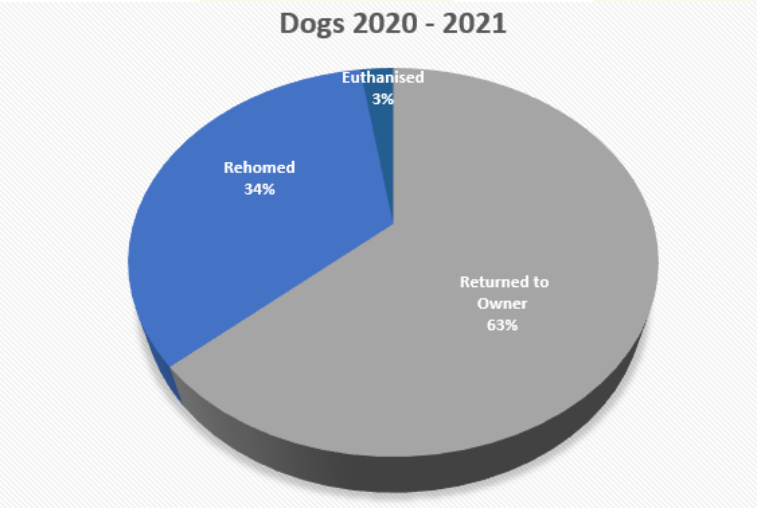


Dogs

Seizure details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Seized by Ranger	13	14	12	9	9	12	13	8	8	12	10	19	139
Returned to Owner no impounding	4	2	3	4	4	3	0	3	0	4	5	8	40
Transferred to Animal Care Facility	9	12	9	5	5	9	13	5	8	8	5	11	99

Release details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Released to Owner from ACF	10	4	8	3	3	3	4	3	10	4	4	8	64
Released for Rehoming	4	2	6	4	1	6	3	17	0	5	2	6	56
Stolen from ACF	0	0	0	0	0	2	2	0	0	0	0	0	4
Euthanised	1	1	0	0	0	1	0	0	0	1	0	0	4

Summary of Seizures & Impounding's	
Dogs received	139
Returned to Owner	40
Released to Owner from ACF	64
Rehomed	56
Euthanised	4
In Animal Care Facility at 30.6.21	3



GOVERNMENT INFORMATION PUBLIC ACCESS (GIPA) ANNUAL REPORT

Government Information (Public Access) Act 2009 section 125 (1)

Review of proactive release program

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

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

Number of access applications received

During the reporting period, Council received a total of three (3) formal access applications.
There were no invalid applications. No applications were withdrawn. No applications were transferred to other agencies.

Number of refused applications

No access applications were refused.

Timeliness

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

Reviews

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

Number of applications by type and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	-	-	-	-	-	-	-	-
Members of Parliament	-	-	-	-	-	-	-	-
Private sector business	-	-	-	-	-	-	-	-
Not for profit organisations or community groups	-	-	-	-	-	-	-	-
Members of the public (application by legal representative)	2	1	-	-	-	-	-	-
Members of the public (other)	-	-	-	-	-	-	-	-

Number of applications by type of application and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Personal information applications	-	-	-	-	-	-	-	-
Access applications (other than personal information applications)	2	1	-	-	-	-	-	-
Access applications that are partly personal information applications and partly other	-	-	-	-	-	-	-	-

PUBLIC INTEREST DISCLOSURES

Public Interest Disclosures Act 1994 s.31 and Regulation 2011 Cl 4

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

During the 2020/2021 financial year, the following disclosures were made under this policy.

	Total
Number of public officials who made public interest disclosures	Nil
Number of public interest disclosures received	Nil

COUNCIL CONTACT DETAILS

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

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COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Our place, Our future

Community Strategic Plan 2018-28

END OF TERM REPORT 2021

End of Term report 2017-2021

The End of Term report is an account of the effectiveness and implementation status of the Community Strategic Plan (CSP).

The CSP details our vision for the future, which is built around four key directions. The CSP key directions and objectives, highlights all that Cootamundra-Gundagai Regional Council seeks to accomplish:

Our Key Directions	Our Objectives
1. A vibrant and supportive community: all members of our community are valued	1.1 Our Community is inclusive and connected 1.2 Public spaces provide for a diversity of activity and strengthen our social connections 1.3 Our community members are healthy and safe
2. A prosperous and resilient economy: we are innovative and 'open for business'	2.1 The local economy is strong and diverse 2.2 Strategic land-use planning is co-ordinated and needs-based 2.3 Tourism opportunities are actively promoted 2.4 Our local workforce is skilled and workplace ready
3. Sustainable natural and built environments: we connect with the places and spaces around us	3.1 The natural environment is valued and protected 3.2 Our built environments support and enhance liveability
4. Good governance: an actively engaged community and strong leadership team	4.1 Decision-making is based on collaborative, transparent and accountable leadership 4.2 Active participation and engagement in local decision-making 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council

Objective of the End of Term report

At the end of each Council term a report is provided to the community outlining progress towards the achievement of outcomes identified in Council's Community Strategic Plan (CSP).

The report should answer these questions:

- **Did Council do what it said it would do towards achieving the objectives of the plan?**
- **Did other partners in the process do what they said they would do towards achieving the objectives of the plan?**
- **Were these actions effective – did anything change or start to improve?**

More than 200 strategies, projects and activities have been embedded in the Delivery Program and Operational Plan, that move toward achieving the objectives of the Community Strategic Plan.

The following table details how council and key partners have progressed in achieving the outcomes identified in the CSP over the past four years.

Key Direction 1: A vibrant and supportive community: all members of our community are valued		
Objective 1.1: Our Community is inclusive and connected		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Community members and groups Cootamundra-Gundagai Regional Council Sporting and recreation clubs Private sponsors Riverina Regional Library Art and cultural centres Eastern Riverina Arts Local historical societies	• Community groups are active, diverse, work together and are well supported • Events are well co-ordinated • Strong community participation in local events • Community is satisfied with the museums, arts and cultural centres available • Community satisfaction with range of sports and recreational activities on offer • Community is aware of events in the region • Everyone has access to participate in community events and activities • Facilities are accessible to all	Council carried out a number of heritage related projects during the period including the Wallendbeen Heritage Study and achieving NSW Heritage Listing for the Old Gundagai Gaol. Works to the Muttama Memorial Hall were carried out in keeping with the building's heritage status. Funding applications were successful for an extension to the Cootamundra Heritage Centre and interpretation at the WW2 AMPOL Site and further applications were made for the Old Mill and Old Gundagai sites. A focus of funding support throughout the period has been on raising the standard of village facilities including halls as important meeting places for communities and as a reflection of the heritage importance of these buildings. Significant funding was achieved to improve a range of sporting and recreation facilities including playgrounds in all towns and villages, several clubroom facilities, tennis and netball court upgrades and playing field rejuvenation. Masterplans were completed for the Gundagai Memorial Swimming Pool and Old Gundagai Gaol so the projects are shovel ready for future funding. Works on recreational assets will continue guided by the strategic work undertaken by the Recreational Needs Study. In addition, Council's website will need to be updated with access information and to ensure ease of use and readability. Newsletters of community events were regularly distributed to keep the community informed. Many community-run events were not able to be carried out during the period due to COVID restrictions.

Objective 1.2: Public spaces provide for a diversity of activity and strengthen our social connections		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Cootamundra-Gundagai Regional Council Community members and groups Riverina Regional Library	• Improved visual amenity of streets and public spaces • Local libraries continue to be well-supported • Town and village entrances are appealing • Community satisfied with accessibility and maintenance of facilities	This was achieved by preparing and implementing a Streetscape maintenance program, that ensured the visual amenity using solid horticultural principals based on available funding and resources. Cootamundra's streets are classified as high priority due to the historical significance and importance in delivering a quality of life that supports good quality living for residents and deliveries an attractive and pleasant place for tourists and visitors to experience. This was expanded upon during the 2020/2021 financial year by a $500,000 Capital investment in the development of the Parker Street Main Street landscape improvement project. This has resulted in a Streetscape that is now comparable with any high-quality Streetscape within the Riverina Region. This was achieved through strong community consultation and participation in the Streetscape design and services provided. Major upgrade work has been undertaken and is ongoing in both CBD areas. Both streetscapes are looking bright with new banner and flag systems and colorful landscaping. It is noted that further work will be required on Council facilities and infrastructure, as well as private business facilities, in order to comply with the actions of the Disability Inclusion Action Plan.
		Both libraries have funding for upgrade work and are popular and well patronized, which continued with changed service delivery models throughout the pandemic.
		There has been no major capital investment in upgrading Cootamundra's major town entrances due to no financial investment. The existing town entrances have been maintained as a high priority, with new street tree plantings replacing existing dead and or sick trees. Gardens that surround the base of the existing feature town entrances (Wagga and Young approaches) have been replanted. Towns and villages have received new entrance signage and, in some instances, interpretive signage, but further work is required to improve the approaches with landscaping and complete interpretive signage projects.
		This is achieved by the regular maintenance of all Councils public open spaces ensuring that they are always fit for purpose, facilities are cleaned and well maintained in working order, and that all safety measures are implemented ensuring the wellbeing of all user groups. Jubilee Park has a major funding program to be delivered and Albert Park is set to be transformed with the addition of an inclusive upgrade and complementary funding applications submitted for access and facility upgrades.
		Gundagai sporting fields have been fortunate enough to receive grant funding to carry out upgrades to buildings, sporting lighting, new cricket pitches and the creation of a new junior football field. Yarri park saw significant upgrade works to the public facility and the introduction of a Youth Warrior Trail as part of the council walking paths.

Objective 1.3: Our community members are healthy and safe		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Community members and groups Cootamundra-Gundagai Regional Council Emergency Services Volunteers Federal & State Government Local health and care providers Local Area Command Murrumbidgee Local Area Health Riverina Regional Library Roads and Maritime Services State Emergency Services	• Community satisfaction with health activities, facilities and services on offer • All recreational grounds are regularly used • Community members feel safe • Crime rates remain low • Community is satisfied with emergency responses	All open spaces and recreational facilities are developed and maintained to deliver a variety of recreational services and experiences, within the financial and resource availability. Cootamundra has a level of customer service delivery that is comparable to any local government area within the Riverina Area. This has been identified by the preparation of the Recreational Needs Study, that has identified existing recreational opportunities, assessed against current and future recreational needs. This Recreational Needs Study also assises Cootamundra against other regional areas, for which has identified Cootamundra Gundagai Regional Council has been well above the average on the level and high-quality recreational service delivery.
		This has been achieved with the council undertaking an external performance review of both the Cootamundra Aquatic Centre and Sports Stadium. The results indicated that the community would benefit from investigating place both facilities out to competitive tender and operation. This was implemented during the 2019/2021 financial year with the facilities now being operated by a professional recreational facility provider. The level of service delivery has improved considerably with no complaints experienced since the changeover. The new operations also now offer additional recreational activities and personal experiences that council was unable to provide. During the 2020/2021 financial year Council also invested over $400,000 in the development of a new Bike Pump Track at Gordon Vesperman Park and Climbing Wall at the Sports Stadium. All Stakeholders have been involved in the development through community consultation and related workshops.
		Gundagai Pool has seen major works being undertaken during the off season. Introduction of new diving blocks, tiling, upgrades for access and new shelters including a family BBQ area. The newly adopted master plan will allow further building works to be undertaken in next years off season. This will include an Adult Change facility, changeroom upgrades, new entry and extension of the swimming club room.
		Through the implementation and installation of public surveillance cameras during 2019 to 2021, located throughout Councils high visitation Public Open Spaces and Recreational Facilities, has contributed towards the minimization of Crime and delivery of video evidence when an act of vandalism occurs.

Key Direction 2: A prosperous and resilient economy: we are innovative and 'open for business'		
Objective 2.1: The local economy is strong and diverse		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Cootamundra-Gundagai Regional Council Businesses, industry, community members and groups Associated agents, rural producers State and Federal Government NBN Co. Telecommunication providers	• Local economy is strengthened, resilient and diversified • Agricultural sector remains strong • Transport networks provide for better connectivity within and outside the region • Improved access to internet and mobile telephone services • Local businesses and households are satisfied with the technology on offer • Local investment opportunities are identified, promoted and realised • Local businesses work together • Population increases • Funding opportunities are identified and realised	In June 2020 Council adopted the Rural Land Strategy. The Strategy was developed following considerable consultation with both the community and other stakeholders throughout 2018 and 2019 and identified five directions for the Council area; 1. Protect and Enhance Agricultural Land 2. Grow Agritourism 3. Encourage Diversity of Rural Industries 4. Promote and encourage value add industries 5. Increase Resource Efficiency The Rural Land Strategy and the Villages Strategy form part of Council's suite of strategic land use documents that will be used to develop the consolidated Local Environmental Plan being prepared for 2022.
		Council advocated for and acquired a new public transport service connecting to Wagga and Canberra but the service trial was discontinued due to low patronage, which was unfortunate given that COVID may have reduced usage.
		The NBN has been connected to the Cootamundra-Gundagai Regional Council Area. Whether that has improved access to internet and mobile service in the LGA is yet to be determined.
		The Australian Bureau of Statistics have the following estimated statistics in relation to population of the Cootamundra-Gundagai areas. As of 30 June 2016, Cootamundra-Gundagai Regional Council had an estimated resident population of 11,291. As of 30 June 2020, Cootamundra-Gundagai Regional council had an estimated resident population of 11,225. Council is however awaiting the statistics from the 2021 Census to accurately compare population numbers from the previous Census conducted in 2016.

Objective 2.2: Strategic land-use planning is co-ordinated and needs-based		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Cootamundra-Gundagai Regional Council Businesses, industry, community members and groups	• Controls for future development are put into place • Our community is satisfied with the variety of housing options available • Land-use opportunities are identified, promoted and realised	Council, through extensive community and stakeholder engagement since 2018, has developed a suite of strategic land-use documents that will inform the development of the CGRC consolidated Local Environmental Plan and a future Development Control Plan. The Village Strategies, Gundagai Flood Study, the Rural Lands Strategy, Cootamundra 2050, The Local Strategic Planning Statement, Cootamundra Flood Study and recent community engagement regarding the development of the Gundagai Study will all inform the development of the draft consolidated Local Environmental Plan which will be finalised in 2022.
		The current Cootamundra LEP and Gundagai LEP provide opportunities for development and land use in the region. Community and stakeholder feedback has informed our strategic planning studies and strategies to ensure that other opportunities have been identified for the future. Council has also developed valuable partnerships and continually worked with Regional and State partners such as REROC, the Department of Planning, LG NSW to identify issues, to ensure that feedback from regional areas is considered in the development of state legislation, and to ensure better planning outcomes for our region.
		Council has considered feedback from the community regarding the availability of land use types in developing our Strategic planning strategies. Consideration has also been given to infrastructure needs to support future development, and State Government support to plan strategically for development in our towns, villages and region. Recent developments over the last 2 years is resulting in housing shortages across regional NSW due to a variety of issues including COVID, increased development and relocations. Several major infrastructure and commercial projects proposed in the area will increase pressure on housing in the future.

Objective 2.3: Tourism opportunities are actively promoted

Responsibility and Key Partners	Outcomes/Targets	END OF TERM REVIEW
Cootamundra-Gundagai Regional Council Key industry stakeholders and businesses Local organisations	• Increased number of visitors • Visitors are satisfied with the level and quality of facilities and amenities on offer • Events and activities are well-supported	Despite the local government area being actively promoted in accordance with our Tourism & Economic Development Strategy and associated Branding & Marketing/Communications plan, visitation to the area was dramatically affected by the Bushfires and COVID 19 (see supporting data below).

Destination Riverina Murray
Visitor Data
Cootamundra-Gundagai Regional Council

			Year ending December 2018	Year ending December 2019	Year ending December 2020	% Changes 2020 vs 2019
CGRC	Visitors (000)	Domestic overnight	142.8	168.9	94.1	-44.3%
CGRC	Visitors (000)	Domestic day	np	np	np	-
CGRC	Visitors (000)	Total	190.7	333.3	218.1	-34.6%
CGRC	Nights (000)	Domestic overnight	301.4	329.9	149.8	-54.6%
CGRC	Expenditure ($M)	Domestic overnight	40.4	63.7	37.6	-41.0%
CGRC	Expenditure ($M)	Domestic day	np	np	np	-
CGRC	Expenditure ($M)	Total	41.9	75.9	45.4	-40.1%

Note: np = data are not available due to small sample size.

Visitors to the region did report a positive experience and as a side note the area has benefited from new residents which would indicate a desirability of the region.

Funding has been sought to boost product development and better support events in the region to improve our visitor offering. Master planning for local attractions including Bradman's Birthplace and the WW2 Ampol Site as well as cycle tourism opportunities is underway for the future of the industry.

Council has also developed an Agritourism Strategy which is awaiting final adoption.

Objective 2.4: Our local workforce is skilled and workplace ready		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Federal & State government Tertiary Institutions Local Schools Local Businesses Cootamundra-Gundagai Regional Council	• Higher number of apprenticeships and traineeships are made available • Unemployment is low • Local employers are satisfied with the skills and capacity of local employees • Community satisfaction with schools on offer	Employment for the region was affected in the period by the closure of the Cootamundra Meat Processor, which was a major employer. The change in employment by industry in the period 2013/14-2018/19 shows a loss of 75 jobs in Agriculture, forestry and fishing and 56 jobs in manufacturing. The average annual unemployment rate in Cootamundra-Gundagai for the 2019-2020 financial year was 4.6%, in comparison, the unemployment rate for the Riverina was 4.2% and NSW was also 4.6%. Generally, the unemployment rate in Cootamundra-Gundagai is reflective of labour market conditions across Riverina. Over the past ten years the unemployment rate in Cootamundra-Gundagai has generally remained slightly higher than the rate for Riverina. The unemployment rate peaked in March 2011 for Cootamundra-Gundagai (8.5%) the unemployment rate in the Riverina for the same quarter was 6.7% while in NSW it was 5.1%. In the last two years the Black Summer Bushfires then COVID 19 have affected the local economy and employment (see VIBE survey appendix 1) with Gundagai in particular being adversely affected by the closure of the NSW/Victorian border and more recently the ACT/NSW border. Construction has been strong and bucked the trend as have Health Care and Assistance services which have made up the majority of new business. Agriculture has been profitable post the drought period with record prices for livestock. Local schools offer a good quality education, but subject choices and personal preference leave some students travelling outside the region for education.

Key Direction 3: Sustainable natural and built environments: we connect with the places and spaces around us		
Objective 3.1: The natural environment is valued and protected		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Cootamundra-Gundagai Regional Council Local organisations Local Lands Services Federal and State government REROC Community members and local landowners	• Improved quality of our natural environments • Reduction of water wastage • Reduction of ecological footprint • Community is aware of environmental issues and participates in protecting our natural spaces • Increased use of alternative water and energy sources • Improved water quality in our waterways	Council's Local Environmental Plans identify areas of biodiversity and sensitive environments to ensure tha environmental factors and impacts are considered in development assessment. In addition, Council officers alsc consider mapping and data made available by state and federal agencies. Development assessments conside environmental impacts and protection of the natural environment. Council adopted an Energy Action Plan, to guide us towards future funding opportunities. Council has implemente throughout the year, solar panel projects and upgrading building lights to LED. Council is also in partnership witl Essential Energy to replace current street lighting with energy saving LED's. Council understands the importance of water and as a result have investigated the possibilities of expanding ou current water re-use schemes to include more recreational spaces. The introduction of the new Gundagai Treatmen plant will provide quality re-use water for all our sporting fields and golf course. In early 2021, the Sustainable Farms Initiative hosted the second workshop for a research project looking at the Futur of Farming and Biodiversity in Agricultural Landscapes: The Muttama Creek Catchment Area. The workshop wa attended by local farmers and Council representatives. Waste collection, recycling and disposal has gone through some major improvements over the past 12 months. Thi has included but not limited to the following actions: • Upgraded weighbridge and office building Cootamundra Landfill • Introduction of new items of plants and work practices that have improve work output and reduce waste to landfill This has reduced on average, five truckloads of waste going to Bald Hill down to three loads per month. This is a 60% reduction in transport costs or approx. $4,600/month savings. • Production and sale of certified compost, garden mix, garden mulch developed from deposited green waste. Thi in association with other waste recycling process e.g., concrete, commercial/industrial waste has reduced waste t landfill by 70%. • New litter and security fencing of Cootamundra Landfill • Preparation of a 15-year Financial Waste Plan. • Review and upgrade of the Land & Environmental Manage Plan. • Commencement of the development of Landfill Rehabilitation Plans for all the rural Landfill's converting to Transfe Stations. • Introduction of a free household waste disposal plan for rural property (Domestic Rural Waste Managemen Agreement) homeowners. • Introduction of a recycling processing system for Commercial/Industrial waste to landfill. This has reducec Commercial/Industrial waste volumes to landfill by 60%. • Completed and implemented new operation hour to CGRC Landfills, maximising community availability anc opportunities while at the same time reduce operating costs. • Recommended the introduction of sale of recyclable materials and associated costs to the community.

Objective 3.2: Our built environments support and enhance liveability		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Cootamundra-Gundagai Regional Council State and Federal government Local transport providers	• Maintain housing affordability • Community members satisfied with the type and range of housing options available locally • Low incidents of traffic and pedestrian accidents • Community members satisfied with parking options • Community is satisfied with public transport choices and service delivery	Housing stock availability and variety is an issue which has become critical due to several major projects including th Inland Rail and Snowy Hydro 2.0 and the impending reopening of the Cootamundra Meat Processor. Council has been advocating for assistance from the State Government to address the issue which is exacerbated b a lack of suitable land close to town for development, especially in Gundagai. Rental properties are in high demand with many families leaving the district because of the inability to acquir suitable accommodation.
		Character, sustainability and heritage is considered in all planning assessments, however when the draft consolidated LEP is finalised in early 2022, Council officers will develop a Development Control Plan which will further assist the community to undertake development while enhancing and protecting the character of our communities. Council was successful in obtaining funding to provide a Heritage Advisory service for the community. The Servic will commence in 2022.
		The Cootamundra LEP 2013 and Gundagai LEP 2011 allow for a variety of housing options, however over the past 2 years there has been increased stress on existing housing stock. Future significant infrastructure and development projects, such as Inland Rail and the reopening of the AMG Abattoir will further impact on housing availability. Council has worked with state and regional partners to raise awareness of the issue and consider possible solutions and innovations. The Strategic land use studies completed have identified appropriate areas for redevelopment and a variety of lot sizes. Identified opportunities in village areas will need further studies completed in 2022 before rezoning can be considered.
		Delivery and maintenance of all infrastructure is carried out to highest degree with regard to standards, safety and community expectations.
		Council is committed to design and infrastructure to current standards to ensure compliance.
		Designs of new roads and infrastructure takes into account current and future needs of all user groups.
		Council advocated for and acquired a new public transport service connecting to Wagga and Canberra but the servic trial was discontinued due to low patronage, which was unfortunate given that COVID may have reduced usage. Demand continues to be an issue for Taxi operators who find the industry marginal. On the whole the towns continue to be well serviced for public transport, although more convenient timetablin could increase usage.

Key Direction 4: Good governance: An actively engaged community and strong leadership team		
Objective 4.1: Decision-making is based on collaborative, transparent and accountable leadership		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Cootamundra-Gundagai Regional Council Community members and groups, businesses, state and federal government, REROC Community members	• Council presents a united front and represents all of our community • Sharing of resources across Council, community, businesses and all levels of government • Council's decision-making is transparent • Progress is monitored and reported • Current and future leaders are nurtured and supported	Council reports quarterly on the progress of implementing the principal activities in the Deliver Program, via the Operational Plan actions. The implementation of Pulse Software Solutions has vastl improved the efficiency of monitoring and reporting on these actions. Future improvements ar continual, with plans to include the State of our Region report function and improve on the Annua Reporting function. Implementing this software has been a step forward for council in monitorin progress and producing regular reports.
Objective 4.2: Active participation and engagement in local decision-making		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Cootamundra-Gundagai Regional Council Community members and groups	• Community participation across a range of engagement platforms • Community satisfaction with opportunities for engagement • The objectives of the Community Strategic Plan are realised in collaboration with the community • Our community celebrates success	Council's Communications team works to inform the community of Council activities, programs, an achievements and to provide information and opportunities which encourage community participatio and feedback. Key corporate communications activities include publishing Council's monthl newsletter which is delivered to all letterboxes in the local government area, producing Counci snippets fortnightly publicized in the two local newspapers, managing Council's website and socia media channels, maintaining Councils Digital Community Panel, and managing Council's brand and styl guide. Over the past term there have been several major communications campaigns. These include CGR Stronger Communities Fund Projects, Gundagai Main Street Project, Villages Strategy, Youth Strateg 20/30, Small Business Support Survey, Variety's Livvy's Playspace, Albert Park, Cootamundr Development, Gundagai 2021 - Identifying Opportunities for my Town, Boundaries Commission Surve for Demerge of CGRC, Cootamundra 2050: My Place, My Town. These campaigns include medi coverage, social media campaigns and survey responses for each project.

Objective 4.3: Cootamundra-Gundagai Regional Council is a premier local government Council		
Responsibility and Key Partners	**Outcomes/Targets**	**END OF TERM REVIEW**
Cootamundra-Gundagai Regional Council Community members	• Council's long-term financial sustainability is achieved • Our community is informed of the happenings of Council • It is easy for our community to 'do business' with Council • Council continues to evolve to meet the needs of our community • Overall increase in staff capacity, satisfaction and well-being	An application was submitted and approved for a Special Rate Variation which was incorporated in the Long-Term Financial Plan, ensuring a strong and robust financial position. Cootamundra-Gundagai Regional Council, in its role as a Local Government authority, is committed to conducting its functions and activities lawfully and in a manner that is consistent with its compliance obligations. The CGRC Legislative Compliance Policy establishes the overarching principles and commitment to action for Council with respect to achieving compliance by: • identifying a clear legislative compliance framework within which Council operates; • promoting a consistent, and comprehensive approach to compliance throughout Council; • developing and maintaining practices that facilitate and monitor compliance within Council; • seeking to ensure standards of good corporate governance; and • promoting a culture of compliance within the organisation. The Policy is aligned with Council's objectives as articulated in the Council Integrated Plans. Key corporate communications activities include publishing Council's monthly newsletter which is delivered to all letterboxes in the local government area, producing Council snippets fortnightly publicized in the two local newspapers, managing Council's website and social media channels maintaining Councils Digital Community Panel, and managing Council's brand and style guide. Council has developed a Communications@ email address which forwards communication advice to registered users as it is released by Council. Council has a commitment to its community to evolve and continuously seek ways to better achieve outcomes and manage resources. Council is committed to decision-making being transparent, and using best practice methods and efficient resources to achieve this. Council has implemented the Infocouncil System to improve the efficiency and accuracy of business paper production. There are many benefits with using the infocouncil system. The system compiles data effortlessly and seamlessly for consistent and compliant business paper production. Infocouncil support staff are always available when required and uphold their ongoing commitment to council. Overall, this has been an extremely successful business system enhancement for CGRC and has greatly improved the process surrounding creating and presenting council business papers.

Appendix 1

Cootamundra- Gundagai Vibe Survey Summary of Results

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Appendix 1

Cootamundra-Gundagai Vibe Survey Summary of Results

Councillor Workshop
8 December 2020

About NDP

- **Our Purpose:** To help communities flourish by creating jobs, new businesses, and vibrant town centres.

- **Our Vision:** To be the leader in economic development services in NSW and make a positive contribution to poorer communities globally.

- **Our Mission:** To be the most trusted brand in economic development based on evidence, outcomes and integrity.

Vibe Survey

1. PAST:

- The trends and growth of the local economy
- E.g. house prices, jobs, industry base, unemployment etc.

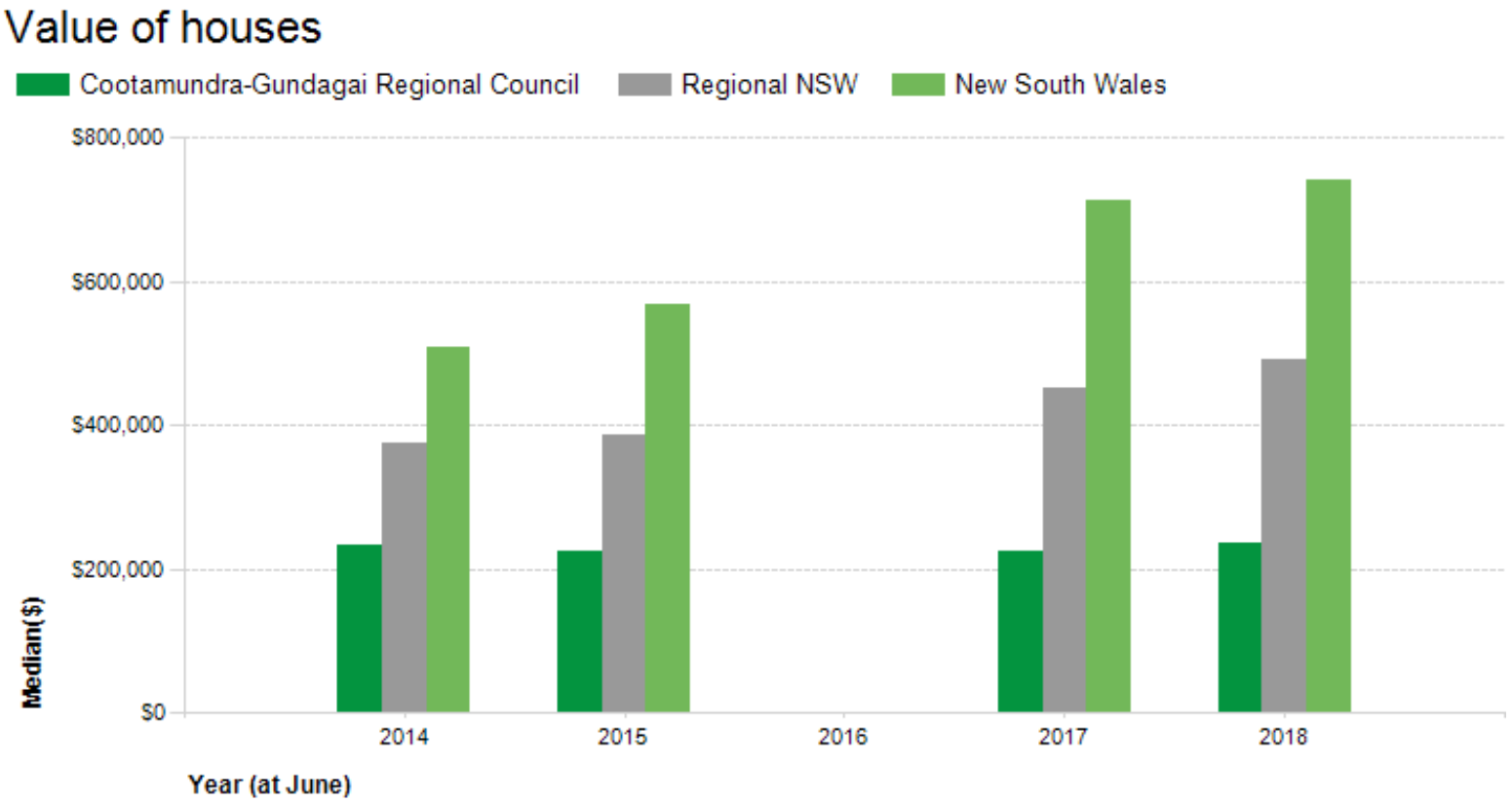
2. PRESENT:

- Understand the impact of COVID-19
- The levels of business confidence

3. FUTURE:

- Identify the main barriers to business growth
- The priorities and strategies to grow the economy

House Prices

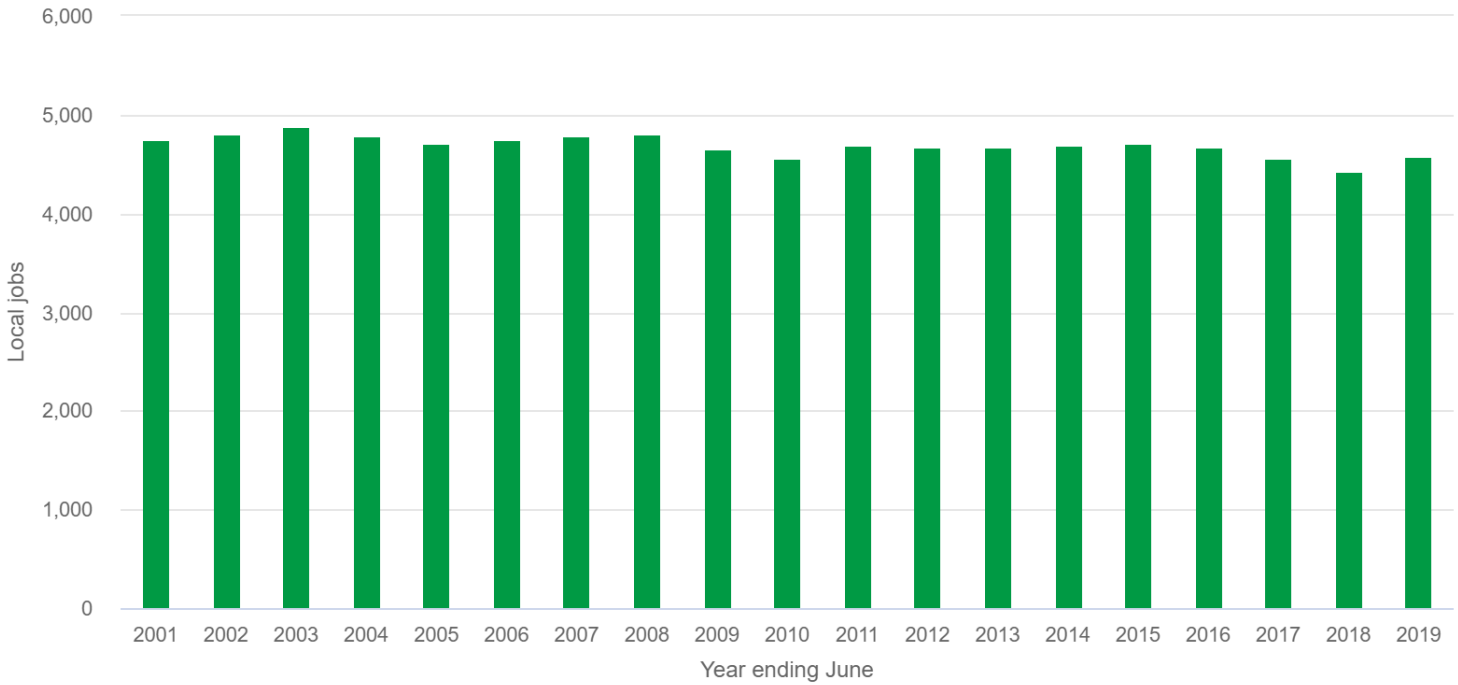


Source: Hometrack 2014-2018, Housing Valuation System

Jobs

Local jobs

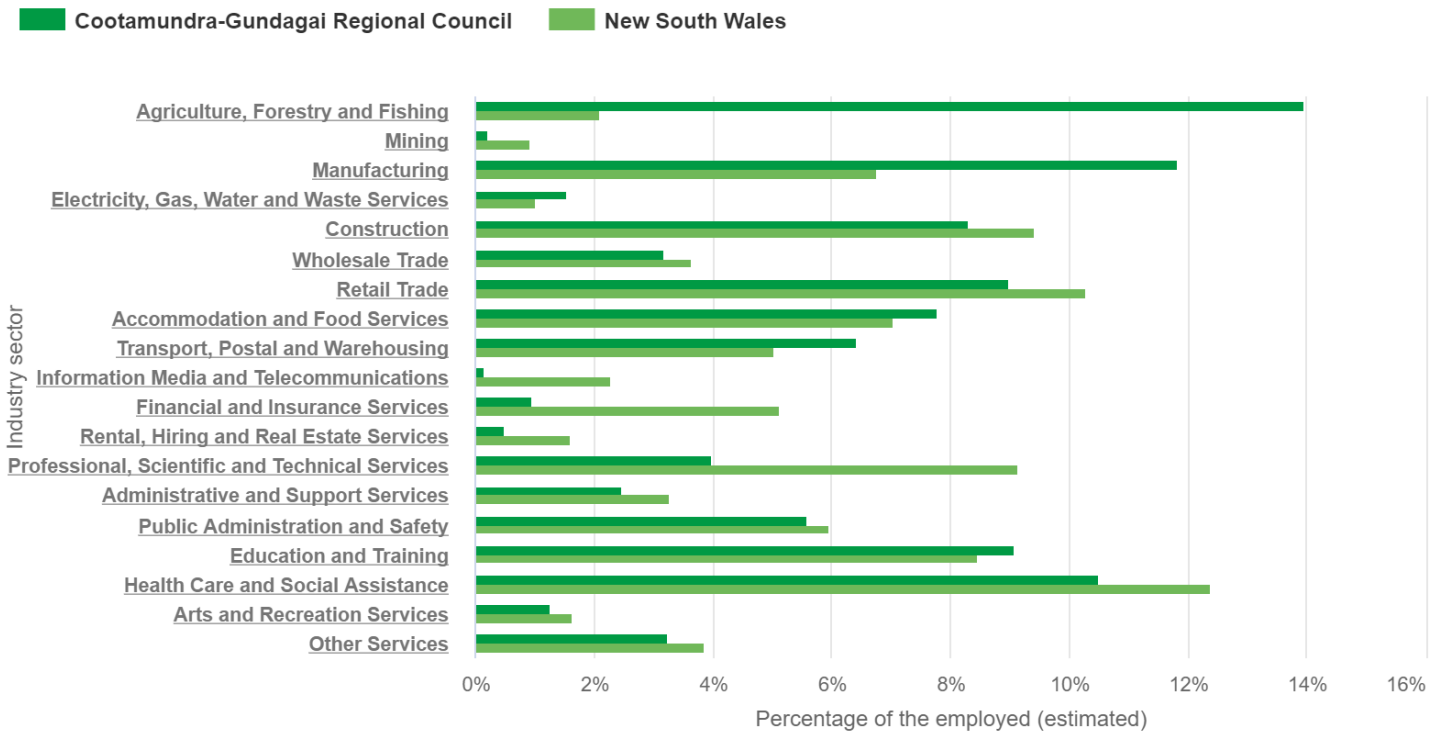
Cootamundra-Gundagai Regional Council



Source: National Institute of Economic and Industry Research (NIEIR) ©2019 Compiled and presented in economy.id by .id the population experts

Industry Base

Employment (total) by industry 2018/19



Source: National Institute of Economic and Industry Research (NIEIR) ©2019 Compiled and presented in economy.id by .id the population experts.

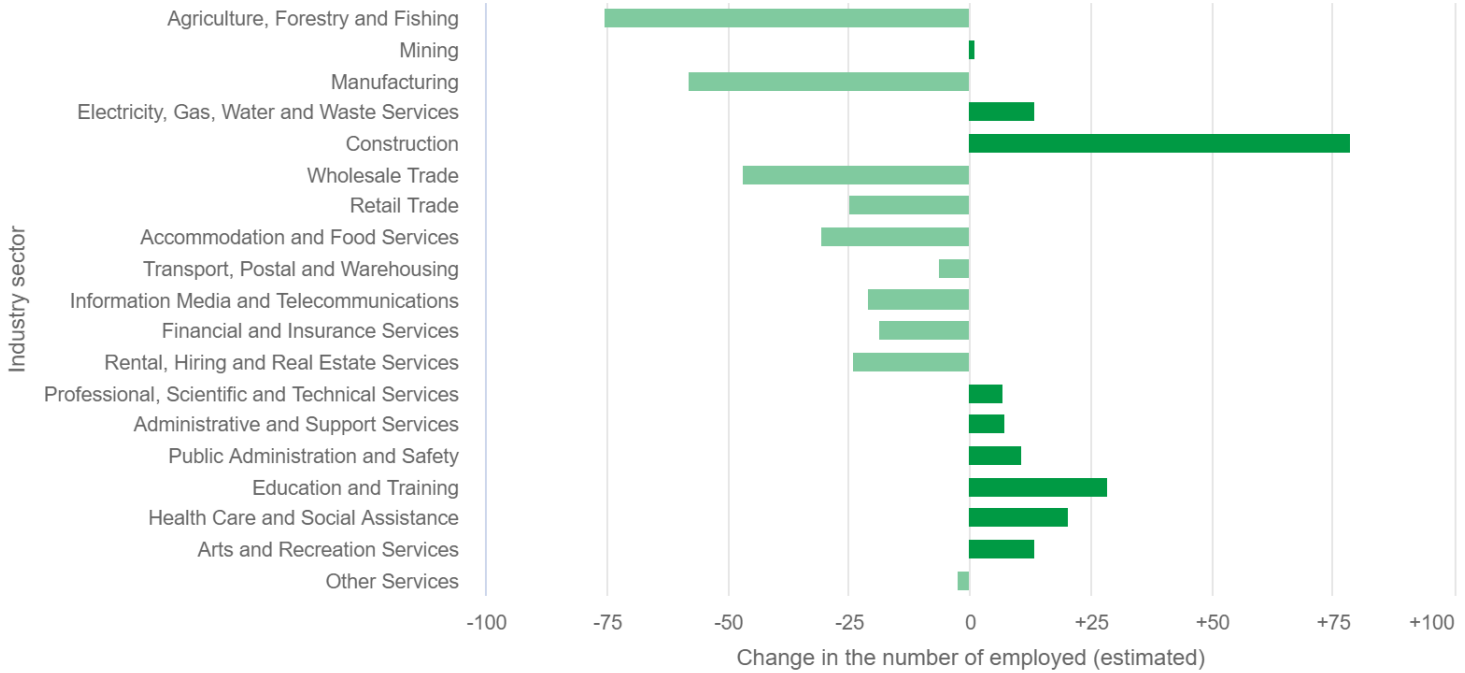
.id the population experts

NDP

Industry Trends

Change in employment (total) by industry, 2013/14 to 2018/19

Cootamundra-Gundagai Regional Council



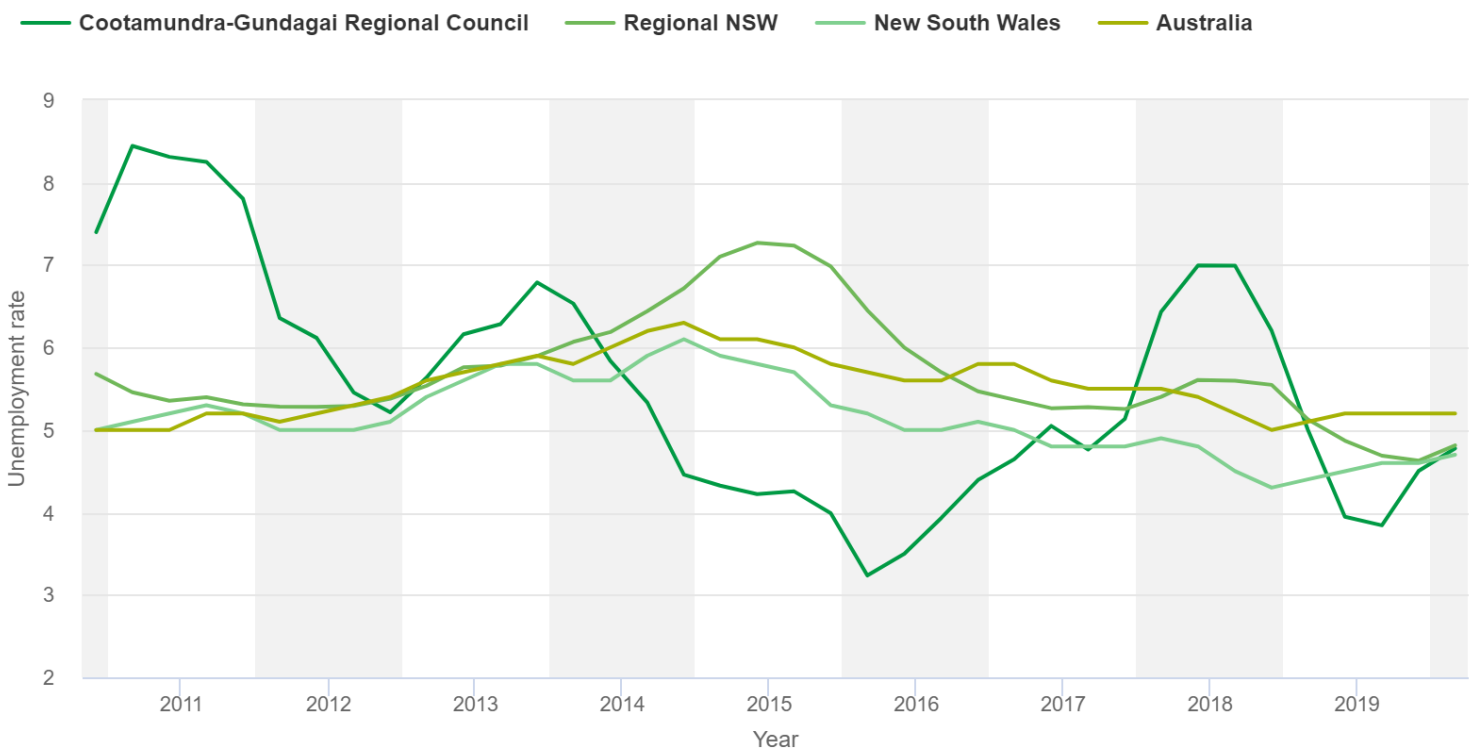
Source: National Institute of Economic and Industry Research (NIEIR) ©2019 Compiled and presented in economy.id by .id the population experts.

.id the population experts

NDP

Unemployment

Quarterly unemployment rate

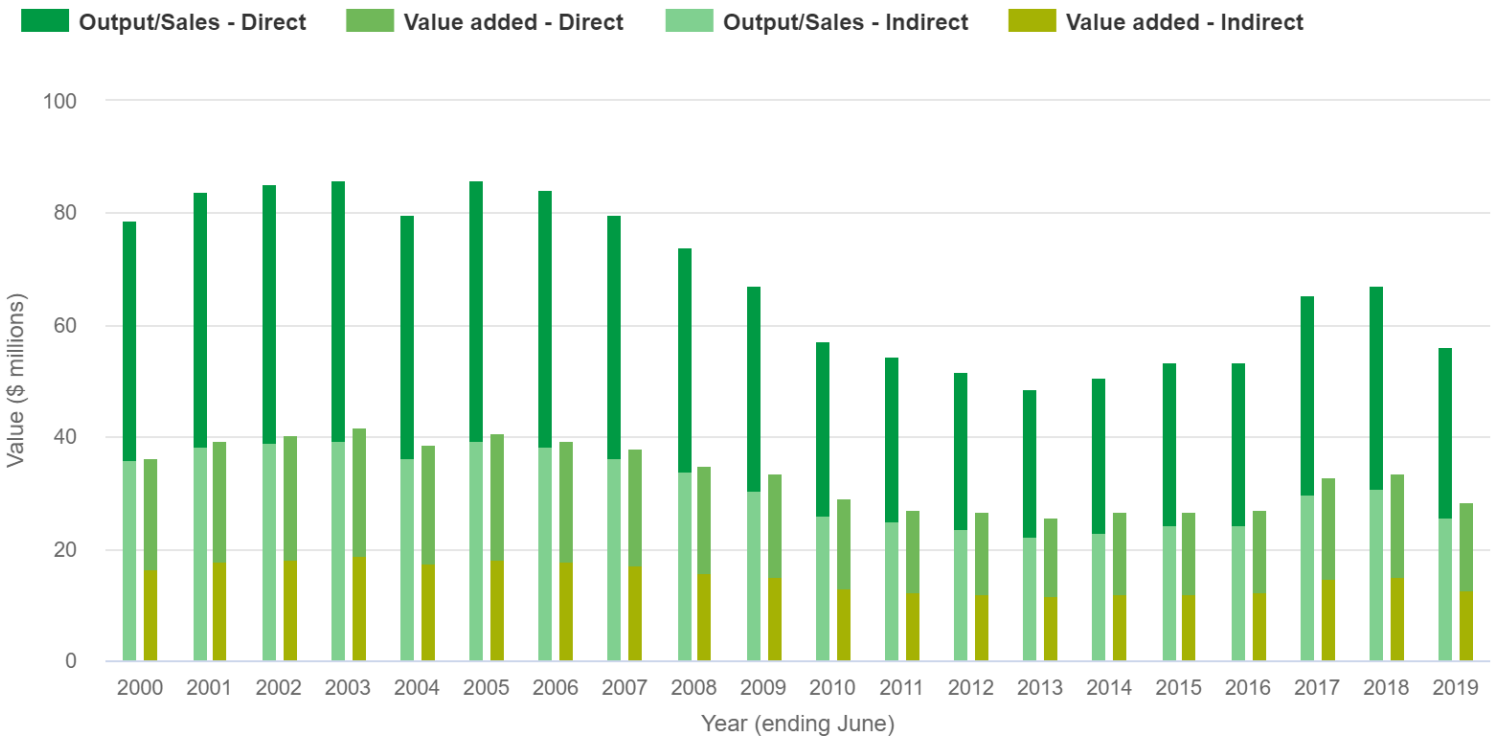


Source: Australian Bureau of Statistics, Labour force survey, catalogue number 6202.0, and Department of Employment, Small Area Labour Markets, December 2018. Compiled and presented in economy.id by .id the population experts.

Tourism

Value of tourism and hospitality

Cootamundra-Gundagai Regional Council



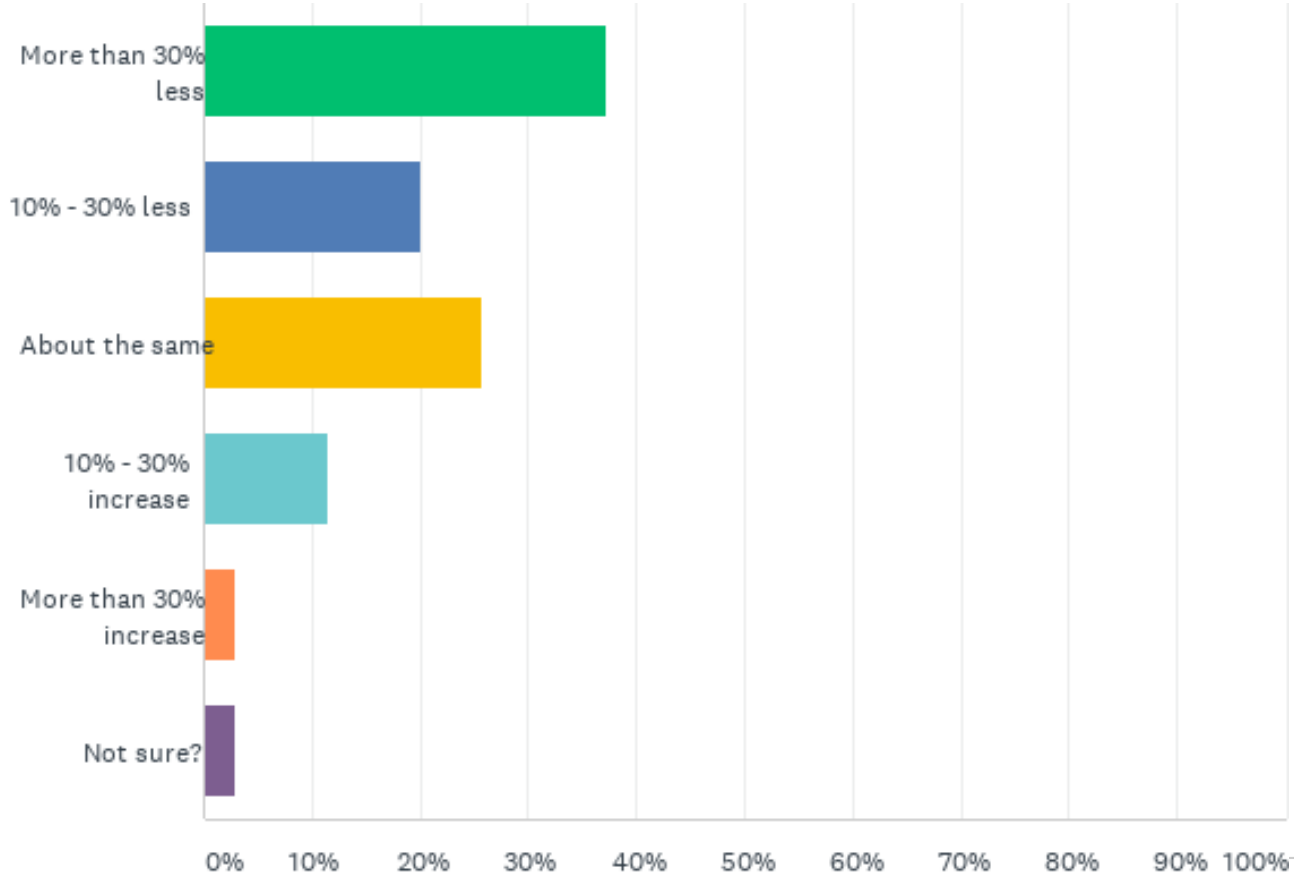
Source: National Institute of Economic and Industry Research (NIEIR) ©2020 Compiled and presented in economy.id by .id the population experts

.id the population experts

NDP

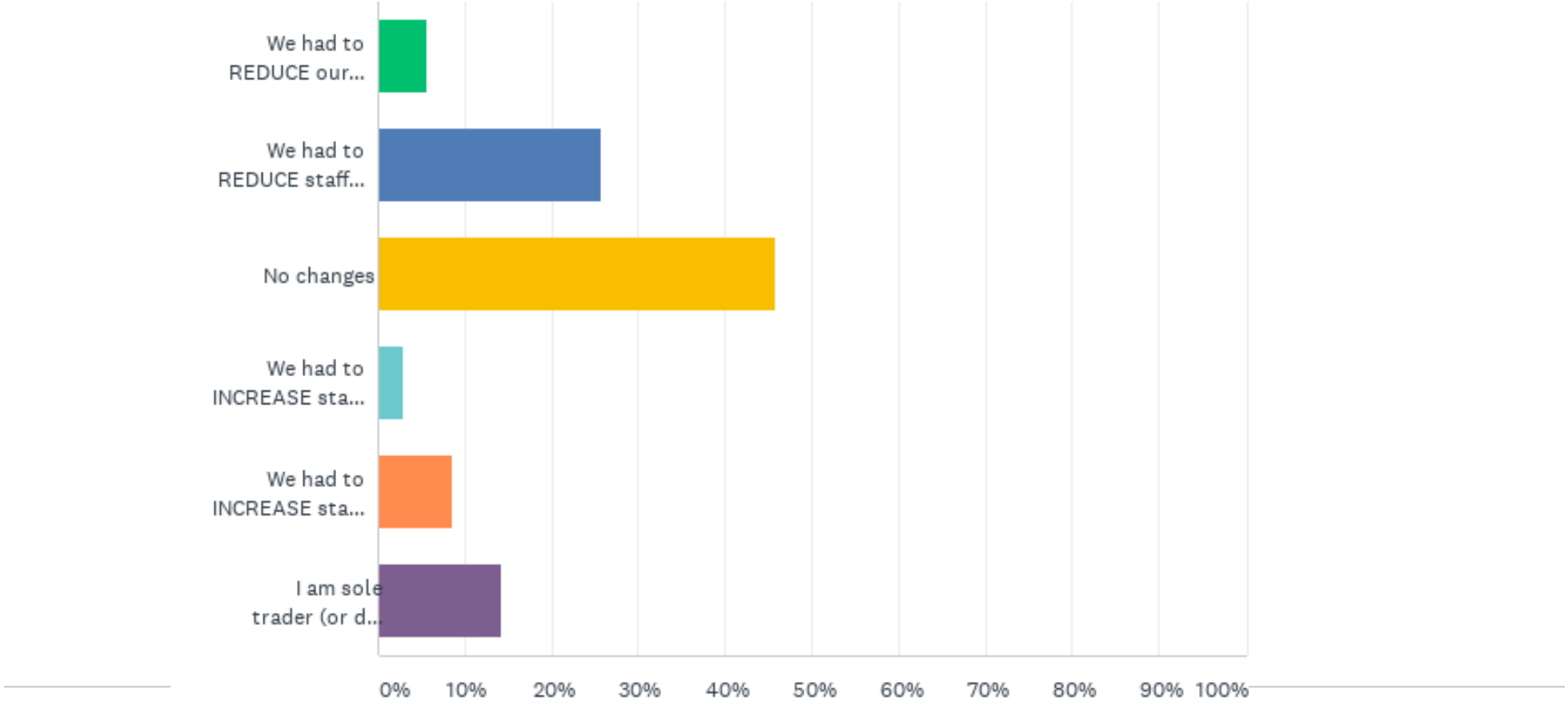
Q7: How has Covid-19 impacted sales over the last 6 months?

Answered: 35 Skipped: 0

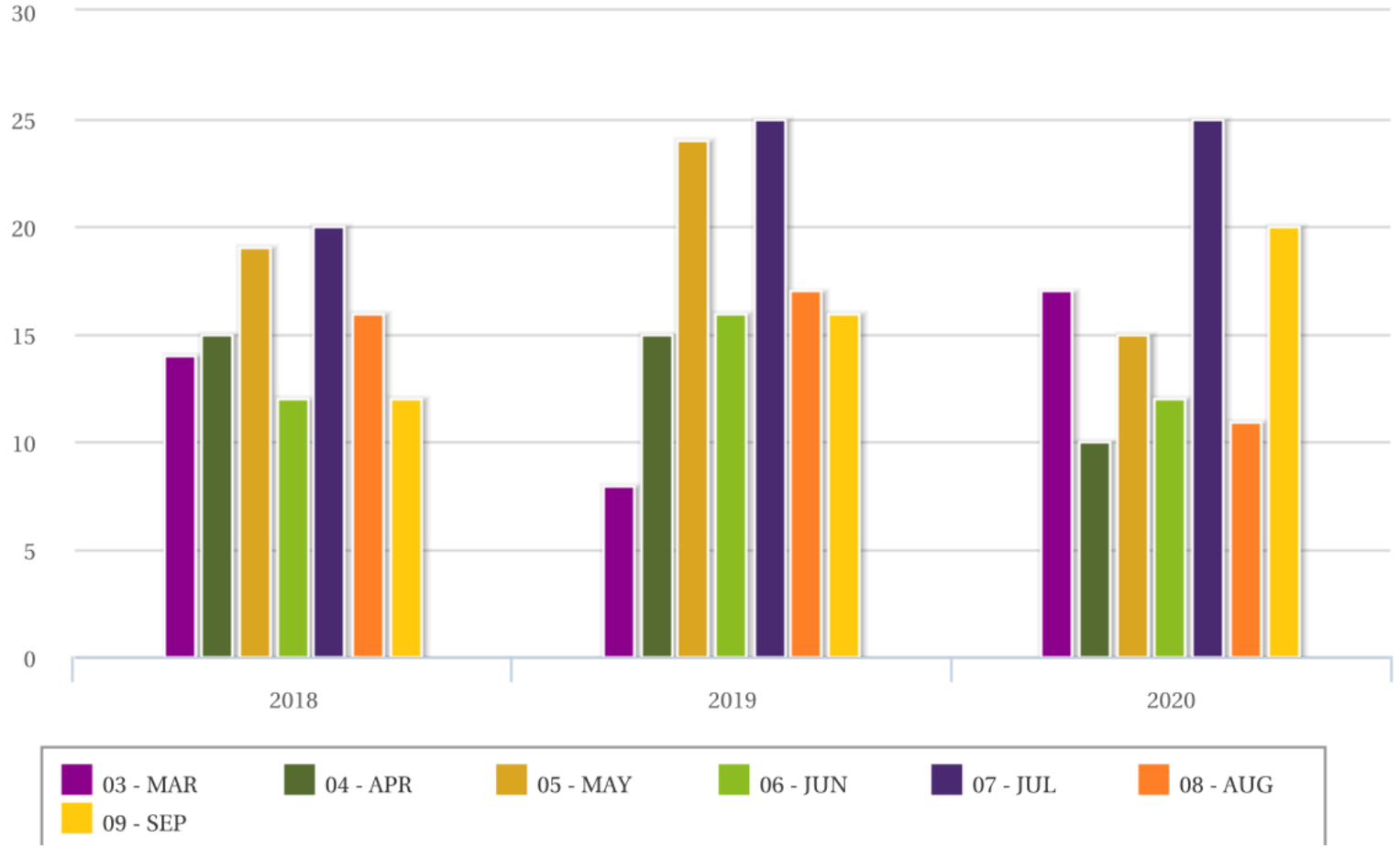


Q8: What has been in the impact on your staff? (Select all that apply)

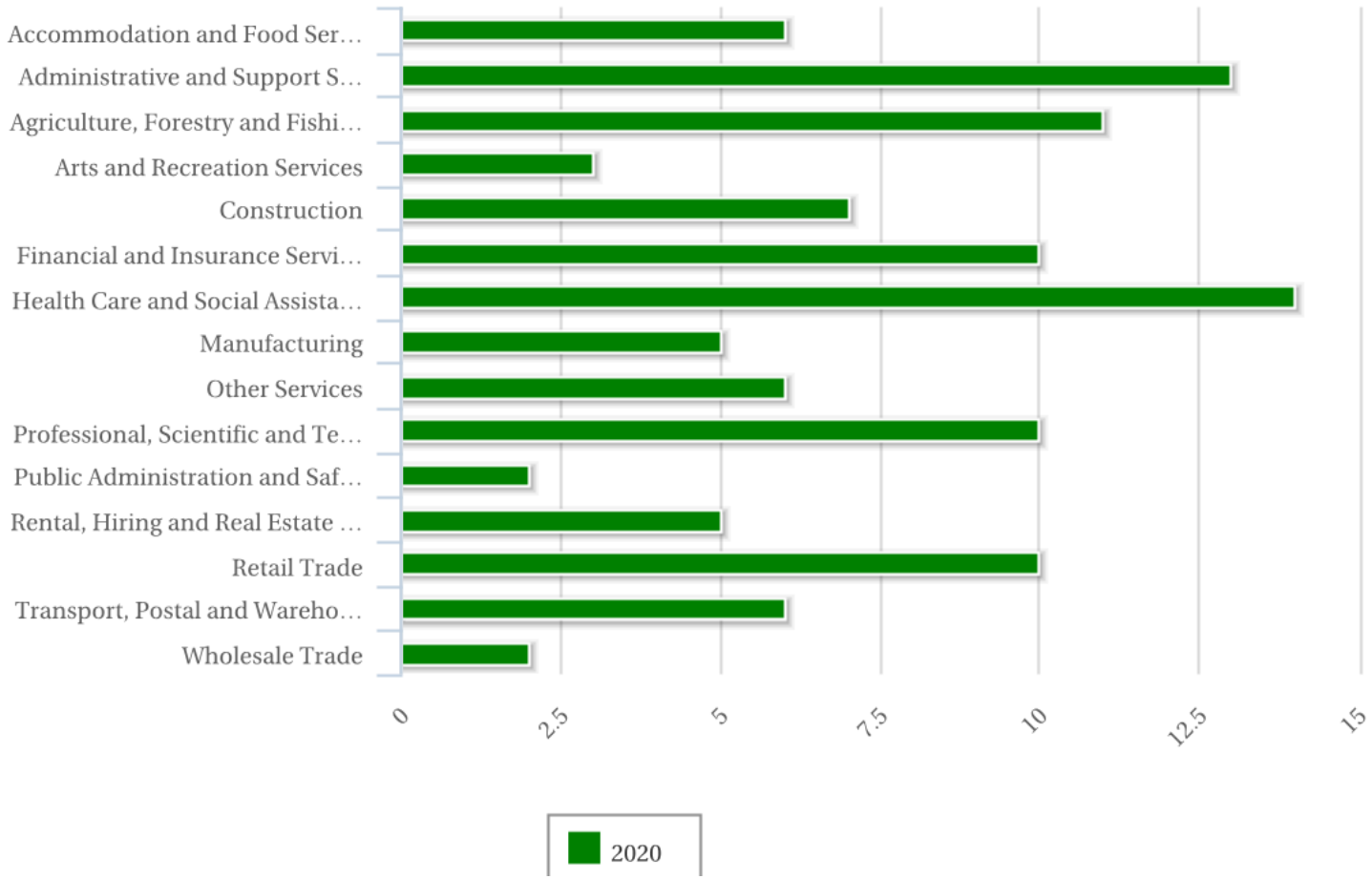
Answered: 35 Skipped: 0



ABN Registrations Comparison



Industry Mix for New ABNs

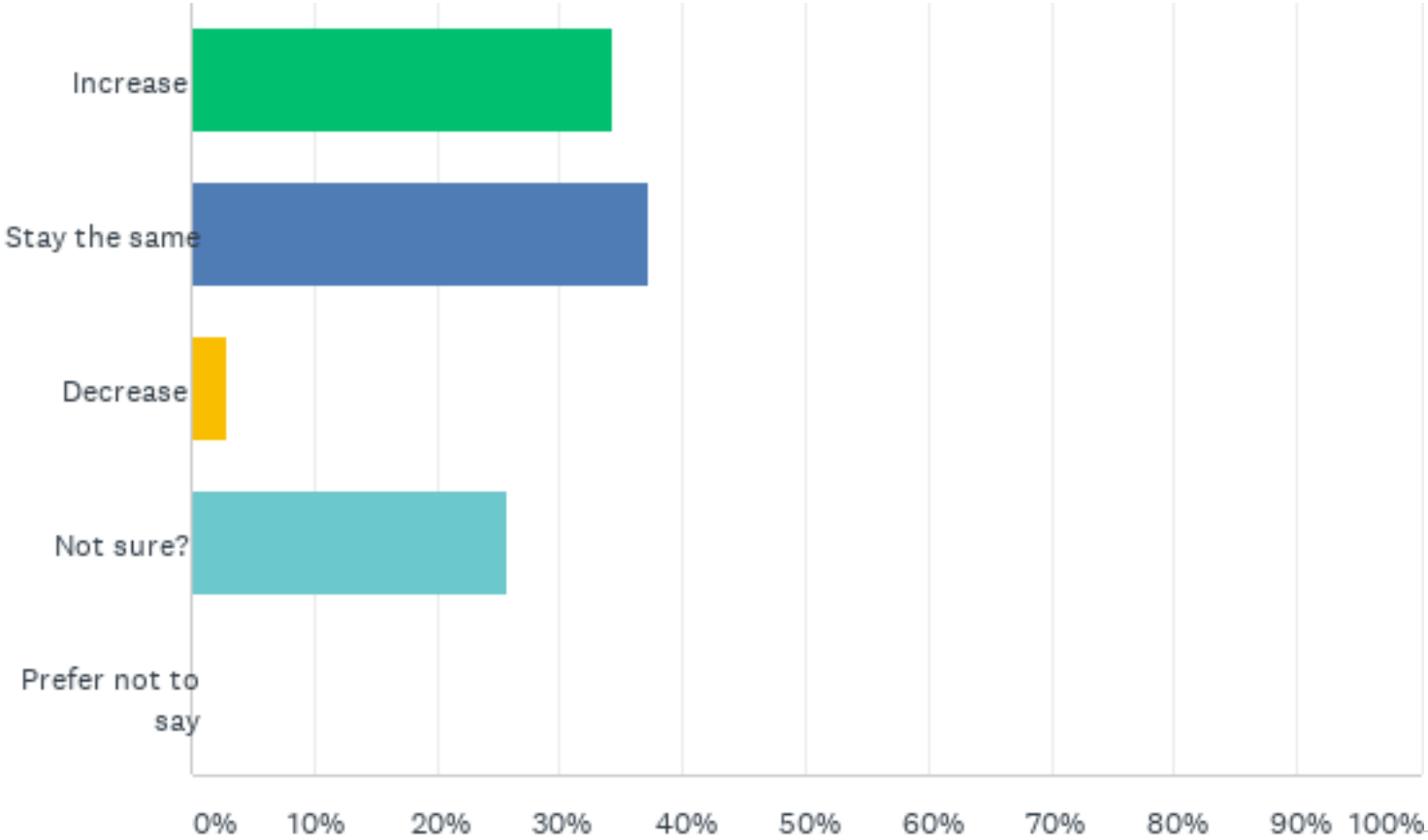


E.g. Sub-Sector Industry Breakdown

Industry Division	Industry Class	ABN Totals
Administrative and Support Services	Building and Other Industrial Cleaning Services	**7**
Agriculture, Forestry and Fishing	Sheep-Beef Cattle Farming	**6**
Health Care and Social Assistance	Other Social Assistance Services	**7**
Totals	**Totals**	**112**

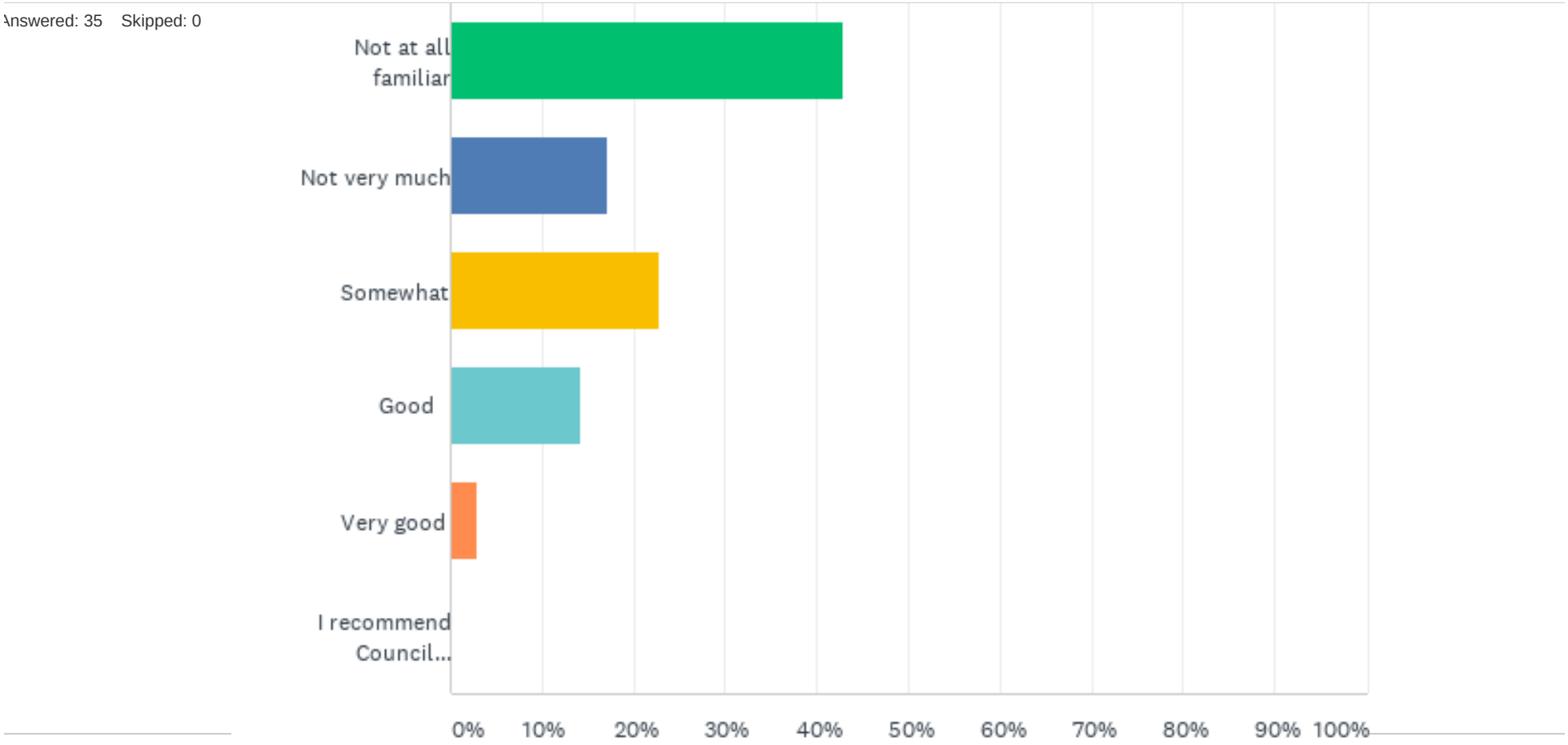
Q9: What do you expect to happen with sales in the next 6 - 12 months?

Answered: 35 Skipped: 0



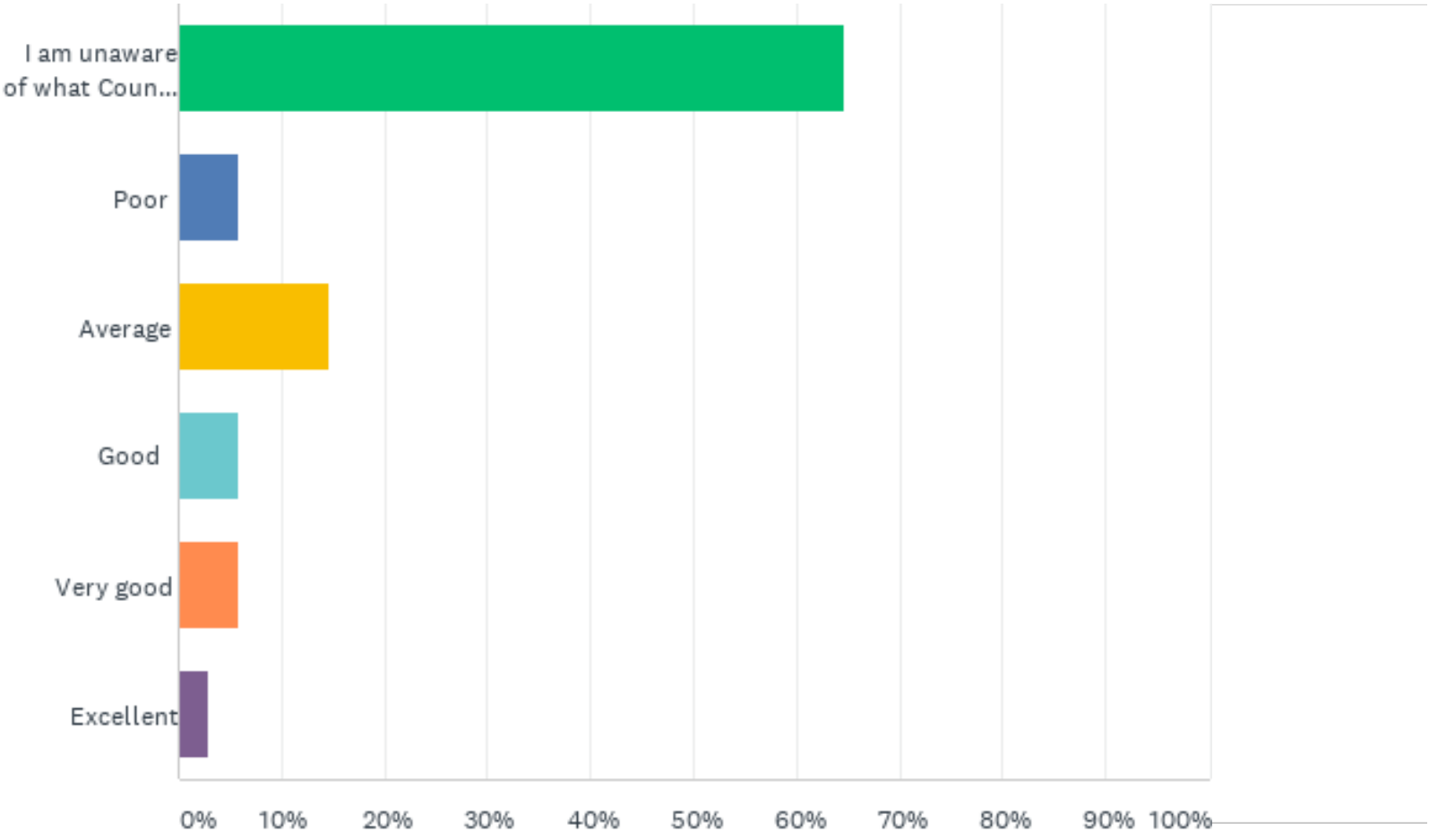
Q10: How would you rate your awareness of the various services and support offered to business by Cootamundra-Gundagai Regional Council?

Answered: 35 Skipped: 0



Q11: How would rate the support from Cootamundra-Gundagai Regional Council for local businesses during Covid-19?

Answered: 34 Skipped: 1



Q12: What do you think are the biggest barriers to sustained business growth in Cootamundra-Gundagai Regional Council area? (select up to three)

1. Shopping online (33%)
2. Abattoir closure (27%)
3. Variety of services and business mix in town (27%)
4. Droughts and changes in rainfall patterns (23%)
5. Stagnant population growth (23%)
6. Lack of appeal in the visitor economy so people have things to do (23%)
7. Ineffective marketing and promotion of the areas (20%)
8. Connecting potential investors and business owners to local opportunities (20%)
9. Diversity of restaurants for visitors (20%)

Q13: How can Council best support your individual business? (select up to 2)

1. Increased **promotion** of the area to bring in more visitors (37%)
2. **Information** on support available to businesses (27%)
3. Updated visitor and **tourist information** and tips e.g. booklet (23%)
4. **Shop local** program e.g. loyalty card (20%)
5. **Marketing** and promotion of the area (20%)

The common thread is they want Council to adopt a *growth mindset* i.e. bring in more customers and other businesses.

Q14: What would like to see Council doing more of to support the local economy? (select up to three)

1. Directly target new businesses to relocate the area i.e. proactive approach **(48%)**
2. Focus on employment training pathways for youth **(39%)**
3. Enhance the visitor economy and promote major events, festivals, attractions and culture **(39%)**
4. Council to assist people establishing their business to navigate the planning approval process e.g. fast-tracked **(35%)**
5. Encourage increased innovation in the manufacturing, agriculture and health industries (32%)
6. Promote and beautify the Murrumbidgee River and improve access (26%)
7. Welcome packs for new residents and businesses (26%)
8. Work with land owners to get vacant premises 'rent ready' for a new tenant e.g. appearance (23%)
9. Lobby the government for business-enabling infrastructure and facilities (23%)

Final Reflections

1. Broadly speaking, COVID-19 hasn't been too bad on CGRC
2. The business community want to see Council provide leadership and take a proactive approach in helping them grown and attracting investment/tourism.
3. Top five things to concentrate on for economic development:
   a) A proactive **investment attraction** program
   b) Align **training for local needs** / youth employment
   c) Go big on **events, festivals** and **visitor attractions**
   d) Help people navigate the **planning approval process**
   e) Improved **communication** with local business and investors

NDP exists to see
local economies thrive.
ndped.com.au
CRUMPLER

8.1.3 COUNCIL REPRESENTATION THROUGH THE COUNCIL RECESS PERIOD.

DOCUMENT NUMBER	361799
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	Nil

RECOMMENDATION

The Mayor and Deputy Mayor be appointed as Community Delegates of Council to represent Council at Cootamundra and Gundagai through the recess period.

Introduction

Council elections are usually held every four years in September. A meeting is held after the successful candidates have been declared to undertake their oath or affirmation. Local government elections were scheduled to be held in September, 2020 to elect a new council, however, due to COVID-19 the elections were deferred to September, 2021 and then again to 4th December, 2021.

The recess period will commence on Saturday, 4th December, 2021. The Electoral Commission of NSW has indicated that the declaration of the poll will occur between Tuesday 21st and Thursday 23rd December, 2021. Council has previously resolved to hold an extraordinary meeting Monday 10th January, 2022 to conduct the oath or affirmation and to elect a mayor and deputy mayor.

Typically, the Mayor and Deputy Mayor represent Council at annual school award presentations during the month of December. There will be no Council in office to attend such functions. Council can however nominate individuals to fulfil these rolls until the election of the mayor by the new council.

8.1.4 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL CHRISTMAS AND NEW YEAR CLOSURE

DOCUMENT NUMBER	341676
REPORTING OFFICER	Marianne McInerney, Personal 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	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 Christmas 2021 and New Year 2022 closures for Council facilities be noted.

Introduction

Each year Council's offices and depots close for the Christmas and New Year period. The Administration Centres have traditionally closed from close of business Christmas Eve to reopen 2nd January.

Since the COVID-19 pandemic came to Australia in early 2020 indoor and outdoor staff have worked under difficult circumstances which has waxed and waned depending on relevant restrictions. In addition to this Council has introduced increases to rates and charges during this period. This has culminated in stressful times for the communities and many frustrations have been directed toward Council staff.

This year, due to the effects of on again off again COVID-19 restrictions Council is closing for two weeks. This will allow staff to enjoy a good break over the Christmas 2021 and New Year 2022 period giving them time recoup and refresh to reopen in January, 2022. Leave balances will be able to be better managed.

Council offices in Cootamundra and Gundagai will be closed from 12 noon Friday, 24th December, 2021 and re-open Monday, 10th January, 2022.

Changes to Cootamundra Waste Depot

Christmas Day, Saturday 25th December	CLOSED
Boxing Day, Sunday 26th December	CLOSED
Christmas Day Public Holiday, Monday 27th December	10:00am – 3:00pm
Boxing Day Public Holiday, Tuesday 28th December	10:00am – 3:00pm
New Year's Day, Saturday 1st January	CLOSED

New Year's Day Public Holiday, Monday 3rd January	10:00am – 3:00pm

Changes to Gundagai Waste Depot

Christmas Day, Saturday 25th December	CLOSED
Boxing Day, Sunday 26th December	CLOSED
Christmas Day Public Holiday, Monday 27th December	7:00am – 11:00am
Saturday 1st January 2022	CLOSED
Sunday 2nd January 2022	7:00am – 1:00pm (normal hours)
New Year's Day Public Holiday, Monday 3rd January	7:00am – 11:00am (normal hours)

All other days operating as normal.

All kerbside collections for both Cootamundra and Gundagai will be as normal for Christmas and New Year period.

Arrangements will be made for on call staff during this period and the community will be able to continue to call 1300 459 689 contact Council staff for emergencies.

All Christmas closures will be advertised and notices placed to fully inform residents and ratepayers.

8.1.5 CODE OF CONDUCT COMPLAINT STATISTICS

DOCUMENT NUMBER	356256
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	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	In accordance with the adopted procedures for the administration of the Code of Conduct.
ATTACHMENTS	Nil

RECOMMENDATION

The report on Code of Conduct complaint statistics for the period 1st September 2020 to 31st August 2021, be received and noted.

Introduction

In accordance with part 11.1 of Council's adopted Procedures for the Administration of the Code of Conduct for Councillors (Reporting on Complaints Statistic) the complaints coordinator must arrange for the following statistics to be reported to the Council within 3 months of the end of September of each year:

(a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period);
(b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period;
(c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints;
(d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period;
(e) without identifying matters, the outcome of investigations completed under these procedures during the reporting period;
(f) the number of matters reviewed by the Office of Local Government during the reporting period and, without identifying particular matters, the outcome of the reviews; and
(g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.

Council is also required to provide the Office of Local Government (OLG) with a report containing the statistics referred to above within 3 months of the end of September of each year.

Discussion

During the reporting period Council has received two (2) Code of Conduct complaint.

All staff and Councillors are bound to comply with the Council's Code of Conduct. All complaints are investigated and dealt with in accordance with the Code of Conduct Policy and Procedure.

In accordance with the requirements, the Office of Local Government has been advised accordingly.

The following statistics are reported about code of conduct complaints made during the period 1st July, 2020 to 30th June, 2021.

Number of Complaints			
1	a	The total number of complaints **received** in the period about councillors and the General Manager (GM) under the code of conduct	2
	b	The total number of complaints **finalised** in the period about councillors and the GM under the code of conduct	2

Overview of Complaints and Cost			
2	a	The number of complaints **finalised at the outset** by alternative means by the GM or Mayor	1
	b	The number of complaints **referred to the Office of Local Government (OLG)** under a special complaints management arrangement	0
	c	The number of code of conduct complaints **referred to a conduct reviewer**	1
	d	The number of code of conduct complaints **finalised at preliminary assessment** by conduct reviewer	1
	e	The number of code of conduct complaints **referred back to GM or Mayor** for resolution after preliminary assessment by conduct reviewer	0
	f	The number of finalised code of conduct complaints **investigated by a conduct reviewer**	0
	g	The number of finalised complaints investigated where there was found to be **no breach**	0
	h	The number of finalised complaints investigated where there was found to be **a breach**	1
	i	The number of complaints referred by the GM or Mayor **to another agency** or body such as the ICAC, the NSW Ombudsman, OLG or the Police	0
	j	The number of complaints being investigated that are **not yet finalised**	1
	k	The **total cost** of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	$5,428

Preliminary Assessment Statistics			
3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:		
	a	To take no action (clause 6.13(a) of the 2018 and 2020 Procedures)	0

b To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2018 and 2020 Procedures)	1
c To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2018 and 2020 Procedures)	0
d To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2018 and 2020 Procedures)	0
e To investigate the matter (clause 6.13(e) of the 2018 and 2020 Procedures)	0

Investigation Statistics

4 The number of investigated complaints resulting in a determination that there was **no breach**, in which the following recommendations were made:	
a That the council revise its policies or procedures	0
b That a person or persons undertake training or other education (clause 7.37 of the 2018 Procedures or clause 7.40 of the 2020 Procedures)	0
5 The number of investigated complaints resulting in a determination that there **was a breach** in which the following recommendations were made:	
a That the council revise any of its policies or procedures (clause 7.36(a) of the 2018 Procedures or clause 7.39 of the 2020 Procedures)	0
b In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.36(h) of the 2018 Procedures or clause 7.37(a) of the 2020 Procedures)	0
c In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.36(i) of the 2018 Procedures or clause 7.37(b) of the 2020 Procedures)	0
d In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.36(j) of the 2018 Procedures or clause 7.37(c) of the 2020 Procedures)	0
6 Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2018 or 2020 Procedures)	0

Categories of misconduct

7 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a General conduct (Part 3)	0
b Non-pecuniary conflict of interest (Part 5)	0
c Personal benefit (Part 6)	0
d Relationship between council officials (Part 7)	0

e	Access to information and resources (Part 8)	0

Outcome of determinations		
8	The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewer's recommendation	0
9	The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by OLG	0

8.1.6 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	360413
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 21 October 2021 ⇩

RECOMMENDATION

The Minutes of The Arts Centre Cootamundra s.355 Committee Ordinary Meeting held on 21st October 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 21st October 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 21ST OCTOBER 2021

Minutes

1 MINUTES 2
1.1 Attendance and Confirmation of Quorum 2
1.2 Apologies 2
1.3 Disclosure of Interests 2
1.4 Confirmation of previous meeting Minutes 2
1.5 Business Arising from previous Minutes: 3
1.6 Correspondence in/out: 2
1.7 Report from the WHS/Financial/PA/VA, Movies: 3
1.8 General Business (List Agenda Items) 4
1.9 Date and Time of Next Meeting 5
1.10 Time Meeting Closed 5

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, Eric Steinke, Anette Haines, Rosie Fowler-Sullivan

Other attendees:

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

Annabel Marley, Lucy Main

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 **16th September 2021**. (Appendix A)

(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

- Appendix B

Overheads have been reduced
Forecast in progress
Expecting invoice for wages
Debt for GST still in discussion

1.6.2 Report for Performing Arts

- Appendix C

Miss Em – MOU for Jan-June for $132 shared access (2 nights a week)
Miss Em to speak with Andrew/Council for WHS of floor/barr placement.
What's New Pussycat increased costs to $3k +gst, require sound and light support (3rd Sept 2022)

1.6.3 Report from Visual Arts

- Appendix D

Amanda-Lee ran classes in Syd for $50/class not including alcohol – she would be happy to do that here. Having spoken to people here, she believes it would run successfully.
Suggestion to display and sell Carol Easts lino prints – possible digital display of works. Look at framing options for purchasers
Isabel spoke to founder of Witchcraft in Harden. Any sale space/exhibition space should be curated. Look to volunteers to put on exhibition.

1.6.4 Report for Movies

- Appendix E

Disney charging a percentage instead of a flat fee.

(Moved: Amanda Lee Boatswain, Seconded: Rosie Fowler-Sullivan)

1.7 Business Arising from previous Minutes:

- Leadership team update
  - Andrew: Insurance (ability to have members with "all hours access") – Insurer after a list of all events etc that TACC does. Require a membership system for users. Details to be determined.
  - Andrew: Youth hub update – They are looking for a place that is theirs, without sharing the space. Possible use of Men's Shed once they exit, but they are looking at other spaces.
  - Andrew: Working hours and conditions of paid employees – Workfront finalised, all staff contracting, and hours are currently capped for now.
  - Andrew: Simplified fee structures around events/performances/workshops and give proposal to wider committee – Work in progress.
  - Julie: Form for Lucy – facilitator to fill out form with all details to reduce workload
  - Natalie: IT update – Natalie to work with Amanda-Lee to simplify systems. Jason responded to Julie's email and work has been terminated and final invoice paid through September.
  - Natalie: Volunteer meeting update – Things went well, volunteers are keen for more to do but want to be busy. They would be happy to volunteer bulk time to keep TACC as an open space.
  - Natalie: Stocktake of all items at TACC – Required for Insurance but also knowledge of what we can provide any touring groups. Ensure that all personal items have been removed from TACC or they will be considered TACC property.

- Membership for centre - how to make it work, risks, age limits, etc – Details to be discussed. Insurance requires knowledge of who's entering. Full documentation to be completed on processes for membership options. Membership tiers.

- S355 Committee Guidelines all committee members to read the code of conduct and management manual.

- Strategic direction of workshops/events.

- Overview of Workshops & Events
    - List of events/workshops/performances and their costs for past few years
    - List of scheduled in future
    - For now use only locals to host workshops
    - Options for monthly friendship groups - Annabel & Isabel wish to facilitate - Make it local food and games night
    - Amanda Lee happy to facilitate monthly paint and sip

Action: FFFC – Isabel to create small parent group and work with leader to ensure that FFFC events run through each school holiday. If no parent step up Eric will run. Options for discounts/freebies for kids.

Action: Julie to confirm if Riverina Camerata booked/grant applied for.

Action: Eric to chase up Flamenco and book in dates

Action: Eric to chase up Fiona Braybrooks to book in Bollywood

Action: Eric to work towards holding 2 performances by locals in 2022

Action: Natalie to set up calendar and work with program managers to fill out calendar

- Grant Applications
    - 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.

What do committee members want in TACC to grow as a facility.

Andrew will see to facility management to ensure compliance and we stay open

Julie notes that we're lacking funds to run TACC, but need ideas to run paying events

Action: all committee members to submit wish list of what they want to see at TACC to Natalie for compilation so Andrew can organise grant applications.

1.8 General Business (List Agenda Items)

- Thanks for Bruce & Annette for the gardening!

- Open weekend cancellation – Will look at holding in 2022

- Gwen to be removed as signatory at bank

Motion to remove Gwen Norman as signatory at bank.

Moved: Andrew Brock, Second: Julie Cowell. All in favour.

- What's New Pussycat quote acceptance

Subsidised by MADD funds (shortfall back up by George and Rosie donation)

Moved: Julie Cowell, Seconded: Eric Steinke. All in favour.

- Alarm alerts to be transferred to Andrew (Rosie/Andrew) – Confirmed

Action: Andrew will attend calls when in Coota and between midnight and 6am. Will notify Natalie to attend other times.

- Security issues around door not always locking with fob.

Action: Andrew to ensure auto locking of door.

- Little Wings Puppets visiting show

Action: Julie to email support letter

- Leigh mentioned CDC working on event that may benefit TACC, similar to previous raffle event.

- Fulcrum grant will pay for 14 people to attend fire warden training

Action: Julie will email volunteers about opportunity

- Suggestion of Membership tags to cost $X with admin fee and rest refundable – leadership team to discuss.

- Woolies sign not viewable –

Action: Andrew to look into possibilities of making sign more visible in current place.
Action: Rosie to talk to RSL Subbranch about moving sign to more visible location.

- AFTRS visiting storytellers

Action: Isabel will chase up AFTRS about visiting story gathering.

1.9 Date and Time of Next Meeting – 18th November 2021, 6PM

1.10 Time Meeting Closed – 7:55 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

8.1.7 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	360414
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 Meeting Minutes 20 October 2021 ⇩ 2. Report on the Community Consultation for suggested colours for the Muttama Hall ⇩ 3. Ray Christison's letter-Muttama Hall colour scheme discussion ⇩ 4. Other Supporting Documentation ⇩

RECOMMENDATION

1. **The Minutes and supporting documentation of the Muttama Hall Management s.355 Committee meeting held on 20 October 2021, attached to the report, be received and noted.**
2. **Council consider the committees recommendation included in the report and detailed in the attached report on the Community Consultation for suggested colours for the Muttama Hall.**
3. **The correction made in the Muttama Hall Management s.355 Committee meeting minutes of 24 September 2021, as detailed in the report, be noted.**

October Minutes

The attached Minutes and supporting documentation of the Muttama Hall Management s.355 Committee meeting held on 20 October 2021, is submitted for the information of Council and the community.

COMMITTEES RECOMMENDATIONS:

1. Council to note the fair efforts made by the Muttama Hall Management Committee in seeking the preferences of the local community with regard for the information in the Discussion Paper and for the painting of the hall.
2. Council to note the circuitous process for deriving the presentation of locally-available colours from the suggested British Standard colours, is based on approximations and possibilities.
3. Council to consider seeking clarification from an independent heritage consultant with regard for the Burra Charter's Articles and their applications to the painting of the hall.

4. Council to consider that, given the timeframes of the possible colours referred to in the paper, it appears that the "neutral-cream like tones" have served the longest period in the hall's history and should therefore not be excluded from consideration by the community and Council.
5. Council to note that given the estimations of time frames and the absence of "neutral-cream like tones" in the paper, clarification and additional information was sought from Mr Christison for conveyance to Council.
6. Council to consider the attached response from Mr Christison who acknowledges that the points raised in the MHMC's letter were valid and encourages "Council to conduct a community consultation process that takes into account opinions on all known colour schemes."
7. Council to consider that the most appropriate colour should be chosen, as the Muttama Hall is now a registered war memorial.
8. Council to consider that the hall adjoins and shares the same block as the Muttama Fire Shed, which was painted to match the colour of the hall; as announced by a local member of the community to the others participating in the consultation on 25 September.
9. Council to consider that analysis of the preferences of 20 local community members who attended the consultations show that the majority prefer the hall to be painted in cream and neutral cream: Manilla/Pale Ivory (6), Ecru (9) and Ecru Half (3).
10. Council to consider use of a dark reddish/brown referred to in the paper be applied to some trims to match the adjoining Fire Shed; as recorded by five members of the local community.

<u>September Minutes – Correction</u>

An error was discovered in the Minutes of the Muttama Hall Management s.355 Committee meeting held on 24 September 2021. An incorrect date was noted and has now been corrected. Details of the correction are as follows:

Page 3, Item 1.5 Business Arising from Previous Minutes, No. 3 Consultation with community on colour schemes, first dot point (*19 March* <u>NOT</u> 17 March)

<u>Correction:</u> The need to consult the community was initiated on *19 March* re: colour schemes for the hall and again documented in the 21 April and 28 July 2021 meetings minutes.

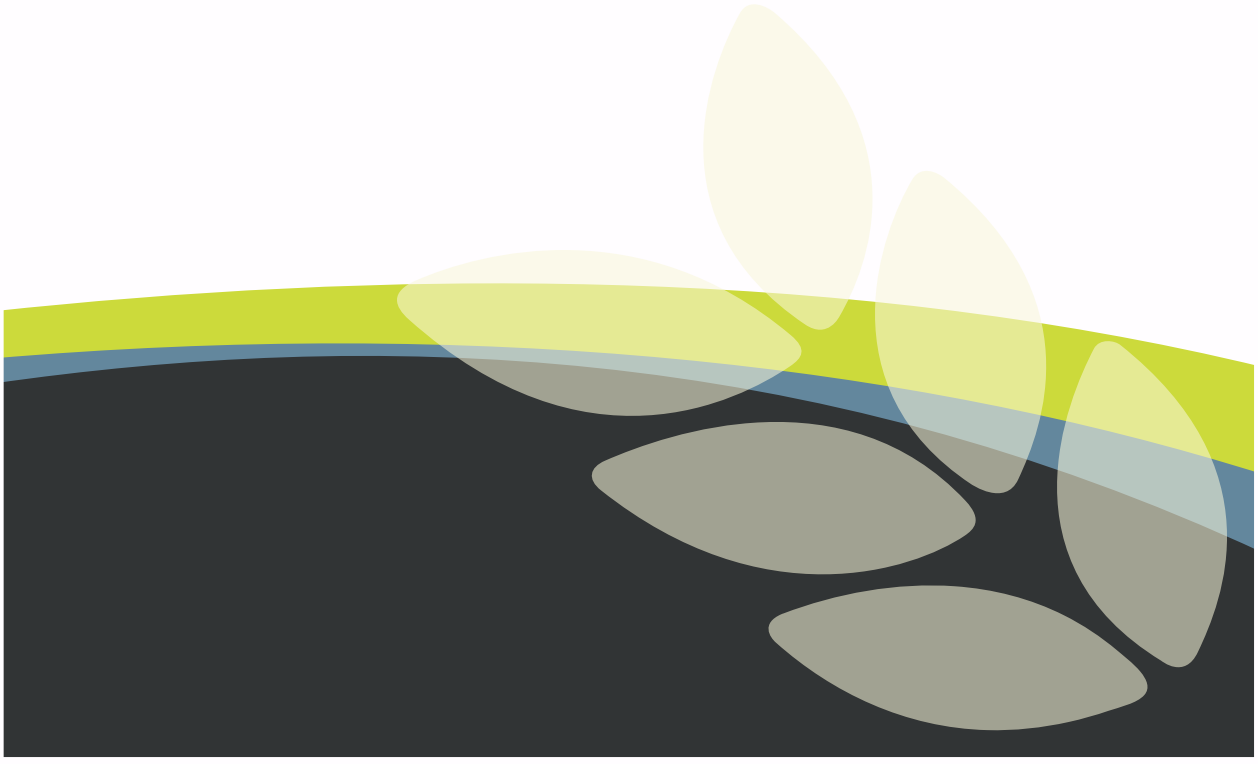
COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Minutes

MUTTAMA HALL MANAGEMENT SECTION 355 COMMITTEE

MUTTAMA HALL

6.30PM WEDNESDAY 20 OCTOBER 2021



Minutes

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1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: **President: Hilary Connors**
Vice President: Sarah Last
Secretary: Anne Last
Councillor: Charlie Sheahan
General Members: Robert Flint
CGRC: Phil McMurray, Abb McAlister

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

1.2 Apologies

Leigh Scott, Bart Groen, Andrew Brock

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 held on Friday 24 September 2021 were confirmed as true and correct via email/phone on Thursday 7 October 2021.

***Correction*: Friday 24 September Minutes** - **Business Arising from Previous Minutes No. 3** - **Consultation with community on colour schemes – first dot point - 19 March NOT 17 March**. The Friday 24 Minutes will be adjusted and resubmitted to Council.

1.5 Business Arising from previous Minutes:

1. Hall water tank –

Action: As Leigh was an apology; this item has been deferred until the next meeting.

2. Return of funds from Dunn and Hillam – Leigh indicate to Hilary that there was no deposit from Dunn and Hillam thus far in the MHMC NAB account.

Action: As Andrew was an apology; this item has been deferred until the next meeting.

3. Replacement of the 3 florescent lights –

Action: As Bill was absent; this item has been deferred until the next meeting.

4. Hall cleaning –

Action: As Andrew was an apology; this item has been deferred until the next meeting.

5. Hall cleaning equipment –

Action: As Andrew was an apology; this item has been deferred until the next meeting.

6. Dedication Ceremony – Thursday 11 November at 2.00pm

- the flyer and Order of Service were tabled for viewing and comment,
- Mayor McAlister agreed to provide Closing Remarks, CGRC to lay a wreath,
- Gundagai sub–branch of the NSW RSL have organised one of their members, Warrant Officer Dean O'Brien, to deliver the Dedication Address,
- Representatives from the Cootamundra sub-branch of the NSW RSL will attend and lay a wreath,
- a sound system and catering are in hand,
- it was decided with the numbers expected there was no need for a Special Events Plan,
- discussion of WH&S, parking, and the need for a marquee in the event of >40 people attending the ceremony.

Action: Phil to liaise with council staff for provision of above services.

7. 2021 Essential Energy Community Hall Grant – Tell us your community hall story! – $200 received for paint and primer**.**

- as a requirement for gaining the $200 grant, MHMC is obliged to answer a set of questions and send in photos that depict people involved in using the hall. Hilary presented her Draft answers to the questions for viewing and comment.
- it was decided that photos taken at the Dedication Ceremony would be an ideal addition and amend answers accordingly.

Action: Hilary/Anne to take photos at the Dedication Ceremony and email answers to members for approval prior to submission of the information to Essential Energy.

1.6 Correspondence in/out:

- External Grant Applications for Council Committees Procedure -31/8/21
- External Grant Applications for Council Committees Policy – 31/8/21

- 1 October 2021 - Letter to Ray Christison including 2 mock-ups
- 1 October 2021 - Letter to Phil McMurray
- 1 October 2021 - Steph Cooke inability to Dedication Ceremony
- 29 September 2021 -Creditor Remittance Advice RFS
- 20 October 2021 – Letter from Ray Christison

1.7 Report from the Treasurer:

- Leigh reported to Hilary that the last MHMC NAB account statement indicated $4831.56. This included payment from Annie Jacobs for $33.00 and the RFS for $99.00.

1.8 General Business

1. **Draft Report on the Community Consultation for suggested Colours for the Muttama Hall** – **Tabled -** Hilary asked for comments on the Draft Report.

- The general consensus was that it is a comprehensive and well prepared report.
- Acknowledgement was given to the good roll-up of locals who participated in the community consultations.
- However, Sarah raised the following concerns:
    - The planning and consultation process was not adequate. It should have been more robust, presentation given by an expert/heritage advisor, involvement of Council staff, more time to allow community participation (not equitable or accessible), report should have spanned a three month period, the consultation needs to be open to the broader community, Council and community need to have an understanding of the hall's heritage value.
    - She and Bart were not made aware of the second consultation held on Thursday 30 September at 5.30pm in which another seven local community members participated.
- The other members had no such concerns with the consultation undertaken as a Council representative witnessed the procedures for the consultation and provided guidance on the need for evidence including photos. (A USB containing the photos taken at the two consultations was given to Phil at the end of the meeting).
- Ray Christison's letter and email (20/10/2021) to Council in response to Hilary's letter (1/10/2021) was read during **1.6 Correspondence**. Ray made the following points:
    - Any ongoing correspondence with MHMC was to be through CGRC (email).
    - Acknowledgement that the points raised in Hilary's letter re: post 1946 colour scheme were valid and should be considered in further discussions regarding colour schemes (letter).
    - Encouragement of "Council to conduct a community consultation process that takes into account opinions on all known colour schemes." (letter)
    - Reference to the Heritage Council of NSW and their guidance for repainting buildings listed on the NSW State Heritage Register. (letter)

- It was acknowledged during the discussion that the Muttama Hall is not a heritage listed building on the State Heritage Register and therefore was not bound to comply with the Heritage Council of NSW.

Motion: To approve the Report on the Community Consultation for suggested colours for the Muttama Hall, and attach Ray Christison's letter (20/10/2021) with a corresponding additional recommendation and send to Council. Moved by Anne and seconded by Robert. Carried - with one member disagreeing on the bases of the inadequate planning and consultation process used.

2. **Governance and Functions of S355 Committees** –
- Phil explained that Governance provides the rules, policies and procedures that are in place to guide s.355 Committees. Good corporate governance is required. It must be neutral, thorough and the best decisions made on behalf of the community.
- Charlie acknowledged that he and Council have always recognised MHMC for their thorough minutes presented to Council and had no concerns.
- Sarah raised concerns that some important decisions are, at times, made via emails where discussion at a meeting would be more appropriate. E.g. Placement of flagpoles.
- It was noted that the flagpoles were strategically located to allow mower access.
- CGRC members explained that although it is ideal to make all decisions in meetings, it is not always practical or timely, particularly when working with tradespeople, and that low risk, quick decisions are acceptably made by email.

Action: N/A

3. **Placement of Interpretive Sign** –
- it was decided that the placement of the Interpretive sign would be left until the painting of the hall is completed,

Motion: Robert moved that in the meantime, the sign should go to Council for safekeeping. Seconded by Hilary. Carried

4. Community War Memorial Funding –
Hilary advised the latest round has not yet been announced but that $10,000 from the previous round is with Council.

Action: As Andrew was an apology; this item has been deferred until the next meeting for an update.

5. **External Grant Applications for Council Committees Policy and Procedure**
These documents were adopted at the CGRC meeting on 31 August 2021. **Tabled**.

- Phil explained that these documents would ensure a more integrated approach that fits within Councils strategic management plan of all grants within CGRC.
- It will allow Council to know what grants are being applied for across the spectrum, prioritise these and provide support to committees, if needed.

Action: N/A

6. Reimbursements -

- $84.20 to Hilary for paint samples, materials for the community consultation.
- Money owing to Leigh for the steps to access the stage.

Motion: To reimburse Hilary for $84.20. Moved by Anne and seconded by Robert. Carried.

7. **Working Bee in preparation for the Dedication Ceremony –** Discussion around preparations, catering, expenditure and set-up.

Action: Resolved that this would take place on Tuesday 9 November at 8.30am.

1.8 Date and Time of AGM: Wednesday 24 November 2021

1.9 Time Meeting Closed at 8.30pm

The minutes of the last **Muttama Hall Management Section 355 Committee** meeting dated **20 October 2021** were confirmed via email on 1 November 2021 as true and correct, except by one member.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

MUTTAMA HALL MANAGEMENT COMMITTEE
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www.cgrc.nsw.gov.au

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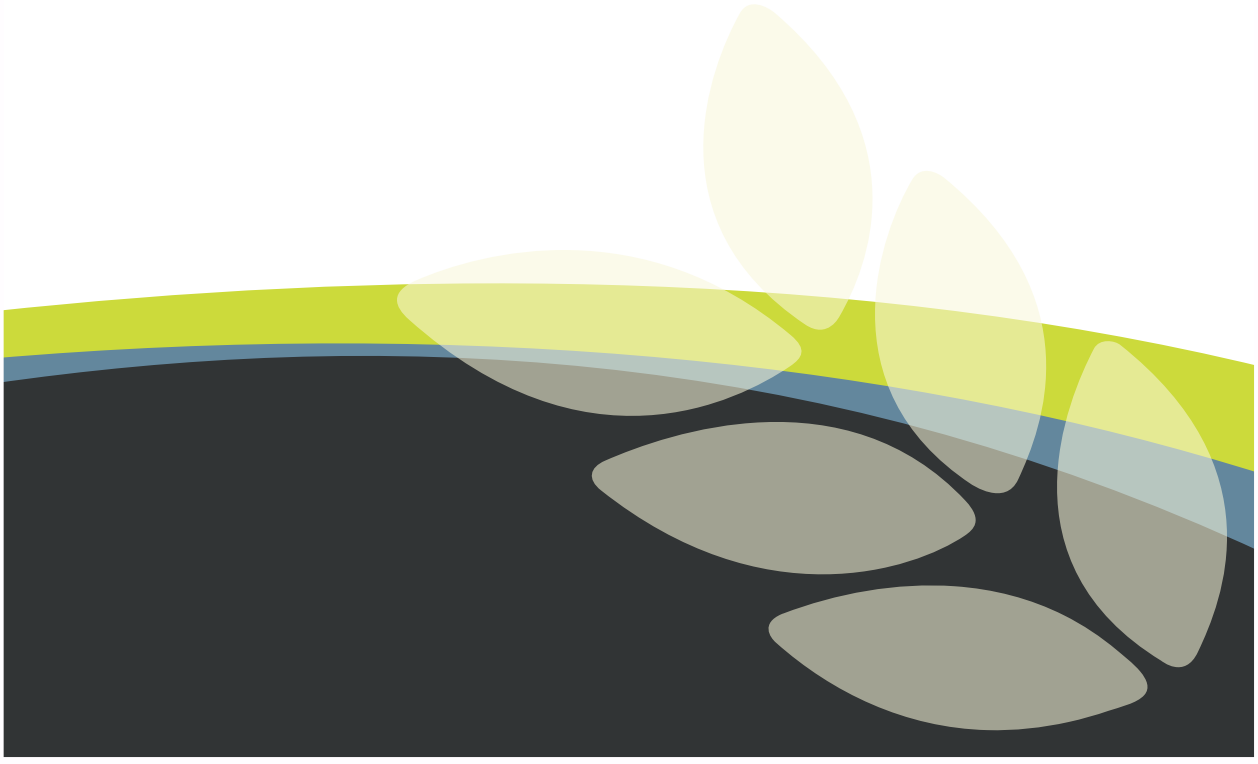
Phone: 02 6940 2100
Fax: 02 6940 2127

Gundagai Office:
255 Sheridan Street, Gundagai NSW 2722
Phone: 02 6944 0200
Fax: 02 6940 2127



REPORT ON THE COMMUNITY CONSULTATION OF SUGGESTED COLOURS FOR THE MUTTAMA HALL

DISCUSSION PAPER

To clarify, “tables 8-9, 15-16, 17 of the SOHI of the Colour Scheme Discussion Paper” refers to the Discussion paper (the paper) that notes selections from tables 8-9, 15-16 and 17 of the original SOHI have been included in the paper. These refer to those elements of the building that require painting. The advice in those tables is to “Repair and repaint to matching colour scheme using mineral based paints.” This could be, and was by some members of the committee, presumed to mean matching the current colour scheme. Information to the contrary was not provided until 21 July when the Discussion Paper was provided.

CONSULTATION

As the committee is mindful of its role in representing the interests of the local community with regard for the Muttama Hall, the necessity for consultation was driven by requests for information about the status of works, compliance with funding applications’ obligations, the badly-deteriorated condition of the timberwork, and by preparations for the upcoming Dedication of the Honour Boards in September and Remembrance Day in November.

Despite calls to members about the need to consult the local community on its preferences of colours for the repainting of the hall dating back to 19 March, the Discussion Paper was not provided until 21 July - two days before the application for CWMF funding was submitted by Council with the paper uploaded. Neither Council staff nor the committee had time to properly review its contents and had not seen the mock-ups of the colours prior to receipt of the paper. Whilst the application includes such statements as "Advice has been sought on colour schemes of community halls of this era from the heritage advisor" and "Mr Christison has provided detailed information about colour schemes pertaining to community halls of this era with regard for the much needed painting works," no undertaking to adopt any recommendation was included in the application.

As noted in the minutes of 21 April: a member of the committee undertook “to liaise with Ray Christison in order to prepare a range of suitable colours, of the era, for the hall façade.” The member was “to refer to” another member “for provision of digital mock-ups of the colour schemes. These documents are to be presented at the next meeting on Wednesday 26 May 2021.” “After discussion, the group decided that MHMC should hold a Community Open Day to allow:

- Consultation of paint colours for the hall façade and….”

As noted in the minutes for the 28 July meeting in reviewing the paper, “for some, the suggested colours were surprising and much bolder than expected,” and reference was made for a mock-up in cream, given neutral-cream tones were mentioned in the paper, but no mock-ups had been included.

The Action the committee decided was to “Review colour schemes at 25 August meeting and prepare for a community consultation and information session in September 2021 and another later, if needed.” No meeting was able to be held in August because of the Covid restrictions. However, consultation was scheduled by email on 14 September for 25 September, as the Dedication of the Honour Boards ceremony had to be postponed but a good number of the local community had indicated their availability to attend the event.

The community was invited by emails, phone calls, letter box drops, word of mouth and an invitation was placed on Muttama FaceBook about the consultation and its purpose. A total of 23 local community members participated, including three committee members who reside locally.

Email	Phone	Letter box drop	Muttama FaceBook*
2	2	15	1*

* 136 people viewed the post.
* Three likes. One like was from the heritage consultant who provided the Discussion Paper. Another two likes were noted, one of which was by a local community member who recorded her preferences on a sheet.
*Another response was from a person who attended a consultation and recorded his preference on a sheet.

In accordance with Council's direction, and as intended, the Discussion Paper was tabled, discussed, and referred to those present for reading and viewing during consultations with local community members on 25 and 30 September. The participants were also invited to take a copy home for a thorough read. One person subsequently conveyed criticism of Page 6 Paragraph 6 where the assumption is made that a blue or green colour will be chosen.

During the consultations, reference was made to the fact that, whilst the hall is not Heritage Listed, it was mandatory to register the hall as a war memorial with the NSW Government to be able to apply for and secure funding from the Community War Memorial Fund for on-going works. Recent works, funded by the Department of Veterans Affairs, have already greatly enhanced the hall's significance as a war memorial. It was also articulated that works are subject to the same heritage and conservation considerations that Council has followed, as far as practical, in cost-effectively implementing the re-stumping, re-flooring, re-roofing of the main body of the hall and in the demolition and replacement of the kitchen and supper room annexe with the concrete and steel structure, similar new windows and a new door.

The community was informed about the scratches made in the paint to try to determine the original colours and that their preferences from the suggested British Standard colours in the paper, and from options for a cream or neutral tones, were required to be recorded and reported to Council for its consideration and decision. White was left from the consultation as a suitable one would be decided after a decision is made on the colour for the front of the hall.

Given the paper states, "With Muttama Hall's community ownership and purpose, it is likely the façade was an economical and easy to maintain two colour scheme," the main two suggested colours (blues and greens), as well as the neutral-cream options, were used for the consultation.

Given the economic conditions prevailing around 1925, there is no way of knowing whether the timber and boards were pre-painted and recycled from other buildings.

Given the paper states, "The recommended treatment for places of cultural significance is for them to be repainted in a known previous colour scheme" and "The blue, green, reddish brown and off-white colours appear to align with the following British Standard colours," attempts were made to align the suggested BS2660 and BS381C colours with what is available locally. A finding on a UK website notes: "BS2660 is an old colour standard for building and decorating, now largely superseded by BS4800."

On 15 September, assistance was sought from the member of the committee who produced the mock-ups, in providing a link to an online supplier or local distributor of the British Standard colours. It was also suggested that seeing actual samples of the British Standard colours in daylight would be useful.

Given no linkages from the BS2600 and BS381C colours to locally-available paints were provided, on 17 September the committee member advised "Mitre 10 will no doubt have dulux sample cards available."

Mitre 10's database was used to align, as closely as possible, and procure samples for four of the five suggested blue and green colours, as well as the BS2600-3040 cream the member of the committee produced in a mock-up on 14 September and two neutral tones. The only one that was unable to be aligned was Anchusa, a dark blue. The mock-up of this colour was tacked onto the cladding of the Hall so as not to be excluded.

In order to more properly depict the colours rather than rely on the printed mock-ups in the paper, the samples were painted on sheets of A2 and bigger paper and tacked on to the front of the hall for the consultations. Dulux paper samples, larger than those shown in Attachment A of the paper, of two dark reddish browns were also displayed.

ANALYSIS OF THE PREFERENCES SHOWN IN THE DATA SHEETS

Anchusa (mock-up)	Midnight	Verdigris Green	Viridian Green	Opaline Green	Manilla/ Pale Ivory	Ecru	Ecru Half	Match Fire Shed	2 or 3 colour schemes
1	1	0	0	0	6	9	3	6	2 – 17 3 – 1

Notes:
* The three committee members' preferences have been excluded from the above table. One prefers Ecru, one prefers only to Match the Fire Shed with an unspecified colour, one prefers Ecru Half with the comment "fire shed cream."
* Match Fire Shed: the front of the shed is painted in a creamy colour with reddish/brown fascia boards. Five of the six local community members stated their preferences either for trims to match the fire shed or for a dark red/maroon or deep Indian Red to be used on segments of the portico and braces.
*The majority prefer a two-colour scheme.

<u>COLOUR SCHEMES</u>

On 14 August a member of the committee was asked to provide mock-ups using two neutral and cream Dulux colours and other appropriate colours.

On 14 September, two mock-ups in a British Standard cream with white and off-white trims were provided. One mock-up included one of the suggested Dulux creams as a secondary colour. The mock-ups were tabled at the 24 September meeting where it was observed that the cladding and gable of the hall was not shown in one of the suggested Dulux colours. However, a sample of the British Standard cream colour was able to be procured and displayed at the consultations. Once

painted, this colour proved to be a rich cream with a yellowish appearance. The paper notes that, "Over time this cream colour appears to have yellowed, which may be due to the paint being oil based," so the sample may not have been what was originally painted.

No possible British Standards colour numbers nor any mock-ups for neutral-cream tones are included in the heritage consultant's paper.

Clearly, not only are the suggested colours based on possibilities rather than analysis, but the time frames in the paper are vague and based on estimates, as is the corresponding depiction of the timelines. For instance, "dark greyish blue" – 1925 to 1946, when in December of 1946, the hall may have been repainted for the Gala Night held to welcome home the service personnel.
1940's/1946 – to 1966 "The original green colour may have ranged from a eucalyptus green to a verdigris green."
1966 – Neutral-cream like tones – "It is likely this colour change was a decade or two after the green paint was applied" and "repainting of the façade that occurred in the 1990's was not a radical change from the façade's existing colour at the time."

In view of the obvious omission of possible colours for the "neutral-cream tones" in the Discussion Paper, the committee resolved to write to Mr. Christison and seek clarification for the reasons for the omission and of the timelines for the various paintings; request his opinion on the appropriateness of the British Standard colours shown in the attached committee member's mock-ups and for his suggestions of other possible neutral-cream colours.

BURRA CHARTER ARTICLES WITH REGARD FOR THE PAINTING OF THE HALL

Article 5. Values 5.1 "Conservation of a place should identify and take into consideration all aspects of cultural and natural significance without unwarranted emphasis on any one value at the expense of others"

Article 8. Setting "Conservation requires the retention of an appropriate setting. This includes retention of the visual and sensory setting, as well as the retention of spiritual and other cultural relationships that contribute to the cultural significance of the place. New construction, demolition, intrusions or other changes which would adversely affect the setting or relationships are not appropriate"

Setting is defined as "1.12 Setting means the immediate and extended environment of a place that is part of or contributes to its cultural significance and distinctive character."

Article 12. Participation "Conservation, interpretation and management of a place should provide for the participation of people for whom the place has significant associations and meanings, or who have social, spiritual or other cultural responsibilities for the place"

Article 13. Co-existence of cultural values "Co-existence of cultural values should always be recognised, respected and encouraged. This is especially important in cases where they conflict"

Article 15.4 "The contributions of all aspects of cultural significance of a place should be respected. If a place includes fabric, uses, associations or meanings of different periods, or different aspects of cultural significance, emphasising or interpreting one period or aspect at the expense of another can only be justified when what is left out, removed or diminished is of slight cultural significance and that which is emphasised or interpreted is of much greater cultural significance"

Article 19. “Restoration is appropriate only if there is sufficient evidence of an earlier state of the fabric.

RECOMMENDATIONS:

1. Council to note the fair efforts made by the Muttama Hall Management Committee in seeking the preferences of the local community with regard for the information in the Discussion Paper and for the painting of the hall.

2. Council to note the circuitous process for deriving the presentation of locally-available colours from the suggested British Standard colours, is based on approximations and possibilities.

3. Council to consider seeking clarification from an independent heritage consultant with regard for the Burra Charter’s Articles and their applications to the painting of the hall.

4. Council to consider that, given the timeframes of the possible colours referred to in the paper, it appears that the “neutral-cream like tones” have served the longest period in the hall’s history and should therefore not be excluded from consideration by the community and Council.

5. Council to note that given the estimations of time frames and the absence of “neutral-cream like tones” in the paper, clarification and additional information was sought from Mr Christison for conveyance to Council.

6. Council to consider the attached response from Mr Christison who acknowledges that the points raised in the MHMC’s letter were valid and encourages “Council to conduct a community consultation process that takes into account opinions on all known colour schemes.”

7. Council to consider that the most appropriate colour should be chosen, as the Muttama Hall is now a registered war memorial.

8. Council to consider that the hall adjoins and shares the same block as the Muttama Fire Shed, which was painted to match the colour of the hall; as announced by a local member of the community to the others participating in the consultation on 25 September.

9. Council to consider that analysis of the preferences of 20 local community members who attended the consultations show that the majority prefer the hall to be painted in cream and neutral cream: Manilla/Pale Ivory (6), Ecru (9) and Ecru Half (3).

10. Council to consider use of a dark reddish/brown referred to in the paper be applied to some trims to match the adjoining Fire Shed; as recorded by five members of the local community.

ATTACHMENT: Letter from Ray Christison, High Ground Consulting, dated 20 October 2021.

Prepared on behalf of the Muttama Hall Management Committee by Hilary Connors, President, and Anne Last, Secretary

HIGH GROUND CONSULTING
PO Box 3020
BOWNEFELS NSW 2790

ABN: 67 070 055 319
Hammusk Pty Ltd

0419 438 609

raychristison@higround.com.au

General Manager
Cootamundra Gundagai Regional Council

ATT: Andrew Brock

Muttama Hall – Community discussions regarding colour schemes

I am writing in response to your emails of 18 October 2021 in relation to the above matter. In particular, I note that you are seeking my response to a letter recently sent to me regarding colour schemes.

I was approached earlier in the year by Muttama Hall Management Committee members seeking to identify appropriate colour schemes for the hall. My response, prepared in assistance of those members, was in the form of a discussion paper identifying known earlier colour schemes that could be used for guidance.

I recently received a letter from the President of the Muttama Hall Management Committee seeking further advice on alternate colour schemes. This letter posed some questions regarding consideration of the post 1946 colour scheme for repainting. I believe the points raised in this letter are valid and should be considered in any further discussions regarding colour schemes.

I wish to note a number of guiding principles in relation to use of colour schemes on historic buildings. These are:

- The Heritage Council of New South Wales has prepared guidance for repainting of buildings listed on the NSW State Heritage Register. The most recent guidance encourages “the re-establishment of historically significant paint schemes of the item that are appropriate to the significance of the building”. It also advocates protection of layers of historic paint during repainting of such buildings.
- There is consensus that repainting of heritage listed buildings should respect the architectural features of such buildings, regardless of the colours used.
- There are many examples of buildings of State Significance being painted in non-historic colours on the proviso that the new colours respect and highlight the style of the building. Young Town Hall is one such example of this.

Colour is a very subjective issue and I generally encourage property owners to consider the above matters when determining colour schemes. I encourage Council to conduct a community consultation process that takes into account opinions on all known colour schemes. It is my opinion that the schemes identified in my earlier discussion paper and in the recent correspondence from the President of the Muttama Hall Management Committee be considered in this process.

Please contact me if you require additional information.

Yours faithfully

Ray Christison
20 October 2021

Morningside
349 Finlays Lane
MUTTAMA NSW 2722
September 2021

RRC-210924-MMC-142000

1 October 2021

Mr. P. McMurray
General Manager
Cootamundra-Gundagai Regional Council
81 Wallendon Street
COOTAMUNDRA NSW 2590

Dear Mr. McMurray

RE: Community Consultation Muttama Hall

Thank you for your letter of 24 September indicating Council has concerns with the Muttama Hall Management Committee's capacity to hold an appropriate consultation with the local community about the painting of the Muttama Hall.

In accordance with Council's direction, and as planned, Mr Christison's Discussion Paper was tabled and referred to those present for reading and viewing, during the consultation with local community members. The attendees were also invited to take a copy home for a thorough read. One attendee has since conveyed criticism of Paragraph 6 on Page 6.

I am pleased to advise a sound representation of the local community was achieved through the participation of a total of 23 local community members. Sixteen local community members, including three committee members, attended the consultation on Saturday 25 September and a further seven on Thursday 30 September.

A paint supplier's database was used to identify, where possible, corresponding matches of the old British Standard colours that were suggested to what is available locally. Samples of the suggested British Standard colours in blue (except for one that could not be identified in the database) and the three greens, plus two neutrals and a British Standard cream colour a member provided, were painted on to A2 and bigger sheets of paper and tacked on to the front of the hall for the community consultations.

The requested report is being compiled and will provide the background information to the way in which consultation was first initiated and the subsequent actions and delegated responsibilities of members to secure information about appropriate colours for community consultations. This information is based on that recorded in the minutes and emails. Additionally, the report will contain information about the consultation process that was undertaken, results of the consultation, a review of the statements made in the Discussion Paper that was provided on 21 July and the committee's recommendations for Council's consideration and decision.

At the committee's meeting on 28 July, those present noted that there were no mock-ups provided in the paper for the neutral-cream tones although reference was made to their application on the hall. Quotes from the paper include: "It is likely this colour change was a

decade or two after the green paint was applied" and "repainting of the façade that occurred in the 1990's was not a radical change from the façade's existing colour at the time."

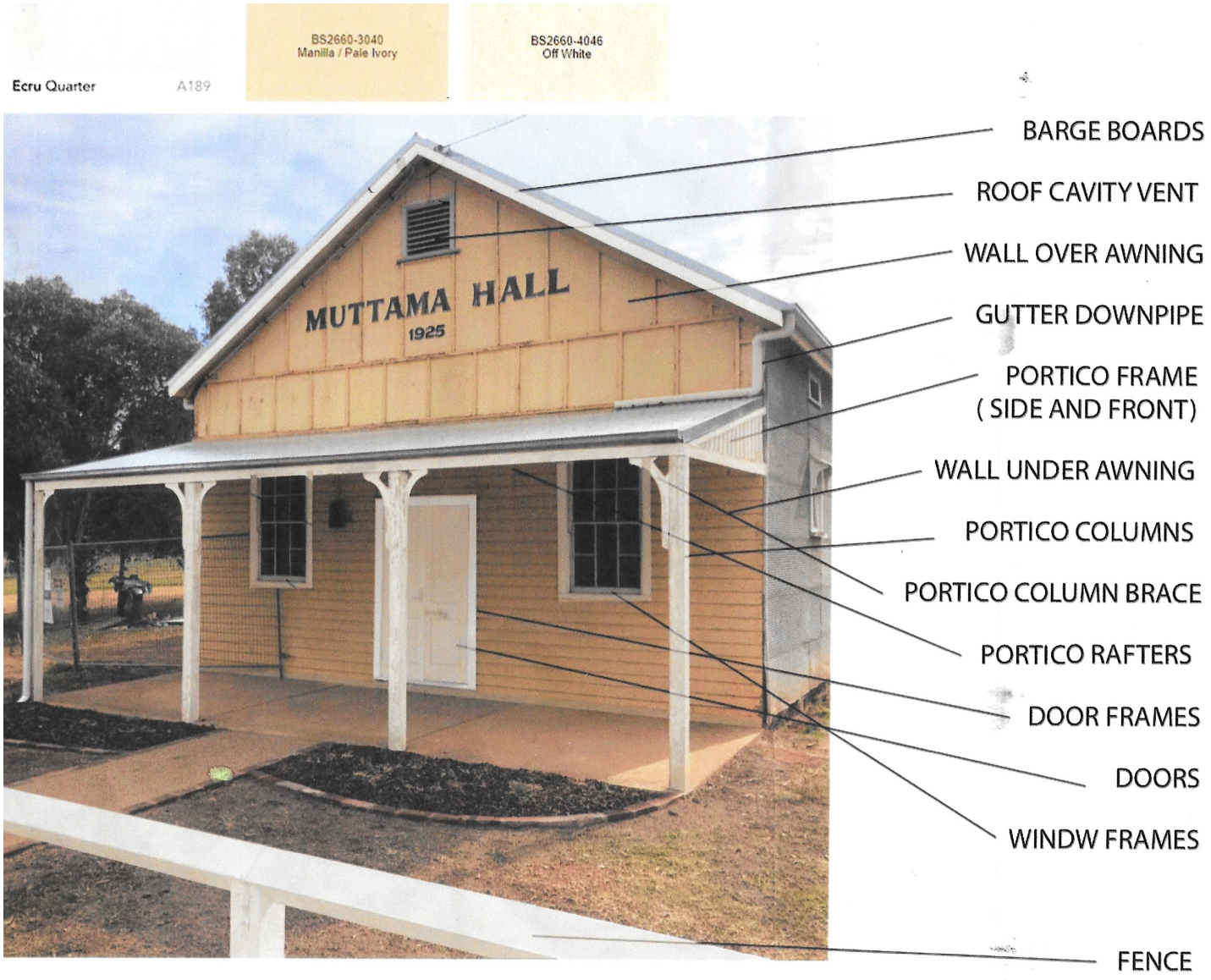
Given the vagueness of the suggested time frames and the obvious omission of possible colours and their numbers for the unspecified neutral-cream tones in the Discussion Paper, the committee resolved to write to Mr. Christison and seek clarification for the reasons for this omission and for the timeframes of the application of the various colour schemes. The letter will include the mock-ups in British Standard creams that a member produced on 14 September for Mr Christison's opinion of the colours and seek any additional information he can provide about the neutral-cream colours of the era, post the 1956-1966 years, as derived from the Discussion Paper.

I and the other members of the committee would like to extend an invitation to you and Councillor McAlister, Mayor, to attend the next meeting on 20 October at 6.30PM in the Muttama Hall and look forward to the discussion and clarification on the governance and functions of the s355 Committee.

Yours sincerely

Hilary Connors

Hilary Connors
President
Muttama Hall Management Committee


BS2660-3040
Manilla / Pale Ivory
BS2660-4046
Off White
Ecru Quarter
A189
MUTTAMA HALL
1925
BARGE BOARDS
ROOF CAVITY VENT
WALL OVER AWNING
GUTTER DOWNPIPE
PORTICO FRAME
(SIDE AND FRONT)
WALL UNDER AWNING
PORTICO COLUMNS
PORTICO COLUMN BRACE
PORTICO RAFTERS
DOOR FRAMES
DOORS
WINDW FRAMES
FENCE

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Manilla / Pale Ivory

BS2660-4046
Off White

BARGE BOARDS
ROOF CAVITY VENT
WALL OVER AWNING
GUTTER DOWNPIPE
PORTICO FRAME
(SIDE AND FRONT)
WALL UNDER AWNING
PORTICO COLUMNS
PORTICO COLUMN BRACE
PORTICO RAFTERS
DOOR FRAMES
DOORS
WINDW FRAMES
FENCE

Morningside
349 Finlays Lane
Muttama NSW 2722
1 October 2021

Mr. R. Christison
High Ground Consulting
PO Box 3020
BOWNEFELS NSW 2790

Dear Mr Christison

The Muttama Hall Management Committee would like to thank you for your Discussion Paper on the Repainting and Colour Schemes for the Muttama Hall.

Clearly, much effort went into researching available information about the Hall in the hope of finding evidence of what the actual colours were on the front of the building as well as researching what colours were popular and may have been used over the Hall's numerous decades.

The committee recently met and discussed the information in the Paper, at the same time noticing the omission of mock-ups of neutral-cream tones of paint that had been in place for a long time. Is there any reason for the omission of neutral-cream mock-ups in the Paper? Enclosed is a copy of the mockups that a member of the committee recently provided and which has been coded with BS2660-3040 Manilla/Pale Ivory and BS2660-4046 Off White. Your opinion on the appropriateness of the colour scheme to the era and other possible neutral-cream colours would be most appreciated.

Additionally, it would be helpful if you could provide more clarity about the timeframes for the various stages of the painting. I appreciate this is difficult to determine without actual evidence.

In interpreting the information about popular colours of the eras, it appears that from 1925 to your suggestion of December 1946 when the Hall could have been repainted, the colour was a dark greyish blue. In the 1940's or the suggested 1946, the colour was possibly changed to a green in the range described. By deduction from the following quote, the neutral-cream like tones were painted somewhere between 1956 and 1966. Quote: "It is likely this colour change was a decade or two after the green paint was applied."

Would you please advise if you can provide any further information on the above queries, as your responses will immediately be conveyed to the Cootamundra-Gundagai Regional Council for its consideration.

Your assistance in clarifying the queries will be greatly appreciated.

Yours sincerely

Hilary Connors

Hilary Connors
President
Muttama Hall Management Committee

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

DOCUMENT NUMBER	361243
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 Minutes 28 October 2021 ⇩

RECOMMENDATION

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 28 October 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 28th October 2021, are submitted for the information of Council and the community.

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

Agenda

STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE

ELLWOODS HALL, MARTIN ST, STOCKINBINGAL

4.00PM THURSDAY 28 OCTOBER 2021

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: **Chairperson:** **Carmel Payne**
Secretary: **Sue Caldwell (filling in for Lorna Nixon)**
Treasurer: **Alan Pether**
Councillor: **Leigh Bowden**
General Members: **Lynn Basham, Russell Vincent, Steve Neave**
Other Interested Persons: **Murray Stringer**

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

1.2 **Apologies**: Lorna Nixon

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 **23 Sept 2021** were confirmed as true and correct.

Moved: Russell Vincent Seconded: Lyn Basham

1.5 Business Arising from previous Minutes:

- Leigh had correspondence from Andrew Brock. Andrew advised that Darryl Edwards had been meeting with various builders regarding the framing and doorway modifications that need to be undertaken in the kitchen. As it is a small fiddly job there have been issues in obtaining the quote but there is a chance of one coming in by the end of the week.
- It is unknown if Glen Emonson has submitted his quote yet.
- Brendon O'Callaghan has not submitted a report on the Hall Electrics – letter written to him requesting same.
- Meeting Room door handle – Oscar installing.
- SCCF round 4 submission for Toilet Block - results should be available this week according to Steph Cooke's office.
- Facebook Page for Hall Hiring – Sue and Carmel
- Twilight Markets – see General Business
- Govt Infrastructure Program – November Grants – Sue was in the process of beginning her investigations on this. Had been getting several days work at the bank which was interfering

with home office time. Applications open 1st Nov through to 22nd November. (Subsequently decided to wait until next round but have plans drawn up and quotes ready.)

- Post Office lease is in the process of being arranged – see email from Andrew Brock. Estelle popped into our meeting and could not understand why a proposed lease was being looked at when she had a lease which ran until December 2022 and which stated $35 per month. She is very annoyed about this and will await whatever paperwork is coming in the mail from Andrew Brock.
- Meat Raffle – organised by Murray Stringer. Murray had 23 tickets remaining to be sold. (Subsequently sold at the Bowlo after the meeting – drawn on 3 Nov – won by local lady Corina Gatto.

1.6 Correspondence in/out:

- 24.09.2021: Sec emailed John Chapman (Finance Officer) at CGRC regarding the Post Office situation. No reply made but after prompting from Councillor Leigh Bowden an email was received from Andrew Brock.
- 06.10.2021: Reply from Andrew Brock to Leigh Bowden re Post Office situation – see letter.
- 07.10.2021: Sec to Andrew Brock reporting the old supper room door not closing properly and a security issue.
- 21.10.2021: To Brendan O'Callaghan regarding the Electrical Report on the Hall, outstanding since May.

1.7 Report from the Treasurer:

Opening Balance:	$21,836.24
Income:	285.00
Expenses:	-
Closing Balance:	$22,121.24

1.8 General Business (List Agenda Items)

1) Twilight Markets:
Following last month's meeting, a change in stallholder prices was agreed between Carmel, Lorna and Sue to be a standard $40 inside and outside. (Since changed to lesser amount).
Russell Bradford is happy to have Clydesdale rides operating from our markets.
Murray Stringer to be Santa and to arrive on the Clydesdale wagon around 7pm. He will have a Santa sack full of lolly bags to hand out to little children. Sue Caldwell to organise lolly bags
A list of stall holders coming thus far to the markets is attached at the end of these minutes.
The School P&C has agreed to do the BBQ and cold drinks.
Hazel Fallon agreed to bring her Thai food van.
We still need a plant stall.

Action:

Carmel to look into a jumping castle/girl guides re donuts or the like and continue to investigate a plant stall.
Sue to contact Kimberley Reid re ice cream machine.
Sue to contact Sarah Carr regarding her daughter's homemade lip balms etc; also Carmen Hickey-Brennan re Lucy's biscuits and Jack Caldwell re Cassie's sock savers and other fabric home made goods.
Sue to ask Todd Kable about CADAS doing face painting.
Everyone to try and source more stalls for the market evening.

2) Meat Raffle:

Action: Murray was off to the Stock Bowling Club following our meeting to have a crack at selling the remaining tickets. Post Communication from Murray indicates that all tickets were sold and just need to tee up a time/place to draw the raffle next week (1st Nov onwards).

3) Calendar of Events for 2022:

Murray Stringer looking at having his first entertainment evening around 11/12 Feb once he looks at the Bowls calendar. Sue advised that the Stock Cricket Club has a big day/evening on Sat Feb 12 so best to avoid that date.

Trivia night for Autumn/Winter

Trains weekend for winter

Spring markets and a November market (if successful this year)

4) Other Items Arising

Carmel advised that the Hall had a booking on Sunday afternoon (31/10) for a function organised by Belinda Holt.

5) Sue had left a message at the Council offices for Andrew Brock regarding our use of Ellwoods Hall for the Twilight Markets on 20/11. Post our meeting, on 29/10, Andrew phoned Sue to confirm he had received Sue's message and that was OK. Andrew then raised the lawn mowing issue. Sue advised that Paul Ryan had last mowed the lawn only just recently and that it possibly was Councils turn to mow it! Andrew said he'd put notice out to the relevant groups that the lawn would need mowing in the week leading up to our markets.

1.9 **Date and Time of Next Meeting**: Thursday 25 November 2021

1.10 Time Meeting Closed :

Signed:

Chairperson	**Secretary (Fill In)**
Carmel Payne	**Sue Caldwell**

8.1.9 AUSTRALIA DAY 2022

DOCUMENT NUMBER	360960
REPORTING OFFICER	Linda Wiles, Coordinator Business
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**1. A vibrant and supportive community: all members of our community are valued** 1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **Information on Australia Day Awards 2022 be received and noted.**
2. **The submission of an Australia Day 2022 Community Events Grant application for funding for local Australia Day 2022 activities be endorsed.**

Introduction

Council proposes to present its annual Australia Day Awards on Wednesday 26th January 2022, at two distinct ceremonies: one to be held in Gundagai and one to be held in Cootamundra.

Discussion

Advertising and promotion have commenced requesting nominations for Australia Day Awards for the following categories:

1. Citizen of the Year

2. Young Citizen of the Year

3. Sportsperson of the Year / Sports Achievement Award

Nominations are to be in writing (by letter, or on the form available from Council Offices and website) and received by Council no later than Friday 19th November 2021. This will allow for timely consideration and selection of Awardees prior to the November 2021 Ordinary Meeting of Council.

Council has registered to be part of the Australia Day Ambassador Program and will be allocated an ambassador for each location. Council staff will assist with planning and preparation of Australia Day celebrations for 2022.

The National Australia Day Council, with the assistance of the Australian Government, has made available grants of:

- between $10,000 - $20,000 (GST exclusive), for the purpose of assisting eligible event organisers to ensure Australia Day 2022 events proceed despite the social and economic

difficulties that have been experienced as a result of COVID-19 (events must proceed in keeping with relevant COVID health directions); and

- up to an additional $10,000 (GST exclusive) where the event includes strong recognition of Aboriginal and/or Torres Strait Islander peoples, through the Australia Day 2022 Community Grants Program (Program)

The intended outcomes of this grant opportunity are to provide funding for Australia Day 2022 events that:

- enable Australia Day events/activities to proceed in a COVID safe environment regardless of last-minute changes to COVID public health restrictions
- encourage community participation in Australia Day events/activities
- reflect, respect and celebrate Aboriginal and / or Torres Strait Islander people's histories and cultures
- create or retain local employment
- support local communities, regions and industries affected by the economic impacts of COVID-19
- promote the messaging of 'Reflect. Respect. Celebrate. We're all part of the story

A total of $7.5 million (GST exclusive) is available through the Program.

8.1.10 UPDATED COUNCIL MEETING ACTION REPORT - NOVEMBER 2021

DOCUMENT NUMBER	359803
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	1. Updated Council Meeting Action Report ⇩

RECOMMENDATION

The Updated Council Meeting Action Report be noted.

COUNCIL MEETING ACTION REPORT

Ordinary Meeting 30 October 2018			
ITEM	ACTION	STAFF	Status
8.1.5 Resolution 216/2018	2. In time, and subject to available funding, CGRC, in conjunction with the local Aboriginal communities, the Brungle-Tumut LALC and the Young LALC, undertake the mapping of the sites of cultural significance to Aboriginal people in this LGA.	Manager Development Building and Compliance	August, 2021– still seeking funding September 2021 – no further update Consider for inclusion of the Community Strategic Plan October 2021 onward – no further update at the time of preparing this report. Updates will be provided when available.

ITEM	ACTION	STAFF	Status
17.01.2019	Investigations to be undertaken to determine feasibility of providing a safe and accessible pedestrian pathway to link Cootamundra town centre and the cemetery on Yass Rd.	Manager Civil Works/ Road Safety Officer	July 2021 - design of such a link will be done in conjunction and in accordance with the development of Claron Estate. September 2021 – To be considered with future Claron Park residential development. October 2021 onward– Draft Claron Estate Plans have included access. November 2021 - Report prepared for consideration at the Ordinary Meeting to be 30th held

ORDINARY MEETING - 25 June, 2019			
ITEM	ACTION	GM	Status

Aside request from Cr Sheahan	Disability access audit of business' with awareness programme delivered by Council staff to business owners/managers Starting with Council premises first.	Manager Development , Building and Compliance	May 2021 – Resourcing is still an issue. July 2021 – resourcing still an issue. August 2021 – resourcing still an issue September 2021 – This project will be included into the developing Community Strategic Plan. October 2021 onward – no further update at the time of preparing this report. November 2021 - Report prepared for consideration at the Ordinary Meeting to be 30th held

Ordinary Meeting March, 2020			
ITEM	**ACTION**	**STAFF**	**STATUS**
8.6.2 Stockinbingal Sewerage Scheme	1. Engage Public Works to prepare business case 2. An application be made under the safe and secure water program for funding towards a detailed design.	Manager Assets	October, 2020 –ongoing February 2021 – Public Works have prepared a draft business case which is currently under review. July 2021 – Business case has been finalised. Safe and secure water criteria has changed and an application for this project is not possible. Project would have to be fully funded by Council. September 2021 - A report to September, 2021 meeting.

ORDINARY MEETING 28 JULY, 2020			
ITEM	**ACTION**	**OFFICER**	**STATUS**
8.7.1 Civil Works and Technical Services Report - July 2020 **Resolution 226/2020**	Council investigate drainage concerns along the Wallendoon Street edge of Clarke Oval.	Manager Civil Works	September 2021 – It was suggested that a progress report be prepared and submitted to the September 2021 for the information of Council however, there is no available budget for this work. A report for potential projects which can be funded through funding received though Round 3 of the Local Roads and Community Infrastructure Program. This report will be prepared and submitted to the Ordinary Meeting to be held 26th October, 2021 for the consideration of Council. October 2021-Awaiting confirmation of project details to determine its suitability for inclusion in application to be submitted through NSW Local Roads and Community Infrastructure Round 3 November 2021 – No funding available through Local Roads and Community Infrastructure R3 due to higher priority project

			allocations. Will continue to seek alternative funding opportunities.

ORDINARY MEETING 29 SEPTEMBER, 2020			
ITEM	ACTION	**OFFICER**	**STATUS**
8.6.1 Construction of Water Supply Extension to Dog on the Tucker Box, Gundagai **RESOLUTION 286/2020**	Council enter into a contract as detailed in the Water Supply Extension documentation, circulated under Confidential Cover in this unique circumstance. 2. $1Million be allocated through the water fund to complete the construction of the Water Supply Extension to Dog on the Tucker Box Tourist Precinct, Gundagai. 3. An application to assist with funding the water supply extension the project to the Dog on the Tucker Box Tourist Precinct be submitted through NSW Safe and Secure Water.	Manager Assets	July 2021 - report to go to July meeting to endorse further funding of project through water fund. September 2021 - Project initially received grant funding of $600,000already. Under the current guidelines for town water risk reduction program, the project is unlikely to qualify Safe and Secure Water Program funding. Alternative funding sources must be sought. As part of this project detailed design was completed but business case was not prepared for this project. A business case would be required to justify grant funding. October 2021 - Engage a service provider to prepare a Business Case.

9.1 Acquisition of Land for Residential and Industrial Expansion at Gundagai **RESOLUTION 291/2020**	1. That Council investigate the purchase of suitable industrial and residential land for expansion of North and South Gundagai. 2. That Council consult local developers and real estate agents about opening up further blocks for residential growth in Cootamundra. 3. That Council fast track the provision of services to the Turners Lane industrial blocks and list them with the local real estate agents.	GM	July 2021 – working group established and met on few occasions and working on a report to go back to Council. September 2021 – This is developing with ongoing meetings and actions. A Consultant has been engaged to prepare plans for the Claron Estate development. Further investigation for development at the Cootamundra Aerodrome are underway.

ORDINARY MEETING 27 OCTOBER, 2020			
ITEM	**ACTION**	**OFFICER**	**STATUS**
7.1 Minutes of the Access and Inclusion Committee Meeting held on Thursday 1 October 2020 **Resolution 308/2020**	2. Council prioritise the upgrade of the footpath on the western side of Sutton Street, between Hurley and Mackay Streets, so it joins the existing footpath leading to the town centre. 3. The works be prioritised as a matter of urgency 4. A list of foot path works be provided to Council	Manager Civil Works	July 2021 – estimates prepared appropriate funding being investigated. To be prioritised with reference to the Maloney report. When a new Project Safety Officer has been employed this will be tasked as a priority. Funding options will be identified to assist the projects implementation.

			Cycleway plan to be developed for funding 50% co-contribution. Need program for PAMP funding. November 2021 – Sutton Street section of footpath included in the Local Roads and Community Infrastructure R3
8.1.7 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes **Resolution 315/2020**	3. Council seek funding to re-vamp the Milestone Sculptures including the replacement or upgrade of the Fibre-optics lighting system.	**5 Manager Community and Culture**	September 2021 – Electrician is going to inspect the site to obtain specifications as part of resolving the lighting issue. October 2021 - Quote has not yet been received
8.10.1 Feasibility of a Waste Transfer Station at Adjungbilly **RESOLUTION 331/2020**	2. A further report be prepared and submitted for the consideration of Council to the Ordinary Meeting scheduled to be held 8th December, 2020.	Manager Waste, Parks and Recreation	September 2021 – A report will be prepared and submitted to the Ordinary Meeting to be held 26th October 2021 for the consideration of Council seeking the relevant funding to complete this task. October 2021 ongoing-the feasibility of a waste station at Adjungbilly will be held until the Waste Reserve figure is finalised. Updates will be provided when available.

ORDINARY MEETING 29th May, 2021			
ITEM	**ACTION**	**OFFICER**	**STATUS**
8.3.3 Gundagai Tourism Action s355 Committee - Meeting Held 10th May, 2021 Resolution 122/2021	3. Wier repairs be discussed with relevant authorities and undertaken within existing budget.	Manager Technical Services	August, 2021 – no further update available. October 2021 - NSW Department Primary Industries have advised that it would be very difficult to see a position in which the maintenance of the structure would be approve. This advice was passed on to tourism committee representatives on 15/7/2021

ORDINARY MEETING 29th June, 2021			
ITEM	**ACTION**	**OFFICER**	**STATUS**
8.1.11 Cootamundra Tourism Action Group s.355 Committee Meeting Minutes Resolution 149/2021	That any required preparatory planning work needed be undertaken to enable the expansion and renovation of the Cootamundra Heritage Centre – Visitors Information Centre project to be "grant ready". Furthermore, that applications be prepared for this project and submitted in any appropriate upcoming grant programs.	Manager Community and Culture	Long term project September 2021 – Driver Reviver a site meeting was held 16th September with an architect to discuss design and planning. October 2021 – waiting for concept design.

ORDINARY MEETING 27th July, 2021			
ITEM	**ACTION**	**OFFICER**	**STATUS**
8.1.7 Cootamundra Tourism Action Group s355 Committee Resolution	That Council review Isobel Scott's proposal for the Hillside Adventure Walking Track and Dirt Bike Facility and consider its suitability for further investigation & planning to have in a grant ready state.	Manager Community and Culture	September 2021 – to be considered at the cycle tourism forum on 6th October, 2021 October 2021 – No further update at the time of this report.
8.1.4 RV Friendly Sites Resolution 001/2021 8.1.7 RV Friendly Sites Resolution 266/2021 (September)	1. Pioneer Park , Cootamundra be included in a new RV Friendly Town Assessment submission to the Campervan and Motorhome Club of Australia (CMCA) to have Cootamundra included in the Recreational Vehicle Friendly Town program. 2. A new application be submitted to the Campervan and Motorhome Club of Australia (CMCA)for approval of the determined sites. 3. Once approval has been received, the new RV Friendly sites be advertised through Council's usual mediums and (previously purchased) RV Friendly Town signs be installed accordingly. The RV Friendly working party consider any potential crown land sites as the second site.	Coordinator Business	August, 2021 – a working party has been formed to determine appropriate sites (in addition to Pioneer Park) for 48 and 72 hour stop overs. These sites need to meet a certain criterion to be submitted for consideration of the Campervan and Motorhome Club of Australia and meet local environmental plan and other planning laws. A further report will be prepared for the consideration of Council when appropriate sites have been determined. September 2021 – Report to September Meeting with second site October 2021 - Ongoing
8.6.1 Fleet Forecast and Plant Management Cootamundra-Gundagai Regional Council	A report be prepared regarding the Hiace Mini Bus detailing usage and income related performance and submitted for consideration by Council to the Ordinary Meeting to be held January, 2022.	Manager Technical Services	A report be prepared regarding the Hiace Mini Bus detailing usage and income related performance and submitted for

Resolution 002/2021			consideration by Council to the Ordinary Meeting to be held January, 2022.
8.6.3 Business Case for Nangus Water Supply Project Resolution 003/2021	1. Council seek a review of the cost estimates provided by Cardno. 2. Council meet with the Nangus Water Supply Project Committee to discuss the details of the project including figures.	Manager Assets GM/ Manager Assets	September – Unable to meet with Nangus community until after easing of COVID restrictions. Date to be determined. October 2021 - A meeting was held on 14 October 2021
8.8.1 2022/23 Safer Roads Program Nominations Resolution 004/2021	1. The resubmission of the Muttama Road Safety Improvement Project for the 2022/23 Safer Roads Program be endorsed. 2.The nomination of the Nangus Road Safety Improvement Project for the 2022/23 Safer Roads Program be endorsed.	Manager Technical Services	August, 2021 – submissions for nominated roads are being prepared to be submitted for consideration by the end of August, 2021. November 2021 – Applications have been submitted through the 2022/23 Safer Roads Program for consideration. No response had been received at the time of writing this report.
11.2 Reno Road Boundary Adjustment Resolution 005/2021	Council offer a financial contribution of $30,000 in addition to the ongoing maintenance on the road.	Manager Technical Services	August, 2021- Negotiations are continuing with relevant stakeholders. October 2021 – No further update at the time of writing this report.

ORDINARY MEETING 31st AUGUST, 2021			
ITEM	**ACTION**	**OFFICER**	**STATUS**

7.2 Minutes of the Cootamundra Aerodrome Users Advisory Group Meeting Held on Wednesday 11 August 2021 Resolution 218/2021	The proposed $250 per annum fee for all premises be investigated further by the Cootamundra Aerodrome Users Advisory Group with alternative options brought back to Council for consideration.	Manager Civil Works	September 2021 – Further investigation of appropriate charges occur in conjunction with consultation with members of the Cootamundra Aerodrome Users Advisory Group at the next meeting scheduled for 10th November, 2021. October 2021-a report will be prepared for the November 2021 Ordinary Meeting. November 2021 – No decision was met on the determination of aerodrome fees. The next meeting is scheduled for March, 2022
8.1.10 Updated Council Meeting Action Report	A report on the Wallendbeen Community Association Silo Project be prepared and submitted facilities	Manager Culture and Community	September 2021 – silo art needs to be completed in conjunction with the station master's residence project in order to meet ARTC requirements for a platform viewing area. October 2021 – No further update at the time of writing this report.
8.1.10 Updated Council Meeting Action Report	Prepare a report for Council on a cost and budget for the drainage matter in Wallendoon Street alongside Clarke Oval.	Managers Civil Works	September 2021 - To be included in current Local Roads and Community Infrastructure Round 3. October 2021-Waiting to receive the criteria for Local Roads and Community Infrastructure Round3

ORDINARY MEETING 28th September, 2021			
ITEM	**ACTION**	**OFFICER**	**STATUS**
8.1.3 Cootamundra-Gundagai Regional Council and CWP Renewables Voluntary Planning Agreement Resolution 263/2021	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.	Manager Development , Planning and Compliance	October 2021 – Voluntary Planning Agreement will come off public exhibition during October – outcome of the public exhibition to be reported to Council in November. November 2021 – Following the receipt of submissions in relation to the VPA, the Report and VPA will be submitted for consideration to the new Council at the January 2022 Ordinary meeting.
8.1.2 Updated Council Meeting Action Report Resolution 271/2021	Is there a masterplan for cycletracks? (question from Cr Bowden)	Manager Civil Works	October 2021 – Previous Roads Safety Officer had commenced masterplan. To be tasked to new Road Safety Officer to complete.
8.2.1 Corporate Credit Card Use and Management Resolution 273/2021	3.A subsequent report be provided to Council for consideration, once the Corporate Credit Card Use and Management Framework has been developed.	Governance Officer	October 2021 - Collaboration and development to begin when time and resources allow. Most likely to commence development in the 2022 new year.
8.6.2 Irrigation Using Recycled Water at Cootamundra Resolution 282/2021	1.The Report for Irrigation Using Recycled Water at Cootamundra be deferred for further information and detailed cost analysis come back to Council at the Ordinary Meeting to be held 26th October 2021.	Manager Assets	October 2021 - Cost analysis is being prepared and will be included in a report for Council for

	2.Representations be made to Member for Cootamundra, Steph Cooke, MP regarding this matter.	EA to GM	consideration at the November 2021 Ordinary Meeting.
11.3 South West Fuels Electricity Provision Financial Considerations Resolution 291/2021	Council defer the report for further consideration at the Ordinary Meeting to be held 26th October 2021.	GM	October 2021-A report has been prepared for further consideration by Council at October 2021 Ordinary Meeting

ORDINARY MEETING 26th October, 2021			
ITEM	**ACTION**	**OFFICER**	**STATUS**
8.1.2 Southern Cross Gliding Club Resolution 296/2021	Clarify indemnity clause to protect Council, staff and property	EA to GM	Information provided to Council
8.2.1 Request to Waive rates on Lot 586 DP 726192 Middleton Drive Gundagai	Further information to be provided to Council	EA to GM	November 2021 - Report prepared for consideration at the Ordinary Meeting to be 30th held November, 2021.
11.5 South West Fuels Electricity rovision financial Considerations		GM	November 2021 - Report prepared for consideration at the Ordinary Meeting to be 30th held

8.1.11 INFORMATION BULLETIN

DOCUMENT NUMBER	361699
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 12.11.2021 - Email and attachments - A Letter from the Treasurer: Invitation to Participate in NSW Government Electric Vehicle Initiative ⇩ 2. The Hon. Matt Keane MP: Electric Fleets Incentive Announcement and Design ⇩ 3. NSW Electric Vehicle Strategy ⇩ 4. Drive Electric NSW EV Fleets Incentive Guidelines Round 1 November 2021 ⇩ 5. Drive Electric NSW EV Fast Charging Site Host Prospectus November 2021 ⇩ 6. Ministerial Correspondence - 16.11.2021 - Cladding rectification and the requirements of the Design and Building Practitioners Act 2020 ⇩ 7. Note - Undertaking Cladding Rectification Work ⇩ 8. Message from Minister Hancock - 19.11.2021 ⇩ 9. Ministerial Media Release 22.10.2021 - The Time To Pre-Poll Vote is Here ⇩ 10. Ministerial Media Release 19.11.2021 - Tough New Laws to Protect Public Spaces ⇩ 11. Ministerial Media Release 12.11.2021 - Women Get Set To Take Local Government ⇩ 12. Riverina Joint Organisation Board Meeting - 27 August 2021 - Miuntes ⇩ 13. Riverina Eastern Reginal Organisations of Council Board Meeting - 27.08.2021 - Minutes ⇩ 14. Cootamundra Floodplain Management Committee Meeting - 23.06.2021 - Minutes ⇩ 15. Correspondence in 16.11.2021 - Office Local Government - Advice of Complaints Statistics Page ⇩

	16. Correspondence in 10.10.2021 - Lions Club of Cootamundra ⇩ 17. Council Circular 21-35 - 29.10.2021 - 2021 Model Code of Meeting Practice for Local Councils in NSW ⇩ 18. Council Circular 21-33 - dated 21.10.2021 - Compliance with records management provisions and transfer of local government records to the State Archives Collection ⇩ 19. Council Circular 21-36 dated 18.11.2021 Organisations under Section 88 of the Companion Animals Act 1998.pdf ⇩ 20. South West Slopes Zone Service Liaison Committee - 7.10.2021 - Minutes ⇩ 21. Media Release - 15.10.2021 - Grants Available to Build Stronger Riverinea and Central West Communities ⇩ 22. Media Release dated 01.11.2021 - Funding Opportunity to Help Build Drought Resilience in Young Farmers.pdf ⇩ 23. NSW Public Libraries Association 2021 ⇩ 24. Council Circular 21-37 dated 22.11.2021 - Amendments to the Public Health Order Relating to Voting at the 2021 Local Government Elections ⇩ 25. Managers Meeting - 10.11.2021 - Minutes.pdf ⇩ 26. Managers Meeting - 27.10.2021 - Minutes ⇩ 27. Managers Meeting - 29.09.2021 - Minutes.pdf ⇩

RECOMMENDATION

The Information Bulletin and various attachments be received and noted.

Introduction

Council receives a variety of correspondence including Ministerial Messages, Council Circulars, media releases, community correspondence and other items. The correspondence attached has been included for the information of Council and the community.

From: Ministerial Correspondence Mailbox
To: Abb McAlister
Cc: Mail
Subject: A letter from the Treasurer: Your invitation to participate in NSW Government Electric Vehicle initiatives
Date: Friday, 12 November 2021 5:34:33 PM
Attachments: image001.png
Letter - Electric Fleets Incentive - announcement and design - Cootamundra-Gundagai Regional Council.pdf
NSW EV Strategy.pdf
EV Fleets Incentive Guidelines.pdf
EV Fast Charging Site Host Prospectus.pdf

Dear Councillor McAlister

I am writing to update you about the NSW Government's Electric Vehicle Strategy (EV Strategy) and opportunities for your Council to take part in its roll out.

The recent passing of the Electric Vehicles Bill gave the green light to the incentives outlined in the EV Strategy, bringing the State's total investment to $595 million to help make NSW the easiest place to buy and use an EV in Australia.

The NSW Government is investing $131 million to create a world class fast charging network and another $105 million to support fleets to procure EVs.

We are helping local councils fast-track their transition to EVs with the first round of our Drive electric NSW EV fleets incentive opening this month. You can find out more about the incentive and how to take part at the Funding Guidelines which are now available.

Additionally, with the expected increase in EV ownership, the NSW Government's rollout of public fast-charging could help you support your local ratepayers, attract visitors and increase their time in your council area. We are looking for site operators and owners, including Councils, to register their interest to be part of the world class charging network across NSW, and the attached letter explains how to take part.

We look forward to working with you to drive record numbers of EVs onto our roads and, in particular, in your council fleet.

www.environment.nsw.gov.au
www.energy.nsw.gov.au

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If you are not the intended recipient, please notify the sender and then delete it immediately.
Any views expressed in this email are those of the individual sender except where the sender expressly and with authority states them to be the views of the NSW Office of Environment, Energy and Science.

PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

The Hon. Matt Kean MP
Treasurer
Minister for Energy and Environment

DOC21/514145

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

By email: abb.mcalister@cgrc.nsw.gov.au

Dear Councillor McAlister

I am writing to you about the NSW Government's Electric Vehicle Strategy (EV Strategy) and opportunities for the Cootamundra-Gundagai Regional Council to participate in its roll out. As you may be aware, in June 2021 the NSW Government launched the EV Strategy to make NSW the easiest and most affordable place to buy an EV in Australia.

The EV Strategy is expected to increase EV sales to 52 per cent of new car sales by 2030-31 and the NSW Government's objective is to see majority of new car sales being EVs by 2035. It is a bold plan, designed to drive EV uptake on our roads, and help us achieve our objective of net zero emissions by 2050. There are many exciting initiatives under the EV Strategy.

These include the removal of stamp duty on EVs under $78,000, investment of $171 million to ensure widespread, world-class EV charging coverage and $3,000 rebates for private and smaller business buyers (i.e. businesses and organisations with a fleet of less than 10 vehicles) for EVs under $68,750.

The EV Strategy also includes incentives for fleet buyers, such as local councils, to purchase EVs. I would like to take this opportunity to provide you with more information about this fleet incentive program, which the Cootamundra-Gundagai Regional Council may be interested in.

NSW Electric Fleets Incentive

Under the EV Strategy, the NSW Government is providing $105 million over four years to support fleets to purchase new battery or hydrogen fuel cell electric vehicles (EVs) and to thereby encourage the introduction of more EV models into Australia. These EVs are quieter and cheaper to operate and produce no tailpipe CO2 emissions or pollutants.

Fleet vehicles make up about 50 per cent of annual new vehicle sales. They often drive more kilometres and have higher expenses for fuel and maintenance. This presents a huge opportunity for fleet operators to reduce their emissions and save money by switching their fleets to EVs.

Your council could reduce emissions by an average of five tonnes of CO2 per vehicle and save up to $3,100 on annual running costs compared to an internal combustion engine vehicle. Organisations that manage fleets, like your council, are important participants in the new vehicle market in NSW and key players in the implementation of our Strategy. By leveraging the bulk purchasing power of fleets, we can increase both the range of models and number of EVs in NSW. This means prices will fall and more vehicles will be available to private buyers via the second-hand market.

GPO Box 5341 Sydney NSW 2001 ▪ P: (02) 8574 6150 ▪ F: (02) 9339 5572 ▪ W: nsw.gov.au

How it will work

The NSW Government will offer fleet incentives through a competitive reverse auction process. The first round of the EV fleets incentive will open on 30 November 2021. Councils can register their interest and access the guidelines via the Department's website at www.energysaver.nsw.gov.au/EVfleets. The focus will be on passenger vehicles and light commercial vehicles, including the utes and small vans often favoured by fleets, and the funding will also contribute to cover smart base charging requirements.

The incentive is designed to partly cover the total cost of ownership gap between a new battery electric vehicle and the equivalent internal combustion engine vehicle that would have been purchased otherwise. By receiving the incentive once the new vehicle is registered, NSW Government is supporting Councils with the higher upfront cost.

A world-class EV charging network

To support our fleets and NSW drivers, the NSW Government is investing $171 million over the next four years to ensure widespread, world-class EV charging coverage. With stations every 100km along all major NSW highways, every 5km along metropolitan commuter corridors and in areas with limited off-street parking, these ultra-fast stations will be supplemented by a significant network of destination chargers at regional tourist locations and across Sydney in commuter carparks.

This means current and future EV drivers can be confident of the network of chargers they will need to be able to drive their vehicles whenever and wherever they want to. Regional destination chargers will attract EV drivers to 'EV-ready' regions, towns and businesses, bringing additional activity and trade to these areas and growing local economies.

EV charging – site hosting prospectus

With the expected increase in EV ownership across NSW, your local government area could benefit from the expected increase in EV drivers on our state's roads. We are looking for site owners and lease holders across NSW to be part of the world-class charging network and express their interest in hosting EV charging stations. Read the site host prospectus to find out more about how hosting can benefit your Council area, host responsibilities and site suitability at www.energysaver.nsw.gov.au/EVcharginghosts.

We look forward to working with you to increase uptake and drive record numbers of EVs onto our roads and, in particular, in your council fleet. I encourage you to consider these upcoming initiatives. Your participation can help to encourage other fleets in your local area, as well as the broader community, to make their next vehicle purchase an EV. I would encourage you to share this letter and the EV Strategy with your Councillors.

If you are interested in participating in this program, please visit the Department's website at www.energysaver.nsw.gov.au/reducing-emissions-nsw/electric-vehicles. Please also email electric.vehicles@environment.nsw.gov.au if you would like to sign up to receive more information as it becomes available.

Yours sincerely

Matt Kean MP
Treasurer
Minister for Energy and Environment

Encl. NSW EV Strategy, EV Fleets Incentive Guidelines, EV Fast Charging Site Host Prospectus
cc: Mr Phil McMurray, General Manager, Cootamundra-Gundagai Regional Council - mail@cgrc.nsw.gov.au

NSW GOVERNMENT

NSW Electric Vehicle Strategy

environment.nsw.gov.au

Ministers' foreword

The Hon. Andrew Constance MP
Minister for Transport and Roads

The Hon. Matt Kean MP
Minister for Energy and Environment

Australia is a nation that loves to travel.

From young adults saving up to buy their first car, right through to retirees hitting the road to explore Australia's vast countryside, travelling is central to Australia's way of life.

Over past decades, vehicle technology has improved significantly, allowing Australians to travel faster, more safely and in greater comfort. Technologies like airbags and ABS have saved countless lives, while transitioning from leaded to unleaded fuels has helped to reduce deadly air pollution.

Over the coming decades, vehicle technologies like hydrogen and autonomous vehicles are again set to transform the way Australians move. In the more immediate future, electric vehicle (EV) technology will revolutionise the use of Australia's roads.

EVs are high performing vehicles that are cheaper to run, quieter on the road and do not emit tailpipe air pollution or greenhouse gas emissions. They also stand to dramatically improve health outcomes for communities, particularly pregnant women and babies, people with chronic illnesses, and the elderly, through reduced toxic exhaust emissions. Most of the biggest manufacturers across the world are introducing more EVs into their fleets, creating a big opportunity for the people of New South Wales to also benefit from the technology.

New South Wales must act decisively to capture this opportunity. The world is moving to decarbonise in response to climate change and Australia is one of 191 countries that have committed to keeping global temperature rises to well below 2°C under the Paris Agreement. Failing to act could see our State miss out on better quality, cheaper EVs which do not make it to New South Wales because policy settings are better overseas.

The Electric Vehicle Strategy is our plan to make New South Wales the easiest and most affordable place to buy and use an EV in Australia. It is also a critical element of NSW's multi-faceted approach to revolutionising our road and transport network. Under this strategy, stamp duty on EVs will be slashed, drivers will have access to a world-class road network of ultra-fast charging stations and motorists will be supported to make their next vehicle an EV. It is a bold plan, designed to drive record numbers of EVs onto our roads and accelerate our fleet of the future.

The Hon. Andrew Constance MP
Minister for Transport and Roads

The Hon. Matt Kean MP
Minister for Energy and Environment

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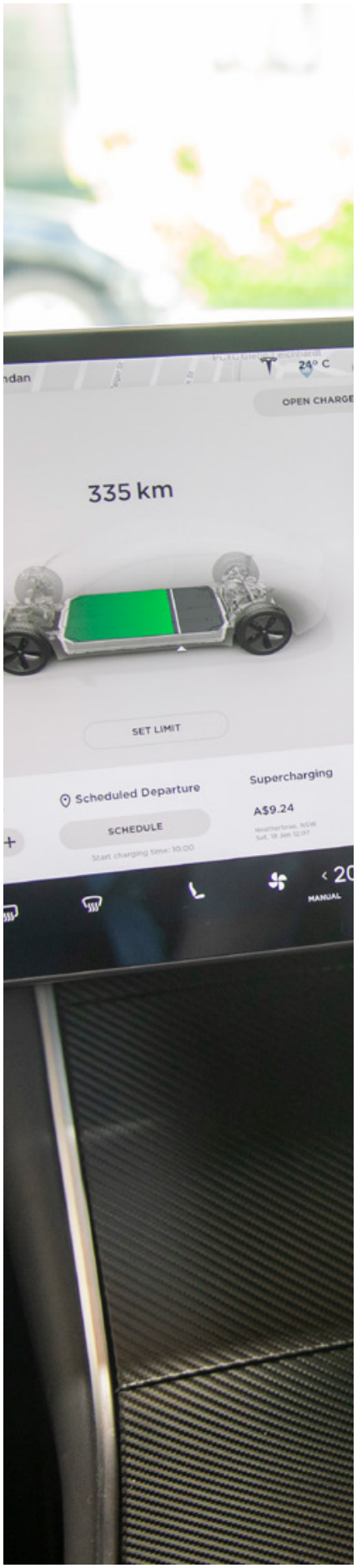


Introduction

Communities, businesses and governments around the world are adopting new technologies and innovations that improve our way of life and create a more prosperous future. This is particularly so for the transport sector, where advances in technology are transforming the way people travel. Improvements in the road safety features of cars, real-time information and digital ticketing for public transport, and on-demand rideshare apps, are just some examples of how technology has improved transport.

The same is true for technology advances in the vehicle fleet itself, with the reduced environmental and health impacts, falling cost and high-quality driving experience of electric vehicles (EVs) making them an increasingly attractive option for motorists. Global demand for EVs has increased dramatically, with total stock reaching over 10 million in 2020 compared to less than 20,000 in 2010, with battery electric models driving the expansion (International Energy Agency, 2020). Ambitious government policies in some of the world's biggest economies like the US and UK, new companies like Tesla, as well as EV commitments from some of the world's biggest car makers including Volkswagen, Hyundai, General Motors, Toyota and Ford, are also accelerating this change.

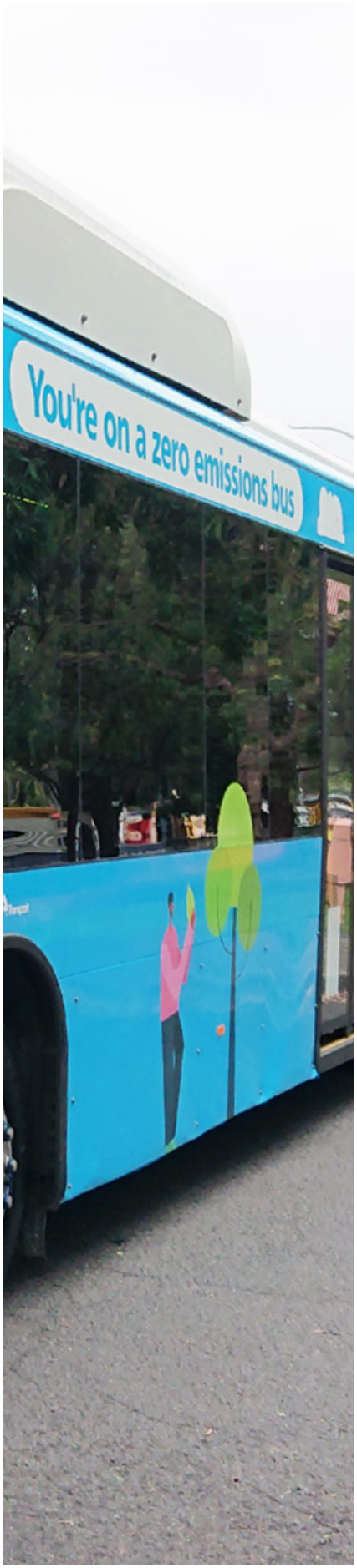
New South Wales is well placed to embrace the EV opportunity. New South Wales:

- has strong geological prospects for several of the minerals crucial in the manufacture of EV batteries
- has a highly skilled workforce capable of contributing to the production and installation of EV infrastructure
- regularly trials and adopts world-leading technologies across the transport sector to modernise our road network and services, and
- has vast renewable energy sources ready to provide cheap electricity to fuel EV fleets allowing New South Wales to bring home jobs in the renewable electricity that powers these vehicles, unlike most jobs in the petrol and diesel supply chain that are interstate or overseas.

The NSW Government is committed to increasing the uptake of EVs, allowing more people to benefit from their cheaper running costs and a cleaner, quieter and more sustainable transport network. Currently, battery EVs make up only about 0.68% of new car sales in New South Wales. This compares to international market leader, Norway, where battery EVs made up 55% of new vehicle sales in 2020 and plug-in hybrid and battery EV sales combined made up 75% of sales. In the UK, battery EVs made up 7% of new vehicle sales in 2020.

The EV Strategy is the NSW Government's plan to accelerate the State's vehicle fleet of future. The Strategy is expected to increase EV sales to 52% by 2030-31 and the NSW Government's objectives are to achieve that goal and see the vast majority of new car sales being EVs by 2035.

NSW Government



Background

What is an electric vehicle?

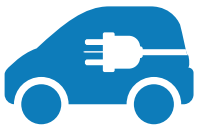
There are a number of different types of EVs.

Battery EVs

Full EV powered entirely by electricity. Battery EVs produce no tailpipe emissions.

Hydrogen fuel cell EVs

Use a fuel cell instead of a battery and yet to achieve market breakthrough.



Plug-in hybrid EVs

Have both a small battery and petrol or diesel engine and can be run both on fuel and electricity.

The NSW Electric Vehicle Strategy mainly provides support for battery and hydrogen fuel cell EVs which produce no tailpipe exhaust emissions and have the capacity to be zero emissions when powered by renewable energy.

Electric vehicle trends

International context

According to the International Energy Agency, global demand for EVs increased by 43% in 2020 compared to 2019, with three million new EVs registered in 2020 (IEA, 2020). The increase in demand is driven in large part by the growth of new EV policies in international jurisdictions.

International electric vehicle policies

- The US under the Biden Administration plans to spend $174 billion to drive EV uptake and upgrade its 640,000 Government fleet of vehicles to EVs
- Norway plans to end sales of new petrol and diesel vehicles by 2025
- The UK plans to ban the sale of new petrol and diesel vehicles by 2030
- Sweden offers a grant for up to 25% of the purchase price of low emissions vehicles and 50% of the price for home charging points
- Japan plans to end the sale of petrol and diesel cars by the mid-2030s
- France will spend €1.3 billion to drive the uptake of EVs before prohibiting the sale of petrol and diesel vehicles by 2040
- Germany plans to put 10 million EVs on the road and install 1 million charging stations by 2030
- China requires all automakers and car importers to manufacture or import at least 12% EVs
- Canada will spend CAD$600 million to incentivise the uptake of EVs and develop a coast-to-coast fast charging network
- Singapore has a plan to ensure all vehicles in the country are low-emissions or zero emissions vehicles by 2040
- New Zealand plans to invest NZ$300 million in electric vehicles and upgrade its Government fleet to be emission-free by 2025-26

Car makers

Many car makers are responding to the growing demand for EVs by committing to electrifying their fleets and retooling their production lines towards EVs.

Car maker electric vehicle commitments

- Toyota will produce 5.5 million EVs per year by 2030
- Volvo will be a fully electric car company by 2030
- Ford will phase out internal combustion engines in Europe by 2030
- General Motors will phase out internal combustion engines in light duty vehicles by 2035
- Hyundai will phase out internal combustion engines by 2040
- BMW will offer electric models across 90% of its range by 2023 and plans for 50% of global deliveries to be electric by 2030
- Honda will only sell EVs in Europe by the end of 2022
- Jaguar Land Rover will only sell EVs through its Jaguar brand from 2025 and through its Land Rover brand from 2036 globally
- Stellantis will offer EVs across 100% of its range by 2030
- Volkswagen will spend over US$30 billion to develop EVs by 2023, and intends electric models to make up 40% of its fleet by 2030

Table 1 Announcements by car makers related to electric light-duty vehicles (battery EVs and plug-in hybrid EVs) (IEA, 2020).

Original equipment manufactuer	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
BMW Group			25		15-25%					10
BAIC Group	2				1.3					50%
Changan Automobile (Group)					33					
Daimler		10			25%					50%
Dongfeng Motor Co.	1	30%	1		1				1	1
FAW					40%					60%
Ford		40				100%*				
GM Group			22		30	1				1
Honda										40%†
Hyundai–Kia					1 29					
Mazda		1								5%
Renault–Nissan		20 20%								
Maruti Suzuki	1									1.5
SAIC					30%					30
Stellantis					38%* 31%**					70%* 35%**
Toyota Group	1				15					>1
Volkswagen			1		20% 3 75				26	70%* 50%**
Volvo (Geely Group)	1	1	1	1	50%					100%*

% of sales electric | Annual sales (million) | Cumulative sales (million) | New EV models (number)

* European market only
** Chinese and US markets only
† Includes both EVs and fuel cell EVs

NSW Context

In 2019, the NSW Government released its Electric and Hybrid Vehicle Plan (the Plan). The Plan has helped to kick-start the EV market in New South Wales and build critical EV infrastructure in the State.

Under the Plan, the NSW Government:

- is supporting at least 20 fast chargers in regional New South Wales and is trialling chargers in commuter carparks in Greater Sydney
- added 36 battery EVs, 23 plug-in hybrid EVs and 2741 hybrid EVs to the NSW Government fleet between January 2019 and March 2021
- has delivered an online NSW EV guide which provides information on available EV models, benefits of EVs, EV charging, and a total cost of ownership calculator.

The NSW Government has also committed to transitioning the State's 8000 buses to zero emissions technology. Over 50 electric buses were rolled out across Sydney in early 2021 in the first phase of this work, helping to reduce air pollution and greenhouse gas emissions. The transition to zero emissions buses also provides opportunities for local industry and manufacturing businesses, and supports the development of skills which can be utilised across other areas of the transport network including freight vehicles and light passenger vehicles.

In addition to this, the NSW Government has announced a target of net zero emissions from electricity used to run Sydney Trains and NSW TrainLink by 2025, which will be achieved progressively over the next four years, starting by offsetting all emissions from our stations' electricity use by 2022.

In March 2021 there were 7135 light battery EVs registered in New South Wales, making up about 0.1% of light vehicles on NSW roads. In 2020, battery EVs made up 0.68% of new light vehicle sales in New South Wales.

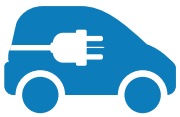
The NSW Government has also set carbon emissions reduction objectives of net zero by 2050 and 35% by 2030 and has set out its emissions reduction plan for the next decade in the Net Zero Plan Stage 1: 2020–2030.

Benefits of electric vehicles

There are a range of benefits of increasing EV uptake in New South Wales.

Lower running costs

Switching to an electric vehicle can save about **$1000** in running costs a year



EVs have lower running costs and require less maintenance than petrol and diesel cars. An average NSW driver is likely to save around $1000 in running costs per year by switching to an EV.

These savings are even higher for vehicles that are on the road more often, including taxis, buses, freight and rideshare vehicles. For example, a taxi driver can save up to around $4500 per year by switching from a hybrid petrol car to a battery EV or even more if switching from a traditional petrol vehicle. For buses, the recent trial in Sydney found that the State can achieve reductions in operating and maintenance costs by switching from diesel to electric buses, with a full fleet transition estimated to achieve between $1.1 and $1.9 billion in environmental cost savings.

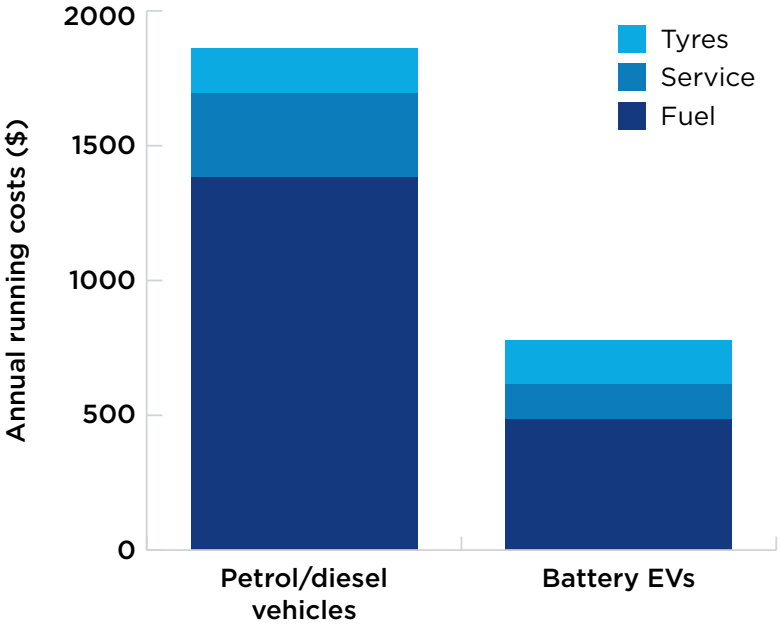


Figure 1 Comparison of annual running costs for small and medium passenger petrol/diesel vehicles and battery electric vehicles.

Cleaner air and health benefits

While all vehicles contribute to air pollution through road, brake and tyre wear, battery and fuel cell EVs do not produce tailpipe emissions of particle and gaseous air pollutants like petrol and diesel vehicles. Road transport air emissions are released near the ground and frequently within communities resulting in relatively high population exposure.

Statistics show that motor vehicles account for 62% of Sydney's nitrogen oxides (NOx) emissions, 24% of volatile organic compound (VOC) emissions and 14% of particulate matter (PM2.5) emissions (EPA, 2012) – all of which have direct and indirect effects on health of our communities. Motor vehicles are also a significant contributor to fine particle and ozone pollution in the Sydney basin area. Moreover, about 70 premature deaths each year are associated with long term exposure to vehicle pollution in the NSW Greater Metropolitan Region with vehicle exhaust emissions contributing 69% of the fine particle exposures associated with these deaths (Broome et al, 2020).

Reducing tailpipe emissions from vehicles can deliver significant health benefits for New South Wales, particularly for people living with, or more susceptible to, cardiovascular and respiratory health conditions like asthma and reduce other secondary health impacts caused by these emissions.

New job opportunities

Increasing the uptake of EVs in New South Wales presents an opportunity to create new jobs in the EV industry. These jobs could occur across many parts of the EV market, from manufacturing EV components through to installing, managing and maintaining EV infrastructure like chargers. There will also be new jobs created in the electricity industry to generate electricity needed to power EVs.

Improved fuel security

Australia currently relies heavily on international imports for our liquid fuels. The light passenger vehicle fleet uses 57% of the total liquid fuels used by the transport sector. Increasing the uptake of EVs in New South Wales reduces the State's reliance on imported liquid fuels, improving fuel security by relying on electricity generated in Australia.

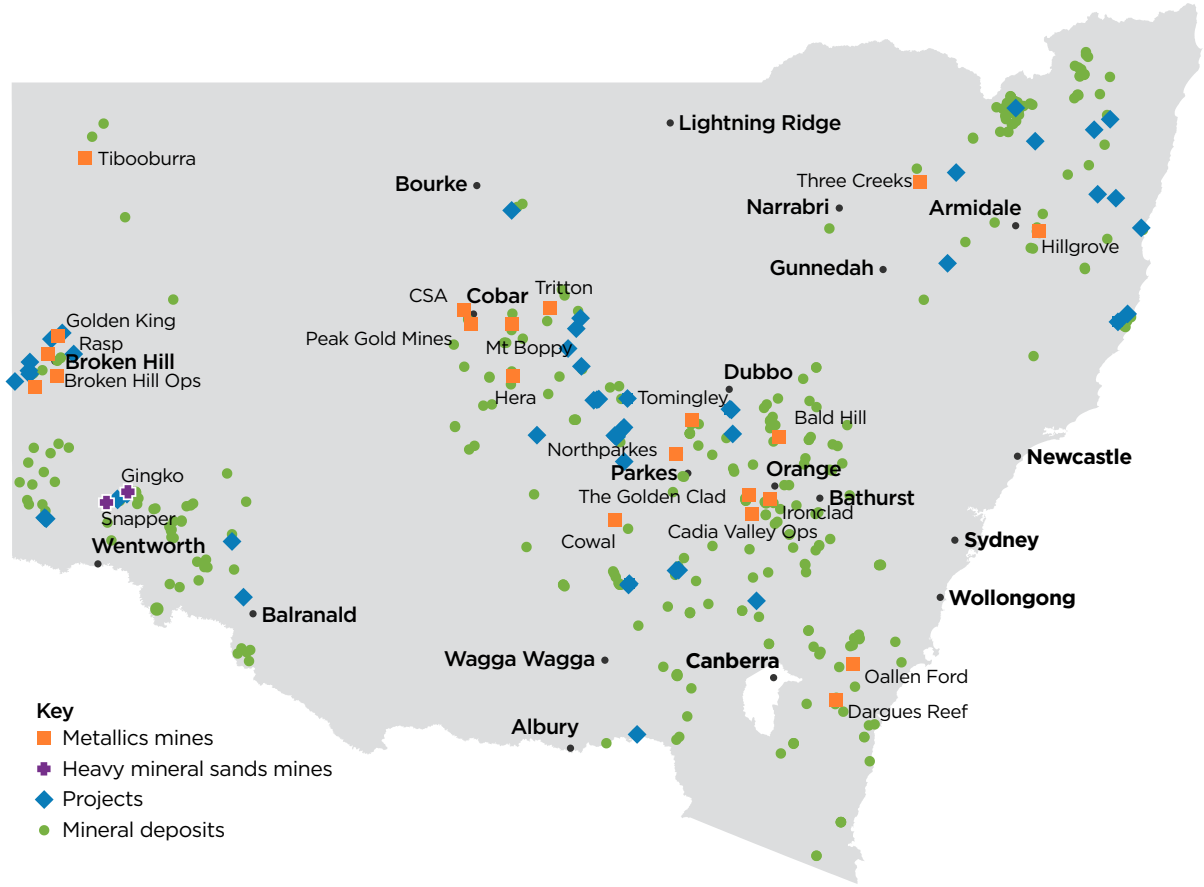


Figure 2 Mineral deposits in New South Wales.

New mining opportunities

New South Wales has a significant mineral endowment of nickel and cobalt which is used in EV battery manufacture as well as deposits of copper, a crucial mineral required in wiring and transmission of energy. Demand for these minerals will increase as EV charging networks widen, leading to more jobs in New South Wales.

The rise in EV uptake globally will continue to create new markets for these minerals, which could attract new mineral exploration, mining and processing investment in New South Wales and provide skilled and well-paid jobs in regional New South Wales.

Modernised road network

The Australian road network primarily relies on petrol and diesel vehicles to transport passengers and commuters from point A to point B. Future mobility and technology innovations such as EVs are part of modernising transport for the community and businesses to make ours a world class network. The NSW Government has focused on ensuring that NSW regions also benefit from this modernisation, including through the installation of regional EV charging infrastructure.

Quieter roads

Many people are concerned about the level of road traffic noise in their neighbourhood. EVs are quieter than petrol and diesel vehicles, and produce hardly any noise at lower speeds. That's why some EVs use acoustic vehicle alerting systems which make just enough noise for pedestrians to hear them approaching. Quieter roads help to improve the amenity of public spaces, allowing more people to enjoy outdoor areas and to live near busier roads with less noise disruption.

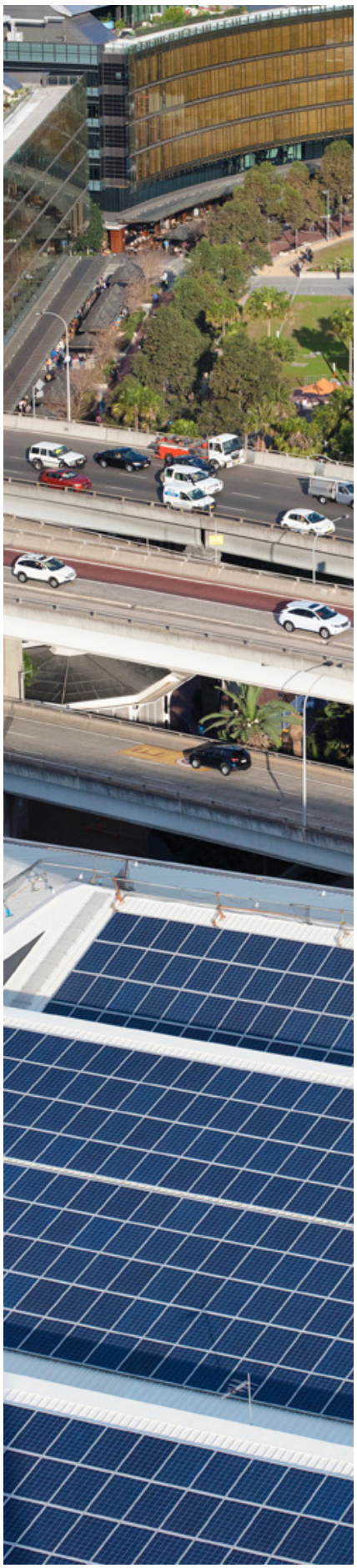
Lower greenhouse gas emissions

The transport sector is a significant and growing source of greenhouse gas emissions. In 2019, transport was responsible for 28 million tonnes of carbon dioxide equivalent (Mt CO2e) of emissions, making up 20% of NSW emissions, with almost 50% of those from passenger vehicles. Transport emissions are currently projected to become the leading source of emissions by 2035, overtaking both electricity and other stationary energy sources.

Increasing the number of EVs on NSW roads and powering them with renewable energy will help to reduce emissions across the transport sector, contributing towards the State's objective to achieve net zero emissions by 2050.

Balanced energy supply

Some EVs can act like a home battery, allowing households to store excess rooftop solar electricity on sunny days and use that electricity at times when the sun is not shining. By integrating EVs into the electricity grid in a smart way, and optimising charging times, EVs can help households to take control of their electricity bills and improve the reliability of the grid.



Policy principles

Increasing the number of EVs on the road requires strategic planning and direction. This Strategy has been developed based on the following four principles.

- It will prioritise overcoming the biggest barriers to electric vehicle uptake.
- It will maximise the economic and public health opportunities that arise from increasing the number of electric vehicles on NSW roads.
- It will be consistent with the State's objective to achieve net zero emissions by 2050.
- It will adopt a fair and sustainable revenue model to build and operate the road network into the future.

Principle 1

The strategy will prioritise overcoming the biggest barriers to electric vehicle uptake

The top three barriers to the widespread uptake of EVs are:

1. **Upfront costs:**
   Currently, the average EV sold into the NSW market is about $28,000 more expensive than the average petrol or diesel car. While the average price of an EV is expected to fall, with many categories reaching price parity by 2027 (BloombergNEF, 2021), helping to reduce upfront costs in the next few years will help to create a vibrant EV market in New South Wales and allows drivers to access the lower running cost benefits sooner
2. **Range anxiety:**
   NSW EV drivers currently have access to around 450 public chargers across the State; however, many of these are located too far apart or charge at slower rates, meaning drivers have to wait longer before getting back on the road. Rolling out a world-class, ultra-fast charging network will give motorists confidence that they can quickly recharge their car when and where they need to.
3. **Model availability:**
   There are currently only around 30 plug-in hybrid and battery EV models for sale in New South Wales, many of which are relatively expensive, luxury models. This compares to more than 75 EV models available in the UK. Bringing more affordable EV models into the NSW market is a key part of helping more people benefit from the EV driving experience.

The strategy will work to address these barriers in ways that are targeted and cost-effective and create a sustainable market for EVs in New South Wales in the long term.

NSW Government

Principle 2

The strategy will maximise the economic and public health opportunities that arise from increasing the number of electric vehicles on NSW roads

The health of our NSW communities is paramount. Encouraging the rapid adoption of EVs and other environmentally conscious technology across the transport network will immediately reduce air pollution and vehicle emissions. EV adoption is part of a broader, multi-faceted solution for NSW roads that extends to encouraging other modes of transport, including active and public transport.

There are also many opportunities to grow the economy and create jobs from the widespread adoption of EVs both in New South Wales and internationally, including by producing valuable minerals needed to make batteries and building and maintaining EV infrastructure. There will also be new jobs created in generating the electricity needed to power the vehicle fleet. Whereas most jobs in the production of petrol and diesel are based interstate or overseas, electrifying mobility would allow the State to bring those energy jobs back to New South Wales.

Principle 3

The strategy will be consistent with the State's objective to achieve net zero emissions by 2050

Australia is one of 191 countries that have committed to keeping global temperature rises to well below 2°C under the Paris Agreement. The NSW Government is taking action by committing to reducing emissions by 35% by 2030 compared with 2005 levels and achieving net zero emissions by 2050 while continuing to grow the economy, create jobs and reduce the cost of living.

The electrification of light vehicles is a key pathway for decarbonising the transport sector in a way that creates jobs and reduces the cost of driving and is important to achieving the State's net zero emissions objective.

Given that light vehicles stay on the road for around 15 years on average, moving to net zero emissions for light vehicles will require the vast majority of new car sales to be battery or fuel cell EVs by 2035.

Principle 4

The strategy will adopt a fair and sustainable revenue model to build and operate the road network into the future

Given they are powered by electricity rather than petrol or diesel, EVs do not pay fuel excise that other motorists currently pay at the bowser. Fuel excise is currently levied at 42.7 cents per litre. While EVs only make up a small part of the NSW vehicle fleet today, as more people buy EVs, the fuel excise revenue needed to help pay for road construction and maintenance is expected to go into long-term structural decline. Without a proper plan to manage the increase in EVs, this will affect the State's financial capacity to fund the future construction of new road infrastructure and maintain the quality and safety of existing roads. Therefore the Strategy will create the framework for a modern road funding model that will actively incentivise the purchase of EVs, while also setting the foundations for a road funding system that is fair and sustainable in the long term.

Actions

The NSW Government has identified five areas for action required to make New South Wales the easiest place to buy and use an EV in Australia:

Action 1 **Helping drivers buy an electric vehicle**

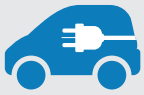
Action 2 **Building a world-class electric vehicle charging network**

Action 3 **Making it easy to drive an electric vehicle**

Action 4 **Creating jobs and growing the economy**

Action 5 **Keeping road funding fair and sustainable**

Table 2 Applicability of NSW actions to vehicle types.

Type of vehicle	No stamp duty*	Rebate	Fleet incentives	Public charging network	Priority driving lanes	Road user charge**
EVs	✓	✓	✓	✓	✓	✓
 Plug-in hybrids	✓	-	-	✓	-	✓

* From 1 September 2021 for EVs under $78,000. All other EVs and plug-in hybrids will pay no stamp duty from 1 July 2027 or when EVs make up 30% of new car sales.

** From 1 July 2027 or when EVs make up 30% of new car sales.

Action 1

Helping drivers buy an electric vehicle

While EVs are expected to come down in price in the next few years, many EV models remain expensive, making cost one of the key barriers to increasing their market share. To help reduce the upfront cost of buying an EV, the NSW Government will remove stamp duty on EVs, offer EV rebates, provide fleet incentives and use the NSW Government fleet to bring a range of cheaper EV models into the State.

The NSW Government will remove stamp duty on electric vehicles

The cost of stamp duty in New South Wales is currently $3 per every $100 for cars under $45,000, and $1350 plus $5 per every $100 for cars above $45,000. The NSW Government will encourage EV uptake by removing this inefficient tax, which makes it harder for motorists to switch to an EV. Stamp duty will be removed for EVs under $78,000 purchased from 1 September 2021 and all EVs including plug-in hybrids from 1 July 2027 or when EVs make up at least 30% of new car sales (whichever is earlier), when the road user charge is introduced.

The NSW Government will offer $3000 rebates on new electric vehicle purchases

The NSW Government will provide rebates of $3000 on the purchase of the first 25,000 EVs sold in New South Wales from 1 September 2021. Rebates will only be available for cars retailing under $68,750, making sure the rebate is going to the cars more people can afford. Fleets will not be eligible.

The NSW Government will provide fleet incentives to help local councils and businesses buy electric vehicles

Fleet buyers are important participants in the new vehicle market in New South Wales. Fleet vehicles typically drive further and have higher petrol and maintenance costs, so fleet operators can realise greater savings by switching to EVs.

As fleet buyers purchase large numbers of vehicles at a time, their bulk purchasing power can also have influence on vehicle availability. Supporting fleet buyers will help encourage car makers to increase the range of EVs available in the NSW market, which will benefit all EV purchasers. Noting that fleet buyers replace their vehicles more frequently, typically every three to five years, encouraging fleets to purchase EVs will also help to build the second-hand EV market in the future.

As previously committed under the NSW Net Zero Plan: 2020–2030, the NSW Government will offer incentives to support medium to large sized fleets, such as local councils, businesses, car leasing companies and car share companies, to purchase battery or hydrogen fuel cell EVs. The incentives will be offered through a reverse auction process, ensuring the Government maximises value for money and uptake of EVs in New South Wales.

The NSW Government will target an all-electric passenger fleet by 2030

As of mid-2020, there were only 11 battery EV models available on the Australian market (Electric Vehicle Council, 2020). In order to bring more affordable models into New South Wales, importers need to have confidence in the local market.

The NSW Government will use its bulk purchasing power to incentivise importers to increase the range of EV models they sell in New South Wales. It will do this by setting a target of electrifying NSW Government passenger vehicle fleet procurement by 2030, with an interim target of 50% EV procurement by 2026. NSW Government fleet vehicles are typically resold on the second-hand market after three to five years, which will mean a higher number of second-hand light EVs will be available to NSW drivers.

The NSW Government will also conduct a strategic review of NSW Procurement's Approved Vehicle List and associated procurement processes, to make it as easy as possible for Government agencies to buy EVs.

Action 2

Building a world-class electric vehicle charging network

Currently New South Wales has limited public fast charging infrastructure for drivers of EVs. Motorists who are considering buying an EV are often concerned they might run out of charge and won't be able to find places to easily recharge their vehicle, especially on longer trips. This is commonly referred to as 'range anxiety'. Range anxiety is consistently identified as one of the biggest barriers to purchasing an EV.

The NSW Government will invest $171 million over the next four years to ensure widespread, world-class EV charging coverage so current and future EV drivers can be confident they can drive their vehicles whenever and wherever they need to. Of the total investment:

- $131 million is for ultra-fast charging infrastructure in areas with limited off-street parking, as well as to build EV Commuter Corridors and Super Highways across the State,
- $20 million is for destination charging infrastructure in or near commuter carparks and other popular Transport for NSW sites
- $20 million is for destination charging infrastructure at regional tourist locations, such as motels, restaurants and wineries.

The NSW Government will adopt a coordinated approach to delivering on-street charging infrastructure and make those location details available on an open data platform. This information will provide customers with greater visibility of charging locations, as well as enable app developers to create products that further improve the customer experience of owning and using an EV.

What is ultra-fast and destination charging?

Ultra-fast chargers have a capacity of 350 kilowatts (kW). Drivers plugging into an ultra-fast charger can recharge between 200 and 400 kilometres (km) in no more than 15 minutes. These chargers are best suited for people who need to get back on the road quickly.

Destination chargers have a capacity of between 7 kW and 25 kW. Drivers can recharge between 40 km and 140 km per hour. These chargers are best suited for places like commuter carparks and motels where people leave their cars parked for longer periods of time.

The chargers will be powered by electricity from renewable energy projects.

The NSW Government will ensure households in areas with limited off-street parking live no more than 5 km from an ultra-fast charger

About 30% of drivers are unable to access private off-street parking where they can recharge their EV. This includes many tenants and apartment owners who rely on street parking. The NSW Government will run a competitive funding process to co-fund the deployment of charging infrastructure for EVs, so households in areas with limited off-street parking live no more than 5 km from an ultra-fast charger.

The NSW Government will invest in EV Super Highways and Commuter Corridors across New South Wales

NSW EV drivers already have access to the largest regional network of EV fast chargers in Australia, with 59 EV fast charging sites featuring 153 charging stations available across New South Wales as of July 2020, and another 35 underway.

The NSW Government will build on this progress by co-investing in more ultra-fast chargers at 100 km intervals across all major highways in New South Wales – creating 'EV Super Highways' across the State. This will help regional residents and businesses share in the benefits of EVs by improving their access to charging infrastructure and encouraging more city-based EV drivers to travel to regional areas, boosting local tourism.

The NSW Government will also invest in 'EV Commuter Corridors' across Sydney, to make sure drivers have no more than 5 km to drive to the next ultra-fast EV charger along these roads.

See Figures 3 and 4 on the following page.

Figure 3 Indicative map of NSW EV Super Highways.

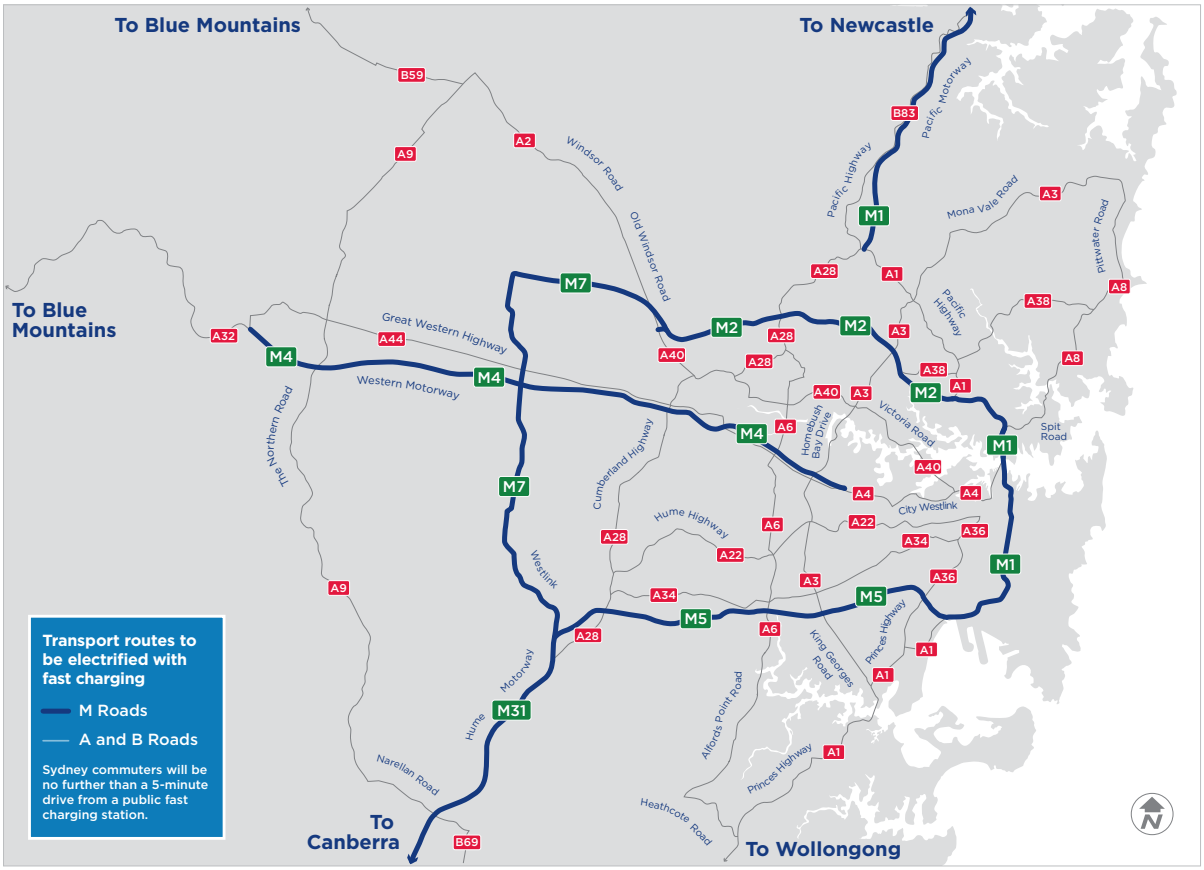


Figure 4 Indicative map of Sydney EV Commuter Corridors.

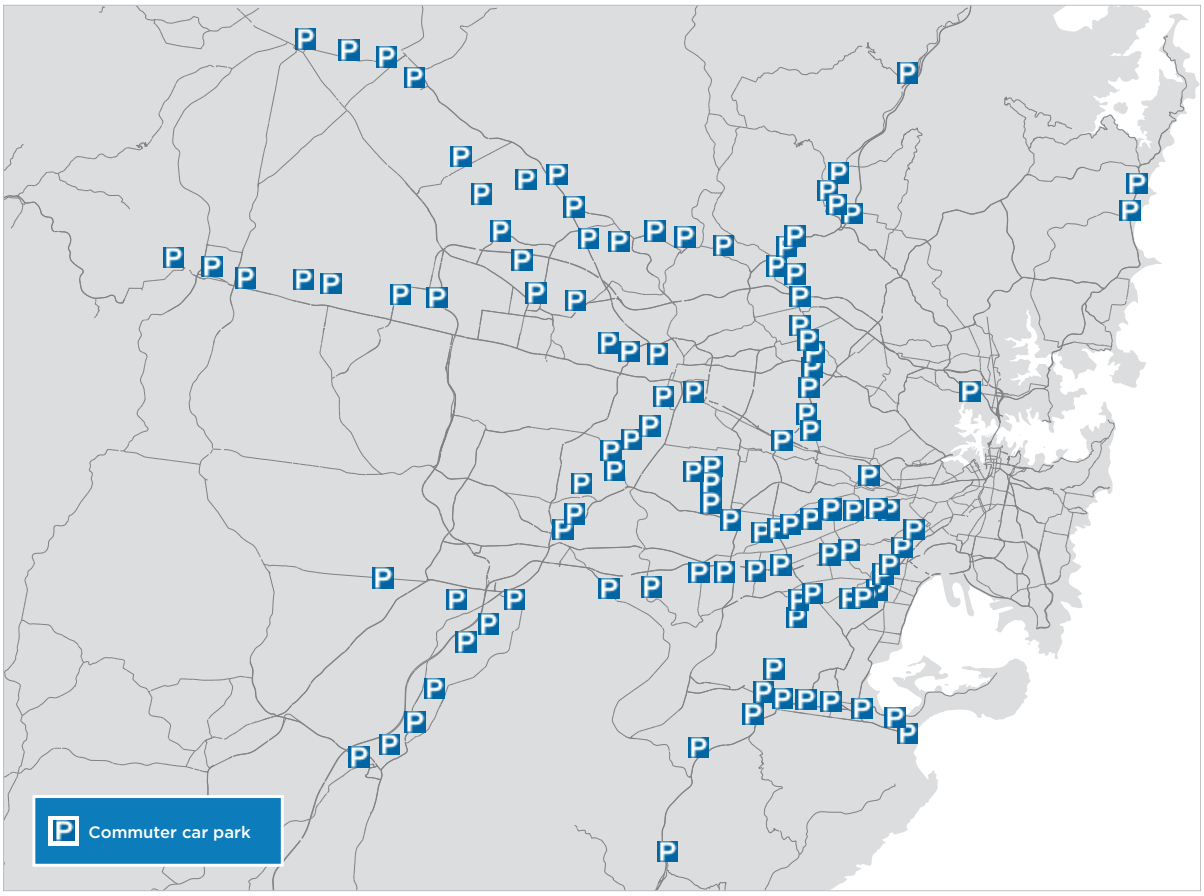


Figure 5 Indicative map of carparks to have destination chargers installed.

The NSW Government will support more destination chargers at commuter carparks and other key government locations

Many commuter carparks across New South Wales are already designed for the easy addition of EV charging and are ideal places for motorists to make the most of destination chargers while they are at work.

The NSW Government is currently trialling the installation of destination chargers at some commuter carparks. Under this strategy, the NSW Government will roll out the next stage of charging infrastructure at commuter carparks and other Transport for NSW sites across the State. The location of the chargers will encourage drivers to use public transport and other modes of transport as part of their commute and will tackle the first mile/last mile challenge many countries now face, taking more vehicles off congested roads and ensuring a more seamless connection between different journey modes.

The NSW Government will also ensure most future commuter car parks are supported by the necessary wiring and electrical capabilities, and adequate space considerations, so that EV infrastructure can be installed quickly and in response to the EV demand of local commuters.

The NSW Government will ensure new buildings and precincts are 'EV ready'

Many buildings are not currently designed in a way that easily accommodates the installation of charging infrastructure in the carpark. They lack the necessary wiring, electrical infrastructure and accessible space needed to install charging infrastructure. Retrofitting EV infrastructure into existing buildings can be expensive and technically challenging. Depending on the size, layout and age of the building, this can cost approximately $75,000 for an apartment building with 20 car spaces. Ensuring that EV electrical infrastructure is built-in when a building is under construction is much cheaper and can save apartment owners at least 75% for the same building size if planned for upfront. The NSW Government will update relevant regulations to make sure all new buildings and precincts are constructed and wired to be 'EV ready'.

The NSW Government will manage the integration of electric vehicles into the electricity grid

Increased numbers of EVs will put demand on the electricity grid as more vehicles are plugged in to charge. The NSW Government will work to ensure that the increase in EV uptake is appropriately integrated with the electricity system, including with rooftop solar, batteries, and with smart chargers to manage the impact on peak electricity demand. With bidirectional charging capabilities, EV batteries can help support the grid at peak demand times in the future.

The NSW Government will empower councils to take action

The NSW Government will also work with local councils to support pilots of roadside charging infrastructure in conjunction with kerbside parking for EVs. These pilots will be used to inform the development of EV parking and charging guidelines for local councils in New South Wales.

Action 3

Making it easy to drive an electric vehicle

In addition to improving access to public EV charging infrastructure, the NSW Government will update policies and legislation to allow EV drivers to use transit lanes such as T2 and T3 lanes for a limited time to encourage the uptake of EVs.

The NSW Government will work with local councils to make sure that carpark designations like signage is fit for purpose, including by allowing priority parking spots for EVs to recharge and ensuring that charging locations and nearby parking spots are readily accessible for EV users.

Action 4

Creating jobs and growing the economy

The NSW Government is committed to maximising the employment and economic benefits from increasing the uptake of EVs in the State. New South Wales has a highly skilled workforce and a diverse range of minerals that can be leveraged to unlock new economic opportunities for the State to grow.

The NSW Government will promote investment in the minerals needed to make electric vehicle batteries

Global demand for EVs is expected to grow quickly. The NSW Government is working closely with the Commonwealth Government to assist battery mineral project owners in our State to de-risk projects and encourage investments. By acting now to identify and promote opportunities to mine and value-add by downstream processing of cobalt, nickel and rare earth elements, regional New South Wales can benefit from these changes in global demand. The NSW Government will turbocharge its agenda to tap these resources and promote investment in high tech minerals in New South Wales.

The NSW Government will support EV-ready regional destinations

The continued growth of NSW's regional tourism industry will rely on the ability of small regional businesses to cater for an increasing number of EV drivers. The NSW Government will support EV ready destinations across the State by providing $20 million in grants to small regional businesses such as motels, wineries and restaurants to install charging points for their guests.

The NSW Government will also roll out 'EV Tourist Drives' across the State, promoting scenic regional driving routes that have the charging infrastructure needed to support an EV road trip. This initiative will encourage EV drivers to take a holiday in regional New South Wales, growing those local economies and supporting more regional jobs in the tourism industry.

The NSW Government will drive a skills and training agenda for the electric vehicle industry

This Strategy is expected to support 670 jobs, in particular jobs in the renewable electricity, minerals and the EV infrastructure sectors. The NSW Government will work to identify skills needs and opportunities for NSW workers to take up the EV jobs of the future. The NSW Government is investing $318 million in skills in partnership with the Commonwealth and its JobTrainer program and will work to use these funds to create future focused careers in the transport sector.

The NSW Government has also announced specialised training to support the introduction of electric buses in New South Wales, as part of a partnership between TAFE NSW and Volvo Bus Australia. This will involve short courses to help mechanics upskill in EV technologies, such as working safely with high voltage systems.

Action 5

Keeping road funding fair and sustainable

Currently, NSW drivers contribute to the cost of road maintenance and construction through a combination of the fuel excise charge, stamp duty and registration costs. The uptake of EVs brings many positives, including lower vehicle running costs, better air quality and quieter roads. However, with the actions that New South Wales is taking to drive the uptake of EVs, the amount of revenue from the fuel excise available to fund critical roadwork is projected to decline over the coming years. Without rethinking the way our roads are funded, the quality of the road network is likely to deteriorate.

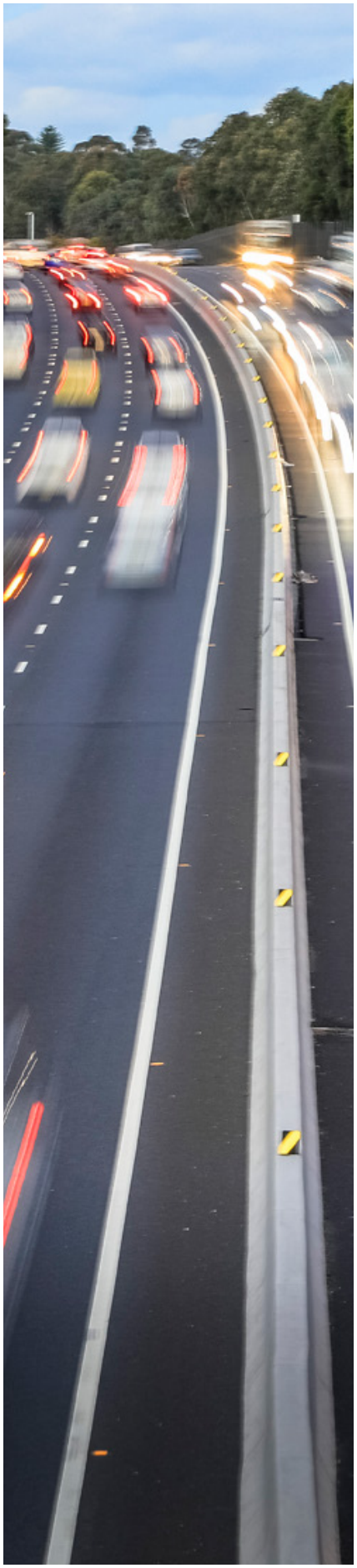
The NSW Government will reform the road taxation system by:

- from 1 September 2021, phasing out stamp duty on EVs sold for less than $78,000 (including GST)
- from 1 July 2027 or when EVs make up at least 30% of new car sales (whichever is earlier):
  - phasing out stamp duty on all EVs
  - introducing a distance-based road user charge (RUC) for EVs.

The RUC rate will be set at 2.5 cents per kilometre for EVs and 2 cents per kilometre for plug-in hybrids. The distance-based charge will reflect an EV driver's use of the road network and will create a more efficient and fairer taxation framework for the State's vehicle fleet of the future.

The RUC is shaped by the following principles:

- Drivers of EVs should not pay on average more under the RUC than they currently pay through stamp duty and fuel excise.
- The RUC should not commence until EVs reach a significant (30%) share of total new car sales in New South Wales (forecast to be from 1 July 2027).
- The RUC should apply to all EV and plug-in hybrids that receive a stamp duty exemption at the point of purchase.
- The implementation of the RUC should minimise the administrative burden on drivers.
- The implementation of the RUC will be designed in consultation with key industry stakeholders, including relevant exemptions for kilometres driven on private roads.



Projections

Through the actions outlined in this strategy the NSW Government plans to stimulate the market to increase demand for and availability of EVs in New South Wales, allowing more consumers to benefit from the new transport technology.

Under the strategy, EVs are expected to make up 52% of new car sales in 2030-31 and it is the NSW Government's objective to achieve that uptake and see the vast majority of new car sales as EVs by 2035.

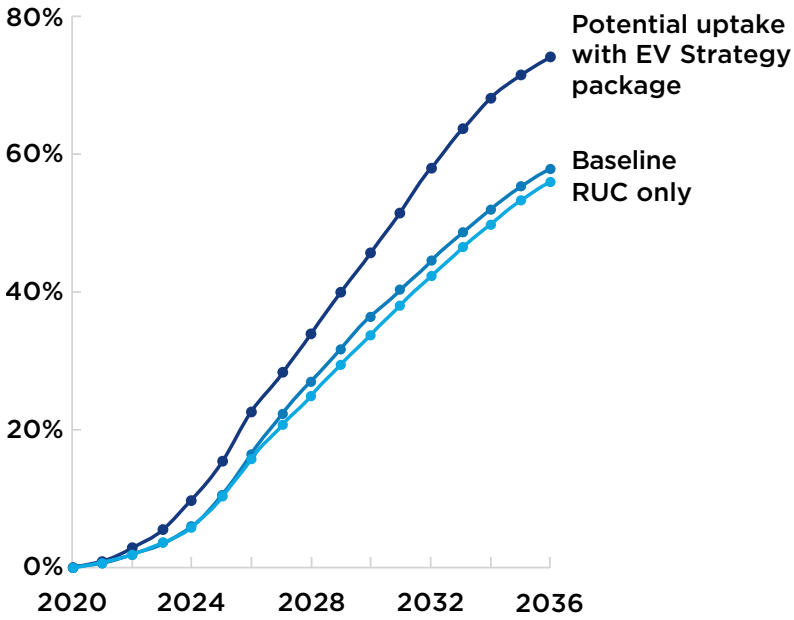
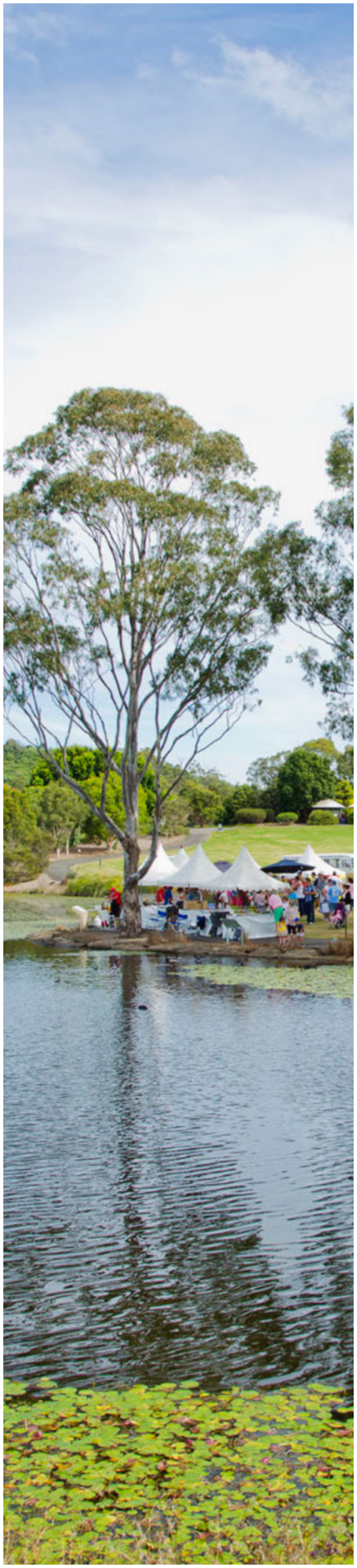


Figure 6 Share of battery electric vehicles in annual sales.

NSW Government



Keeping track and strategy review

The implementation of the strategy and progress of EV uptake will be reviewed regularly, with a first initial review by mid-2023 and subsequent three yearly reviews.

The impact of the EV Strategy in supporting progress towards net zero emissions, delivering clean air and associated health benefits, and realising economic benefits for New South Wales will be reported within future State of the Environment Reports.

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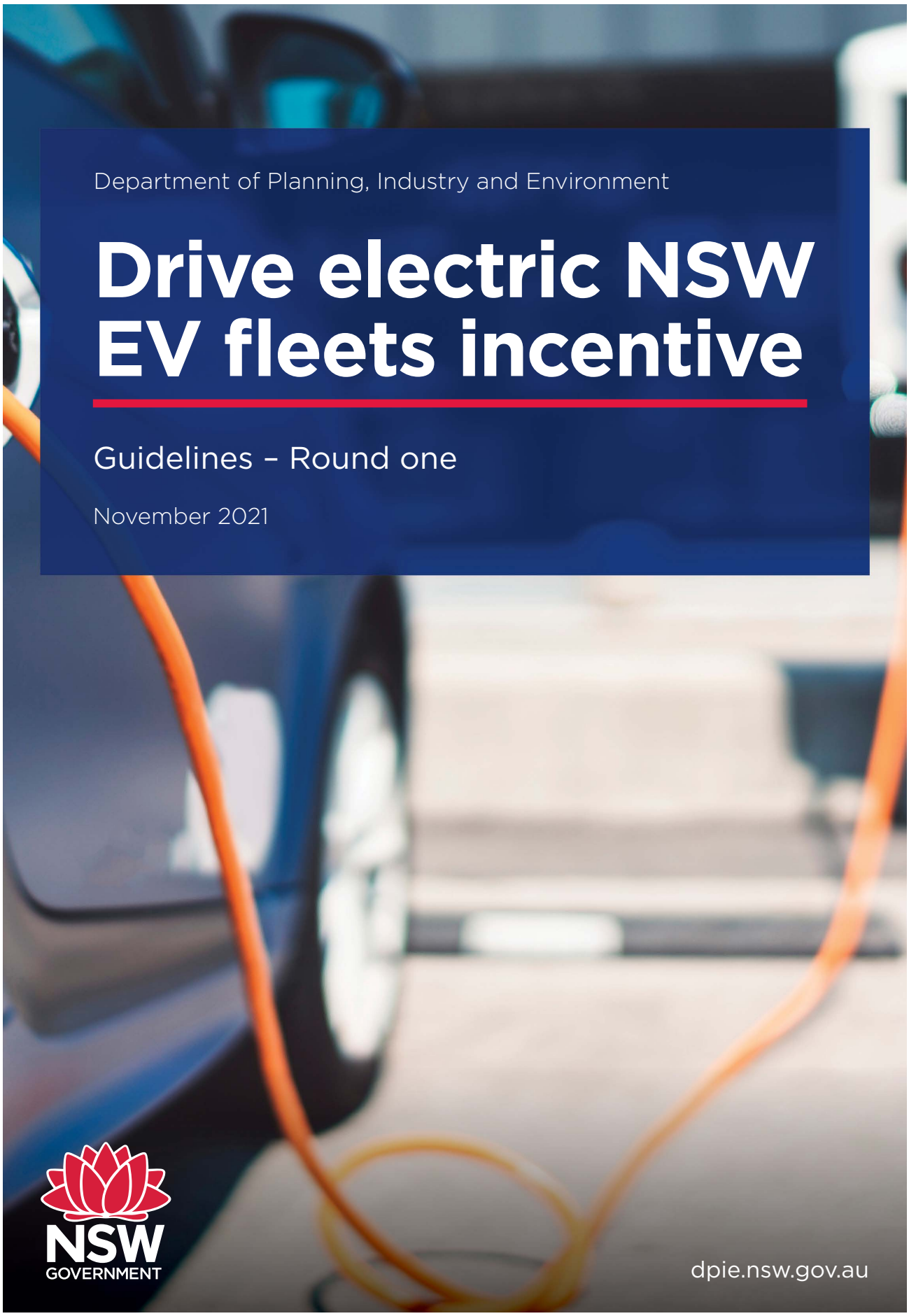
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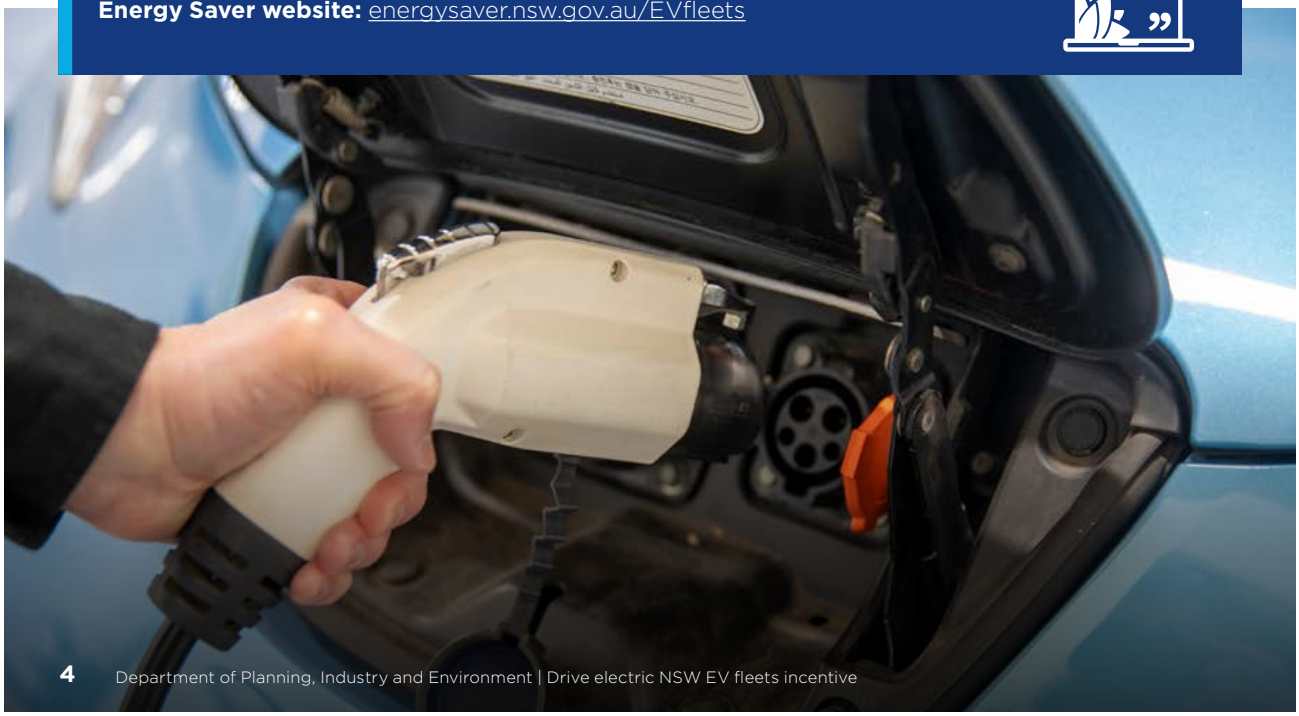
Energy Saver website: energysaver.nsw.gov.au/EVfleets



Introduction

The NSW Government is committed to achieving net zero emissions by 2050. Initiatives under the Net Zero Plan Stage 1: 2020–2030 (Net Zero Plan) will fast-track emissions reduction over the next decade.

The transport sector is currently the state's second largest source of CO_2 emissions, after the stationary energy sector. It is predicted to become the state's leading source of emissions by 2035. It was responsible for 22% of all NSW emissions in 2018 and 87% of these emissions were from road transport. Almost 50% came from passenger vehicles.

Reducing transport emissions is therefore crucial to meeting our net zero target.

In June 2021, the NSW Government launched the Electric Vehicle Strategy to make NSW the easiest and most affordable place to buy an EV in Australia.

The NSW Department of Planning, Industry and Environment (the Department) has designed the EV fleets incentive (the incentive) under the framework of both the Net Zero Plan and the NSW Electric Vehicle Strategy.

The incentive will support fleet managers to transition their passenger vehicles (PVs), sports utility vehicles (SUVs) and light commercial vehicles (LCVs) to battery electric vehicles (BEVs) and fuel cell electric vehicles (FCEVs), therefore lowering emissions across the state.

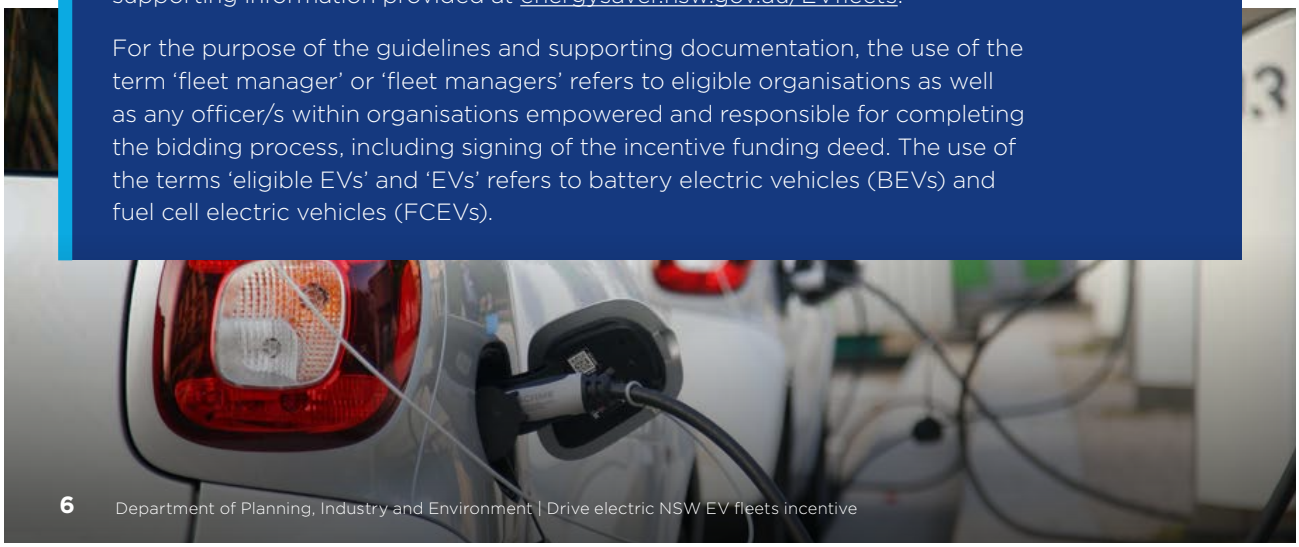
The incentive aims to:

- accelerate BEV/FCEV uptake in NSW fleets
- achieve the greatest level of emissions abatement at the lowest cost for the NSW Government
- support the development of a strong secondary market for BEVs, when fleet managers resell their vehicles
- drive increased vehicle manufacturers' supply to the NSW market
- promote a long-term transition to BEV/FCEVs in the fleet sector
- promote take up of smart charging infrastructure on the network.

This document establishes the guidelines for the first funding round of the incentive, which opens on 30 November 2021. The purpose of the guidelines is to provide rules and guidance to fleet managers who are looking for an incentive to transition their fleets to BEVs/FCEVs.

Fleet managers should read the guidelines in conjunction with any other supporting information provided at energysaver.nsw.gov.au/EVfleets.

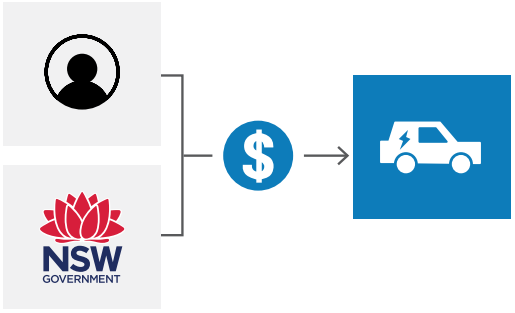
For the purpose of the guidelines and supporting documentation, the use of the term 'fleet manager' or 'fleet managers' refers to eligible organisations as well as any officer/s within organisations empowered and responsible for completing the bidding process, including signing of the incentive funding deed. The use of the terms 'eligible EVs' and 'EVs' refers to battery electric vehicles (BEVs) and fuel cell electric vehicles (FCEVs).



Incentive snapshot

The incentive

The incentive is a payment scheme that helps eligible fleet managers procure battery electric vehicles (BEVs) and fuel cell electric vehicles (FCEVs).



Payments are intended to cover part of the total cost of ownership (TCO) gap between a BEV/FCEV and an equivalent internal combustion engine vehicle (ICEV), hybrid electric vehicle (HEV) or plug-in hybrid electric vehicle (PHEV). A contribution for BEV smart base chargers can also be accessed by successful fleet managers.

See page 8 for further information.

Eligibility

Individual fleet stream OR **Aggregator stream**

See page 12 for further information.

What can be funded

Passenger vehicles

Sports utility vehicles

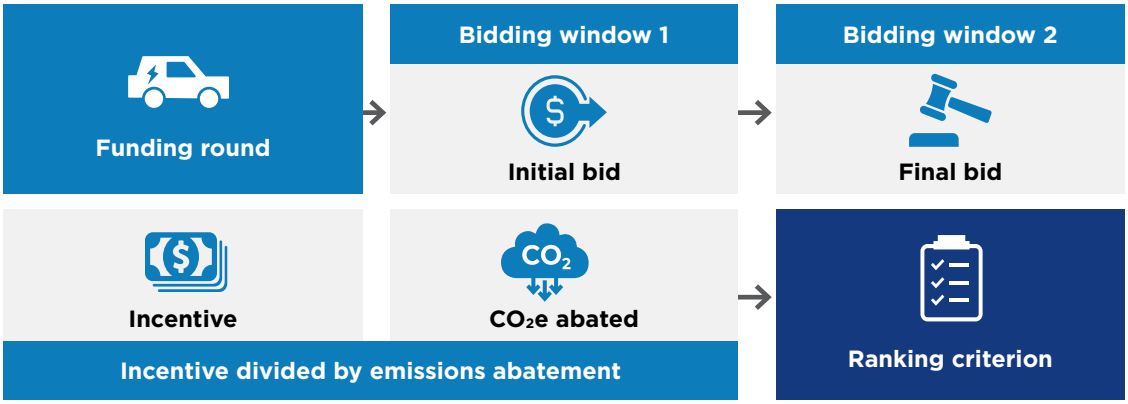
Light commercial vehicles

See page 16 for further information.

Bidding process

Individual fleets and aggregators bid under separate streams and are ranked separately. They have 2 opportunities to place a bid. They can place an initial bid and check their competitiveness against others in their stream, and then they can place their final bid.

The success of their bid is determined by the amount of incentive sought and the level of carbon emissions equivalent abated throughout the term stipulated in these guidelines.



A successful bid is not binding until the incentive funding deed between the successful fleet manager and the Department is signed off by both parties.

See page 20 for further information.

Figure 1
The incentive process.

About the incentive

What is the incentive?

The incentive is a payment scheme that helps eligible fleet managers procure battery electric vehicles (BEVs), fuel cell electric vehicles (FCEVs) and BEV smart charging infrastructure.

Payments are intended to cover part of the total cost of ownership (TCO) gap between a BEV/FCEV and an equivalent internal combustion engine vehicle (ICEV), hybrid electric vehicle (HEV) or plug-in hybrid electric vehicle (PHEV).

Fleet managers will be able to nominate the level of incentive needed to enable them to purchase each eligible EV.

Successful fleet managers will also be able to receive a fixed amount ($400) per vehicle for the procurement of BEV smart base charging equipment to be installed at their business premises or at their employees' homes.

The incentive is designed to support both regional and metropolitan based fleets.

Vehicle incentive

NSW Government contribution to procure a new BEV/FCEV.

Base charging

NSW Government contribution for BEV smart base charging.

Figure 2
The incentive.

Why fleets?

In 2019, 49% of new PVs and LCVs in NSW were sold to fleet operators. Reducing emissions from fleets will therefore be crucial to lessening emissions from our transport sector.

If government policies and customer demand in Australia do not change, vehicle manufacturers will continue to give priority to markets such as Europe and China. The incentive will encourage fleets to procure eligible EVs and associated eligible infrastructure. Their bulk buying power and increased buying activity will signal to manufacturers that NSW needs more EVs and new models to meet demand.

Fleet vehicles typically end up in the second-hand car market after 3 to 5 years and are therefore expected to provide NSW drivers with greater access to affordable EVs, spurring demand for both new and used EVs.

A recent comparison of fleet vehicle prices shows the upfront price or leasing cost for EVs is still much higher than equivalent ICEVs. Also, many fleet managers say that transitioning their fleet to EVs is challenging due to barriers such as the high TCO gap, the limited availability of models and the need to install base charging equipment.

Funding model – competitive bid rounds

The incentive provides co-funding for all eligible fleet managers to procure BEVs/FCEVs through competitive funding rounds. Only new BEVs/FCEVs may be procured. Fleet managers can use the incentive to replace existing vehicles or to add new vehicles to their fleet. PVs and LCVs up to 3.5 tonnes are included in the incentive, but heavy vehicles are excluded.

Bidding streams

Each funding round will be split into 2 streams:

- Individual fleet stream
- Aggregator stream (this includes organisations that are bidding on behalf of managers of individual fleets, who are their customers, e.g. fleet management organisations [FMOs]).

Individual fleets will bid for incentives to cover the costs of BEVs/FCEVs they are intending to buy or to procure via a leasing arrangement.

Aggregators bid for incentives they can offer to their customers as part of a leasing arrangement.

Bids will only be assessed against other bids within the same stream.

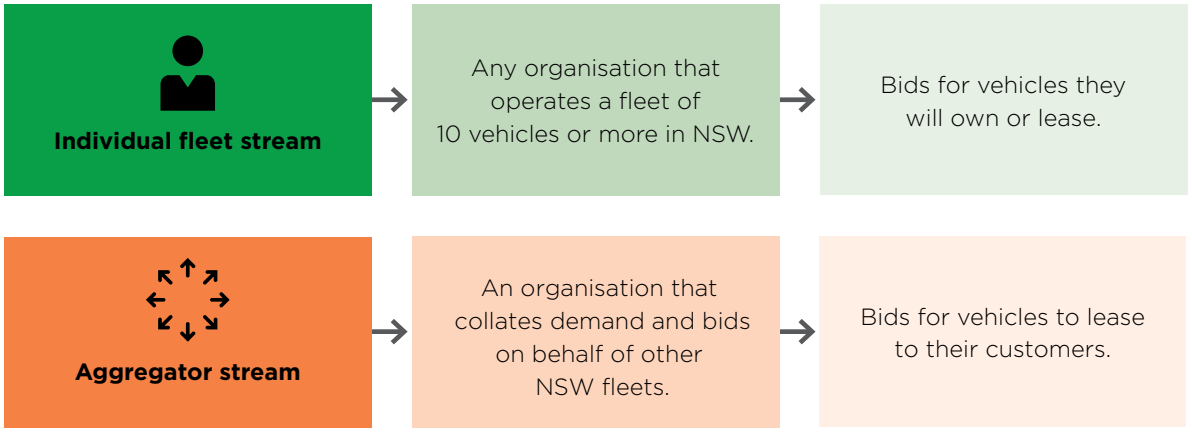


Figure 3
Bidding streams.

Bidding windows

Individual fleets and aggregators will be able to place an initial bid and will then receive their initial ranking results. This will help them to understand their competitiveness against the others in the stream. They will then be allowed to place a final bid.

Figure 4
Bidding windows.

Key bidding rules

The main ranking criterion is the incentive requested per tonne of CO_2 equivalent abated (throughout the term stipulated in these guidelines and by transitioning fleet vehicles to BEVs/FCEVs). This represents the amount of NSW Government funding needed to abate each tonne of CO_2 equivalent through procuring eligible EVs.

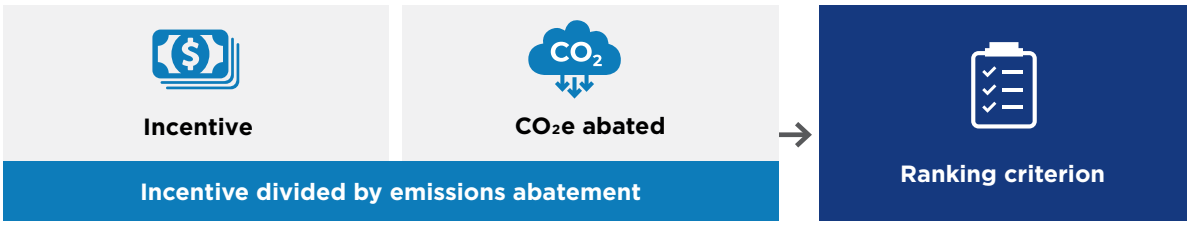


Figure 5
Ranking criterion equation.

Bids with the lowest level of incentive requested per tonne of CO_2 equivalent abated will be the most successful.

Emissions must be abated as a result of procuring eligible EVs and not by any other means (including purchasing offsets).

Successful fleet managers will receive the incentive **specified in their bid**. This means that different fleet managers may receive different levels of incentive for the same or similar eligible EVs. This reflects the fact that not all organisations have the same opportunities to integrate EVs into their fleets or need the same level of government support to do so.

Successful fleet managers will not receive the incentive payment until the incentive funding deed with the Department is appropriately signed off by both parties.

Unsuccessful fleet managers can reapply in future rounds.

Fleet managers cannot request an incentive for the same vehicle under both the individual fleet stream and the aggregators stream in the same round.

Fleet managers must not disclose a bid, a proposed bid or bid-related information that could affect the integrity of the bidding process.

A probity advisor appointed by the Department will monitor the conduct and the fairness of the funding round.

Eligibility

Who can apply?

Individual fleet

Any organisation that operates a fleet of **at least 10 vehicles** in NSW to support their business can apply under the individual fleet stream. Eligible organisations include but are not limited to:

- private business organisations
- non-governmental organisations
- local councils
- state-owned corporations
- car rental companies
- car share companies.

Organisations meeting the criteria above can be headquartered in NSW or in any other State or Territory, but incentivised vehicles must be registered, based and used predominantly in NSW.

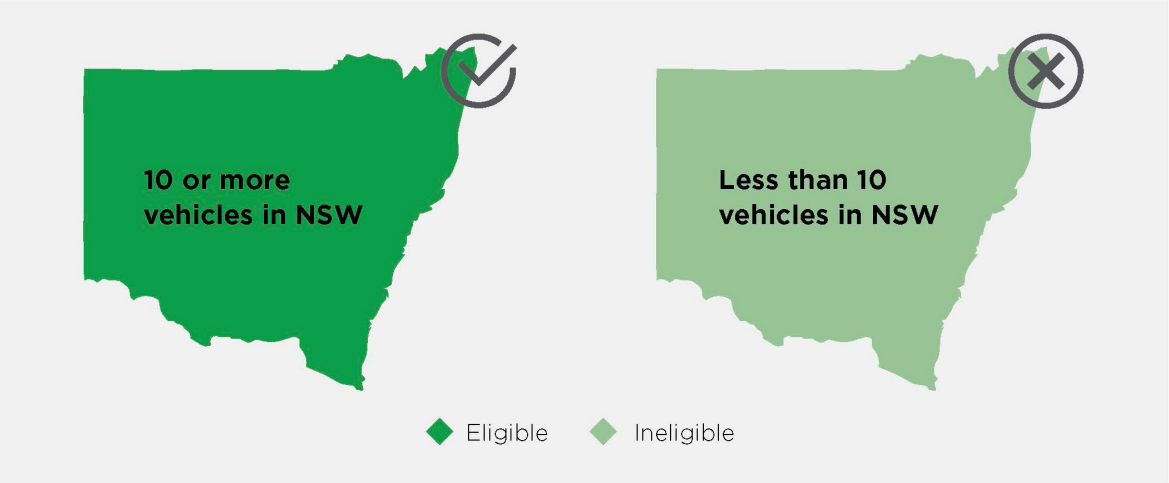


Figure 6
Individual fleet eligibility.

Aggregator

An aggregator is an organisation that bids on behalf of other NSW fleets. Under this first funding round, aggregators bid for incentives to support the leasing arrangements they can offer to their customers. The aggregator holds the contract for the incentive with NSW Government and must pass the incentive on to the individual fleets who operate the vehicles.

An aggregator can be:

- an FMO with a customer base in NSW
- any other private business organisation that offers BEV/FCEV financial and/or operating leasing arrangements to their customers in NSW.

Aggregators can be headquartered in NSW or elsewhere.

Aggregators can collate demand only from organisations that have vehicles in NSW. No minimum fleet size applies to the organisations that aggregators lease the BEVs/FCEVs to.

Figure 7
Aggregator eligibility.

Compliance requirements

Individual fleets and aggregators must:

- hold an Australian Business Number (ABN)
- meet the eligibility criteria at the time of submitting a bid and throughout the time they operate the incentivised EVs if the bid is successful
- submit a declaration of reputable business records
- declare any actual or perceived conflict of interest.

Capability requirements

When registering to bid, individual fleets and aggregators must provide a statement demonstrating their financial capacity and commitment to fund their proposed share of the EVs procurement costs and – if applicable – the smart charging equipment (e.g. financial plan).

With their statement, individual fleets will also need to demonstrate if they have undertaken or they plan to undertake adequate measures to ensure that the new EVs will be integrated in their fleets' operations. Examples of measures include:

- fleet drivers' participation in fleet EV drive days
- the delivery of internal training programs or access to training information for fleet managers and/or drivers – to facilitate the adoption of EVs and an understanding of the new technology.

Aggregators will need to demonstrate if they have support offerings for their customers to assist them in the integration of the new EVs in their operations.

Aggregators will also need to provide a statement illustrating their capability and experience in providing fleet leasing arrangements to their customers.

Ineligible applicants

Ineligible organisations include:

- original equipment manufacturers
- car dealers
- budget-dependent NSW Government agencies.

This applies to both the individual fleet and aggregator streams.

Funding

What can be funded

Vehicle – technology

The incentive is exclusively for procuring **new** BEVs, FCEVs and BEV smart base charging infrastructure.

The BEVs/FCEVs can replace ICEVs, HEVs and PHEVs. All fleet managers will need to provide registration details of the vehicle/s they are replacing.

The incentive can also be requested for the procurement of new BEVs/FCEVs for fleets that are expanding in size.

Vehicle – total cost of ownership gap

Fleet managers may bid for an incentive payment to cover **some** of the TCO (buy or lease) gap between the vehicle that would otherwise have been purchased (ICEV, HEV or PHEV) and the BEV/FCEV they intend to procure.

The TCO must be calculated over a period of 4 years for individual fleets and over the period of the leasing contracts for aggregators.

If the TCO gap is less than $3,000, fleet managers can ask for an incentive covering the full gap.

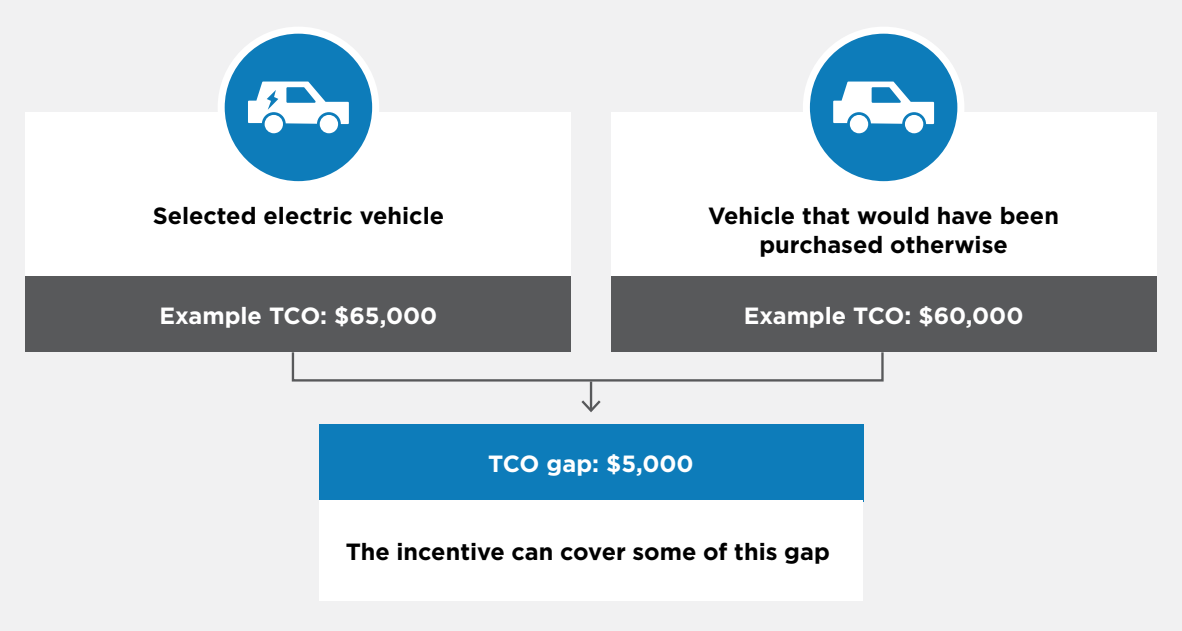


Figure 8
Total cost of ownership gap and incentive.

Vehicle – categories

The incentive will be available for BEVs/FCEVs in the following categories:

- passenger vehicles (PVs)
- sports utility vehicles (SUVs)
- light commercial vehicles (LCVs).

Vehicle – price cap

A $100,000 (including GST) cap on the recommended retail price (RRP) applies to eligible electric PVs and SUVs, unless the fleet manager can demonstrate that:

- the particular vehicle model is needed for their business operation
- there is no alternative model under the price cap that is fit-for-purpose.

The Department will review requests to exceed the price cap and decide at its discretion based on the justification and evidence provided. As an example, this could be applicable if the business is a chauffeur service.

There are no price caps on eligible electric LCVs.

Vehicle – usage

Only vehicles used for supporting business operations can be incentivised. The following use types are eligible:

- 100% vehicle pool designated
- 100% operationally designated (e.g. tool of trade)
- a mix of both.

Eligible EVs procured under the incentive must be used in NSW. Occasional trips in other states are acceptable as long as the incentivised vehicles are used predominantly in NSW.

Vehicle – ownership model

Outright purchases and operational or financial leases are eligible.

Vehicle – conversion rate

There is no minimum conversion rate, i.e. no minimum percentage of a fleet's vehicles that must be converted to eligible EVs in order to bid for the incentive.

Base charging

Successful fleet managers will receive a fixed amount per vehicle to install BEV smart base charging at their business premises or at their employees' homes. This funding will subsidise some of the purchase price for smart chargers only.

The amount allocated to successful fleet managers of the first funding round is $400 per vehicle incentivised.

The base charging support is not applicable to FCEVs.

What cannot be funded

Vehicle – excluded categories, technologies and models

The incentive cannot be used for the procurement of:

- HEVs and PHEVs
- heavy trucks/heavy vehicles
- second-hand BEVs and FCEVs
- motorcycles (off road, road, scooters, e-bikes, mopeds, ATV/SSV – side by side vehicle)
- trailers and caravans
- airplanes
- boats
- any other vehicle which is not captured in the vehicle categories set out above.

Vehicle usage excluded

Novated leasing is excluded from this round. Vehicles purchased/leased exclusively for personal use are also excluded.

	What can be funded	What cannot be funded
Vehicle – technology	BEVs and FCEVs.	ICEVs, HEVs and PHEVs.
Vehicle – TCO gap	Some of the TCO gap between the BEVs/FCEVs and the vehicle that would have otherwise been purchased. The full TCO gap if it is less than $3,000.	The full TCO gap between the BEVs/FCEVs and the vehicle that would have otherwise been purchased if the TCO gap is greater than or equal to $3,000.
Vehicle – categories	PVs, SUVs and LCVs.	Heavy trucks/heavy vehicles, second-hand BEVs/FCEVs, motorcycles, trailers and caravans, airplanes, boats.
Vehicle – price cap	PVs and SUVs with a RRP up to $100,000 (including GST), unless it is demonstrated that the model is needed for business operations and that there is no fit-for-purpose alternative under the price cap. LCVs with any RRP.	PVs and SUVs with a RRP exceeding $100,000 (including GST) where it cannot be demonstrated that the model is needed for business operations and that there is no fit-for-purpose alternative under the price cap.
Vehicle usage	Vehicles used exclusively or primarily for supporting business operations.	Vehicles purchased/leased exclusively for personal use.
Vehicle – ownership model	Outright purchases. Operational or financial leases.	Novated leasing.
Base charging	BEVs smart base chargers installed at the business premises or employees' homes.	BEVs standard base chargers. Charging infrastructure for FCEVs.

Table 1
Summary of what can be funded and what cannot be funded with the incentive.

Bidding process

Online bidding platform and calculators

The managers of individual fleets and aggregators who are interested in the incentive and who meet eligibility requirements need to sign up to the online bidding platform via energysaver.nsw.gov.au/electricvehicles.

After signing up, individual fleets and aggregators will be given access to the online bidding platform, **which must be used to place bids**.

The platform covers all stages of the bidding process and collects information to help the Department assess eligibility and rank the bids received.

The platform has an integrated TCO calculator and an emissions calculator to support fleet managers through the bidding process.

Fleet managers should make sure they have completed each section of the bid, including mandatory attachments/ supporting documentation.

TCO calculation

A TCO calculation is needed to help guide fleet managers on the amount of incentive they can bid for. The amount requested will need to be lower than the identified TCO gap between the BEV/FCEV and the ICEV/HEV/PHEV that would otherwise have been procured. This applies both for replacement vehicles and for fleets that are expanding by buying new vehicles.

The TCO calculator embedded in the online bidding platform has been designed to standardise TCO calculations. Standardised calculations will improve the fairness and transparency of the process and fast-track how the Department verifies bids.

Some variables in the TCO calculator are automatically determined by the Department, i.e. the TCO term, which is set at 4 years for individual fleets, and the fuel consumption rates. The TCO calculator is designed to compare a selected BEV/FCEV against a benchmark vehicle (ICEV, HEV or PHEV) from a chosen vehicle category.

The TCO calculations and the TCO gap do not include GST. GST will be added to the incentive payments received by successful fleet managers, if applicable.

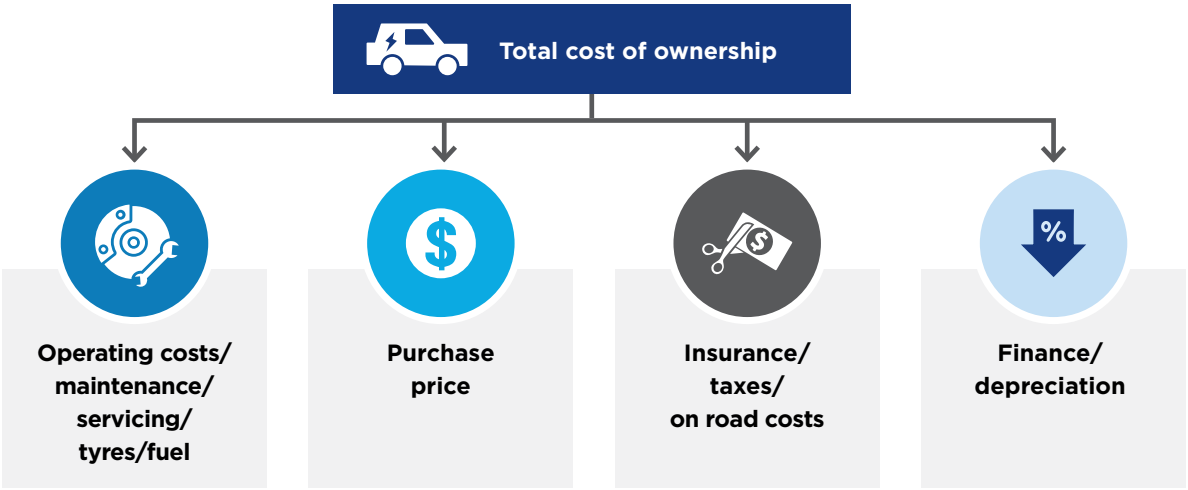


Figure 9
What is included in the total cost of ownership.

Calculation of the emissions abatement

The online platform uses the Department's methodology to calculate the emissions abated by procuring new BEVs/FCEVs. The emissions abatement is calculated over a period of 4 years for BEVs/FCEVs procured under the individual fleet stream. For leasing arrangements under the aggregator stream, the emissions abatement is calculated over the agreement term.

The methodology to determine level of emissions abated also includes the level of renewable energy used for vehicle charging, if applicable. Fleet managers will need to include this information as part of their bid.

Emissions, renewable energy and bid competitiveness

Petrol and diesel vehicles produce most emissions when they are being driven. These are known as 'tank-to-wheel' or exhaust emissions.

Petrol and diesel vehicles also generate emissions through the production and distribution of their fuel, known as 'well-to-tank' or upstream emissions.

BEVs have no exhaust emissions. Their emissions are primarily determined by the upstream emissions, i.e. from the production and distribution of the energy used to charge them. FCEVs also have no exhaust emissions and their carbon footprint is determined by the production and distribution of hydrogen used to refuel them.

By including petrol and diesel vehicles with high annual mileages (above 20,000 km) as vehicles to replace in their bid, fleet managers can achieve higher emissions abatement and improve the competitiveness of their bid.

By adopting renewable energy to charge vehicles at their own facilities, fleet managers will further improve the emissions abatement from their BEVs. This feature is an important element of Departmental funding and higher renewable charging will boost the chances of being awarded the incentive.

The evidence requirements and sources of renewable energy that apply to this incentive are outlined in Table 2 below.

Source of renewable energy	Evidence
Direct purchase of green energy	Bill for the National Meter Identifier (NMI) that will feed the base charger/s.
Power purchase agreement	Agreement and evidence of its applicability to the NMI that will feed the base charger/s.
Rooftop solar	Bill for the NMI linked to the rooftop installation and to the base charger/s.

Table 2
Evidence requirements and sources of renewable energy that apply to this incentive.

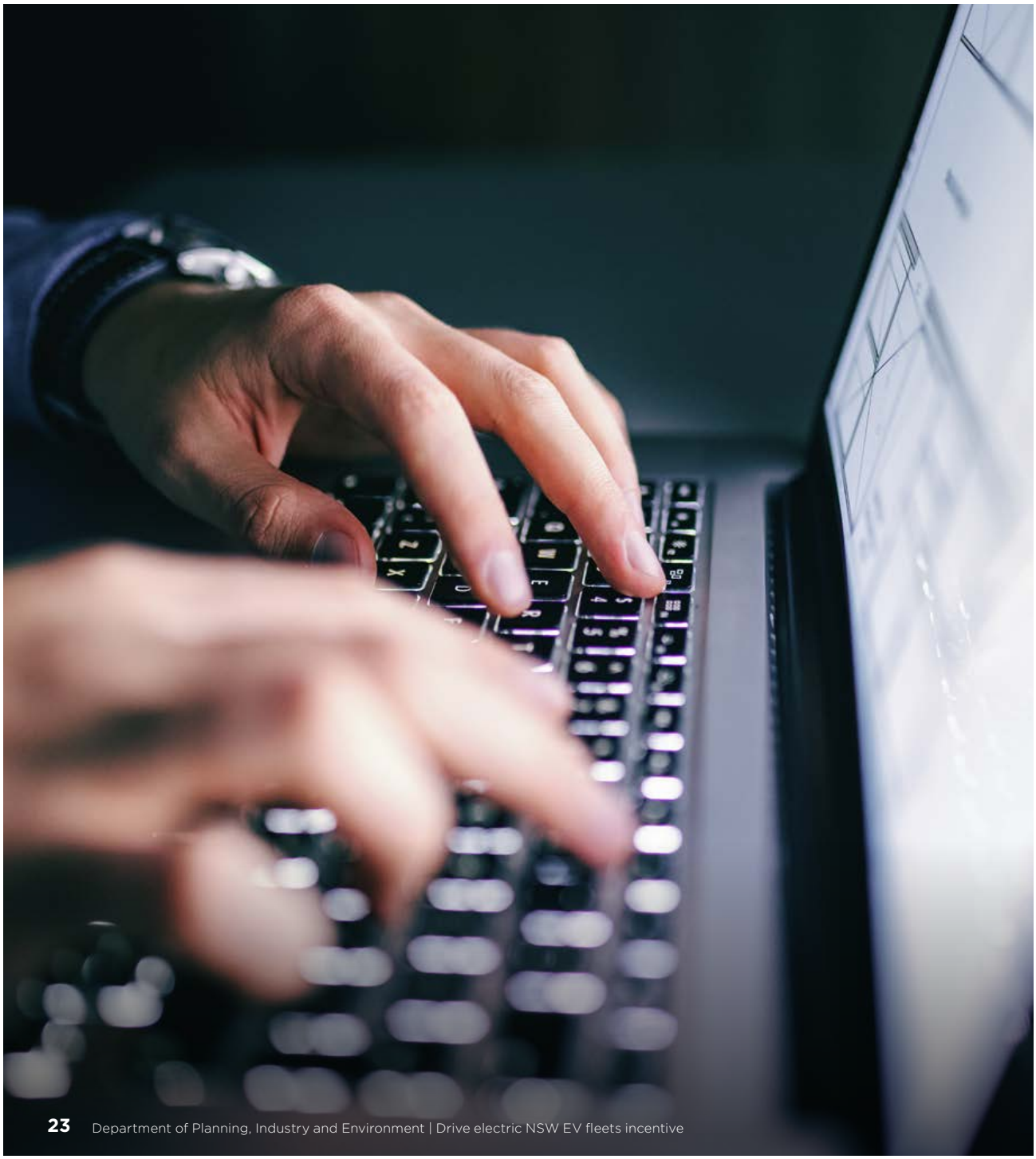
Evidence provided is subject to sample auditing. Offsets or any other method not included in the list above cannot be used to claim emissions abatement under this incentive.

Fleet managers may use their own tool and/or method, or seek assistance from a consultant, to calculate their own organisation-specific TCO and emission abatement figures, especially if they want to prepare an accurate internal business case to support their BEV/FCEV transition. However, to participate in the bid, fleet managers must input these values into the TCO/emission calculator embedded in the online bidding platform, as required.

How to bid for the incentive

Individual fleets and aggregators bid under separate streams and are ranked separately. During this funding round, individual fleets and aggregators will have 2 opportunities to place a bid.

They can place an initial bid and check their competitiveness against the others in their stream, and then they can place their final bid.



Step 1: Sign-up to the online platform

Individual fleets	Aggregators

Individual fleets and aggregators who are interested and eligible must sign up via the Energy Saver website to receive access to the online platform.

When signing up, they will have to provide a valid registered ABN in their organisations' name.

Step 2: Prepare for the bid

Individual fleets	Aggregators

Individual fleets will need to prepare the following information for their bids:

- Details about the current structure of their fleet (i.e. the number of vehicles per category, % of vehicles leased/owned, registration numbers of vehicles being replaced, if applicable).
- The TCO gap for each BEV/FCEV they want to procure (to be calculated on the online platform).
- How much of the TCO gap they intend to ask for as an incentive, noting that the incentive requested must be lower than the gap calculated, except if the TCO gap is less than $3,000.
- The estimated total emissions abated by procuring the BEV/FCEV (to be calculated on the online platform).

BEV/ FCEV model	TCO gap	Incentive requested	Annual emissions abated
Model 'x'	$9,000	$6,000	1.6 tonnes of CO_2e
Model 'y'	$23,000	$12,000	2.1 tonnes of CO_2e
Model 'z'	$1,900	$1,050	0.7 tonnes of CO_2e
	Total	$19,050	4.4 tonnes of CO_2e

Table 3
Example of information prepared in advance of a bid. Please note that the data included in the table is hypothetical.

Aggregators bid for an incentive that they can subsequently offer to their customers to reduce the price of leasing arrangements for the integration of EVs into their fleets.

Aggregators may not yet have full commitment from their customers, so they make a bid to Government for a guaranteed number of vehicles and estimated emissions abatement. Aggregators will be asked to provide a list of specific BEVs/FCEVs they intend to lease-on (e.g. 50 KONAs and 10 LEAFs).

They need to prepare the following information, by using the online platform and TCO calculator:

- The models and the total number of BEVs/FCEVs they expect their customers may lease based on their knowledge of their customers' plans and readiness to include more EVs in their fleets.
- The estimated average level of incentive they will pass to their customers. The level of incentive must be lower than the estimated average TCO gap, between the specified BEV/FCEV and the vehicle that would otherwise have been procured.
- The estimated total emissions abated by the new BEVs/FCEVs.

Aggregators cannot include their own fleet vehicles in the bid. If aggregators want to bid for incentives for their own fleet, they must register under the individual fleets stream.

Step 3: Register for a bid

Individual fleets	Aggregators
Individual fleets and aggregators must register to make a bid in the funding round. By registering, individual fleets and aggregators confirm: that they are eligible; that their bid complies with these guidelines, that they understand the terms, conditions and responsibilities of the incentive funding deed; and that they will comply with all reasonable requests for information from the Department in regard to the verification, management and auditing of the incentives issued. When registering, they are also required to address compliance requirements by providing: • a declaration of reputable business records • conflict of interest statement including any perceived or actual conflict of interest • financial capacity statement on how to fund their proposed share of procurement costs • capabilities statement on EVs' management.	

Step 4: Provide bid supporting information

Individual fleets	Aggregators
Individual fleets are required to: • upload evidence of the TCO variables/assumptions provided • provide evidence about the use of renewable energy to recharge the new BEV(s), if applicable • provide justification for including in the bid PVs and/or SUVs exceeding the vehicle price cap, if applicable.	Aggregators are required to provide TCO evidence/supporting information at a later stage.

Step 5: Opt for smart base charging

Individual fleets

Aggregators

Individual fleets and aggregators have the option to ask for a fixed amount to purchase smart base charging equipment for every BEV incentivised. The fixed amount does not affect the bid ranking and it is allocated only if they are successful in the bid process. Aggregators must pass the full fixed amount to their customers. The fee can pay for smart base charging to be installed at business premises or employees' homes.

The fixed amount for the round is $400 per vehicle incentivised.

Step 6: Place initial bid

Individual fleets

Individual fleets will submit their initial bid including the following information:

Total number of battery electric vehicles	3
Average incentive requested per vehicle	$7,500
Total incentive requested	$22,500
Total emissions abated (tonnes of CO_2e)	50
$ incentive requested per tonne of CO_2e abated	$450/ tCO_2e

Table 4
Example bidding information – individual fleet.

According to the table above, the bidder is asking for $22,500 as an incentive to procure 3 BEVs. Therefore, the bidder is asking the Department for $450 for each tonne of CO_2e that will be abated (over 4 years) by transitioning 3 vehicles to BEVs.

If successful and if applicable, the bidder will receive an additional $1,200 to go towards procurement of smart base charging infrastructure.

The data included in the table is hypothetical and should not be used to inform bid decisions.

Aggregators

Aggregators will submit their initial bid including the following information:

Guaranteed total number of battery electric vehicles	10
Average incentive requested per vehicle	$12,000
Total incentive requested	$120,000
Guaranteed total emissions abated (tonnes of CO_2e)	60
$ incentive requested per tonne of CO_2e abated	$2,000/ tCO_2e

Table 5
Example bidding information – aggregator.

According to the table above, the bidder is asking for $120,000 to place 10 BEVs. The bidder is committing to abate 60 tonnes of CO_2e (over the leasing term) through this activity. Therefore, the bidder is asking the Department for $2,000 for each tonne of CO_2e that they commit to abate by passing the incentive on to their customers to lease 10 BEVs.

If successful and if applicable, the bidder will receive an additional $4,000 to pay to its customers for procurement of smart base charging infrastructure.

The data included in the table is hypothetical and should not be used to inform bid decisions.

Step 7: Place final bid

Individual fleets | **Aggregators**

After the submission of their initial bid, the Department will let individual fleets and aggregators know how they are performing against the most competitive bidder in their stream, what their relative ranking position is and if their current bid is successful.

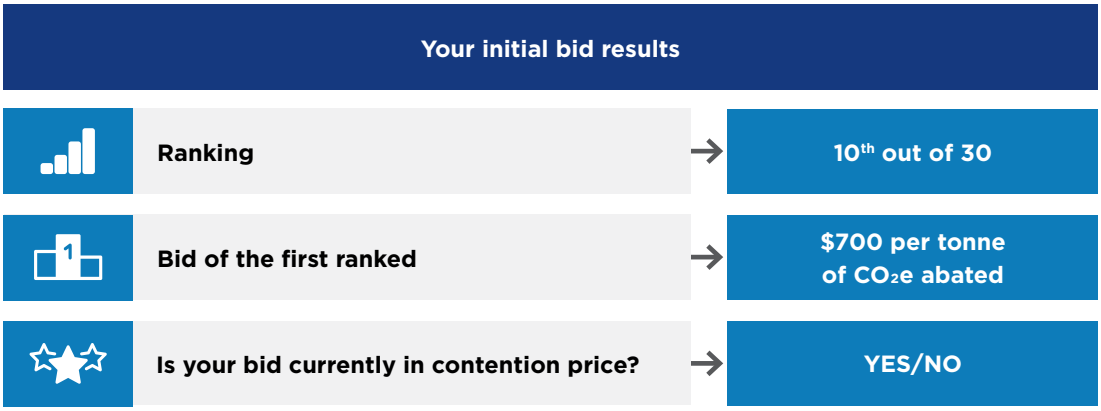


Figure 10
Initial bid results example.

Individual fleets and aggregators will then be able to confirm their initial bid or submit a revised final bid.

Any aspect of their bid can be revised before their final submission.

Step 8: Receive notification of results

Individual fleets | **Aggregators**

Once the final bids are placed, the Department will conduct eligibility criteria and compliance checks and review the bid supporting information provided. Individual fleets and aggregators may be required to respond to requests for clarifications and/or to adjust their bids if the bid supporting information provided is not sufficient.

Only the bids of eligible and compliant fleet managers will be included in the final ranking.

Both successful and unsuccessful individual fleets and aggregators will receive a written notification of the final ranking results from the Department.

The Department will also publish the average level of incentive per tonne of abatement requested by successful individual fleets and aggregators on the Energy Saver website.

A notification of successful result does not bind the Department to provide the incentive payment. Successful individual fleets and aggregators will become entitled to receive the incentive only upon the incentive funding deed being signed by both the incentive payment recipient and the Department.

Step 9: Funding deed execution

Individual fleets	Aggregators

With the notification of results, the Department will e-mail the incentive funding deed to successful fleet managers for their signature. Fleet managers will need to return the incentive funding deed signed off by an authorised representative within **15 business days** from the day they receive the incentive funding deed. The Department would then confirm details and may then at its discretion counter-sign the deed. The Department reserves the right to not proceed with the deed, if there are changes in government policies.

Fleet managers that do not return a signed incentive funding deed within 15 working business days from the date they receive the incentive funding deed will not be allowed to progress in the process and access the incentive payment.

Step 10: Provide evidence for payment

Individual fleets	Aggregators

Within **40 business days** from the notification of results, successful individual fleets that have an incentive funding deed signed by both parties must provide:

- the purchase order(s) for the identified EV(s), if buying
- the leasing quote/order for the identified EV(s) signed off by both the lessee and the lessor, in the case of a leasing arrangement.

The purchase order(s) and the leasing quote(s)/order(s) cannot be dated from before the launch of the funding round.

Within **120 NSW business days** from the notification of results, they will need to upload evidence of:

- registrations of the incentivised vehicles in NSW
- purchase of the smart base charging equipment (if applicable).

The full list of information that successful individual fleets must provide to receive payment is summarised in the 'Incentive funding deed' section of these guidelines.

Within **60 NSW business days** from the notification of results, the successful aggregators must that have an incentive funding deed signed by both parties:

- confirm that they have ordered the number of vehicles included in their offer, by submitting for each customer:
  - purchase orders for the identified EVs that will be leased
  - a TCO gap report for the ordered EVs, with assumptions and supporting evidence, and including the estimated emissions abated based on the final mix of vehicles, and evidence for the renewable energy nominated by the customer for vehicle charging
  - fleet structure information on each of the customers they will lease EVs to
  - sign-off declaration by the customer, confirming the number of EVs and smart chargers procured and the value of the incentive included in the leasing package.

Step 10: Provide evidence for payment (continued)

Individual fleets	Aggregators
	The purchase order(s) cannot be dated from before the launch of the funding round. If the aggregator does not place the guaranteed number of EVs in the timeframe, the aggregator will be paid only for the vehicles they have converted. The final payment will be calculated by decreasing proportionally the total incentive requested in the bid on a per vehicle basis. If the **new** $ incentive requested per tonne of CO_2e abated is **higher** than the amount requested in the bid, the payment per vehicle will be decreased proportionally to compensate for the difference. If the **new** $ incentive requested per tonne of CO_2e abated is **lower or equal** to the amount requested in the bid, no further adjustments will be required, and the full incentive payment initially requested will be made. The unallocated funds can be reallocated at the Department's discretion and in a manner consistent with the published guidelines. Within **120 NSW business days** from the notification of results, successful aggregators will need to provide evidence for each customer of: • registrations of the incentivised vehicles • purchase of the smart base charging equipment (if applicable). The full list of information that successful aggregators must provide to receive payment is summarised in the 'Incentive funding deed' section of these guidelines.

Step 11: Receive payment

Individual fleets	Aggregators

After receiving proof of registration and smart base charging equipment purchase information, the Department will pay the incentive for the vehicles and the fixed amount for the smart base charging.

The aggregators will then pass the full incentives to their customers.

GST will be added to the incentive payments, except for the payments to local government, which will be net of GST.

If successful individual fleets and aggregators fail to register the incentivised EVs in NSW within **120 NSW business days** from the notification of the round results, they will lose access to the funding for any EVs not registered.

Extensions to this set term may be granted at the Department's discretion, if there is a reasonable cause for the delay of registration and adequate evidence is provided. An extension will only be considered for vehicles with a purchase order in place.

Funding allocation

The total funding allocated for this round is $9 million. The funding covers both vehicle incentives and fees for smart base charging equipment.

The Department will split the allocated funds across the 2 streams at its discretion.

There are no dedicated funding allocations per vehicle category.

Bidder withdrawal from bidding process

Individual fleets or aggregators may withdraw an eligible bid made during a bidding window by submitting their request through the help function in the bidding platform. Withdrawal of an eligible bid will result in the cancellation of the individual fleet's/aggregator's registration for that funding round. All withdrawn bids will become ineligible and will not be considered by the Department. The individual fleet/aggregator may still register and bid for funding in later rounds.

The Department may cancel an eligible bid on behalf of a fleet manager if:

- requested during a bidding window by the fleet manager in writing
- the Department is satisfied that the fleet manager is unable to withdraw their bid during the bidding window due to a fault or malfunction relating to the bidding platform.

The Department's cancellation of a fleet manager's eligible bid will also result in cancellation of the fleet manager's registration to participate in that round.

Once the bidding window for a round has closed, an eligible bid submitted during the round cannot be withdrawn.

Determining successful bids

Eligibility assessment

The Department will assess the eligibility of individual fleets and aggregators against the eligibility criteria set out by these guidelines. The Department may, at any time during the funding round, undertake due diligence activities to verify eligibility and/or compliance claims and/or the legitimacy and integrity of the bid supporting information provided.

Bids ranking

Only bids placed by registered individual fleets and aggregators that meet eligibility criteria and compliance requirements will be ranked.

The individual fleet and aggregator stream bids are ranked separately in bid stacks.

The metric to determine the ranking is the $ value requested to abate one tonne of CO_2 emissions equivalent ($/tCO2e). This is calculated by dividing the total amount of incentive requested by the estimated total amount of emissions abated by procuring and operating the new EVs across the term stipulated by these guidelines.

All eligible bids under one stream are placed in a bid stack and ranked by $/tCO2e. The bid with the lowest $/tCO2e ratio is ranked first and the bid with the highest is ranked last.

Smart base charging payments are not included in the $/tCO2e ratio.

The bidder who is requesting the Department to pay the lowest amount of funding to abate each tonne of CO_2 equivalent in their bid will be first in the ranking.

$/tCO2e is used for ranking both the initial and final bids.

The table below illustrates an example of ranking and the application of $/tCO2e as the ranking metric. Figures used in the table are hypothetical and should not be used to inform bid decisions.

Fleet managers (ranked)	Total no. of eligible EVs	Average incentive requested per vehicle	Total incentive requested	Total emissions abated (tonnes of CO_2e)	$ incentive requested per tonne of CO_2e abated
C	5	$6,000	$30,000	65	$462/tCO2e
A	7	$9,000	$63,000	49	$1,286/tCO2e
B	5	$10,000	$50,000	25	$2,000/tCO2e

Table 6
Illustrative example of ranked bids.

Funding allocation

Once final bids are ranked, the Department will assign the available round funds starting from the first ranked bid until the funds are exhausted. The funding allocated will include the incentives requested for the vehicles and the fixed amount for the smart base charging equipment, if applicable.

If there are equal $/tCO2e offers competing in the ranking, volume will be used as a secondary metric to assess the successful bid. The bid with the higher volume of eligible EVs requested will have the higher ranking.

If the available funds are not sufficient to cover the full amount of the bid at the cut-off point in the bid stack the Department will decide, at its discretion, whether to accept the bid or not and whether the available round funds can be increased to fully incorporate this bid.

Ceiling on average incentive per vehicle

The Department may set a ceiling on the average incentive per vehicle requested, which will not be disclosed.

If a ceiling is set, the Department will exclude from ranking any bids that would need an average incentive per vehicle that exceeds the ceiling.

In setting the ceiling for the round, the Department will consider:

- the average TCO observed in the market by vehicle category
- the principle that the Department's incentive is designed to partly cover the TCO gap.

The same ceiling on the average incentive per vehicle applies to both the initial and final bidding windows and to both the individual fleet stream and the aggregator stream. When applied to the initial bid, fleet managers who have been removed from the bid stack because they have exceeded the ceiling will be notified. They can review their bid and submit a final bid in the second bidding window.

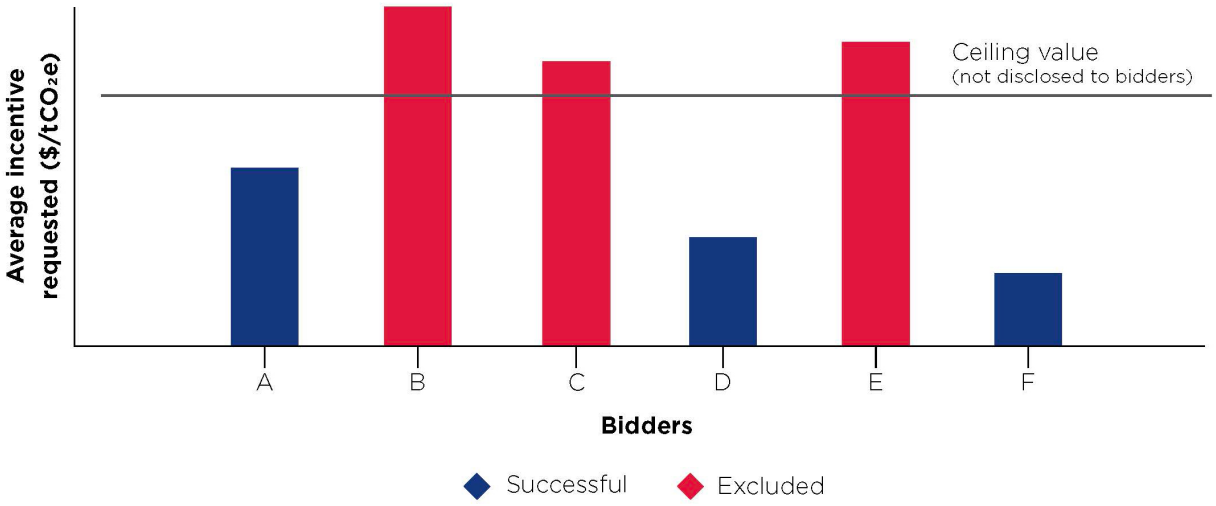


Figure 11
Representation of ceiling value as part of the incentive.

Management of underspent funding

The NSW Government may, at its discretion, reassign any unspent funding from a round into the next round. If there is unspent funding under one stream (individual fleets or aggregators), the Department also may, at its discretion, reallocate the funding to the other stream within the round to meet demand.

Worked examples

These worked examples have been designed to provide a better understanding of the process, but the information included is hypothetical and should not inform or influence bid decisions.

Individual fleet example

Jeremy is a fleet manager of a business organisation based in Wollongong and wants NSW Government funding to help him introduce 14 BEVs to his fleet.

Using the bidding platform's TCO tool, he estimates that he will abate 140 tonnes of CO_2 equivalent over 4 years of using the BEVs compared to the ICEV models he would otherwise have purchased. He has requested – on average – $10,000 per BEV, a total of $140,000 for all the vehicles. The amount of NSW Government funding invested to save one tonne of CO_2e would be:

140 tonnes CO_2e abated	=	**$140,000**
Therefore, one tonne CO_2e abated	=	**$1,000**

In summary, Jeremy would make a bid that comprises:

- 14 vehicles
- $10,000 average incentive requested per vehicle
- $140,000 total incentive requested
- $1,000 per tonne of CO_2e abated.

After the initial bidding window closes, Jeremy is informed by the Department that his average incentive requested per vehicle exceeds the ceiling set for the round and therefore his bid is unsuccessful. He has a discussion with his executive and amends his bid to ask on average $9,000 per BEV. His final bid looks like:

- 14 vehicles
- $9,000 average incentive requested per vehicle
- $126,000 total incentive requested
- $900 per tonne of CO_2e abated.

After the final bidding window closes Jeremy is notified that he is now successful. He will receive the incentive payment for the vehicles if both his organisation and the Department sign off the incentive funding deed and he provides the Department with the required evidence for payment. He will also receive a $400 payment for up to one smart charger per BEV once he provides evidence of charger purchase. His business will therefore receive $5,600 as a contribution to cover smart base charging costs, leading to a total payment of $131,600.

Aggregator example

Zainab is an account manager of a FMO based in Sydney. Some of her NSW customers who need to replace their vehicles in the next 6 months may consider leasing BEVs if they were provided with a reduced price. Zainab calculates that she could secure commitment from her customers to lease up to 50 BEVs, so she gets internal approval to bid for NSW Government funding.

Using the bidding platform's TCO tool, she estimates that her customers could abate 625 tonnes of CO_2 equivalent over a 5-year lease term by using BEVs compared to the ICEV models they would otherwise have leased. She decides to ask – on average – $6,500 per BEV, a total of $325,000 for all the vehicles. The amount of NSW Government money invested to save one tonne of CO_2 equivalent would be:

625 tonnes CO_2e abated	=	**$325,000**
Therefore, one tonne CO_2e abated	=	**$520**

In summary, Zainab would make a bid that comprises:

- commitment to lease 50 BEVs to her customers
- $6,500 average incentive requested per vehicle
- $325,000 total incentive requested
- an estimated abatement of 625 tonnes CO_2e over the 5-year leasing term
- $520 per tonne of CO_2e abated.

Zainab's bid is successful, and she engages with her customers to place the BEVs. Unfortunately, she only manages to secure purchase orders for 48 vehicles, within 60 business days from the bid result notification. The 48 vehicles will abate 612 tonnes CO_2e, as demonstrated in the final TCO reports and emissions calculations prepared as evidence by Zainab. The Department re-adjusts proportionally her bid as follows:

- 48 BEVs
- $6,500 average incentive granted per vehicle
- $312,000 total incentive granted.

The new $ incentive requested per tonne of CO_2e abated is about $510 which is lower than the amount requested in the bid ($520), so no further adjustments to the incentive amounts are required.

Zainab will receive the incentive payment for the vehicles if both the Department and her organisation sign off the incentive funding deed and she provides the Department with the required evidence for payment. She will also be able to provide her customers with a $400 payment per smart charger once she provides evidence of their purchase.

After reassessment of the bids received and the ranking, the Department decides to offer the funding for the 2 vehicles that Zainab could not place to Angela, a fleet manager from Wagga Wagga competing under the individual fleets stream. Angela was initially unsuccessful, as her bid was ranked below the cut-off point for funding, based on the funding initially available. With funding now reallocated from the aggregator stream, Angela's bid is the next on the list for funding.

Timelines

Frequency of funding rounds

It is anticipated funding rounds will be held approximately every 6 months to align with fleet managers' planning and budgeting requirements.

The bidding process for each round will be around 2 months, excluding notification and final results.

Important dates for round one

Stage	Date
Round information session	10am Tuesday 30 November 2021
Registrations/initial bidding window	10am Monday 13 December 2021 to 5pm Friday 4 February 2022
Notification of initial bid ranking	10am Thursday 10 February 2022
Final bidding window	10am Thursday 10 February 2022 to 5pm Friday 18 February 2022
Notification of final results	March 2022

Table 7
Important dates for the round starting in November 2021.

Online Questions & Answers sessions will be held throughout November/ December 2021. Details will be posted on the Energy Saver website.

If the Department decides to extend the registration period, it will publish the new deadline on the Energy Saver website. The Department will provide this update at least one week before the original closing date.

Bidding support

Fleet managers can make a request for support via the Energy Saver website and/or the bidding platform help function.

Recordings of industry briefing sessions providing information on the incentive, bidding process and platform can be found online via energysaver.nsw.gov.au/EVfleets.

Any participants who want to ask questions or who are seeking information are strongly encouraged, for probity reasons, to contact the Department only through the official bidding support channels. Participants are discouraged from trying to contact individual Department staff members directly regarding their bid.

Incentive funding deed

Obligations of successful organisations

Successful fleet managers must sign a funding deed with the Department.

All incentive payments are conditional upon the execution of the incentive funding deed by both the successful fleet managers and the Department.

Fleet managers must make sure that funding offers are kept confidential until their funding deed with the Department has been executed. Successful fleet managers must provide the Department with the following information, using the online bidding platform.

	Required information	Timeframe
Individual fleets stream	• signed funding deed.	within 15 business days from notification of bid results.
	• if buying, purchase order(s) for the identified EVs • in case of a leasing arrangement, the leasing quote/order for the new EV(s), signed off by both the lessee and the lessor.	after the funding deed execution and within 40 business days from notification of bid results.
	• proof of EVs' registration in NSW • proof of purchase of the smart base charging equipment.	within 120 business days from notification of bid results.
Aggregators stream	• signed funding deed.	within 15 business days from notification of bid results.
	• purchase orders for the identified EVs • a TCO gap report for the ordered EVs with assumptions and including the final estimated emissions abated • customers' fleet structure information • signed declaration by the customer/s, confirming the number of EVs to be leased, the number of smart chargers procured and the value of the incentive included in the leasing package.	after the funding deed execution and within 60 business days from notification of bid results.
	• proof of EVs' registration in NSW • proof of purchase of the smart base charging equipment.	within 120 business days from notification of bid results.

Table 8
Information to be provided by successful fleet managers to receive payment.

If successful organisations do not comply with the requirements above, they lose the right to access the incentive. The Department may grant extensions to the registration term if the fleet manager's reason for the delay is acceptable and adequate evidence is provided.

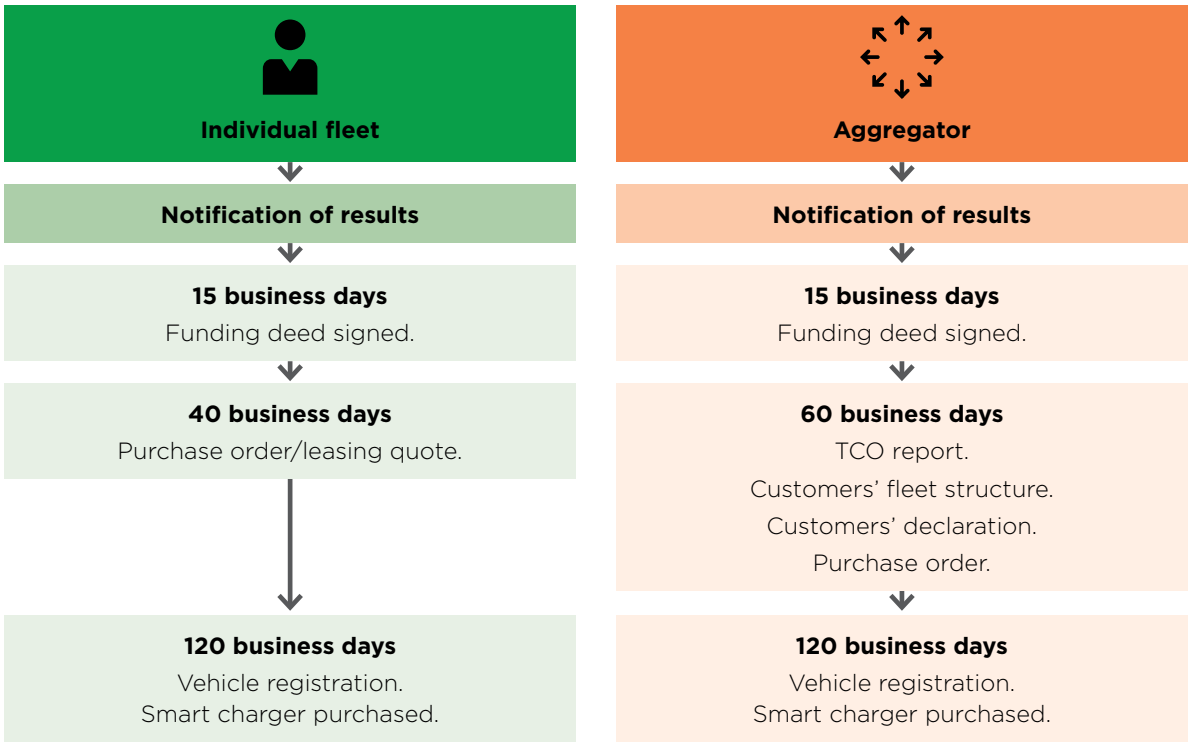


Figure 12
Funding timings.

Promotion of incentivised EVs

Successful individual fleets and aggregators also agree to comply with the following requirements:

- To promote and share via media and communications the procurement of the incentivised EVs and their benefits (including estimated emissions abated), thus inspiring others to transition their fleets.

Reporting

Fleet managers and aggregators must either report annually, or arrange for annual reports to be prepared by their customers, for 2 years following the EVs' registration. The reports must include:

- servicing and maintenance logbooks
- annual mileage
- energy usage and the percentage of energy sourced from renewable resources
- smart base charging usage reports
- information on when the fleet managers plan to resell the vehicles on the second-hand market.

Organisations will need to use the reporting template provided by the Department when they are notified that their bid was successful. Aggregators are expected to collate the necessary information from their customers.

Fleet managers that do not provide a complete annual report are not complying with the incentive funding deed and the Department may exclude them from future funding rounds and/or future grants funding.

Fleet managers and aggregators must participate in any surveys – or ensure their customer/s participate in any surveys – the Department may set up to analyse the incentive's impact. For example, the surveys may collect information about:

- driver/staff sentiment towards BEVs/FCEVs
- levels of utilisation compared to ICEVs/HEVs/PHEVs
- suitability of BEV/FCEV models chosen
- staff charging behaviour (e.g. usage of public or private charging, state of charge vehicles are required to be charged to)
- future BEV/FCEV procurement plans.

Terms and conditions

Late submissions

Please note that, apart from any extension published by the Department, no late applications will be accepted following the published cut-off dates and times – unless the Department, at its absolute discretion, is satisfied that accepting the late application does not affect any material fairness.

Suspension and cancellation

The Department may suspend or cancel the round if it believes on reasonable grounds that:

- the round cannot continue, or be conducted, in a fair and orderly manner
- it is likely that the round will not be able to continue, or be conducted, in a fair and orderly manner.

The Department may suspend or cancel the round at any time before it publishes the outcome of the round. Any decision to suspend or cancel will be communicated to all applicants. The Department will seek the advice of the probity adviser in making any such decision in a fair and objective manner, consistent with established probity guidelines.

If a round is suspended, the Department will continue or cancel the round within a reasonable timeframe. If the Department is satisfied that a suspended round can continue and be conducted in a fair and orderly manner, the round will be continued. If a round is cancelled, it may be rescheduled and the updated date(s) and bidding window will be published on the Energy Saver website.

Disqualification of fleet managers

The Department reserves the right to disqualify individual fleets/aggregators from participating in rounds for an identified period. This can be done if the Department believes on reasonable grounds that a fleet manager has engaged in misconduct relating to any part of the registration, bidding or ranking process. In determining whether to disqualify a fleet manager, the Department may consider whether the fleet manager has:

- breached the guidelines for participating in the incentive process including no longer meeting the compliance requirements set out above
- breached a direction given by the Department in relation to the incentive process
- been involved in or is suspected of being involved in, now or in the future, conduct intended to affect the integrity of the process, including disclosing a pricing strategy.

Conflicts of interest

If fleet managers are aware of any actual, apparent or potential conflicts of interest they must advise the Department at the registration stage. Fleet managers must comply with any directions from the Department in the management of a conflict of interest.

Confidentiality

Information of a confidential nature, which is provided by a fleet manager as part of or in connection with any bid, will be treated as commercial-in-confidence information and only disclosed with the consent of the fleet manager. However, commercial-in-confidence information provided by fleet managers may be disclosed:

- to the Minister/the Minister's Office
- to Department staff
- to relevant parties for auditing purposes
- where authorised or required by law to be disclosed.

Probity

The Department has developed an internal Probity and Governance Plan to ensure high standards of probity throughout the planning and implementation of this incentive. The plan underpins the following principles:

- treating all potential participants with impartiality and fairness, with all having equal opportunity to access and respond to information and advice
- using a competitive process to rank the bids in order of merit against the identified assessment criteria
- maintaining the accountability and transparency of the process, assessing all bids in a systematic manner consistent with the incentive evaluation plan
- managing all fleet managers' information to ensure the confidentiality and security of that information, including any intellectual property, proprietary and privacy issues
- identifying and managing conflicts of interest prior to undertaking work or as soon as they arise.

The Department ran a competitive tender and appointed O'Connor Marsden & Associates Pty Ltd (ABN 94 135 783 792) as the independent probity adviser for this round. The probity adviser will monitor the conduct of the round and ensure it is delivered in line with the probity principles underpinning the delivery of the incentive, as described above.

Should any applicant have questions or concerns about the probity of the incentive and bid process, they are welcome to bring these directly to the probity adviser's attention: Richard O'Neill Senior Manager OCM Probity (r_oneill@ocm.net.au).

Provision of false or misleading information

The Department takes fraud very seriously. It is an offence to provide false or misleading information to the Department.

If a fleet manager provides any information, or makes any representations to the Department that the Department considers is or may be inaccurate, intended to mislead, deceptive, deceitful, or otherwise fraudulent, the Department may take the following actions against the fleet manager:

- refusing to consider their bid
- refusing to accept or consider any further bids from them
- withdrawing their funding offer
- requiring the return of any received payment that the Department determines the fleet manager was not entitled to receive in accordance with these guidelines and the terms of the funding deed
- reporting the matter to the NSW Police.

Auditing

Successful fleet managers may be subject to audits to confirm the:

- legitimacy of information provided in the bid
- purchase, receipt and registration of vehicles being incentivised
- acceptable use of incentivised vehicles
- purchase, installation and use of funded smart base charging (where applicable).

Audits may happen at any time, with reasonable notice, and the Department may contact relevant parties/authorities to confirm the above.

If an audit reveals non-compliance the Department may take actions against the fleet manager, as described under the 'Provision of false or misleading information' section.

Data and information

The NSW Government may publish aggregate information of round results on the Energy Saver website.

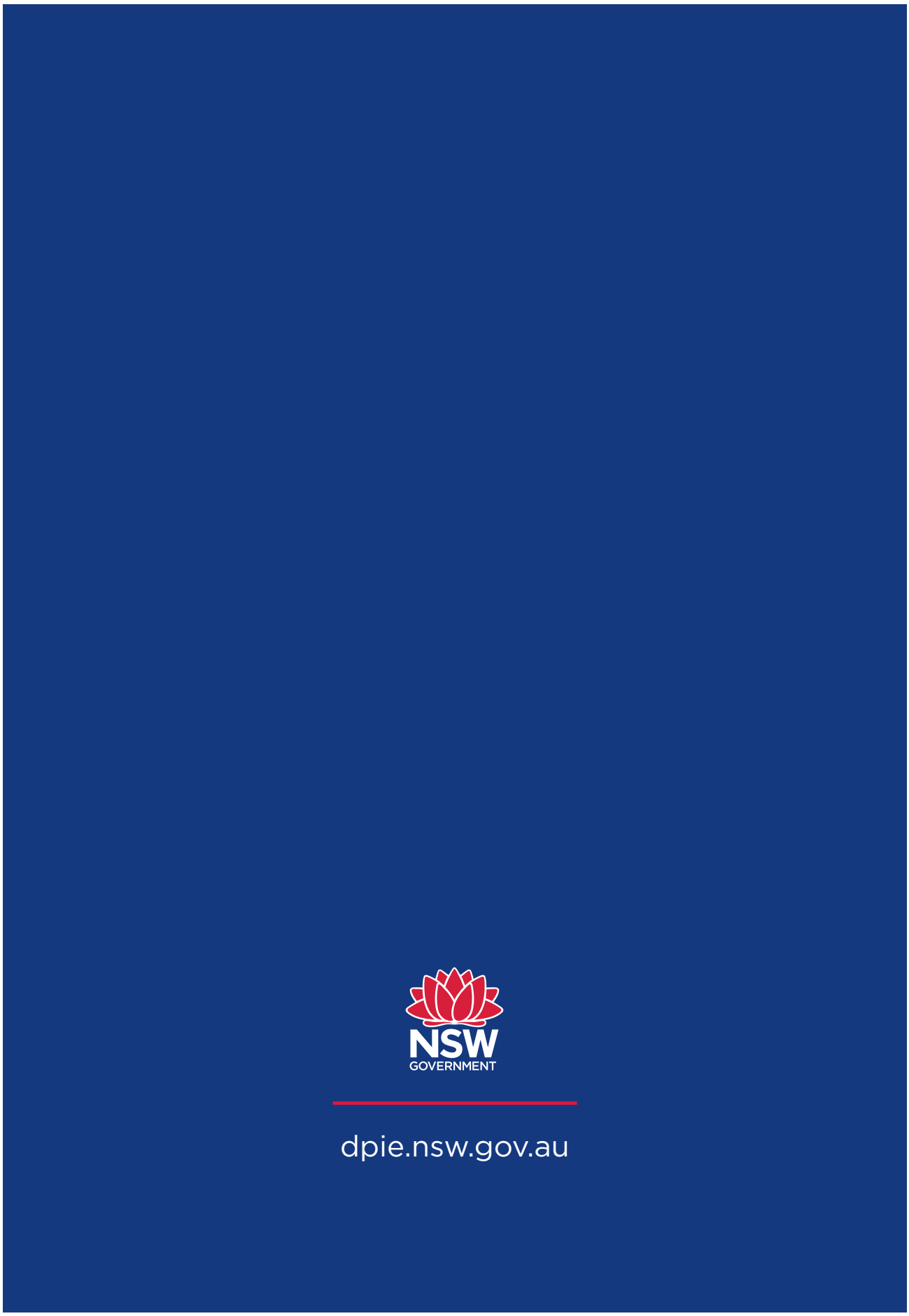
The NSW Government may use deidentified bid data in training materials, case studies, evaluations and other portfolio purposes.

To understand how data is collected, stored, and protected when visiting the Energy Saver website and bidding platform, visit energysaver.nsw.gov.au/privacy

Glossary

Term	Description
Aggregator	An organisation that bids on behalf of its customers. An aggregator is party to the contract with the NSW Government.
Base charging	The equipment used for recharging electric vehicles.
Battery electric vehicle (BEV)	A vehicle that is fully electric and powered by an electric drive train. BEVs do not include plug-in hybrid or hybrid vehicles.
Car rental companies	Companies that provide traditional car-hire services. Bookings are usually made in advance, and go by the day, week, month or year. Keys and vehicles are collected in person and usually picked up and dropped off at the company's office during office hours.
Car share companies	Companies, common in densely populated areas, that usually require a membership. Bookings can be made in advance or last minute and users are often charged by the hour. Vehicles are available 24/7, subject to demand, and distributed across large areas.
Ceiling on average incentive per vehicle	The maximum average incentive requested per vehicle in a bidding that the NSW Government is willing to pay. In order to increase competitiveness in the bidding process, the Department will not disclose what this amount is. The Department will exclude from ranking any bids that would need an average incentive per vehicle that exceeds the ceiling.
Conflict of interest	A situation where fleet managers may be, or may be perceived to be, influenced by personal interests (financial and non-financial) or personal associations.
Conversion rate	The ratio of a fleet that is being converted to EVs. For example, if a fleet manager converts 5 out of the 10 vehicles in their fleet, the conversion rate is 50%.
Electric vehicle (EV)	For the purpose of these guidelines, electric vehicle refers to battery electric vehicle (BEV) and fuel cell electric vehicle (FCEV).
Financial lease	A lease where the lessee has the option to purchase the vehicle at the end of the lease. The lessee will obtain ownership of the vehicle upon an 'offer to buy' or 'balloon payment' at the end of the lease.
Fleet	Vehicles owned or leased by an organisation and used for business purposes.
Fleet manager	For the purposes of these guidelines, a fleet manager means those bidding under the individual fleet stream and aggregator stream, i.e. fleet managers managing vehicles for their own organisation, and aggregators managing fleet vehicles for customers.
Fleet management organisation (FMO)	A company that provides operational and/or financial leasing arrangements to customers requiring fleet vehicles. FMOs help organisations with the acquisition, maintenance and disposal of fleet vehicles. They also help streamline administration and reporting.
Fuel cell electric vehicle (FCEV)	A vehicle that has an electric motor that is powered by a fuel cell. The fuel cell converts hydrogen into electricity to run the motor.
Heavy vehicle	Vehicles designed exclusively for heavy commercial applications. They have a gross vehicle mass greater than 4.5 tonnes.

Term	Description
Hybrid electric vehicle (HEV)	A vehicle that is powered by petrol and electricity. The electricity is generated by the car's own braking mechanism to recharge the battery. This is known as 'regenerative braking'.
Individual fleet	An organisation with at least 10 vehicles registered and used for business purposes in NSW.
Light commercial vehicle (LCV)	Vehicles designed for commercial applications, primarily carrying goods used for business or trade. They have a carrying capacity of one tonne or greater and a gross vehicle mass of up to 3.5 tonnes. They include light trucks, utilities and vans.
Novated lease	A financial arrangement used with salary packaging. An employer pays for the vehicle lease and running costs out of the salary package. This is usually done through a combination of pre- and post-tax salary deductions.
Operating leasing	An operating lease is a form of financing a vehicle, which typically combines the vehicle running costs into a single monthly payment for the customer. An operating lease is tax-deductible and carries no residual value risk for the customer if the vehicle is well maintained. The vehicle is typically also used without conveying ownership rights to the lessee.
Original equipment manufacturer (OEM)	A company that manufactures and/or imports vehicles or vehicle components.
Passenger vehicle (PV)	A vehicle designed primarily for the carriage of passengers, such as hatches, sedans and wagons.
Plug-in hybrid electric vehicle (PHEV)	Vehicles that use both fossil fuel (petrol or diesel) and electricity to power both an internal combustion engine and electric motor. PHEVs have a fuel tank and an electric battery for energy storage. PHEVs can be recharged by plugging the vehicle into electric charging sources, and refuelled at conventional service stations.
Price cap	A price limit – based on recommended retail price (RRP) plus GST – above which vehicles will not be considered for the incentive, except by exemption. For the first funding round, a price cap of $100,000 (including GST) applies to eligible electric passenger vehicles and electric sports utility vehicles. There is no price cap on eligible electric light commercial vehicles.
Renewable energy	Energy that is produced from natural resources that do not run out when used – for example, solar or wind power.
Smart chargers	Chargers that share data connections with the vehicle being charged and a charging operator. This data is hosted by a cloud-based application that helps monitor, manage and restrict the use of charging devices to manage energy consumption. Smart chargers can adjust the time of day that electric vehicles are charged and the rate of charging. By adopting smart chargers, fleet managers can better manage their charging requirements, achieve cost savings and reduce the impact that electric vehicles have on the electricity grid.
Sports utility vehicle (SUV)	SUVs evolved from conventional 4WDs. They come in a range of sizes and are based on a 2/4 door wagon body type and elevated ride height.
Total cost of ownership (TCO)	The whole of life cost of a vehicle. There are several inputs into a TCO calculation, such as purchase price, fuel costs, maintenance and taxes.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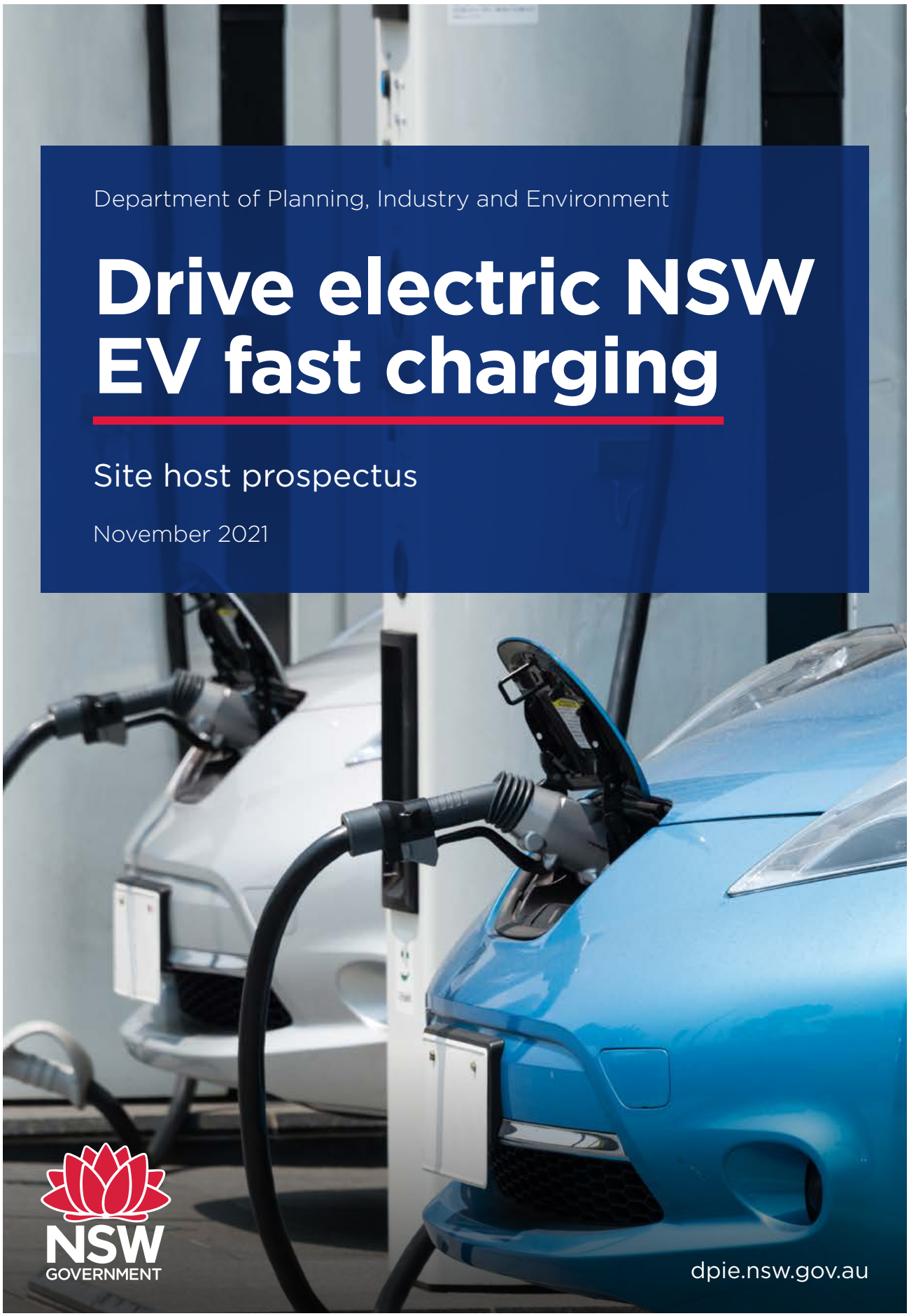
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Who is this prospectus for?

The New South Wales (NSW) Government is co-funding an ultra-fast electric vehicle (EV) charging network across the state. We're currently looking for land owners and lease holders that might be interested in hosting EV charging stations, so that we may provide a list of possible sites to potential developers (Charge Point Operators). This prospectus provides information for NSW businesses, commercial property owners and managers, local governments and site operators and owners interested in hosting public electric vehicle (EV) fast charging. There must be a minimum of four parking spaces at your site/s to be eligible.

This prospectus provides information to help you understand:

What the Government is doing to boost uptake of EVs in New South Wales.

Where public EV chargers are needed.

What EV drivers want while charging.

Why hosting public EV fast chargers in NSW could benefit your business and site.

What makes a site suitable for hosting public EV fast charging.

What you need to do as a host of public EV chargers.

How you can register your interest in hosting a site.

The NSW Government's commitment to driving an EV revolution

The NSW Government is leading the way in the race towards net zero emissions. Its Net Zero Plan Stage 1: 2020-2030 (Net Zero Plan) sets out the State's ambitious objective to deliver a 50% cut in emissions by 2030 compared to 2005 levels and achieve net zero by 2050.

The NSW Electric Vehicle Strategy (the strategy), is the NSW Government's $490 million plan to accelerate the state's vehicle fleet of the future. Through the strategy, the NSW Government is targeting key areas to make the state the easiest place to buy and use an EV in Australia. The strategy is intended to increase EV sales to 52% of all new car sales by 2030–31 and help NSW achieve net-zero emissions by 2050.

The strategy prioritises guaranteed widespread EV charging across NSW, with a $131 million investment to develop a world-class charging network. This investment will expand existing public fast charging across the state over the next four years.

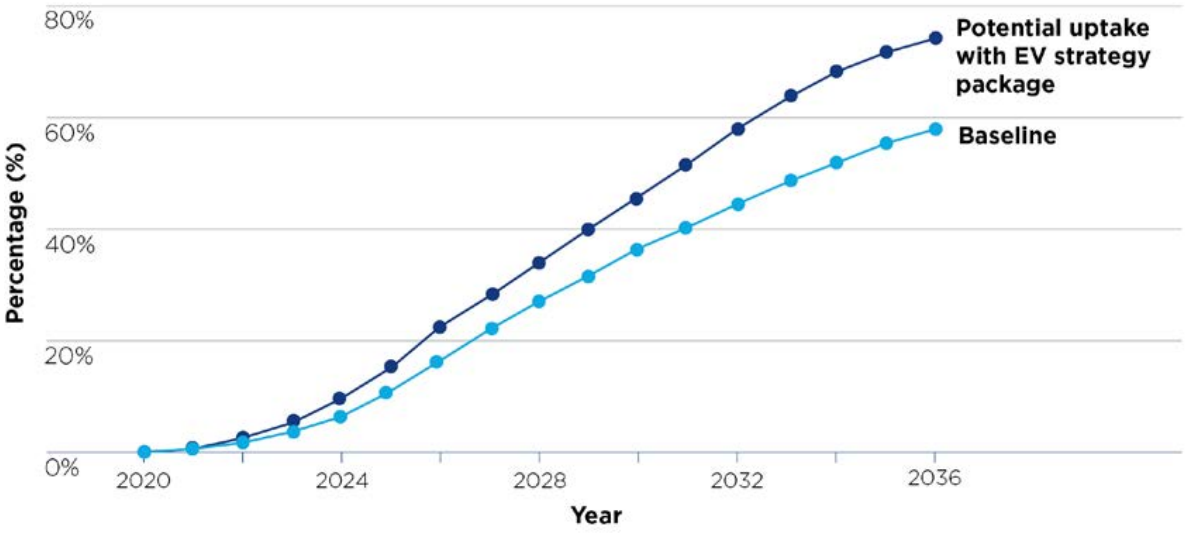


Figure 1
Expected uptake of EVs in NSW with the EV strategy package.

Optimal zones for EV charging

Future suitable locations for charging infrastructure across NSW (referred to as optimal zones) have been identified in the NSW electric vehicle fast charging master plan. The map includes different datasets, such as traffic counts, electrical infrastructure, major roads and existing EV charging.

This map will help determine sites that will be prioritised by the NSW Government for funding over the next four years, as well as assisting industry with future site-planning. Even if your site is not within an optimal zone, it may be suitable to fill gaps in the network if no other sites in optimal zones have been identified, or if there are other amenities attractive to EV drivers in the area.

NSW needs site hosts for public EV fast charging

The majority of motorists in Australia consider the need for governments to provide public EV charging as an important priority for EV uptake.[1] There are currently 181 fast chargers in NSW, but at least 3,900 fast chargers are needed across NSW by 2031 to meet projected demand.

Guaranteed widespread public EV charging provides current and future EV drivers with the confidence they need to drive their vehicles whenever and wherever they need to. Under the strategy, in many metropolitan neighbourhoods where residential off-street parking is not available, public EV fast charging will be available within a 5km radius. Stations will also be provided at 100km intervals across all major roads and highways in NSW. For commercial drivers including taxis and couriers, public EV fast charging will give them the confidence to complete a full day's operation in an EV.

Now is a great time for you to get involved! With the expected increase in EV ownership across NSW, your business could benefit from an increase in the EV drivers on our state's roads. This prospectus outlines why hosting public EV chargers could help attract more visitors and increase how long they spend at your site.

Find out how you can register your details to get involved in How to get involved.

The NSW Government supports the development of public EV chargers. Site hosts interested in hosting public EV chargers can express their interest online. When expressing interest, site hosts are allowing EV charging providers the opportunity to contact them regarding their site.

1. Electric Vehicle Council: electricvehiclecouncil.com.au/reports/state-of-electric-vehicles-2020/

How sites benefit from hosting EV fast chargers

1. More visitors to your site

The biggest benefit of hosting EV fast chargers is attracting more customers. As more drivers purchase EVs, the availability of an EV charger is likely to determine where they stop. Locations without public EV fast charging may be bypassed by drivers in favour of locations offering charging.

2. Visitors spend more time at your site

EV drivers typically spend between 15 minutes to an hour charging vehicles at public EV fast chargers. While their vehicle is charging, many drivers and passengers want to get something to eat, go for a walk, visit shops and give children and pets some fresh air at nearby playgrounds and parks.

5. Be part of the EV-olution

Hosting EV charging shows motorists, customers, your tenants and community that your business or organisation are taking action to support new technologies and the environment.

3. Greater visibility

EV drivers typically use smartphone apps as well as in-car navigation systems to find sites with EV chargers.

4. Add value to your site

Hosting EV fast charging adds value to your site, usually without site owners having to make any investment themselves. In future, revenue sharing may be negotiated between the site owner and the EV charging provider.

CASE STUDY

Ross Holdings

Andrew Frost is the Commercial Property Manager at Ross Holdings in Auckland, New Zealand. His site is beside State Highway 1, south of Auckland, with tenants including fast-food outlets and cafes.

"Being a host for EV charging has added value to my site - my tenants have high performing stores and pay premium rental rates as a result," says Frost.

It took 18 months from first discussions with a charging provider to having operational chargers in place. Frost said he didn't have to do anything once the site agreement was signed as everything was taken care of by the EV charging infrastructure provider.

Each charger is able to charge more than one vehicle at a time, encouraging more EV drivers to the site. The popularity of the ultra-fast EV chargers has exceeded Andrew's expectations.

"EVs coming to my site gives me a competitive advantage over other close-by sites," says Frost.

Image courtesy of ChargeNet NZ.
EV charging site Ross Holdings, Bombay New Zealand.

Site suitability

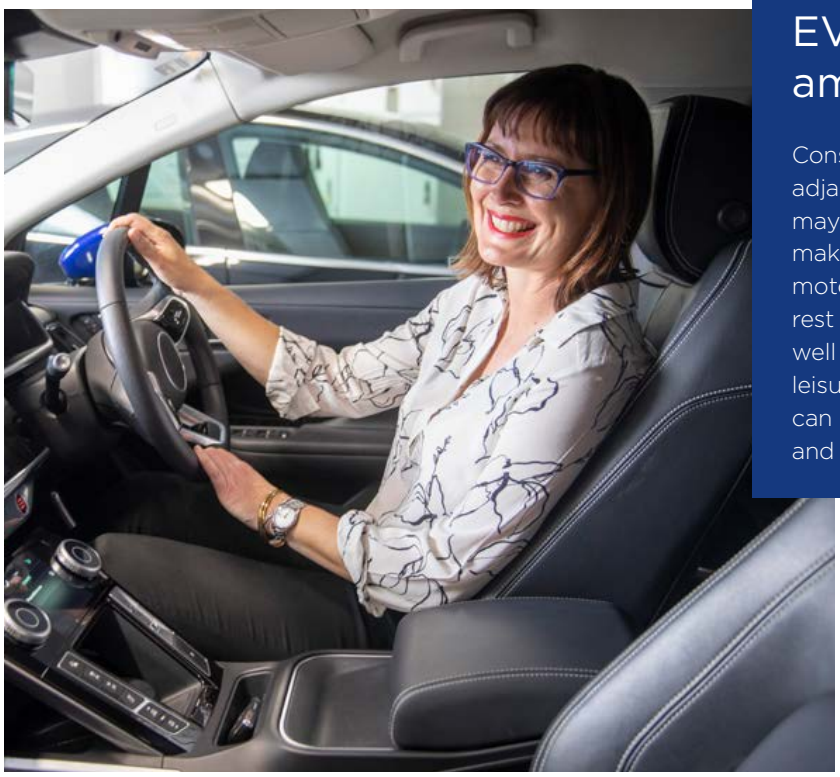
Parking spaces

Sites will need to provide a minimum of four adjacent parking spaces to host public EV fast charging. Ideally, these spaces will be accessible to EV drivers 24 hours a day, 7 days a week.

It is important EV charging sites are well lit, with good security and visibility; especially for night charging. Make sure the site has mobile phone service as well to help EV drivers feel safe.

The parking spaces must be reserved for EV charging only, so drivers can park and start charging straight away. The EV charging spaces must be clearly signed with pavement markings showing the parking space is reserved for EV charging only.

The EV charging space should have sufficient space around each parking spot for the EV driver to easily move around. The ideal parking spaces are perpendicular (at right angles) to the traffic flow, but parallel parking spaces are also suitable. Diagonal parking spaces are not recommended for EV charging, but can be repainted as perpendicular parking spaces to host EV charging.



EV charging site amenities

Consider the amenities available adjacent or near potential sites that may attract EV drivers, thereby making the site more appealing to motorists. This includes restrooms, rest areas and food outlets as well as easy walks, parks and leisure facilities in the area that can be enjoyed by EV drivers and passengers.

Electricity supply

Parking spaces for EV charging should ideally be close to an existing electricity supply, including a transformer or switchboard. This minimises the amount of trenching and cablin needed, keeping costs down for the EV charging provider.

Unless your location has plenty of spare electrical capacity, an upgrade to the existing electricity supply to your site may be required. The EV charging provider will investigate and pay for this. If this is the case, additional space may be required for a new transformer and communications equipment depending on the charging equipment. Some sites may not be suitable if the electrical connection upgrade is too expensive.

All NSW Government funded fast charging stations must be powered by 100% renewable power. This could be either on site or purchased using greenpower.

Charger numbers at a site

Like fuel bowsers, chargers can have multiple charging plugs. Each site will have a minimum of two chargers installed, allowing four EVs to charge at the same time. Most chargers installed as part of the program will be able to deliver charging at a rate of up to 350 kilowatts (kW) direct current (DC). This is up to seven times faster than many existing fast chargers in NSW. Faster chargers will be able to cater for both current as well as future EV models, which are expected to require a faster rate of charging. Today's EVs will still be able to use fast chargers, and will charge at the vehicle's maximum charging rate.

Role responsibilities

Typical responsibilities of a EV charging site host

Dedicated parking spaces and land to host charging and electricity supply infrastructure.

Access, preferably 24 hours a day, 7 days a week to the EV chargers, with advance notice of any temporary access restrictions.

Maintain amenities on the site, such as restrooms and lighting as well as surrounding areas.

Manage any agreed parking enforcement at the site.

Typical responsibilities of a charging provider

Arrange and pay for all necessary permissions and electrical connections to install and operate EV charging.

Arrange, pay for and own the EV charging infrastructure, including all installation costs such as trenching, restoration of site, installation of bollards, signage and pavement markings.

Payment of all electricity used at the site for vehicle charging.

Collection of payment from EV drivers for charging and provision of support for EV drivers regarding EV charging and payment, such as a toll-free 1800 number.

Maintenance and repair of EV chargers.

Restoration of the site should the EV chargers be removed for any reason.

How to get involved

If you have one or more sites in NSW that would be suitable for public EV charging infrastructure, you can complete an online expression of interest (EOI) form at energysaver.nsw.gov.au/EVcharginghosts.

Expressions of interest for site hosts will be open from 10 November 2021 to Friday 25 February 2022.

You will need to provide:

- your business name and Australian Business Number (ABN), if applicable
- a contact name, email address and phone number
- address of the proposed site/s to host public EV fast charging (or coordinates if no identifying address)
- confirmation you can dedicate four adjacent parking spaces to EV charging at the site
- your consent to make this information available to interested charging providers only who are considering applying for NSW Government funding.

Charging providers are also interested in the following information, if available, to help them identify the most suitable sites:

- a list of amenities on site or nearby such as food outlets, restrooms, lighting, Wi-Fi, shopping, playgrounds and leisure facilities including public gardens and parks
- site photos, including suggested parking spaces and any amenities
- electricity supply to the site (if known), including details of transformers or main switchboard location and capacity
- mobile network coverage at your location for EV charging communication.

Next steps

Once we have verified site/s details, we will provide a confidential list of potential NSW EV charging sites to charging providers, who install and operate EV charging stations across NSW. This could occur at different times of year and for different funding rounds over the next four years. Your expression of interest will remain valid throughout this time. You can change or remove your details at any stage by emailing electric.vehicles@environment.nsw.gov.au.

Once funding rounds begin, charging providers interested in your site may contact you directly using the details you registered for your site. Following initial discussions, if both parties are interested in progressing, it's recommended that a letter of intent or a similar document be signed. The charging provider will then most likely begin investigating and reviewing more details about your site.

Please be aware that NSW Government is not involved in the negotiations between you and the EV charging provider. We recommend obtaining professional guidance for these negotiations. Expressing your interest does not commit you to becoming a site host if you're not able to reach a mutual agreement.

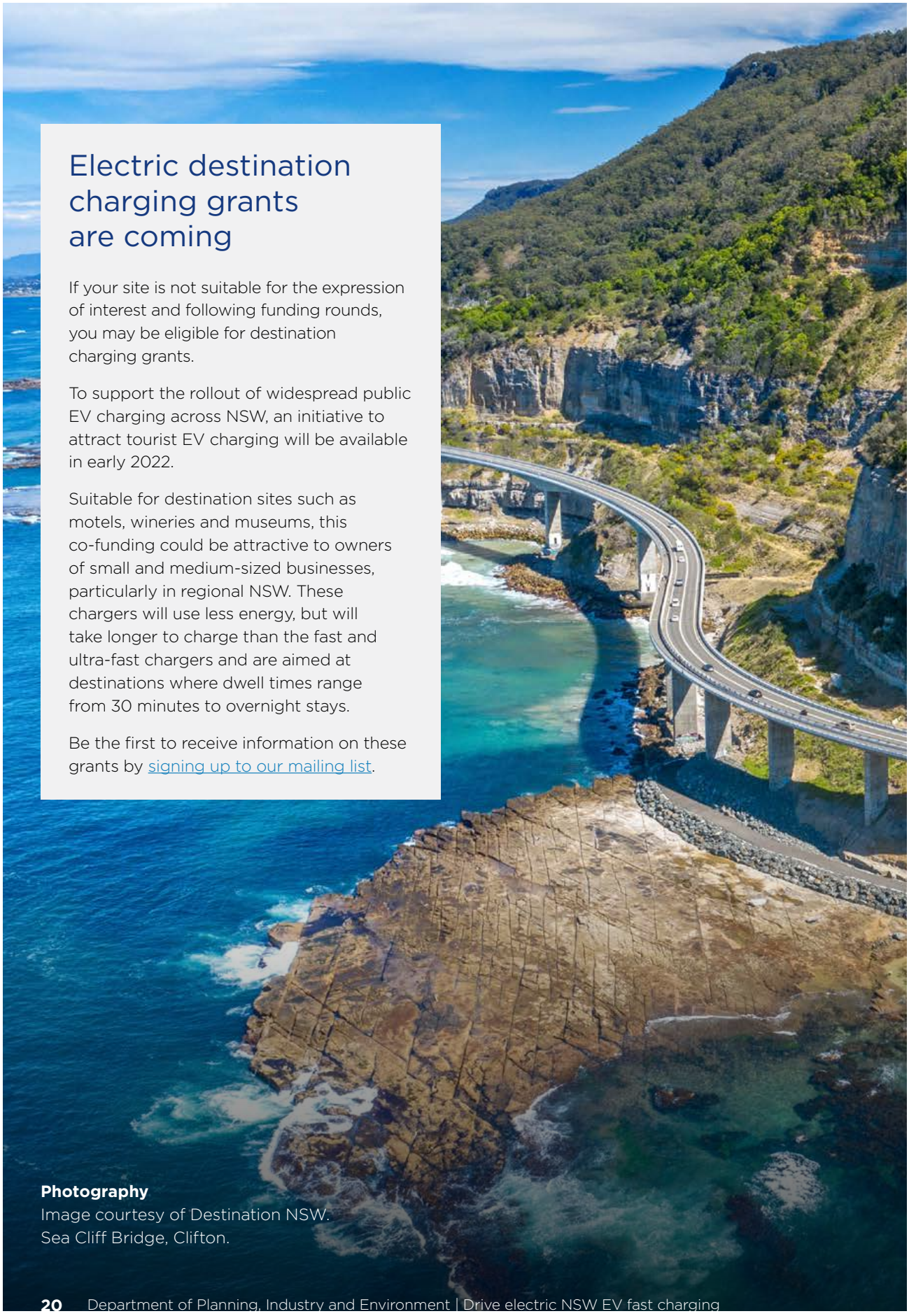
Following any agreement, charging providers may apply to the NSW Government for co-funding for the EV chargers at your site. Applications for funding are expected to open early 2022. It will take approximately 12 to 20 weeks to process applications to determine the successful applicants and sites.

If the application for your site is successful, the charging provider will contact you directly to negotiate a formal site agreement. We recommend getting professional guidance for these agreements. Once this agreement is in place, the charging provider will arrange any permissions and electricity connections and install the EV chargers. The process and estimated timelines are summarised below.

FAQs are available via energysaver.nsw.gov.au/EVcharginghosts.

For further information email electric.vehicles@environment.nsw.gov.au.

Figure 2.
Process and estimated timelines.



Electric destination charging grants are coming

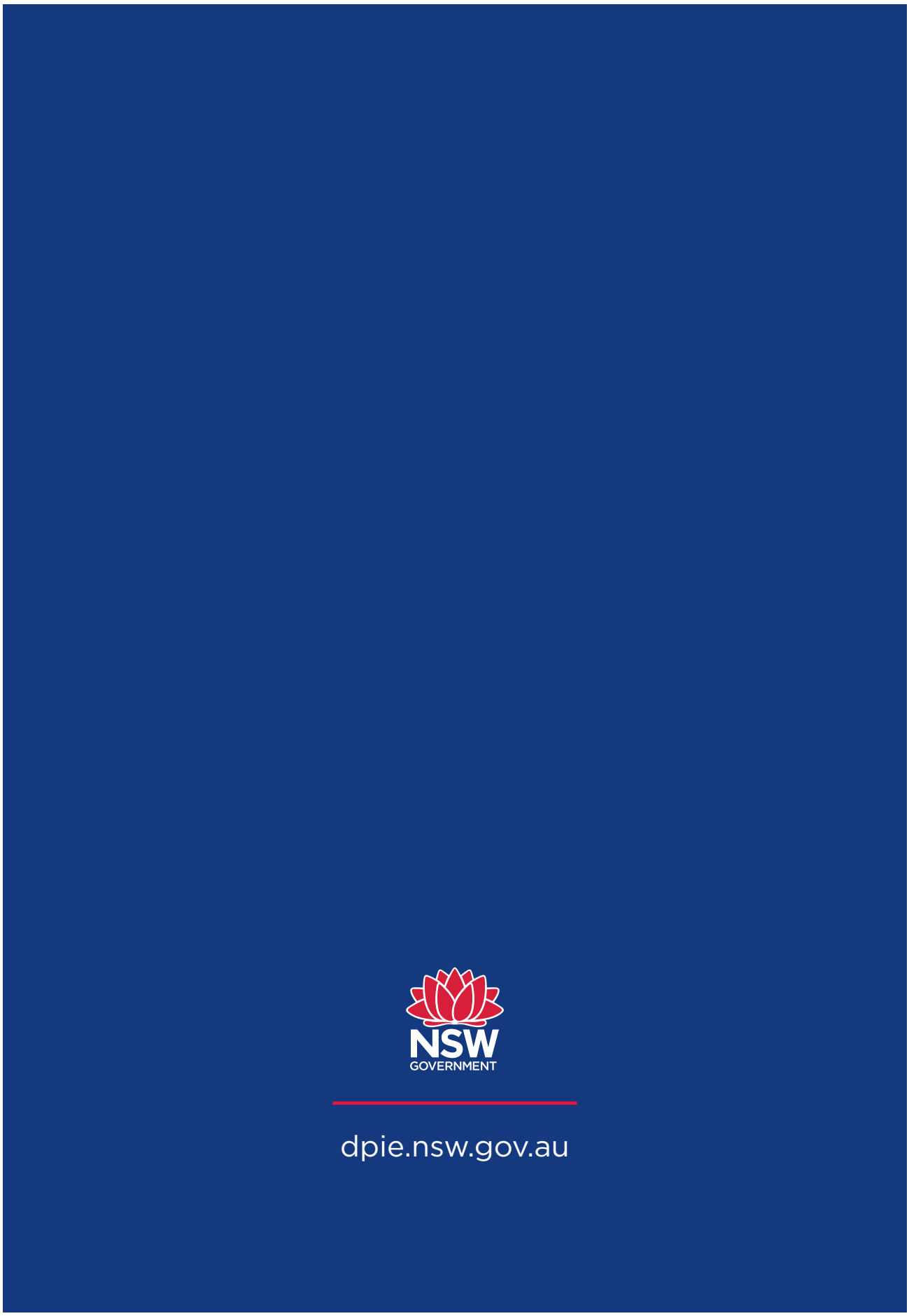
If your site is not suitable for the expression of interest and following funding rounds, you may be eligible for destination charging grants.

To support the rollout of widespread public EV charging across NSW, an initiative to attract tourist EV charging will be available in early 2022.

Suitable for destination sites such as motels, wineries and museums, this co-funding could be attractive to owners of small and medium-sized businesses, particularly in regional NSW. These chargers will use less energy, but will take longer to charge than the fast and ultra-fast chargers and are aimed at destinations where dwell times range from 30 minutes to overnight stays.

Be the first to receive information on these grants by signing up to our mailing list.

Photography
Image courtesy of Destination NSW.
Sea Cliff Bridge, Clifton.


NSW
GOVERNMENT
dpie.nsw.gov.au

The Honourable Kevin Anderson MP
Minister for Better Regulation and Innovation

Our reference: COR-07947-2021

Dear Mayor

Cladding rectification and the requirements of the *Design and Building Practitioners Act 2020*

I would like to take this opportunity to thank you for your efforts to date in working with the building owners, NSW Cladding Taskforce and Fire and Rescue NSW in investigating and issuing rectification orders which are critical steps to ensure the removal and replacement of flammable cladding from residential apartment buildings.

I acknowledge this is a complex issue that councils have been dealing with for a number of years. I also acknowledge the increased demands it has placed on councils given the level of fire safety expertise that can be required to confidently resolve the technical issues of making buildings safe.

As you continue your important work, I would like to update you on the assistance the NSW Government will be providing to local councils by offering an additional layer of oversight to the design and compliance for all cladding remediation on residential buildings in NSW including buildings outside the scope of Project Remediate.

All cladding rectification works on class 2 buildings and buildings with class 2 components is subject to the requirements of the *Design and Building Practitioners Act 2020* (D&BP Act), regardless of whether the works are undertaken under a building approval, a Fire Safety Order, or the building has voluntarily chosen to be part of Project Remediate.

This includes all class 2 buildings that have been identified in your local government area by the NSW Cladding Taskforce as being potentially either low risk or high risk and which it is later determined require remediation.

Under the D&BP Act regulated designs must be prepared, declared, and lodged on the NSW Planning Portal in accordance with the D&BP Act before work can commence. Further, I will be ensuring building inspectors from Fair Trading conduct proactive audits of those plans to verify that all cladding remediation of class 2 buildings undertaken in NSW is compliant with the Building Code of Australia.

Fair Trading's audits will consider a number of factors including the type of cladding material to be used and the design and installation of the cladding system.

Local councils will still use powers under the *Environmental Planning and Assessment Act 1979* to address cladding issues however Fair Trading's proactive enforcement of obligations under the D&BP Act will lift the quality of design and building work to remove flammable cladding from the building.

Accordingly, councils may wish to require a set of declared, Regulated Designs to be provided by building owners as critical materials in response to any Fire Safety Order issued by a Consent Authority.

GPO Box 5341 Sydney NSW 2001 ▪ P: (02) 8574 5550 ▪ F: (02) 9339 5584 ▪ W: nsw.gov.au

My office's resources and expertise continue to be at your disposal as you work with impacted building owners to remove flammable cladding. We are preparing additional guidance materials to assist with making Fire Safety Orders, maintaining a public register of which practitioners are registered to oversight this work, and have prepared a short guideline (attached) on how projects you are involved in can comply with the D&BP Act.

I look forward to continuing working with you and encourage you to contact Ms Tanya O'Brien, Director Project Remediate at tanya.obrien@customerservice.nsw.gov.au or Mr Angus Abadee, Director Building and Construction at angus.abadee@customerservice.nsw.gov.au should you require any further assistance.

Yours sincerely

Kevin Anderson MP
Minister for Better Regulation and Innovation

Date: 16 November 2021

Attachment; https://www.fairtrading.nsw.gov.au/__data/assets/pdf_file/0016/1005307/undertaking-cladding-rectification-work-guide.pdf

GPO Box 5341 Sydney NSW 2001 ▪ P: (02) 8574 5000 ▪ F: (02) 9339 5500 ▪ W: premier.nsw.gov.au

More information: https://www.fairtrading.nsw.gov.au/

Undertaking Cladding Rectification Work

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1. The type of cladding material being used 2
2. The design and installation of the cladding system 3
Obtaining the necessary building approvals 3
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Purpose of this note

This note has been issued by the NSW Building Commissioner, David Chandler OAM, and the Chair of the Cladding Taskforce, John Tansey to provide information for builders, developers and owners corporations who are undertaking building work involving cladding rectification in residential apartments buildings (class 2 buildings).

It highlights that cladding rectification works are subject to the requirements of the *Design and Building Practitioners Act 2020* (the D&BP Act) irrespective of whether the work is undertaken under a building approval, a fire safety order or whether the building has voluntarily chosen to be part of Project Remediate. It also sets out the matters that will be the focus of audits by Fair Trading.

This important clarification will ensure building owners and building professionals are aware that where cladding rectification is undertaken on class 2 buildings regulated designs must be prepared, lodged and declared in accordance with the D&BP Act and those plans will be audited by the regulator. This will help ensure that all cladding remediation of class 2 buildings undertaken in NSW is compliant with Building Code of Australia.

Compliance with D&BP Act

The Design and Building Practitioners scheme is focused on lifting design and building standards and restoring confidence in the NSW construction industry. The scheme requires certain work to be carried out by competent registered practitioners to ensure that required building standards are met.

Under the Design and Building Practitioners scheme, before any building work can be done on a building element or performance solution on a class 2 building or a building with a class

More information: https://www.fairtrading.nsw.gov.au/

2 part, which includes cladding rectification work, a registered design practitioner must prepare designs for that building element or performance solution and declare that the work meets the requirements of the BCA. This design and declaration must be lodged on the NSW Planning Portal before the registered building practitioner can commence building work, including where the work is not done under a Construction Certificate (CC) or Complying Development Certificate (CDC).

Further details on the design requirements for façade changes under the DBP scheme are available here.

Auditing of Buildings

Fair Trading will undertake proactive audits of design and building work for cladding remediation undertaken on class 2 buildings. This audit process focuses on design and building work subject to declaration requirements under the *Design and Building Practitioners Act 2020,* and any other work that is captured by the *Residential Apartment Buildings (Compliance and Enforcement Powers) Act 2020.*

Design work will be audited by inspecting records at design offices and on building sites.

Where design work does not meet the required standard, there may be consequences for individual practitioners, including loss of licence or fines, as well as consequences for the project including building work rectification orders, stop work orders, prohibition orders and penalties up to $1,100,000.

In confirming designs are compliant with the Building Codes of Australia, the audits of cladding remediation work will give particular consideration to the following two matters:

1. The type of cladding material being used

There are a range of materials that can be used to undertake cladding rectification work. A key consideration in assessing the suitability of any replacement material is the fire performance and combustibility of the cladding material.

The NSW Cladding Product Safety Panel has recommended that projects within Project Remediate use the following types of materials:

- Solid aluminium
- Solid metal sheets
- Fibre cement
- Non-combustible cement render

Projects that are not within ‘Project Remediate’ are not bound by those recommendations and can choose their own materials. However, these projects must demonstrate that the

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materials and systems chosen are fit for purpose and satisfy the applicable regulatory requirements including complying with the BCA.

2. The design and installation of the cladding system

Cladding is generally a part of an external 'wall system' that contains multiple components, all of which contribute to the overall performance of the wall.

It is important that the remediation methods consider factors related to the design and installation of the entire cladding system, such as:

- The combustibility of other materials which form part of the external wall, such as insulation.
- The potential risk of fire spread within cavities formed in the external walls and the need for suitable vertical and horizontal fire stopping e.g., cavity barriers.
- The method used to fix external cladding panels. Mechanical fixing should be used so as to minimise the risk of the cladding material falling off a building during a fire.
- Weatherproofing and moisture management, to ensure that the system prevents water entry into the building and the degradation of the building components.

Obtaining the necessary building approvals

Unless a Fire Safety Order has been issued (refer below), building approval will be required before undertaking any cladding rectification works. Approval can be obtained by seeking Development Consent from the local council through the lodgement of a Development Application. Alternatively, some cladding rectification works may be performed under a CDC. A CDC is a fast tracked approval pathway and can be used where the works meet specified development standards. A CDC can be obtained from council or a registered certifier.

Where the Development Application pathway is used, a CC will also need to be obtained prior to the work commencing. A CC can be obtained from council or a registered certifier.

Cladding rectification work performed under a building approval will need to comply with the requirements of the Building Code of Australia (BCA). The BCA is performance-based meaning compliance with the BCA can be achieved through:

- a Performance Solution; or
- a Deemed-to-Satisfy Solution; or
- a combination of both

A Deemed-to-Satisfy Solution is one that meets the prescriptive requirements of the BCA. The Deemed to Satisfy provisions of the BCA require the external walls of certain buildings (including the cladding) to be 'non-combustible'. A material or system is considered 'non-

More information: https://www.fairtrading.nsw.gov.au/

combustible' if it has been tested to and meets the requirements of *Australian Standard 1530.1 (Methods for fire tests on building materials, components and structures – Combustibility tests for materials).* Certain other materials can also be used where a non-combustible material is required. These materials are listed in C1.9 of Volume One of the BCA.

A Performance Solution is a bespoke compliance solution designed for a specific building. To comply with the BCA, it must be demonstrated that the proposed solution meets the relevant Performance Requirements of the Code. This must be done using one of the specified 'Assessment Methods' listed in the Code. An available Assessment Method is to use the relevant Verification Method CV3 in Volume One of the BCA.

To satisfy CV3 certain conditions must be met. This includes that the external wall system must have achieved an 'EW classification' when tested to *Australian Standard 5113 – (Classification of external walls of buildings based on reaction-to-fire performance)*. Other conditions that apply include the need for fire sprinklers in the building.

Where a Performance Solution is proposed in relation to external combustible cladding that does not satisfy the CV3 criteria, a certifier is required to refer the plans and specifications to Fire and Rescue NSW prior to issuing a Construction Certificate. Fire and Rescue NSW may issue an initial fire safety report that the certifier must consider before issuing the Construction Certificate.

Buildings Subject to a Fire Safety Order

A consent authority (such as the local council) can issue the owners of a building with a Fire Safety Order to require cladding rectification work. Where this has occurred, separate building approval is not required to undertake works to comply with the terms of the Order.

The standards for any cladding rectification work required to meet the terms of an Order will be determined by the consent authority. However, those cladding rectification works are subject to the requirements of the D&BP Act, including that a registered design practitioner must prepare designs for the work and declare that the work meets the requirements of the BCA. This design and declaration must be lodged on the NSW Planning Portal before the registered building practitioner can commence building work.

Public Health Orders issued in response to COVID may impact the ability of building owners to comply with certain aspects of Fire Safety Orders. Building owners should raise any concerns directly with the council that issued the Order.

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Office of Local Government

Message from Minister Hancock

subscribe | print | forward **19 November 2021**

Strict new laws pass Parliament to protect our public spaces

The NSW Government is determined to ensure local councils have strong powers to take swift and effective action to rid our open spaces of the scourge of abandoned and unattended items.

It costs the NSW community $17 million a year to deal with abandoned and unattended shopping trolleys, vehicles and animals in public places.

That's why I am pleased that strict new laws have now passed Parliament to provide councils with stronger powers and penalties and reduce red tape and costs in meeting community expectations for safe and enjoyable access to public spaces.

The *Public Spaces (Unattended Property) Act 2021* replaces and modernises the *Impounding Act 1993* after the Government carried out the first comprehensive review since it was introduced more than a quarter of a century ago.

The new laws put the onus on owners and those responsible for private

property left in public such as abandoned shopping trolleys, unregistered cars, unattended trailers and stray stock to remove them within risk-based timeframes or face stronger regulatory action.

This will include on-the-spot fines, increased court-imposed penalties, more rapid action by councils and other authorities to seize property, and enforcement orders.

We are also making it easier for councils to store and dispose of unattended or abandoned items and animals that they take into possession, significantly reducing red tape and cost for local communities.

The changes will also improve the ability of council officers to track down owners of shopping trolleys and vehicles, reducing the need for impounding action.

Forcing owners to take responsibility for their personal property and other reforms will cut costs by 60 per cent, saving $10.1 million a year or $71 million over 10 years for local councils and communities across the State.

Public places are there for everyone and these strict new laws will meet community expectations for safe, accessible and useable open spaces now and into the future.

Abandoned items such as shopping trolleys and unregistered cars are not only a safety hazard and nuisance but a blight on streets, footpaths, nature strips and other public places across the State.

These sensible and meaningful reforms were developed following widespread consultation with councils, members of the public, industry/business groups, retailers, peak bodies and government agencies.

We will now carry out further consultation as we develop and implement regulations to support the operation of the new Act including setting fine amounts and risk-based timeframes that may trigger regulatory action.

The Government will also work with councils and the retail industry to put in place sensible regulation to provide clarity for supermarket operators and authorities to greatly reduce the negative impact that trolleys currently have on amenity and the environment. For example, a mandatory code of practice could set minimum standards relating to trolley branding and safety.

These new laws will help rid our public spaces of the dangers, access problems, environmental issues and unsightly clutter of shopping trolleys, cars, trailers, other problem items and the dangers posed by stray stock once and for all.

The Office of Local Government will provide further information about the new laws and next steps in developing regulations to councils shortly.

Shelley Hancock
Minister for Local Government

Proposed model for penalties, fines and risk-based timeframes

Shopping trolleys

- Supermarkets would face an on-the-spot fine of $660 for failing to collect a shopping trolley from a public place within three hours of being notified, if it is causing an obstruction or safety risk, or within four days of being given notice if left unattended for seven days or more in a public place
- A further 10 per cent ($66) could be added to the fine for each additional trolley in the same spot (up to 11 in total) to reflect the greater access and amenity issues caused by unattended groups of trolleys
- Individual retailers would face a court-imposed penalty of up to $2,750 and a maximum of $13,750 for corporations. These fines could compound for each additional trolley up to 11 in total
- Exemptions would apply for small businesses with less than 25 trolleys.

Vehicles

- All vehicles including trailers will be treated the same, removing the need for separate boat trailer legislation
- Owners of unregistered, abandoned, or unattended vehicles including cars, trailers and caravans left in public places would face an on-the-spot fine of $660, a maximum court penalty of $2,750, and/or have their vehicle seized. Fines and penalties could continue each day up to three consecutive days
- Action would be taken immediately where a vehicle is causing an obstruction or safety risk, 15 days' after registration lapses for an unregistered vehicle parked on the roadside, or after 28 days' notice for abandoned/unattended vehicles.

Animals

- Owners of animals (other than cats and dogs) who have permitted an animal to stray onto neighbours' properties or public roads would face an on-the-spot fine of $660
- A further 10% ($66) could be added for each additional animal (up to 11 in total)
- Animal owners would face court-imposed penalties of up to $2,750. These fines could compound for each additional animal up to 11 in total
- Authorities would have stronger powers to deal with stock animals on roads in emergencies and other urgent circumstances by temporarily keeping the stock on nearby premises after attempting to obtain landowner or occupier consent.

All property

- Recklessly or negligently leaving property unattended attracts maximum penalties that are double all strict liability offences outlined above
- Failure of owners to collect property from places of storage or care attracts a penalty of $2,750
- Authorities may issue directions/orders to prevent owners repeating irresponsible behaviour. These could include requiring occupiers to repair

fences to stop animals straying, or supermarkets to develop shopping trolley management strategies to collect them within reasonable timeframes.

Please click here to unsubscribe from our mail list.

Shelley Hancock
Minister for Local Government

MEDIA RELEASE

Monday, 22 November 2021

THE TIME TO PRE-POLL VOTE IS HERE

The time has come for many to cast their vote in the NSW Local Government Elections, with pre-poll voting open from today until the day prior to the polls – locked in for Saturday, December 4.

Minister for Local Government Shelley Hancock said eligibility criteria for pre-poll voting was more relaxed this year to ease Election Day crowds in two weeks' time.

"One of the measures taken to ensure COVID-safe elections this year is the relaxing of eligibility criteria to vote during the pre-poll voting period," Mrs Hancock said.

"This will mean voting will not occur on a single day but over an election period of 12 days, including election day, to help with social distancing at polling places."

Under the changed eligibility criteria, people are allowed to vote by post if:

- They are self-isolating because of COVID-19;
- They live in a retirement village or nursing home, or are in hospital;
- They reasonably believe attending a polling place on election day will pose a risk to their health or safety, or the health or safety of others.

Technology assisted voting, or iVote, will also be available from today until Election Day and will operate in the same way it does for State elections.

Due to the COVID-19 pandemic, the Government had no choice but to postpone elections to December 4 to ensure the health and safety of voters, candidates and election staff. The decision was based on advice from NSW Health and the NSW Electoral Commission.

More than $86 million has been given to the NSW Electoral Commission to meet the core costs and minimise financial impacts on communities and their local councils.

Pre-poll and iVote are just two measures being used to ensure COVID-safe elections, more information can be found here.

MEDIA: Damien Bolte | 0498 359 624

Shelley Hancock
Minister for Local Government

MEDIA RELEASE

Friday, 19 November 2021

TOUGH NEW LAWS TO PROTECT PUBLIC SPACES

Valuable public spaces across the State will be protected from the scourge of abandoned items including dumped shopping trolleys following the passage of strict new laws through Parliament.

Minister for Local Government Shelley Hancock said the *Public Spaces (Unattended Property) Act 2021* would finally hold owners responsible.

“These tough new laws provide councils, other public land managers and police with stronger powers and penalties to rid our footpaths, streets, parks, bushland and waterways of abandoned and unattended property,” Mrs Hancock said.

“The COVID-19 pandemic has demonstrated the value of our public spaces to communities across the State and these future-focused laws will ensure they are safe, accessible and enjoyable for generations to come.”

The new laws mean owners and others responsible for private property left in public will face harsh penalties if they don’t remove them within risk-based timeframes.

It is not just shopping trolleys, items such as unregistered and abandoned cars, unattended trailers and stray stock all fall within the bounds of these new laws.

“We are sending a clear message to owners and those responsible for items and animals left in public places - if they don’t do the right thing, they face on-the-spot fines, higher court penalties, rapid seizure action and enforcement orders,” Mrs Hancock said.

“This real and meaningful change will help address the perennial problem of abandoned and unattended shopping trolleys, which are a nuisance and blight on our public spaces not to mention a safety risk.”

The new law demand owners take quick action to remove unregistered, abandoned and unattended cars and trailers causing problems in our residential streets, particularly in urban areas where parking is scarce.

In rural communities, stronger powers and penalties will help prevent stray stock wandering onto roads and causing tragic accidents.

The strong stance is expected to save NSW councils and communities more than $10 million a year in clean-up costs.

MEDIA: Damien Bolte | 0498 359 624

Bronnie Taylor
Minister for Mental Health, Regional Youth and Women

Shelley Hancock
Minister for Local Government

MEDIA RELEASE

Friday, 12 November 2021

WOMEN GET SET TO TAKE LOCAL GOVERNMENT

With voting for the Local Government elections set to commence in just over a week, women have taken a record leap towards closing the gender divide, representing 41.7 per cent of all candidates.

The NSW Government's campaign to increase the representation of women at this year's Local Government elections has also been bolstered by a $2.3 million investment to further support all elected female councillors after the December 4 elections.

Minister for Local Government Shelley Hancock said this funding will ensure that women on council are supported in their new roles and has congratulated all female nominees on their decision to run for their local council, taking positive action to close the gender gap and make their communities a better place to live, work and play.

"It is wonderful to see this significant increase in the number of women standing for election, which sets us on a strong path to boost the number of female councillors serving on local councils across the State," Mrs Hancock said.

"Currently women represent just 31 per cent of all councillors in NSW and the NSW Government is determined to ensure we do all we can to support greater female participation in our local councils."

Mrs Hancock said the extra funding will help provide leadership modules, toolkits and workshops for all elected female councillors to ensure they are supported in their new roles.

"This funding will also be used to provide support for Aboriginal and Torres Strait Islander People and young people elected to council to ensure new councillors from underrepresented groups are better supported," Mrs Hancock said.

Minister for Women Bronnie Taylor, said she was thrilled to see more women putting their hand up for election.

"December 4 represents a red-letter day for taking further steps towards equality in councils across the State particularly in rural and regional NSW," Mrs Taylor said.

"It is wonderful to see a record 41.7 per cent of candidates this year are women which is a 4.2 per cent increase on the 2016-17 elections and a 6.2 per cent increase on the 2012 poll."

"Women already make a tremendous contribution to local communities across the State and we now have a great opportunity to bring more female representatives just like them to local government in NSW."

The NSW Electoral Commission has confirmed that women represent 41.7 per cent of the 3,864 candidates standing at the December 4 elections.

MEDIA:
Damien Bolte | Minister Hancock | 0498 359 624
Sarah Bannerman | Minister Taylor | 0458 808 117

Riverina Joint Organisation

Minutes

Board Meeting held

27 August 2021

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

The meeting opened at 9:02am and was hold electronically via Zoom.

Present

Ray Smith	Bland Shire Council	
Tony Donoghue PSM	Coolamon Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	Arrived at 9:13am
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyer OAM	Greater Hume Shire Council	Alternate Delegate
Steve Pinnuck	Greater Hume Shire Council	
Aaron Drenovski	Goldenfields Water County Council	Arrived 9:34am
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman OAM	Independent Chairman	
Gary Lavelle	Temora Shire Council	
Cr Graham Sinclair	Temora Shire Council	
Cr Greg Conkey	Wagga Wagga City Council	
Peter Thompson	Wagga Wagga City Council	
Julie Briggs	Riverina Joint Organisation	
Paul Worsfold	Riverina Joint Organisation	
Isaac Cornell	Riverina Joint Organisation	
Kate Hardy	REROC	
Cameron Templeton	OLG	
Giles Butler	Regional NSW	

1. Apologies

RESOLVED on the motion of Cr G Conkey, seconded Cr J Seymour that the apologies of Cr H Wilton, Cr B Monaghan and Cr D Palmer be accepted.

2. Move to Committee of the Whole

RESOLVED on the motion of Cr N Smith, seconded Cr D Meyer that the Board conduct its business as a Committee of the Whole.

3. Declarations of Interest

There were no declarations of interest by the Board or staff.

Chairman CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

4. Confirmation of Minutes of the Previous Meeting

RESOLVED on the motion of Cr G Sinclair, seconded Cr N Smith that the minutes of the 25 June 2021 Board meeting be confirmed as a true and accurate record.

5. Business Arising from Previous Board Meetings

Noted.

6. Correspondence

RESOLVED on the motion of Cr R Schirmer, seconded Cr N Smith that the Board receive and note the correspondence.

7. Chief Executive Officer Report

7.1 JO Funding Arrangements

Recurrent Funding for JOs – there is no further advice on funding for JOs.

JO Review – we understand that the Review is complete and has been provided to OLG and the Minister, but we have not been provided with a release date. C Templeton advised the Board that a draft report has been submitted to the Minister and is awaiting release.

7.2 JO Core Activities - Regional Planning

JO Capacity Building Funding

1. ***Freight Project*** – CSIRO have provided the final version of their Report which has been sent to the Engineers and the Operations Working Party for review and comment.

2. ***Best Practice in Aggregated Procurement*** – this project is nearing completion with REROC providing the admin support.

3. ***Skills Shortages Project*** – the project continues to progress well. P Worsfold would like more councils to sign up to run a Start Your Career Here program and has offered some options to assist councils in running these days. COVID has impacted significantly on the delivery of this program.

   We have been able to offer 8 professional placements within our councils as part of this project. The Board expressed their thanks to Greater Hume and Coolamon for running the initial Start Your Career Here Days.

   It was agreed by the Board that the project expand to encompass additional universities in the program possibly UTS, UNE and Wollongong.

4. ***Stage Two Funding*** – From the workshop that was held with the JO Board to discuss options of projects there were two agreed projects:
   a. ***Skills Shortages*** – a continuation of the existing project, additional time would allow RivJO to implement more of the initiatives that we currently have in place. The project to date has suffered some setbacks on the implementation front due to COVID and the extension would allow for these to be completed.

Chairman CEO

b. ***An Economic Development Project to Leverage the Large-Scale Infrastructure Projects that are coming to the Region*** – the development of a Manual/Guide that would assist councils to be more pro-active in the way that they dealt with development opportunities in their LGAs

Budgets for the two projects are still being finalised and an extension of has been granted by OLG to submit the Project Plan.

RESOLVED on the motion of Cr R Schirmer, seconded Cr A McAlister that the Board:

1. Note the Report on the Stage One JO Capacity Building Projects;
2. Endorse the two projects for Stage 2 funding and that the Operations Working Party take carriage of finalising the Economic Development Project. RDA and Regional NSW will also be invited to work on this project; and
3. That the completed proposals be sent to Board Members for final review and comment prior to lodgement.

Regional Water Strategy – noted.

Riverina Murray Regional Plan – noted.

Regional Housing Summit – The Summit was held on 13 August with the CEO presenting at the event.

Regional Housing Taskforce Inquiry – an extension has been granted until 3 September for both the RivJO submission and the Joint JO submission.

Housing Strategy – The Strategy is almost complete, and a draft will be provided to the Board by the end of the month.

Population Projections – RivJO is working with RDA Riverina on the populations projections project. The draft report was provided to the Board for review.

The NSW Waste and Sustainable Materials Strategy 2021 – EPA is consulting with the JOs on this strategy. This consultation will be occurring on 31 August 2021.

Working Parties – noted.

Regional Water Strategy – noted.

7.4 JO Core Activities – Advocacy and Lobbying

Visit to Parliament House Canberra - The JO Working Parties have recommended that the JO invite Deputy Premier, Hon John Barilaro to the Canberra Board meeting to speak to the Board.
RESOLVED on the motion of Cr G Sinclair, seconded Cr N Smith that the Riverina JO Board extend an invitation to the Deputy Premier, Hon John Barilaro MP to speak at the Board meeting being held in Canberra on 29 October 2021.

Chairman CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Local Government Elections and the Tenure of Mayors – the JO has written to the Minister and local members in relation to this matte. The Board has expressed their disappointment in the decision conveyed in a letter to LGNSW from Ms Kiersten Fishburn, Coordinator General, Planning Delivery and Local Government that there will be no change made to the current situation whereby there would be no mayor for the period between the election date and the first meeting of the new council. C Templeton has advised that concern had also been expressed by a number of regional councils and the feedback has been passed on to OLG.

RESOLVED on the motion of Cr G Conkey, seconded Cr R Schirmer that the Board write to the NSW Minister of OLG expressing their extreme disappointment with the response received from the OLG about the issue and request an immediate review**.**

ESL Contributions – RivJO wrote to the Minister for Local Government and local members about this issue, however, correspondence received by Steph Cooke MP, Member for Cootamundra makes it clear that there will be no changes to the requirement for councils to pay the ESL.

RESOLVED on the motion of Cr R Schirmer, seconded Cr G Sinclair that the JO write again to the Minister about ESL Contributions.

Section 7.12 Contributions for State Significant Developments – The meeting with the Minister for Planning, the Hon Rob Stokes was postponed by the Minister early on 24th and is likely to be held on 2 September.

Infrastructure Contributions Bill Upper House Inquiry - this Bill was released with the Budget papers. The Upper House called for an Inquiry, to which we responded. A copy of this response was sent to all local MPs and the Deputy Premier. RivJO also appeared before the Inquiry and gave evidence.

The Upper House Inquiry has made only one recommendation: *That the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 not proceed, until the draft regulations have been developed and released for consultation and the reviews into the rate pegging system, benchmarking and the essential works list have been published by the Independent Pricing and Regulatory Tribunal.*

RESOLVED on the motion of Cr N Smith, seconded Cr J Seymour that the Riverina JO Board endorse the submission to the Upper House Inquiry on the *Infrastructure Contributions Bil*l and that we write to local members to advise of the JO's support for the Upper House recommendation.

IPART Review of the Rate Peg to include Population Growth – IPART released their Draft Report on this issue in July. It was circulated to Members seeking responses and there were no major concerns expressed.

Consultation on the ABS Agricultural Census – noted.

Certification of Council Engineers – noted.

Construction of a New and Larger Burrinjuck Dam – noted.

Chairman CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

Mobile Phone Black Spots – the Telecommunications sub-committee met with Chris Taylor from Telstra on the 25 August to discuss connectivity issues and Black Spot funding. We are looking at working regionally with Telstra for the next round or Regional Connectivity funding.

NBN Regional Services – noted.

Audit, Risk and Improvement Committee (ARIC) – the new ARIC framework is due to commence in March 2021. C Templeton advised the Board that the Guidelines were released on Tuesday 24 August and that there are three tiers to the framework. It is an op-in model and JOs are able to run the Framework. C Templeton will forward the guidelines to the CEO, there is an opportunity for feedback on the Framework.

RESOLVED on the motion of Cr J Seymour, seconded Cr R Schirmer that the Operations Working Party explore ways in which the JO might facilitate a collaborative approach to the implementation of the ARIC Framework.

7.5 JO Core Activities – Intergovernmental Co-operation

The following activities have occurred in this Core Activity:

- ***Partnership with NSW Spatial Services and RAMJO*** – noted.

- ***Critical Events Co-ordination Sub-committee*** – the Committee met on 18 August. There were two main issues discussed:

    1. ***State Government reduction in funding for the Rural Financial Counselling Service*** - the State Government has advised that it will be withdrawing funding from the RFCS which means a reduction in on ground staff.

    2. ***COVID-19 Response*** – the group discussed the need for greater on-ground involvement from councils in relation to promoting vaccination and testing and agreed they would like to take a position of leadership to encourage the community to get vaccinated.

    RESOLVED on the motion of Cr G Sinclair, seconded Cr D Meyer that:
    1. the JO write to the Minister for Agriculture, Hon Adam Marshall MP to request a continuation of RFCS funding, with copies to local members, the Parliamentary Secretary to the Deputy Premier and the Deputy Premier; and
    2. the JO led a project to support the COVID effort locally, promoting vaccinations, testing, mask wearing and social distancing.

- ***Regional Leadership Executive (RLE) Group*** – noted.

- ***Regional Resilience and Recovery Sub-committee*** – noted.
- ***Meetings with Murrumbidgee Primary Health District*** – noted.

- ***JO Executive Officer Meetings*** – noted.

Chairman CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

RESOLVED on the motion of Cr J Seymour, seconded Cr N Smith that the Board receive the CEO's report.

8. JO Chairman's Report

Joint JO Chairs' Meeting – noted.

Cr Firman advised the Board that he had also contacted Mr Troy Wilkie in the Minister's Office, the Member for Cootamundra and the Member for Wagga Wagga to personally advocate for the Mayoral tenure to continue during the period between the Local Government elections and the first meeting of the new council.

RESOLVED on the motion of Cr G Conkey, seconded Cr N Smith that the Board note and receive the JO Chairman's Report.

8. Finance Report

RESOLVED on the motion of Cr A McAlister, seconded Cr N Smith that the Board:

1. Receive the draft Financial Statements for 2020/21 and resolve that the Chairman, Deputy Chairman and Chief Executive Officer sign the Statement by Members of the Board and Management;
2. Note the Representation Letter; and
3. Receive the Year-to-Date Finance Report.

RESOLVED on the motion of Cr N Smith, seconded Cr A McAlister that the Board receive the Year-to-Date Finance Report.

9. Governance

Related Party Disclosures – noted.

Pecuniary Interest Disclosures – noted.

Election of Chair and Deputy Chair – noted.

RESOLVED on the motion of Cr N Smith, seconded Cr A McAlister that the Board Members who are also councillors or staff of a council provide the JO with a copy of the PID lodged with their Council.

10. Urgent Business without Notice

None.

11. Resolution to Move out of Committee of the Whole

RESOLVED on the motion of Cr J Seymour, seconded Cr N Smith that the meeting move out of Committee of the Whole.

12. Next Board Meeting

The Board of the Riverina JO will next meet on Friday, 29 October 2021 at the Canberra REX Hotel, Northbourne Avenue Canberra

Chairman CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 27 August 2021

14. Meeting Closure

Meeting closed at 10:30am

DRAFT

Chairman CEO

RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE BOARD MEETING
held via ZOOM
Friday 27 August 2021

Meeting opened at 11:31am.

PRESENT

Ray Smith	Bland Shire Council	
Tony Donoghue PSM	Coolamon Shire Council	
Cr John Seymour OAM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyer OAM	Greater Hume Shire Council	Alternate Delegate
Steven Pinnuck	Greater Hume Shire Council	
Aaron Drenovski	Goldenfields Water County Council	
Cr Neil Smith	Junee Shire Council	
James Davis	Junee Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Rick Firman OAM	Temora Shire Council	Chairman
Gary Lavelle	Temora Shire Council	
Julie Briggs	REROC	
Kate Hardy	REROC	
Isaac Cornell	Riverina Joint Organisation	
Matthew Dudley	REROC/RAMJO	

APOLOGIES

Apologies for non-attendance were received from Cr B Monaghan, Cr H Wilton and Cr D Palmer.

Moved Cr N Smith, seconded Cr D Meyer that the apologies be accepted.

CARRIED

CONFIRMATION OF MINUTES

Moved Cr N Smith, seconded Cr R Schirmer that the minutes of the meeting held on 25 June 2021 be confirmed.

CARRIED

BUSINESS ARISING

Business arising dealt with in reports.

CORRESPONDENCE

Letter received from Hon Michael McCormack MP, Member for Riverina advising he had sent a letter of support for REROC and Kurrajong Recycling to Minister Trevor Evans re: regions E-waste issues.

Moved J Davis, seconded Cr A McAlister that the correspondence be accepted.

CARRIED

CHIEF EXECUTIVE OFFICER'S REPORT

The report was tabled. J Briggs raised the following issues with members:

Southern Lights – the return on investment that is currently being received for the time and input put in by the CEO and REROC staff is no longer justifiable with the Smarts/Comms backbone element of the Southern Lights project. We are struggling for any traction with Essential Energy on this final part of the project. The issue has been discussed by the Executive and it is recommending that REROC wind back its involvement with Southern Lights and focus on performance issues with Essential Energy to ensure that they are held to account with their service delivery.

Moved by Cr N Smith, seconded J Davis that REROC:

1. ***wind-back its involvement with Southern Lights to focus on the finalisation of the roll-out for the Member Councils and on addressing the performance issues including Essential Energy Performance Reports, Public Lighting Code Reviews and AER Pricing Reviews; and***
2. ***advise the other members of the Southern Lights project and request that they remain involved in the project so we can collaborate on monitoring the performance issues.***

CARRIED

Meeting with Trevor Evans – we are still to contact bureaucrats a in relation to the review of the NTCRS as suggested by the Minister, but will do so in the coming month.

Housing Shortage Project - P Veneris advised the Board that the Federal Government has just released an inquiry into affordable housing. A copy of this review will be forwarded to the CEO.

Participation in the Sustainable Councils and Communities (SCC) program MOU - This project is going well and is very beneficial for the participating councils. SCC have requested that we enter into an MoU with them to progress the program.

Moved by Cr N Smith, seconded Cr A McAlister that REROC execute an MoU to participate in the Sustainable Council and Communities Program.

CARRIED

The Board expressed their congratulations to Mrs C Garrett on the safe arrival of her second child, Cooper Henry Garrett on 16 August 2021.

Moved P Veneris, seconded Cr J Seymour that the CEO Report be received.

CARRIED

RESOURCE SHARING REPORT

The report was tabled. J Briggs raised the following issues with members:

Southern Lights – Coolamon, Lockhart and Cootamundra-Gundagai remain for deployment of the LEDs in our region. The price of ESC's has increased since we completed the initial modelling for the project which means councils will be receiving better than expected returns.

Planning Technical Group – the Group met with Angelique Parr and Kevin Gock from DPIE's Population Projections' team at the meeting on 12 August. In discussions about the Housing Shortage project, the Group raised concerns about the effectiveness of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.*

***Moved Cr N Smith, seconded T Donoghue that REROC write to the Minister for Planning to ask for an update on the progress of the Review of the* Manufactured Homes Regulation, SEPP21 *and* SEPP36.**

CARRIED

Workforce Development Group – S Pinnuck has stepped down as the convenor of this Group after 9 years in the role. P Veneris has stepped in to fill this role for the Group. The Board expressed their sincere thanks to both for their time and commitment to this working party.

Water/Wastewater – The issue of very small communities accessing Safe and Secure Water funding is still on foot. A letter is still to be completed to Melinda Pavey with the CEO to consult with the Water/Wastewater Group to obtain further details before corresponding.

Energy Management Group – a workshop is being held on 31 August to look at implementing the Energy Savings Plans regionally. The workshop will focus on identifying projects that can be implemented regionally or on a cluster basis.

Infrastructure/Engineers Group – the Group met on the 3 August and discussed the CSIRO Transit project, the overall Freight Transport Plan and providing the information to the Commonwealth for the Roads of Strategic Importance funding.

The Group also discussed the UGL's takeover of John Holland's rail responsibilities. It has been agreed that we should negotiate on Rail Interface Agreements with UGL as a consortium.
Moved J Davis, seconded Cr N Smith that REROC lead negotiations with UGL and the Member Councils on the development of Rail Interface Agreements.

CARRIED

Councillor Professional Development – we are continuing to work with CNSWJO on the councillor induction materials.

Moved Cr A McAlister, seconded Cr R Schirmer that the Resource Sharing report be received.

CARRIED

TREASURER'S REPORT

The report was tabled by T Donoghue, with the following issues raised:

There were two items that were raised by the auditor that need to be addressed, the contract with JBMS for secretariat services has expired and the development of a procurement policy.

Moved T Donoghue, seconded Cr N Smith that the Board:

1. ***Receive the Year-to-Date Finance Report.***
2. ***Receive the draft Financial Statements for 2020/21 and resolve that the Chairman and Treasurer sign the Statement by Executive.***
3. ***Through the Executive enter into contract negotiations with JBMS for secretariat services for a period of 12 months. The negotiations to reflect the budget that REROC has already adopted.***
4. ***Through the Executive consider the development of a procurement policy.***

CARRIED

Moved T Donoghue, seconded J Davis that the Finance Report be received.

CARRIED

WASTE FORUM REPORT

The report was tabled. K Hardy raised the following issues:

No Time to Waste Conference postponed – After much deliberation we made the decision to postpone the *No Time to Waste* Conference until early next year with the new dates being 9-10 March 2022.

E-Waste – We received 2 submissions to the recent RFQ we ran for the collection of E-Waste, however, both were outside of the parameters of available funding. We have since been advised that Kurrajong Recycling has entered into a new arrangement with Ecycle and will be able to start processing REROC's E-Waste again. This will be on the same basis as before where REROC meets the cost of transport to Kurrajong Recycling but the cost of recycling is met by a third party.

Waste Metal RFQ – Immix Metal Management were the successful supplier for this round of waste metal collections.

ULABs RFQ – D&M Scrap Metal were the successful supplier for the Used Lead Acid Batteries (ULABs) collection.

Recycle Night – the bus with the Recycle Night branding is now out and about in Wagga Wagga. We also have Recycle Night branded coasters ready to be sent to all REROC Waste Forum councils these will be distributed by councils to pubs, clubs, cafes, bakeries, motels etc once the regional lockdown has ended. The coasters include a QR code which takes people straight to the Recycle Night website.

Kindy Kits – Schools have now placed their orders for the Kindergarten Library bags for 2022. We have had a great response from the schools this year with 1444 bags to be sent out in early 2022, this is up from 914 this year. A list of the schools who have ordered Kindy Kits for 2022 was provided to the board.

CRC Annual Report – Our annual CRC Communication and Education report has been completed and submitted to the EPA. Feedback received from the EPA is that they are continually impressed with the volume of work that is able to be achieved by the REROC Waste Forum with this project. A copy of the report was provided to the Board.

Moved Cr N Smith, seconded T Donoghue that the Waste Forum report be received.

CARRIED

YOUTH & COMMUNITY DEVELOPMENT NETWORK REPORT

The report was tabled. K Hardy raised the following issues:

The Youth and Community Development Committee continues to meet via Zoom, this Group is an important platform for information sharing and collaboration across the REROC councils and also with Eastern Riverina Arts (ERA).

Take Charge Youth Leadership Forum – the date has been set for the Leadership Forum in 2022, with the event to be held on 23 March 2022 at CSU Wagga Wagga. The REROC team will commence preparations for the event in the next month. The Board were encouraged to suggest speakers from their LGAs for the event.

Moved Cr R Schirmer, seconded Cr N Smith that the Youth & Community Development Network report be received. **CARRIED**

PROCUREMENT REPORT

The report was tabled. K Hardy raised the following issues:

REROC Code of Conduct Panel – the Panel selection has been finalised. The successful firms are now listed in the Members' Section of the REROC website. The Panel Members are:

1. Centium Pty Ltd
2. Mediate Today Pty Ltd
3. National Workplace Investigations
4. O'Connor Marsden & Associates Pty Ltd
5. SINC Solutions
6. Train Reaction
7. Weir Consulting (National)
8. Workplace Dynamics Australia

Waste Metal Collections – discussed in Waste Report

Regional Battery Collections – discussed in Waste Report

E-Waste RFQ – discussed in Waste Report

Upcoming procurement activities include Liquid Alum RFQ, Electricity Tender and the Sodium Hypochlorite RFQ.

Moved S Pinnuck, seconded P Veneris that the Procurement report be received.

CARRIED

REGIONAL CONTAMINATED LAND MANAGEMENT PROJECT REPORT

Business as usual for the Contaminated Land team although COVID restrictions has posed some problems with finalising some activities. The CLM team requested that the Board encourage Councils to respond to emails relating to Contaminated Lands' activities.

A number of councils have reached out with concerns in relation to their UPSS Plan and register. The EPA is compiling a UPSS register and may organise site inspections from this. The CLM team is happy to assist with this process.

The team have delivered a workshop online on UPSS and Contaminated Lands which was well attended, the team is hoping to deliver additional projects face to face early in 2022.

The REROC/RAMJO CLM team is collaborating with a number of other Contaminated Lands teams – Far West JO, Hunter JO and a consultant has been engaged to assist with this process.

The CLM team notes that there is less than 12 months to go with the project and still a lot to get through.

Moved P Veneris, seconded Cr N Smith that the Contaminated Land Management report be noted and received.

CARRIED

GENERAL BUSINESS

S Pinnuck raised the issue of correspondence received from Industrial Relations Division of Department of Premier and Cabinet requesting information on Council employees. There are concerns around the wording of the letter, particularly in that it raises the possibility of legal action against council. Generating the information required will also place additional pressure on staff at a very difficult time. A copy of the letter is to be provided to the CEO for review. Greater Hume has also sent a copy to Justin Clancy MP for review and comment.

M Dudley left the meeting at 1:02pm

J Davis left the meeting at 1:03pm

J Seymour raised the issue around the trip to Canberra in October. It was agreed that the Executive will review the COVID situation in a month and determine if it is still appropriate to hold the meeting in Canberra and advise the Board.

NEXT MEETING

Friday 29 October 2021 at the Canberra REX Hotel at 11.00a.m.

CLOSURE

Meeting closed at 1:15pm

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

Minutes

COOTAMUNDRA FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

3.00PM, WEDNESDAY 23rd June, 2021

Administration Centres: Ph: 1300 459 689

mail@cgrc.nsw.gov.au

www.cgrc.nsw.gov.au

CONTENTS

Cootamundra Floodplain Risk Management Committee Meeting 23rd June 2021

Minutes

Meeting title:	Cootamundra Floodplain Risk Management Committee - Meeting No 6		
Date:	23 June 2021	**Time:**	3.00pm – 5.00pm
Location:	Alby Schultz Meeting Centre, Cootamundra		
Attendees:	Mark Ellis - Manager Civil Works Sharon Langman - Manager Planning, Building & Compliance Ganesh Ganeshamoorthy – Manager Assets Mike Brearley – Consultant Project Manager Steve Manwaring – DPIE Representative *via Teams* Erin Askew – WMA Water Steve Mills – Community Member (Muttama Ck Regeneration Group) Belinda Scott – Community Member		
Apologies	Phil McMurray – General Manager CGRC Councillor Doug Phillips – Chairperson Councillor Charlie Sheahan - Alternate Chairperson		

No.	Description	Responsible
1.	Welcome No quorum was present. The Terms of Reference requires at least 4 voting members (only elected Council members and community members are permitted to vote). The meeting proceeded as a non-quorum meeting and was chaired by Mike Brearley.	Chairperson
2.	Adoption of Previous Minutes and Business Arising *Moved: Steve Mills* *Seconded: Belinda Scott* Adopted	Chairperson
3.	Progress of Floodplain Risk Management Study. Erin Askew presented a progress report on the flood study. (Refer **Attachment 1**). The following structural flood mitigation options were discussed.	Erin Askew, WMAWater

- Vegetation Management Options. It was noted that removal of vegetation does not have a significant impact on flood levels and that Council should continue with existing vegetation management practices.
- Concrete Lined Channel. Concrete lining of the existing channel would only marginally improve flood level and would not result in a good environmental outcome. This option will not be considered in detail.
- Localised widening of the existing channel. WMA will explore the option of widening and deepening sections of the existing channel to increase capacity, particularly between Adams Street and Onley Street.
- Southee Circle Area. It was noted that doubling pipe sizes does not impact flood levels due to the impact of backwater in the creek. The option of a pump-out system was discussed but is not preferred as the primary means of flood protection. WMA will explore the option of a diversion pipeline to convey flows from Southee Circle Area to down-stream where backwater impacts are reduced.
- West CBD Levee Option. This option increases flood levels in the CBD area and will not be considered further.
- McGowan Street Levee Option. This option generally has a positive impact on flood levels in the vicinity and will be explored further.
- Extension of Jindalee Levee. 3 properties may be impacted, and this option is not a high priority.
- East CBD Levee. This option worsens flood levels in the CBD due to the impact of flows around the levee and will not be considered further.
- Large detention basin at the airport. Whilst this option does have a positive impact on flood levels in the vicinity, it is very costly and is not a high priority.
- Detention basin at the racecourse. This smaller basin has a localised benefit only and is not a high priority.

WMA Water will continue their work on development of structural flood mitigation options, which will be considered further at the next meeting.

Non-structural options include the evaluation of house raising / house purchase. Steve Manwaring advised that this can be considered once the structural options have been explored.

Justification for an appropriate flood planning level was discussed, with general support for a 0.5 m freeboard. Preliminary mapping of the flood planning area shows a significant impact on future development across the town.

4.	Questions/ Discussions • Steve Mills discussed the potential for increased wet weather events and emphasized the urgency of this project. • Steve Mills expressed disappointment that there has been no quorum at the last 2 meetings. It was noted that committee representation will be reconsidered by the new Council after the September Local Government election.	All
5.	Date for next meeting Proposed for August 2021. Date to be confirmed. Meeting closed 5:00pm.	

From: OLG Office of Local Government Mailbox
Subject: Correspondence from the Office of Local Government (Our Ref: A788521) DOC
Date: Tuesday, 16 November 2021 4:39:35 PM
Attachments: image001.gif

Doc ID: A788521
Contact: Client Services
Phone: 02 4428 4100
Dear General Manager
A complaint statistics page is available on the Office of Local Government's (OLG's) website that provides general information about the way that OLG manages complaints about councils, as well as relevant complaints data about individual councils in NSW. The information that councils can access on the website for each individual council includes:

- total number of complaints
- number of complaints by category
- number of complaints by type of complaint (i.e. pecuniary interest, decline, preliminary enquiry).

I would like to advise that complaints statistics for 2020-21 will be made available on OLG's website at www.olg.nsw.gov.au/strengthening-local-government/conduct-and-governance/council-complaint-statistics on 16 November 2021.
Complaint statistics are an important source of information to assist councils in identifying areas that may need action or improvement.
I trust that the information is of assistance to councils.
Yours sincerely

Ally Dench
Executive Director, Local Government
Office of Local Government | Department of Planning, Industry and Environment
T 02 4428 4100 | **E** olg@olg.nsw.gov.au
5 O'Keeffe Ave, NOWRA NSW 2541
www.olg.nsw.gov.au

The Department of Planning, Industry and Environment acknowledges that it stands on Aboriginal land. We acknowledge the traditional custodians of the land and we show our respect for elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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Lions Club of Cootamundra Inc

We Serve

Cootamundra Gundagai Regional Council
Document Received
15 OCT 2021
File No.....
Initials_____

President: John Davis
Tel: 0412 680 478

Secretary: Ruth McCarthy
Tel: 0419 933 686

10 October 2021

The General Manager, Staff & Councillors
Cootamundra-Gundagai Regional Council
Wallendoon Street
Cootamundra NSW 2590

Re: Community Donation

Dear Cootamundra-Gundagai Regional Council

The Lions Club of Cootamundra would like to extend a huge thank you for your generous donation of $750 towards the cost of our annual Fireworks Display.

Your continued support is greatly appreciated.

Kind Regards

Ruth McCarthy
Secretary

Office of Local Government

Circular to Councils

Circular Details	21-35 / 29 October 2021 / A796782
Previous Circular	*21-02 Temporary exemption from the requirement for councillors to attend meetings in person*
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

2021 Model Code of Meeting Practice for Local Councils in NSW

What's new or changing

- Following extensive consultation, the new *Model Code of Meeting Practice for Local Councils in NSW* (Model Meeting Code) has been finalised.
- The new Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the *Local Government (General) Regulation 2021* (the Regulation) on or before **Friday 19 November 2021**. The new Model Meeting Code is available on the Office of Local Government's (OLG) website here.
- The new Model Meeting Code contains new provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.
- Amendments have also been made to the provisions governing the webcasting of meetings and disorder at meetings to reflect amendments to the Regulation since the previous iteration of the Model Meeting Code was prescribed.
- An amendment has also been made to the Model Meeting Code implementing recommendation 6 in ICAC's report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations.
- A Word version of the new Model Meeting Code is available on OLG's website showing the amendments in track changes.
- The repeal date for section 237 of the Regulation which exempts councils from the requirement under clause 5.2 of the previous iteration of the Model Meeting Code for councillors to be personally present at meetings in order to participate in them has been extended to **30 June 2022**. This is to allow councils additional time to exhibit and adopt new codes of meeting practice containing provisions allowing attendance by audio-visual link at meetings. If councils have not adopted a new meeting code that allows councillors to attend meetings by audio-visual link, they will not be permitted to do so after that date.

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E olg@olg.nsw.gov.au **W** www.olg.nsw.gov.au **ABN** 20 770 707 468

Strengthening local government

What this will mean for your council

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the local government elections. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.
- A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.
- Councils and committees of councils of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.
- Under section 361 of the *Local Government Act 1993*, before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code. This requirement does not apply to joint organisations.

Key points

- The Model Meeting Code has two elements:
  - mandatory provisions (indicated in black font)
  - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".
- In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

Where to go for further information

- The new Model Meeting Code is available on OLG's website here.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

William Power
Acting Coordinator General, Planning Delivery and Local Government

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Office of Local Government

Circular to Councils

Circular Details	21-33 / 21 October 2021 / A786297
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff / Governance and records management staff
Contact	Council Governance Team / 02 44284100 / olg@olg.nsw.gov.au
Action required	Information

Compliance with records management provisions and transfer of local government records to the State Archives Collection

What's new or changing

- The Department of Premier and Cabinet (DPC) has issued a circular, *C2021-05 Managing Records in NSW Government*, providing advice on the making, keeping, and safeguarding of records.
- To assist public offices, including councils, NSW State Archives and Records (SARA) has released the
  - Records Management Assessment Tool (RMAT) for assessing records management performance and maturity and planning for improvements, and
  - Transfer Tool to identify and forecast records required for transfer to the State Archives Collection.

What this will mean for your council

- Under section 12 of the *State Records Act 1998* (SR Act), a council must make and keep full and accurate records of its activities and maintain a records management program that conforms with standards and codes of best practice.
- All staff, councillors and council officials should be made aware of their responsibilities to make and keep records.
- Councils should review their records management program and systems against DPC Circular C2021-05 and the RMAT for compliance with obligations under the SR Act, with particular consideration to the increasing use of records in digital format and digitally stored records.
- Under section 11 of the SR Act, councils must ensure that records are safely stored, protected and preserved.
- Councils should undertake disposal of their records. Those records required as State archives should be transferred to the State Archives Collection once they are no longer in active use.
- Using the Transfer Tool will help councils gain better visibility of records required as State archives and assist planning for the transfer of those to SARA as part of the State Archives Collection.

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Strengthening local government

Key points

- Records are at the core of local government business and are valuable assets.
- Councils should review their records management program and systems against DPC Circular C2021-05 and the RMAT.
- Councils should transfer records required as State archives to SARA as part of the State Archives Collection.

Where to go for further information

- SARA has a range of guidance, including detailed information on transferring records, and other resources relating to all aspects of the DPC Circular on its website, as well as resources specific to local government.
- The RMAT and the Transfer Tool are available on SARA's website.
- Contact SARA's Agency Services team at transfer@records.nsw.gov.au for further advice on transfer and other records related queries.

William Power
Acting Coordinator General, Planning Delivery and Local Government

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Office of Local Government

Circular to Councils

Circular Details	21-36 / 18 November 2021 / A786159
Previous Circular	*No 21-10 A640098*
Who should read this	General Managers / Rangers / Pounds
Contact	Program Delivery Team / 02 4428 4100 / rehoming@olg.nsw.gov.au
Action required	For Information

Update to the Guidelines for Designated Rehoming Organisations under Section 88B of the *Companion Animals Act 1998*

What's new or changing

- In June 2021 the Office of Local Government (OLG) issued new *Guidelines for Designated Rehoming Organisations. (Guidelines)*
- On 1 July 2021 the 50% discounted registration fee for desexed cats and dogs purchased from rehoming organisations was reduced to $0 which is reflected in the Companion Animals Regulation 2018 at clause 18(4)(c).
- The *Guidelines* and application form have been updated to reflect free registration for desexed cats and dogs purchased from rehoming organisations.
- Further minor updates to the *Guidelines* include:
    - the removal of the requirement for applicants to obtain letters of support from councils of the area in which all carers reside. A letter of support is still required from the council of the area in which the Primary Carer resides, and
    - the requirement for councils to conduct compliance checks on the NSW Companion Animals Register (Register) for each carer nominated by an applicant has been removed. These checks continue to be conducted by the OLG as part of the assessment process for applicants seeking designation as a rehoming organisation.

What this will mean for your council

- Councils are encouraged to acquaint themselves with the *Guidelines for Designated Rehoming Organisations (version 2.0) – November 2021*.
- Councils should refer to the list of designated rehoming organisations on OLG's website before releasing a companion animal to such an organisation where a registration fee exemption is sought.
- Only those organisations on the list are entitled to concessions in regard to the registration and permit requirements of the legislation.
- Councils are to continue the established process of 'Flagging' an animal as being purchased from an eligible pound/shelter on the Register to validate fee registration. A late fee also cannot be applied.

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Where to go for further information

- The updated *Guidelines for Designated Rehoming Organisations – November 2021* and a list of approved rehoming organisations is available on OLG's website at *www.olg.nsw.gov.au/public/dogs-cats/information-for-professionals/information-for-animal-rescue-organisations/*
- The updated application form for designation as a rehoming organisation may also be found at the above webpage.

Brett Whitworth
Group Deputy Secretary, Planning Delivery and Local Government

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NSW RURAL FIRE SERVICE

MEETING MINUTES

Meeting:	South West Slopes Zone Service Liaison Committee
Convened by:	Andrew Dillon
Attendees:	Glen McAtear – CGRC, Gil Kelly – CGRC, Brian Ingram – Hilltops, Andrew Dillon – RFS, Nicholas Wilde – RFS, Phil Baer – RFS/RFSA and John Taylor – RFS/RFSA.
Location:	South West Slopes Fire Control Centre
Date and time:	Thursday 7 October 2021 – 1127 hours
Apologies:	Anthony O'Reilly – Hilltops, Phil McMurray – CGRC and Peter Bulliman
Minutes by:	Nicholas Wilde
Chair:	Brian Ingram

1 Welcome

- Members welcomed to the meeting.

2 Apologies

- Apologies noted and accepted.

3 Minutes of Previous Meeting

- Minutes of previous meeting discussed and approved.

MOTION:	Minutes of previous meeting taken as a true and accurate record.
MOVED:	Gil Kelly
SECOND:	Phil Bear

4 Business Arising from Previous Minutes

- Nothing to be discussed.

5 Unspent M&R

- Discussion held on 2020/2021 Financial Year M&R.
  - Hilltops had an overspend of M&R in the 2020/2021 Financial Year. CGRC had an underspend of approximately the same amount.
  - Hilltops Council overspend approximately $50,000. RFS and Hilltops currently working together on final 20/21 M&R exact expenditure.
  - CGRC were underspent in the 20/21 year by $50,436
  - The M&R budget for both Council areas has been underspent for a number of years.
  - Hilltops M&R has been funding all costs associated with the new FCC during 20/21.
  - Andrew advised that he is working with Councils to re-establish a shared Fire Control Centre M&R cost arrangement which was utilised prior to the Council amalgamations.
  - *Gil Kelly advised that CGRC have agreed to reimburse Hilltops Council for their share of the FCC maintenance and repairs costs for the 2020/2021 Financial Year from the CGRC unspent M&R. The remaining CGRC unspent M&R will be used to fund the Darbalara Toilet Project.*
  - Shared costs into the future will need to be discussed prior to a commitment being made. *Action Item – Andrew to convene meeting with Hilltops and CGRC GM's to discuss FCC shared costs into the future.*

- Gil Kelly asked if there was an increase in funds allocation to assist with the new FCC. There has been no increase in allocation. *Action Items - Andrew to request an increase in M&R line items.*

MOTION:	The SLA support a request to increase the annual M&R allocation from the Rural Fire Fighting Fund to both Hilltops and CGRC to assist with cost increases associated with the new control centre.
MOVED:	Glen McAtear
SECOND:	Phil Bear
CARRIED	

- Discussed issue with RFS being unable to run expenditure reports through Hilltops TECH1 system. RFS utilise Tech1 to generate purchase orders for approval by Council, however RFS have no visibility to monitor expenditure in the system.

6 Items from the Rural Fire Service Association

- Nothing to report.

7 General Business

- Wombat Toilet Project is complete and now operational.
- Maimuru Station Project is 80% complete with septic and water tanks still to be finalised.
- DA approval has been grated for Yannawah Station Project.
- DA for Brawlin Station in the works.
- Still waiting on allocation for 2021/2022 Financial Year. Expecting funding for the large combined station at Boorowa Showground

8 Close

Meeting Closed at 1203hrs

Table 1: Action items

Ref.	Item description	Owner	Due date	Status
5	Convene meeting with Hilltops and CGRC GM's to discuss FCC shared costs into the future	A Dillon		
5	Request increase from NSW RFS in M&R line items.	A Dillon		

Table 3: Motions passed at this meeting

Motion	Moved	Second	Carried
Motion 1: Minutes of previous meeting taken as a true and accurate record.	Gil Kelly	P Bear	
Motion 2: The SLA support a request to increase the annual M&R allocation from the Rural Fire Fighting Fund to both Hilltops and CGRC to assist with cost increases associated with the new control centre.	Glen McAtear	P Bear	Yes

Table 3: Next meeting

Date	Start time	Finish time	Location
TBA	11.30 hours		FCC

The Hon Michael McCormack MP
Federal Member for Riverina

MEDIA RELEASE

15 October 2021

GRANTS AVAILABLE TO BUILD STRONGER RIVERINA AND CENTRAL WEST COMMUNITIES

A seventh round of the Federal Government's Stronger Communities Programme (SCP) will build on past successes of the fund which has already delivered nearly $900,000 to community groups and organisations across the Riverina and Central West for vital small infrastructure projects.

Member for Riverina Michael McCormack said SCP was one of the Government's many 2021-22 Budget initiatives focused on making local economies stronger and boosting community organisations.

"Everywhere I travel in the electorate I see the real benefits from the first six rounds of the Stronger Communities Programme, be it improved disability access at Wagga Wagga's 2AAA FM community radio station or providing curtains and furniture in the Tullamore Hall," Mr McCormack said.

"Organisations everywhere have told me they would not have been able to afford to undertake improvements but for having received a Stronger Communities Programme grant."

Mr McCormack said Round 7 of SCP would continue to support Australia's economic recovery from the COVID-19 pandemic.

"Sadly, the pandemic continues to cruel the ability of rural and regional communities to raise money for projects they need badly, but this is where the Government is stepping in, delivering the support not-for-profit groups need and deserve through the Stronger Communities Programme," Mr McCormack said.

For this special round, grant funding will be up to 100 per cent of eligible project costs, except for local government councils where grant funding will be up to 50 per cent of eligible projects.

Mr McCormack urged all eligible Riverina and Central West organisations to submit an expression of interest.

Expressions of interest are open until 3 December 2021. A consultation committee will then help Mr McCormack assess those who express interest. **Organisations intending on submitting an application need to first submit an expression of interest by this date.**

Expressions of interest should include a short description of the project, total cost, details of matching funding (for councils), why the project is important to the community and contact details.

Expressions of Interest forms can be requested by emailing michael.mccormack.mp@aph.gov.au or by contacting Mr MCormack's Wagga Wagga electorate office on 6921 4600. The office can also provide further information about eligibility.

The Hon Michael McCormack MP
Parliament House Canberra| (02) 6277 7520 | minister.mccormack@infrastructure.gov.au
Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | michael.mccormack.mp@aph.gov.au

After the expression of interest period, Mr McCormack will officially invite the successful proponents to submit an application. A maximum of 20 projects will be funded across the electorate. Grants will be available between $2,500 and $20,000 for successful applications.

FAST FACTS

- Stronger Communities Programme designed to fund local projects to build social and community connections.
- Grants will be available between $2,500 and $20,000.
- **Interested parties must submit an Expression of Interest by 3 December 2021 to be considered by a consultation committee.**
- Each electorate will receive $150,000 to allocate towards successful projects, with a maximum of 20 projects to be funded per electorate.
- The programme is open only to applicants who have been invited by their local Federal MP.
- The first six rounds of the Stronger Communities Programme have delivered nearly $900,000 for small infrastructure projects throughout the Riverina and Central West.
- Projects funded by SCP must be completed by 31 December 2022.
- Round 7 of the Programme will deliver $22.7 million

Ends

Media: Shane Manning 0439 550 506

The Hon Michael McCormack MP
Federal Member for Riverina

MEDIA RELEASE

01 November 2021

RIVERINA PROJECT TO HELP BUILD DROUGHT RESILIENCE IN YOUNG FARMERS

A special project to help young farmers manage stress has received a big boost from the Federal Government.

Member for Riverina Michael McCormack said Farmlink Research Ltd would receive $18,096 for a project titled *Improving Young farmer Mental Resilience in Times of Drought.*

The grant is one of 33 awarded across Australia worth a total of $1.4 million in Round 1 of the Future Drought Fund's Networks to Build Drought Resilience program.

"One of the worst droughts in our history has ended, thankfully, but as anyone living on a rural property will tell you the stress that comes with drought does not just switch off the day the rains come," Mr McCormack said.

"The mental anguish of drought lingers and I know there are young farming families today still dealing with the trauma of what they had to endure two years ago before the latest drought broke.

"We need to recognise the long-term effect of drought on young lives and support programs which build resilience.

"As well, we need to be aware farming practices and farming family relationships are very different to how they were even 20 years ago and develop ways which help people cope with change."

Farmlink, based at Temora in the heart of the Riverina electorate, will host an event for young farmers to build skills and networks to manage the impacts of stress during drought, intergenerational relationships and communicating effectively within family farm businesses. The aim of the project is to increase awareness of practical on-farm strategies which improve capability, participation in networking opportunities for farmers and interpersonal abilities to manage the stress associated with drought and climate change.

The Networks to Build Drought Resilience program focuses on local initiatives to enable agricultural communities to be better prepared for the impacts of drought. It is part of a Government investment of $19.2 million in leadership, mentoring, community capacity building and small community infrastructure to help build drought resilience.

Interested organisations are encouraged to apply directly for the second grant round to the Foundation for Rural and Regional Renewal.

Applications are open until 15 November 2021.

The Hon Michael McCormack MP | Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | (02) 6921 4600 | michael.mccormack.mp@aph.gov.au

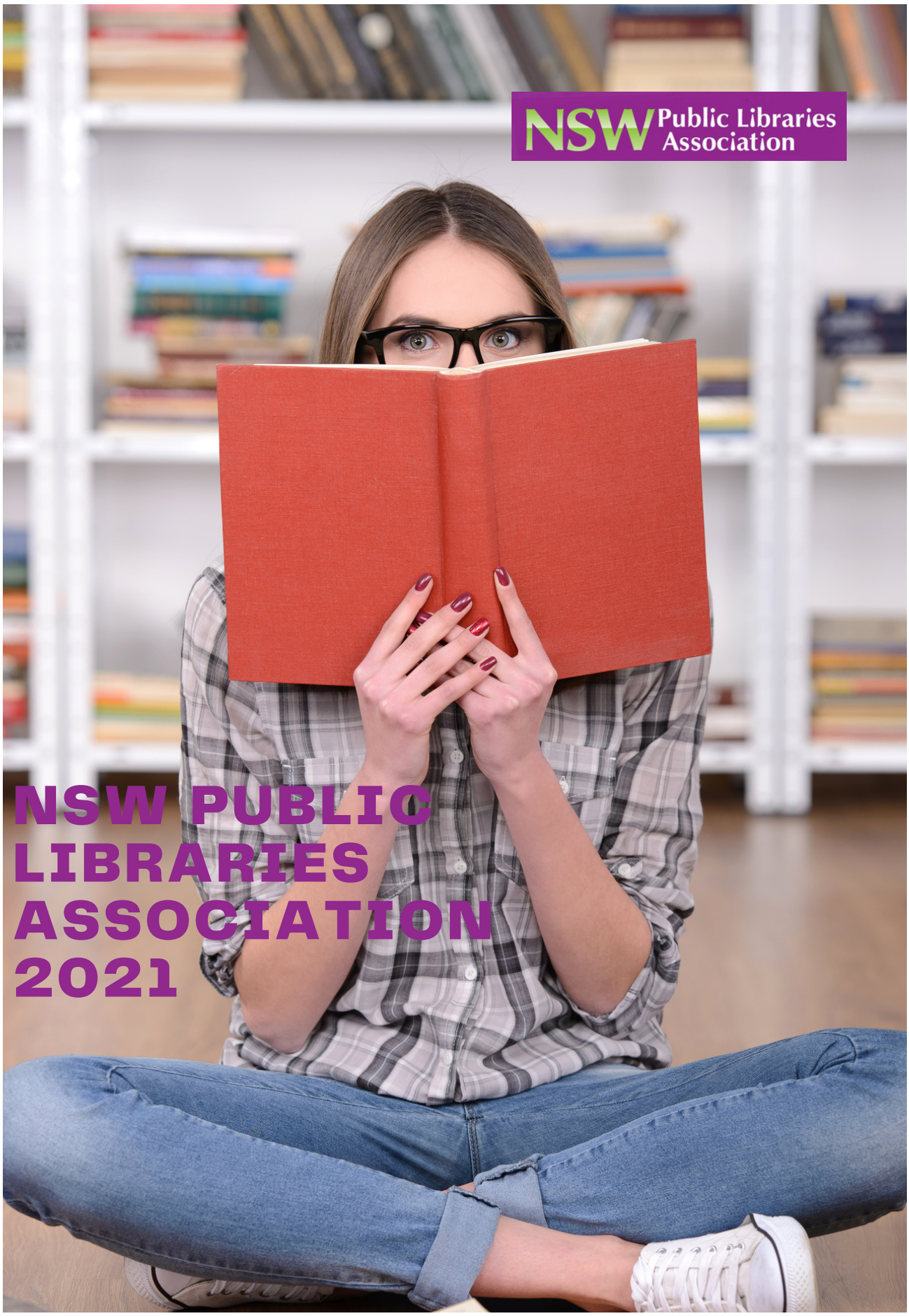
For more information on the Future Drought Fund and the Networks to Build Drought Resilience program call 1800 900 090 or visit https://www.awe.gov.au/agriculture-land/farm-food-drought/drought/future-drought-fund/networks-build-drought-resilience

Fast Facts

- Eligible organisations can apply directly for the second grant round with FRRR for projects which encourage connectedness in agricultural communities or improve the skills and capacity of network members.
- It is a key program under the $5 billion Future Drought Fund.
- Through the Networks to Build Resilience program, the Federal Government's investment of $3.375m, together with a $1.125m contribution from the Foundation for Rural & Regional Renewal will enable $4.5 million to be available for on-ground community capacity building projects in these two funding rounds, the second of which is currently underway.

Ends

Media Contact: Shane Manning 0439 550 506


NSW Public Libraries Association
NSW PUBLIC LIBRARIES ASSOCIATION 2021

The peak body for public libraries across NSW providing Advocacy, Network Opportunities, Professional Development, Collaboration and Recognition

About NSWPLA

NSWPLA is the only state based library association in Australia that was formed by councillors, includes councillors in its executive committee, and has a membership exclusively of councils. 100% of NSW councils are currently members of NSWPLA.

This point of difference provides NSWPLA with a broader political focus, including a strong relationship with Local Government NSW.

The Association depends on councillors for its ongoing prosperity, and strongly encourages the engagement of councils and councillors to support the betterment of the 362 libraries across the state.

The Renew Our Libraries funding campaign in 2018/19 resulted in an additional $60m funding for NSW libraries over the 4-year period 2019/20–2022/23, the largest single increase in funding for NSW libraries since the introduction of the NSW Library Act in 1939.

Identity

Strengthen the NSWPLA identity so that it projects one voice to our members, stakeholders and communities raising the profile of public libraries across New South Wales.

Advocacy

Our public libraries offer vibrant spaces in which all community members can meet, learn and play. They provide essential community learning and social services to every community in NSW

Connections

Create and facilitate opportunities for our members and stakeholders to collaborate, cooperate, and share experiences, knowledge, and ideas to ensure that NSW libraries have the capacity to meet the future needs of our members and our communities.

NSW Statistics

2019-20

3.1 Million
Library Members

5.4 Million
WIFI Sessions

34.8
Million
Loans

73,000
Programs

1.5 Million
Attending
Programs

5.6 Million
Questions
Answered

2.6 Million
Internet
Sessions

Contact

New South Wales Public Libraries Association
Executive Officer
Adele Casey
a.casey@nswpla.org.au

For more information go to:
NSWPLA.ORG.AU

NSW Public Libraries Association

Office of Local Government

Circular to Councils

Circular Details	21-37 / 22 November 2021 / A798727
Previous Circular	*21-20 Postponement of the local government elections to 4 December 2021*
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Amendments to the Public Health Order relating to voting at the 2021 local government elections

What's new or changing

- The *Public Health (COVID-19 General) Order 2021* (the Public Health Order) has been amended by the *Public Health (COVID-19 General) Amendment Order (No 8)* to clarify the operation and application of the Public Health Order to voting and other activities at the local government elections.
- The Public Health order and the amendment to it are available here.

What this will mean for your council

- Among other things, the amended order provides the following:
  - Masks remain compulsory in an indoor area of premises other than a place of residence, including premises being used as a polling place or voting centre.
  - Unvaccinated persons may attend premises being used as a polling place or voting centre that would normally be closed to unvaccinated persons to vote at, or participate in the conduct of, an election.
  - Unvaccinated persons may participate in an outdoor public gathering of more than 2 persons if they are voting at, or participating in the conduct of, an election.
  - In areas subject to a stay at home order, it is a reasonable excuse to be away from a person's place of residence to attend a polling place or voting centre to vote at, or participate in the conduct of, an election. Currently, no areas are subject to a stay at home order.

Where to go for further information

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

Brett Whitworth
Group Deputy Secretary, Planning Delivery and Local Government

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 **F** 02 4428 4199 **TTY** 02 4428 4209
E olg@olg.nsw.gov.au **W** www.olg.nsw.gov.au **ABN** 20 770 707 468

Strengthening local government

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

Minutes

MANAGEMENT MEETING

TEAMS

WEDNESDAY 10TH NOVEMBER, 2021

Administration Centres: 1300 459 689

Order of Business

1. Budgets – a standing item.
    - John provided an update on Quarterly Budget Review (major changes) and Financial Statements (cash flow issue). Items for Finance Committee and workshop prior to November meeting.
2. Council Meeting and Business Paper Preparation – a standing item
    - Items for workshop – Australia Day, Cemetery Mapping and Regulatory Team achievements.
    - Quarterly Op Plan updates and End of term report review requested by Linda.
3. Council Meeting Action Report
    - Updates requested..
4. Christmas Party
    - Lunchtime function for Councillors and all staff Wednesday 15th December at Coolac Hall.

      Note that 16th is CDC Christmas Party.
5. Drone
    - Discussion on use, compliance, and operational management. Manager Technical Services to manage the operation.
6. Coota Beach Volleyball
    - Meeting scheduled for 11 November for planning next year's event.
7. Flood Preparedness.
    - Likely implications of weather patterns discussed. Mark making arrangements for Muttama Creek. Matt following flood plan at Gundagai.
8. WHS Procedures.
    - Matt ran through spreadsheet of status at hand.
9. LCRI Projects.
    - Mark arranging staff workshop and report to next meeting.
10. Policing and banning of non-compliers at the Cootamundra skate park.
    - Miriam provided presentation on proposed program.
11. Elefant mapping tool

- Miriam gave an overview of tourism mapping being conducted, and encouraged engineering and asset staff to utilise subscription held.

12. Cultural Awareness Walk.

- Miriam gave an overview of outcomes.

13. CSP Engagement.

- Linda gave an overview of program

14. Jubilee Park Project.

- Wayne gave an overview. Communication is key as it touches other areas of responsibility.

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Minutes

MANAGEMENT MEETING

TEAMS

WEDNESDAY 27TH OCTOBER, 2021

Administration Centres: 1300 459 689

Order of Business

1. Budgets – a standing item.
   - John provided an update

2. Council Meeting and Business Paper Preparation – a standing item
   - October, 2021 Ordinary Meeting outcomes discussed.

3. Council Meeting Action Report
   - New items to be addressed.

4. Christmas 2021 January 2022 New Year Closure
   - Feedback collated, discussion with Mayor and Deputy Mayor, with a report required for the November, 2021 Ordinary Meeting for informtion. Advertising to follow. All staff to be advised via email by GM.

5. Workplace Health and Safety
   - 8 policies and procedures from Safety Committee distributed to Managers to review within week.
   - State Cover WHS Audit – Incident and corrective action (management to reiterate need to report incidents). Bullying policy and procedures (escalate a review)
   - Date for Climate Change workshop for 10am Wed 3 November.
   - Drone – conform requirements for Remote Operators Certification and Insurance.
   - Contractor Management – reminder of Vault system rollout.

6. Cootamundra Depot
   - Andrew and Mark preparing a business case for fit out of old room at depot 2, costs of approximately $40k. Report to Council to follow.

7. Hilltops.
   - Overview of media reports of financial crisis provided. Managers to reassure teams of our own circumstances.

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Minutes

MANAGEMENT MEETING

TEAMS

WEDNESDAY 29TH SEPTEMBER, 2021

Administration Centres: 1300 459 689

Order of Business

1. Budgets – a standing item.
   - Work ongoing with Managers productive.
   - One item identified to be included in report to October 2021 Ordinary Meeting.
   - John drilling down into budgets with each manager.

2. Council Meeting and Business Paper Preparation – a standing item
   - Reports for October, 2021 Ordinary Meeting discussed and confirmed.

3. Council Meeting Action Report
   - Responses still need to be improved.

4. Christmas 2021 January 2022 New Year Closure
   - A variety of options discussed.
   - Further discussion to be had with a report required for the November, 2021 Ordinary Meeting for consideration.

5. Workplace Health and Safety
   - Reports of incidents due to staff fatigue need improving.
   - Some injuries are not being reported until doctors are seen. Managers to ensure staff abide by process.
   - A review of all injury claims planned.
   - State Cover WHS Audit – Good results
   - Date for Climate Change workshop to be set
   - Vault rollout – invitations pending

6. COVID Safe Check
   - Internal ventilation issues to be looked at by Facilities.
   - Current plans remain

7. Integrated Planning and Reporting.
    - Updates requested from Managers – Linda to distribute and set deadlines.
    - Annual Report input required.
    - IPR workshop held 27/9 – Managers to build input for CSP

8.2 FINANCE

8.2.1 INVESTMENT REPORT - OCTOBER 2021

DOCUMENT NUMBER	361353
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 October 2021 was $6,170.33, 21% over the budgeted figure of $5,096.
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 31 October 2021 ⇩

RECOMMENDATION

The Investment Report for October, 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 $6,170.33, being 21% over the budget for the month.

INVESTMENT REPORT

As at: 31/10/2021

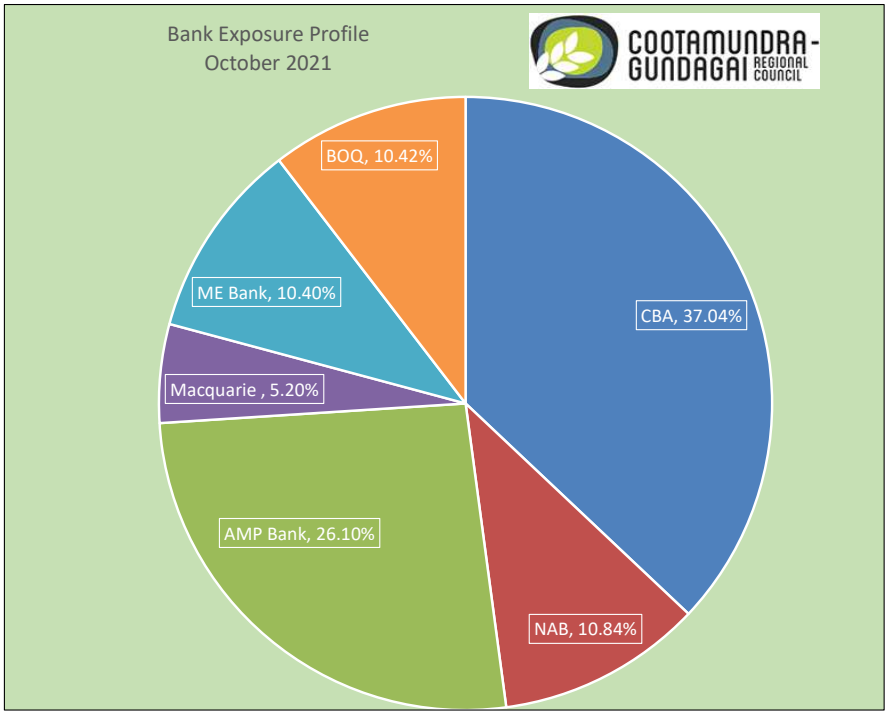
Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
24 Aug 2021	0.40%	91	$1,000,000.00	Macquarie	**$ 339.73**	23 Nov 2021
20 Jul 2021	0.45%	182	$1,001,131.51	ME Bank	**$ 382.62**	18 Jan 2022
31 Aug 2021	0.45%	182	$1,000,000.00	ME Bank	**$ 382.19**	1 Mar 2022
20 Jul 2021	0.60%	245	$1,006,954.25	AMP	**$ 513.13**	22 Mar 2022
13 Jul 2021	0.75%	336	$2,013,908.49	AMP	**$1,282.83**	14 Jun 2022
20 Sep 2021	0.80%	365	$2,000,000.00	AMP	**$1,358.90**	20 Sep 2022
21 Sep 2021	0.38%	365	$2,003,471.23	BOQ	**$ 646.60**	21 Sep 2022
21 Sep 2021	0.35%	365	$2,000,000.00	National Australia Bank	**$ 594.52**	21 Sep 2022
		AC	$1,621,178.95	Commonwealth Bank	**$ -**	At Call
		BOS	$5,504,001.99	Commonwealth Bank	**$ 664.93**	At Call
		AC	$85,117.99	National Australia Bank	**$ 4.87**	At Call
Total			**$19,235,764.41**			
Matured in Report Month						
Totals					**$6,170.33**	

Budgeted Interest for Month	$ 5,096
Combined Interest Rate	0.38%
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
October 2021
COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
BOQ, 10.42%
ME Bank, 10.40%
CBA, 37.04%
Macquarie , 5.20%
AMP Bank, 26.10%
NAB, 10.84%

8.2.2 SEPTEMBER 2021 QUARTERLY BUDGET REVIEW STATEMENT

DOCUMENT NUMBER	361356
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	As reported in the attached quarterly budget review, the revised net operating result for the year to 30 September, 2021 estimates a profit of $10,134,214 compared with the original budget of $9,240,964 profit. The net movement in unrestricted cash now anticipated is $81,767 increase, compared with the original budget of $704,566 increase. Significant variations are included in the attached reports. While the variations to the estimated Capital Expenditure are listed in detail in the attached report, a further report outlining the major variations to the operating budget is being prepared and will be distributed prior to the Council Meeting.
LEGISLATIVE IMPLICATIONS	Compliance with Clause 203(1) of the Local Government (General) Regulation, 2005 requires that, not later than 2 months after the end of each quarter, excluding the June quarter, the responsible accounting officer must submit a budget review statement to Council. The format of the review must be consistent with the minimum requirements contained in the Quarterly Budget Review Statement Guidelines provided by the Office of Local Government.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Quarterly Budget Review - Consolidated Report ⇩ 2. Quarterly Budget Review - Capital Expenditure Report ⇩ 3. Quarterly Budget Review - Business Units/Cost Centres Report ⇩

RECOMMENDATION

1. That the September 2021 Quarterly Budget Review Report be received.

2. The budget variations listed in the report be adopted.

Introduction

The purpose of this report is to present a summary of Council's financial position at the end of the quarter, and to report on progress made against the original budget adopted by Council in its 2021-22 Operational Plan. A detailed list of capital expenditure budget variances is included in the

September 2021 Quarterly Budget Review attached to the report. A further report outlining the major variations to the operating budget is being prepared and will be distributed prior to the Council Meeting

Discussion

The reports are scheduled to be reviewed by the Finance Committee on Wednesday 24 November 2021.

Detailed commentary on the individual variations is included in the attached reports.

QUARTERLY BUDGET REVIEW
30th September 2021

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL	QBR Original Budget	Recommended Adjustments	Revised Budget	Actual YTD	% of Revised Budget
Consolidated					
Rates and annual charges	16,537,983	(180,827)	16,357,156	12,981,602	79%
User charges and fees	7,155,694	130,984	7,286,678	964,778	13%
Interest and investement revenues	183,800	(3,800)	180,000	19,503	11%
Other revenues	1,135,800	123,616	1,259,416	194,541	15%
Operating grants and contributions	8,513,304	671,513	9,184,817	1,538,151	17%
Capital grants and contributions	7,923,103	10,460,397	18,383,500	1,871,430	10%
Recovery of corporate overhead expenditure	1,988,081	0	1,988,081	-102,750	-5%
Operating Revenue	43,437,765	11,201,883	54,639,648	17,467,255	32%
Employee costs	10,878,269	1,545,204	12,423,473	2,947,139	24%
Borrowing costs	249,647	600	250,247	-25,714	-10%
Materials and contracts	8,045,493	3,392,135	11,437,628	2,426,687	21%
Other expenses	3,526,216	1,203,769	4,729,985	1,984,806	42%
Internal Overheads	1,988,081	0	1,988,081	123	0%
Depreciation	9,509,095	931,059	10,440,154	0	0%
Operating Expenses	**34,196,801**	**7,072,767**	**41,269,568**	**7,333,041**	**18%**
Operating Gain/(Loss)	**9,240,964**	**4,129,117**	**13,370,081**	**10,134,214**	**76%**
Capital Expenditure	(16,298,409)	(18,262,729)	(34,561,138)	(8,484,237)	25%
Transfers to Reserves	(2,644,104)	(1,350,290)	(3,994,394)	0	0%
Transfers from Reserves	1,162,676	1,365,387	2,528,063	0	0%
Loan Funds Utilised	1,000,000	7,100,000	8,100,000	0	0%
Loan PrIncipal Repaid	(1,265,656)	0	(1,265,656)	(85,748)	7%
Proceeds from Sale of Land	0	455,539	455,539	455,539	100%
Reduction in Amount due from Grants Authorities	0	5,009,119	5,009,119	0	0%
Depreciation	9,509,095	931,059	10,440,154	0	0%
Net Unrestricted Cash - Increase/(Decrease)	**704,566**	**(622,799)**	**81,767**	**2,019,767**	

QUARTERLY BUDGET REVIEW
30th September 2021
CAPITAL EXPENDITURE

	Original Budget	Actual Year to Date	Unspent 2020-21 B/Fwd	Other Adj This Quarter	Revised Budget
Plant and Equipment Replacement Totals	**1,332,288**	**1,929,022**	**-**	**775,547**	**2,107,835**
Office Equipment	*	*			*
00001174 - Computer server and network	40,000	0	-	0	40,000
Office Equipment Totals	**40,000**	**0**	**0**	**0**	**40,000**
Land	*	*			
00001571 - Bourke Estate Residential Land Development	25,000	107	-	0	25,000
00001573 - Turners Lane Industrial Land Development	2,525,465	2,355	-	0	2,525,465
00002658 - WWII Fuel Depot 219 Sutton St - Heritage Grant	0	14,784	-	14,784	14,784
Land Totals	**2,550,465**	**17,246**	**0**	**14,784**	**2,565,249**
Buildings	*				
00001432 - Cootamundra AFL- Demolition of old clubrooms and construction of new clubrooms	0	118,423	146,801	0	146,801
00001525 - Gundagai Visitors Information Centre redevelopment - disabled ramp/toilet	0	1,730	-	1,730	1,730
00001569 - Gundagai depot training room construction	0	192	28,625	0	28,625
00002392 - Gundagai Preschool - Capital works project	0	84,115	240,824	0	240,824
00002402 - Cootamundra Men`s Shed - Relocation	0	20,060	29,270	0	29,270
00002415 - Mirrabooka Revivification (SCCF2)	0	409	20,026	0	20,026
00002426 - Cootamundra Arts Centre Rehearsal Space	0	13,924	109,231	0	109,231
00002467 - Gundagai Admin Refurbishment	0	118,938	215,811	0	215,811
00002901 - Sustainable Redevelopment and Upgrade of Cootamundra Library	0	199	-	199	199
00002903 - Indoor Rock Climbing Wall Cootamundra Stadium	0	47,700	44,299	0	44,299
00002906 - Pump Track Cootamundra	0	24,098	31,551	0	31,551
00002937 - Cootamundra Showground - Covid19 Funding	0	20,303	26,811	0	26,811
00003044 - Additions to Muttama Hall Entrance	0	1,472	2,470	0	2,470
00003147 - Dwelling - William Street property capital works	0	1,142	-	1,142	1,142
00003277 - Stockinbingal Hall - Footpath & Disabled Ramp	0	4,966	74,990	0	74,990
00003286 - Carberry Park adult lift and changing facility	0	26,055	28,486	0	28,486
00003289 - Cootamundra Stadium Solar upgrade	0	0	11,944	0	11,944
00003290 - Bradman Birthplace Rejuvenation	0	11,861	29,494	0	29,494
00003343 - Alby Schultz Meeting Room Roof Replacement	0	30,738	-	30,738	30,738
00003346 - Buildings Capital - Budget Only	1,666,786	0	-	(40,000)	1,626,786
00003349 - Cootamundra Showground - Renovation of toilet block	0	1,280	34,215	0	34,215

QUARTERLY BUDGET REVIEW
30th September 2021
CAPITAL EXPENDITURE

	Original Budget	Actual Year to Date	Unspent 2020-21 B/Fwd	Other Adj This Quarter	Revised Budget
00003350 - Cootamundra Showground - Renovation of Rotunda	0	0	30,000	0	30,000
00003351 - Muttama Hall - Window replacement/Conservation work	0	0	-	10,000	10,000
00003362 - Cootamundra Driver Reviver Site Upgrade	0	10,000	-	159,553	159,553
00003381 - Cootamundra Stadium roof repairs, high bay lighting	0	12,760	-	30,000	30,000
Buildings Totals	**1,666,786**	**550,365**	**1,104,848**	**193,361**	**2,964,996**
Other Structures	*	*			
00003010 - High Fencing for Cootamundra Landfill	0	86,100	-	87,050	87,050
00003013 - Cootamundra Landfill - Refurbishment of Weight Bridge office and amenities	0	2,895	163,764	0	163,764
Other Structures Totals	**0**	**88,995**	**163,764**	**87,050**	**250,814**

QUARTERLY BUDGET REVIEW
30th September 2021
CAPITAL EXPENDITURE

	Original Budget	Actual Year to Date	Unspent 2020-21 B/Fwd	Other Adj This Quarter	Revised Budget
Roads	*	*			
00002683 - Cootamundra Roads - Capital Works Budget	1,157,288	0	-	(1,157,288)	0
00002992 - Mackay Street Rehabilitation	68,000	217,068	906,338	0	974,338
00002996 - Berthong Rd Rehabilitation	379,807	240	(2,985)	0	376,822
00002998 - Kilrush Rd Pavement Rehabilitation	0	4,130	149,503	0	149,503
00002999 - Old Gundagai Rd Rehabilitation	357,410	337,693	-	0	357,410
00003000 - Rosehill Rd Rehabilitation	37,376	4,130	77,706	0	115,082
00003001 - Mivale Rd Seal Extension	348,049	1,249	(88,200)	0	259,849
00003002 - Cooper Lane Rehabilitation	321,160	240	-	0	321,160
00003050 - MR 87 Muttama - Development	0	39,860	361,000	0	361,000
00003337 - Warralong Road - Reconstruction & Sealing	187,500	0	-	62,500	250,000
00003338 - Brawlin Road - Reconstruction & Sealing	157,500	0	-	92,500	250,000
00003339 - French St Rehabilitation	187,500	48,492	-	62,500	250,000
0000XXXX - Natural Disaster Flood repairs Rosehill/Jugiong Rd	0	0	373,569	0	373,569
0000XXXX - Natural Disaster Flood repairs Old Gundagai/Brawlin Rd	0	0	291,722	0	291,722
0000XXXX - Natural Disaster Flood repairs Muttama Rd	0	0	106,534	0	106,534
0000XXXX - Cootamundra Roads - Resealing Program	0	0	-	700,000	700,000
0000XXXX - Cootamundra Roads - Gravel Resheeting Program	0	0	-	200,000	200,000
0000XXXX - Cootamundra Roads - K&G Replacement	0	0	-	200,000	200,000
0000XXXX - Cootamundra Roads - Sealed Pavements Rehab	0	0	-	120,000	120,000
0000XXXX - Stockinbingal Hall Kerb & Building Repairs	0	0	-	12,000	12,000
Civil Works Sub Total	**3,201,590**	**653,101**	**2,175,187**	**292,212**	**5,668,989**

QUARTERLY BUDGET REVIEW
30th September 2021
CAPITAL EXPENDITURE

	Original Budget	Actual Year to Date	Unspent 2020-21 B/Fwd	Other Adj This Quarter	Revised Budget
00002684 - Gundagai Roads - Capital Works Budget	2,962,000	0	-	(2,962,000)	0
0000XXXX - Gundagai Roads - 2021/22 Resealing Program	0	0	-	700,000	700,000
0000XXXX - Gundagai Roads - 2021/22 Resheeting Program	0	0	-	100,000	100,000
0000XXXX - Gundagai Roads - 2021/22 Capital Projects TBD from Maloneys (likely Old Hume Hwy +O	0	0	-	400,000	400,000
0000XXXX - Gundagai Roads - 2021/22 Footpath Replacement	0	0	-	17,500	17,500
0000XXXX - Gundagai Roads - 2021/22 K&G Replacements	0	0	-	150,000	150,000
00001640 - Sheridan Street Redevelopment - Main Street Upgrade	0	5,110	-	5,110	5,110
00002912 - Sheridan Street Redevelopment - Main Street Upgrade - Stage 2	0	316,853	476,247	0	476,247
00002976 - Redhill Rd 8.1km SWS - Upgrade timber haulage roads	0	798	31,799	0	31,799
00002977 - Nanangroe Rd 18.1km SWS - Upgrade timber haulage roads	0	3,400	1,311,353	0	1,311,353
00002978 - Adjungbilly Rd 11.5km SWS - Upgrade timber haulage roads	0	24,395	374,204	0	374,204
00002988 - Old Hume Hwy	200,000	0	100,000	0	300,000
00002990 - Railway Parade	0	549	124,960	0	124,960
00002991 - 154 Bethungra Rd (Programmed Works)	0	0	49,652	0	49,652
00002993 - Nanangroe Rd Rehabilitation	0	240	52,310	0	52,310
00002994 - Adjungbilly Rd Rehabilitation	0	21,760	25,000	0	25,000
00002995 - Old Hume Hwy Seal Extension	354,900	200,943	200,910	0	555,810
00002997 - Edwardstown Rd Rehabilitation	375,000	524	(11,389)	0	363,611
00003148 - Sheridan and Otway St Kerb Widening	0	336	20,238	0	20,238
00003149 - Heavy Patching - Mount St	0	600	32,428	0	32,428
00003281 - Sheridan St Block 3 Upgrade	0	77	106,329	0	106,329
00003345 - West St Kerb Replacement - Sheridan to Punch	0	1,856	-	1,856	1,856
Technical Services Sub Total	**3,891,900**	**577,441**	**2,894,041**	**(1,587,534)**	**5,198,407**

QUARTERLY BUDGET REVIEW
30th September 2021
CAPITAL EXPENDITURE

	Original Budget	Actual Year to Date	Unspent 2020-21 B/Fwd	Other Adj This Quarter	Revised Budget
00002465 - Signage Updates	0	17,605	90,611	0	90,611
Community & Culture Sub Total	**0**	**17,605**	**90,611**	**0**	**90,611**
00002430 - Community Safety & Beautification of King Street Wallendbeen	0	0	19,323	0	19,323
00002913 - Parker Street Redevelopment	0	56,749	113,949	0	113,949
Waste, Parks & Recreation Sub Total	**0**	**56,749**	**133,272**	**0**	**133,272**
Roads Totals	**7,093,490**	**1,304,897**	**5,293,111**	**(1,295,322)**	**11,091,279**
Bridges	*				
00003208 - Mackay St Footbridge - Bicycle and walking paths	0	951	49,816	0	49,816
00003210 - Scott Avenue Footbridge - Bicycle and walking paths	0	14,564	43,829	0	43,829
00003211 - Rosehill Rd Bridge - Reconstruction widening works	0	56,985	58,411	0	58,411
00003328 - Lucerndale Road - CVR #30301	308,399	39,261	8,003	0	316,402
00003329 - Lucerndale Road - CVR#30365	170,399	39,261	8,003	0	178,402
00003330 - Carrs Road - CVR#30303	392,027	39,658	7,950	0	399,977
00003331 - Brawlin Road - CVR #32771	370,106	36,538	7,011	0	377,117
00003332 - Burra Road - CVR #30307	454,449	35,975	6,789	0	461,238
Bridges Totals	**1,695,380**	**263,193**	**189,812**	**0**	**1,885,192**
Footpaths	*	*			
00003209 - Muttama Creek - Shared Footpath/cycleway along the bank	0	59,356	103,636	0	103,636
00003274 - Replacement footpath along Muttama Creek between Mackay St & Thompson St	0	168	118,860	0	118,860
00003275 - Upgrade of Bourke St Footpath	0	0	89,990	0	89,990
00003277 - Stockinbingal Hall - Footpath & Disabled Ramp	0	0	74,990	0	74,990
00003278 - Cootamundra Art & Craft Centre - Disabled Ramp	0	0	1,300	0	1,300
Footpaths Totals	**0**	**59,524**	**388,776**	**0**	**388,776**
Other Road Assets	*	*			
00003045 - Sheridan and West Street Intersection	0	108,038	141,594	0	141,594
Other Road Assets Totals	**0**	**108,038**	**141,594**	**0**	**141,594**

QUARTERLY BUDGET REVIEW
30th September 2021
CAPITAL EXPENDITURE

	Original Budget	Actual Year to Date	Unspent 2020-21 B/Fwd	Other Adj This Quarter	Revised Budget
Stormwater Drainage	*	*			
00002446 - Stormwater Mitigation Upgrade - Boundary Road x Matilda Avenue	0	300	-	300	300
00003009 - Stormwater Drainage Capital Works - Projects to be determined	170,000	7,049	-	0	170,000
Stormwater Drainage Totals	**170,000**	**7,349**	**0**	**300**	**170,300**
Swimming Pools	*	*			
00001523 - Gundagai pool tiling and disabled ramp	0	23,346	-	32,000	32,000
Swimming Pools Totals	**0**	**23,346**	**0**	**32,000**	**32,000**
Open Space & Recreational Projects	*	*			
00002387 - Gundagai Tourism Action Group - Gundagai Main Street History Walk	0	10,080	9,434	646	10,080
00002398 - Owen Vincent Oval Gundagai - River Water Pump	0	0	40,000	0	40,000
00002399 - Cootamundra Harness Racing - Upgrades & Maintenance to Track	0	0	27,347	0	27,347
00002409 - Cootamundra Event Promotion Banners	0	114	-	200	200
00002411 - Gundagai Friendship Park Playground	0	2,407	5,431	0	5,431
00002418 - Gundagai Community Garden	0	1,139	32,428	0	32,428
00003019 - Albert Park Playground Project (Everyone Can Play)	0	251,244	387,794	0	387,794
00003279 - Pioneer Park - Access and Paths	0	15,668	164,980	0	164,980
00003280 - Bradman Oval - Cricket Nets	0	0	16,500	0	16,500
00003282 - Carberry Park Playground Shade Structure	0	0	69,990	0	69,990
00003283 - Lindley Park Playground Carpark	0	9,357	110,027	0	110,027
00003284 - Palmer Park Playground Shade Sails	0	0	29,990	0	29,990
00003285 - Sherwood Forest - Landon St	0	13,644	135,814	0	135,814
00003379 - Jubilee Park Enhancement	0	143,259	1,992,523	0	1,992,523
Open Space & Recreational Projects Totals	**0**	**446,913**	**3,022,258**	**846**	**3,023,104**
	*				
TOTALS GENERAL FUND TOTALS	**14,548,409**	**4,798,887**	**10,304,163**	**-191,434**	**24,661,138**

QUARTERLY BUDGET REVIEW
30th September 2021
CAPITAL EXPENDITURE

	Original Budget	Actual Year to Date	Unspent 2020-21 B/Fwd	Other Adj This Quarter	Revised Budget
Water Supply Network Capital Works					
00003016 - Water Capital Works - Unallocated Budget Only	1,000,000	0	-	(930,000)	70,000
00001515 - Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	0	5,133	-	1,000,000	1,000,000
00002274 - Nangus Water Supply Works	0	41,455	-	50,000	50,000
00003312 - Cootamundra water mains replacement project - Parker St From Hurley to Mackay	0	2,642	-	66,000	66,000
00003313 - Cootamundra water mains replacement project - Mackay St From Parker to Onley	0	2,634	-	132,000	132,000
00003314 - Cootamundra water mains replacement project - Ursula St From Cowcumbla to Southee	0	3,494	-	82,500	82,500
00003315 - Cootamundra water mains replacement project - Hay St From Adam to O`Donnell	0	2,243	-	44,000	44,000
00003316 - Cootamundra water mains replacement project - Queen St From McGowan to Congou	0	5,838	-	155,500	155,500
00003317 - Cootamundra water mains replacement project - Adam St From Crown to Murray	0	4,840	-	165,000	165,000
00003318 - Cootamundra water mains replacement project - Mackay St From Poole to Hospital	0	10,338	-	110,000	110,000
00003354 - Gundagai water mains replacement project - West Street from Punch to Hanley	0	170,329	-	175,000	175,000
Water Supply Network Capital Works Totals	**1,000,000**	**248,944**	**0**	**1,050,000**	**2,050,000**
Sewerage Network Capital Works	*	*			
00003014 - Sewer Capital Works - Budget Only	750,000	0	-	(40,000)	710,000
00002381 - Stockinbingal Sewerage Treatment System	0	11,920	-	20,000	20,000
00003141 - Sewer Service Connections	0	0	-	20,000	20,000
00001611 - Gundagai Sewerage Treatment Works Plant Replacement	0	3,424,486	-	7,100,000	7,100,000
Sewerage Network Capital Works Totals	**750,000**	**3,436,406**	**0**	**7,100,000**	**7,850,000**
	*	*			
TOTALS CONSOLIDATED	**16,298,409**	**8,484,237**	**10,304,163**	**7,958,566**	**34,561,138**

QUARTERLY BUDGET REVIEW

Business Unit/Cost Centre Summary - Operating

Period ended 30 September 2021

	Income					Expenditure				
	Original Budget	Recommended Variations	Revised Budget	Actual to Date	% of Revised Budget	Original Budget	Recommended Variations	Revised Budget	Actual to Date	% of Revised Budget
Buildings & Property Management	(1,455,613)	(77,915)	**(1,533,528)**	(27,247)	1.78%	1,267,685	150,390	**1,418,075**	296,177	20.89%
Business Services	(100)	-	**(100)**	(60)	60.00%	988,383	146,041	**1,134,424**	237,595	20.94%
Civil Works (excl Roads, Bridges, Footpaths)	(5,543,487)	(3,180,687)	**(8,724,174)**	(49,241)	0.56%	1,134,848	224,886	**1,359,734**	310,059	22.80%
Community and Culture	(2,757,378)	(2,736,107)	**(5,493,485)**	(1,364,556)	24.84%	1,621,571	407,066	**2,028,637**	458,661	22.61%
Development, Building and Compliance	(426,320)	(115,134)	**(541,454)**	(259,760)	47.97%	1,153,165	122,958	**1,276,123**	320,996	25.15%
Executive Office	(235,018)	(44,346)	**(279,364)**	(44,346)	15.87%	1,143,315	379,060	**1,522,375**	339,162	22.28%
Finance and Customer Services	(16,693,473)	(265,735)	**(16,959,208)**	(9,793,130)	57.75%	1,629,943	92,773	**1,722,716**	315,739	18.33%
Risk Management, WH&S	(80,000)	(82,200)	**(162,200)**	(20,788)	12.82%	834,500	372,974	**1,207,474**	662,512	54.87%
Parks, Recreation & Public Toilets	(21,410)	(2,386,117)	**(2,407,527)**	(1,821)	0.08%	2,989,068	60,333	**3,049,401**	628,134	20.60%
Regulatory Services	(764,003)	(195,245)	**(959,248)**	(188,670)	19.67%	1,862,475	429,847	**2,292,322**	967,120	42.19%
Roads, Bridges, Footpaths, etc	(4,413,039)	(2,148,748)	**(6,561,787)**	(854,255)	13.02%	11,847,601	2,743,096	**14,590,697**	1,530,053	10.49%
Technical Services (excl Roads, Bridges, Footpaths)	(110,000)	(20,400)	**(130,400)**	(18,646)	14.30%	(290,309)	601,204	**310,895**	(87,324)	-28.09%
Waste Services	(3,413,271)	296,897	**(3,116,374)**	(2,753,828)	88.37%	1,826,156	1,218,318	**3,044,474**	536,413	17.62%
Water Supply Services	(4,543,000)	(71,400)	**(4,614,400)**	(986,438)	21.38%	4,068,724	(39,212)	**4,029,512**	488,324	12.12%
Sewerage Services	(2,981,653)	(174,747)	**(3,156,400)**	(1,104,470)	34.99%	2,119,676	163,031	**2,282,707**	329,421	14.43%
Total	**(43,437,765)**	**(11,201,883)**	**(54,639,648)**	**(17,467,255)**	**25.79%**	**34,196,801**	**7,072,767**	**41,269,568**	**7,333,041**	

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

DOCUMENT NUMBER	361678
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 outstanding amount of $4536.65 be taken from the Finance budget and apply it to the Donations Budget.
LEGISLATIVE IMPLICATIONS	Compliance with of the Local Government Act, 1993
POLICY IMPLICATIONS	The CGRC Donations Policy.
ATTACHMENTS	Nil

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 and, as such, the levied rates cannot be waived.**
2. **Council donate the amount of $4,343.67 to the Gundagai Historic Bridges Committee Inc.**
3. **Council endorse the reduction of the Finance Budget, and increase to the Donations Budget, by the amount of $4343.67 to accommodate the donation.**
4. **The outstanding interest on assessment 11032836 adjusted to 30th November, 2021, being the amount of $192.98 be written off as part of the donation process.**

Introduction

At its Ordinary Meeting held 26th October, 2021 Council considered item 8.2.1 Request To Waive Rates on lot 586 DP 726192 Middleton Drive Gundagai due to the service request received from The Gundagai Historic Bridges Committee Inc (the Committee) requesting Council to waive the rates. Council resolved (Min. no.304/2021) to defer the report to prove further information on Crown lease management.

Discussion

At its Ordinary Meeting held 29th June, 2021 Council, Council adopted (Min. no.152/2021) its 2021/22 Rates and Annual Charges.

Under section 13 Community Based and Not for Profit Organisations, Gundagai Historic Bridges Committee Inc. is included in the list which Council resolved to reduce Water and Sewer access charges saving the Committee $208 on those annual charges. It is important to make the distinction

that Water and Sewer charges are not rates. They are charges determined and applied by Council as opposed to rates which is legislated under Section 494 of the Local Government Act, 1993.

In NSW two things must firstly be examined when considering rateability (though there are many other things), regardless of the land tenure. It doesn't matter what the tenure is, whether it be Freehold, Leasehold, Crown Land - any manner of Lease, License, Permit, or whatever:

- who holds the land?– ie) whomever the Valuer-General (VG) has determined to be the holder of the land, and to whom the VG has issued the valuation notice, and thus who is liable to pay rates and taxes on the land (this is very often not the owner on the title), and
- what is the land used for?

Is the holder of the land liable to pay rates by virtue of who they are?

Essentially, any person or entity that is not Crown that holds any land is liable for rates in the first instance (and Crown per the legislation means pretty much anything Government, with some slight variables, for example, Australian Rail Track Corporation who are subject to a federal Act that dictates they are not rateable in any state or territory).

For our simple purposes for this example, the 3 main exceptions to this are:

- if they are a religious organisation (a church) and the land is held as a place of worship,
- If they are held and used by a Crown Reserves Trust, which are legislated non-rateable,
- if they are a registered charitable institution and the land is held for the institution's charitable purposes.

Note that the notions or terms "not-for-profit" or "community" (except for Council Community land) mean nothing in respect of the rating legislation and are irrelevant.

There are many organisations that are "not-for-profit" or "community" who hold land that is rateable, and to whom rates must by law be levied.

To hold land that may be categorised as non-rateable, the organisation must be a registered charitable institution, and the organisation must provide the evidence of this to Council. The most notable instance in recent times of this was a prominent Cootamundra organisation previously rateable, who went through the process of registering. Thereafter with evidence Council could change most of their assessments to non-rateable from the beginning of the next full rating year.

Council is required to remain at arms-length from any process of an organisation that might wish to apply to Government to be a registered charitable institution. Council cannot be involved.

Regarding the use of the land.

Firstly, there are 2 things to consider when looking at the land use (though there are many further things to consider). Whether the use is either public, or private.

Remember, *public,* in terms of the definition in the legislation, essentially means *Government* use. It does not mean for example that the holder might allow all other persons or organisations in the wider community to use it. That is not "public" in terms of the legislation. It is essentially the same definition as to public money vs private money – "public money" means Government money.

Private means everything else or the use by all persons/entities/organisations that are not Government.

Generally, if land is held by Government and used by Government for Government purposes, it is non-rateable. This is mainly because of provisions in the Australian Constitution preventing state governments (includes councils) levying taxes on Federal Government, and other legislation.

Examples of non-rateables (or exempts) are Government Office blocks, Police Stations, Motor Registries, State Forests, etc.

In regard to land held by Council, even though we are Government, Council is dealt with separately and differently by the legislation, and rateability depends upon what the land is used for. Because to ourselves Council is not *another* level or part of Government, Council land is often rateable.

Very basically, most often if it is Operational Land (as defined in the Local Government Act, 1993 (the Act) and classified by Council), and used by Council for its own operational purposes, it is rateable, and Council must levy rates on itself for this land. Which is why the depots, offices, treatment works, etc, are all rateable.

Examples of *Crown Land* held by Council that is rateable are: part of Cootamundra Depot # 2, Cootamundra Saleyards, parts of the Cootamundra Waste Facility and Sewerage Treatment Works.

If the land held by Council is Community Land (as defined in the Act) and used as such, it is generally non-rateable under the legislation. Which is why most Council parks, sporting grounds, etc, are non-rateable.

Examples of *Crown Land* held by Council (ie - Council's Reserves Trust, etc) that is non-rateable are: Fisher Park, Nicholson Park, Cootamundra Showground.

In respect of Crown Land generally, there are many parcels of Crown Land in CGRC that are rateable due to them being held by private entities and/or for private purposes. (Remembering that the word "private" means everything and everybody that is non-Government).

A couple of examples of Crown Land held privately by "not-for-profit" organisations that are rateable (and must by law be rateable) are the Cootamundra Rifle Range, and the Cootamundra Pistol Range. People's houses that are on Crown Land are all rateable.

Basically, just because land is Crown Land does not make it non-rateable, it comes down to who holds the land and what it is used for. A very substantial part of Crown Land in NSW is rateable under the legislation by virtue of who holds it and for what purpose, and as the Crown continually seeks to divest itself of the responsibility for it to other bodies (if not the ownership), most will eventually be rateable.

It is critical that Council understands that it cannot resolve to categorise any land for rating or for rateability that contravenes legislation, to do so is an unlawful and corrupt act. Every few years the Auditors obtain a full list of all of Council's non-rateables, and evidence must be provided as to why every one of them has been categorised as such in compliance with the legislation. So it is one of the main areas in rating where Council must be particularly diligent and careful. There have been a number of cases of council officers who have lost their jobs for such actions and worse.

With reference to above and in basic terms, assessment 11032836 is rateable, because :

1) **the land is held by a private entity (non-government), and**
2) **the land is used for private purposes (non-public and non-government).**

It must be noted though that the Committee's request is worded in the wrong terms as it is asking for rates to be "waived" rather than for a donation; if asking for rates to be waived, Council is required to refuse.

Prior to the 2016 amalgamation of the former Cootamundra and Gundagai Shire Councils, the Gundagai Shire Council had donated the annual rate amount for many years.

Since amalgamation Cootamundra-Gundagai Regional Council has also donated annual rates when such request was received and resolved by Council.

The current outstanding rates and financial years are detailed in the table below:

Financial Year	**Rates Levied**
2019/20	$1234.84
2020/21	$1413.16
2021/22	$1695.67
Interest	$192.98
Total	$4536.65

Assessment 11032836 has been reviewed back to 1995, in Authority, and the rates have never been "waived", nor have they ever been written-off. There are only levy, interest and receipt transactions. It is evident that the former Gundagai Council and Cootamundra-Gundagai Regional Council have dealt with it the only way it lawfully can; where the organisation formally requests a donation from Council equivalent to the amount of annual rates, and Council resolves to make a donation accordingly. To resolve the current impasse regarding the organisation's request, it would seem that the best option for Council may be to just increase the donations budget in the QBR, and if deemed necessary, reduce a budget line item commensurately elsewhere. It would certainly seem justifiable in terms of precedent.

8.2.4 REFERRAL OF FINANCIAL STATEMENTS FOR AUDIT

DOCUMENT NUMBER	361357
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	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with section 413 of the Local Government Act, 1993.
POLICY IMPLICATIONS	Accounting Policies are detailed within the Financial Statements.
ATTACHMENTS	Nil

RECOMMENDATION

1. **The Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer be delegated to sign the Statements by Council and Management for the 2021 General Purpose Financial Statements and 2021 Special Purpose Financial Statements for Cootamundra-Gundagai Regional Council.**
2. **The 2021 Financial Statements be referred for audit.**
3. **The General Manager be authorised to issue the 2021 Financial Statements upon receipt of the auditor's report.**

Introduction

Section 413 of the Local Government Act, 1993 requires a resolution of Council to refer the draft financial statements to audit.

Section 413(2)(c) requires a resolution of Council that the annual financial statements have been prepared in accordance with;

- The Local Government Act, 1993 (as amended) and the Regulations made there under.
- The Australian Accounting Standard and professional pronouncements.
- The Local Government Code of Accounting Practice and Financial Reporting.

Further, that to the best of its knowledge and belief, the financial statements present fairly the operating result and financial position, and accord with Council's accounting and other records.

Section 418 of the Act requires that as soon as practicable after Council receives a copy of the auditor's report, it must fix a date for a meeting to present the audited financial statements to the public, and it must make the financial statements available for public inspection for at least seven days prior to the meeting date.

Discussion

The financial statements for the reporting period ended 30 June 2021 are currently being finalised and are scheduled for audit. Pursuant to section 413(1) of the Local Government Act, 1993 Council is required to refer the draft statements to audit. A copy of the statements will be distributed prior to the Council Meeting.

The Office of Local Government as approved an extension of time to 17 December 2021 for lodgement of the statements.

A meeting of the Finance Committee is scheduled to allow for information and analysis to be provided.

8.3 COMMUNITY AND CULTURE

8.3.1 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 28 OCTOBER 2021

REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phillip McMurray, General Manager
FINANCIAL IMPLICATIONS	$500,000 to be funded by the Local Roads and Community Infrastructure Funding.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Access and Inclusion Minutes 28102021.pdf ⇩

RECOMMENDATION

1. **The Minutes of the Access and Inclusion Committee Meeting held on Thursday 1 October 20201 (attached) are submitted for adoption.**
2. **Council consider the recommendations contained within the Minutes.**

Introduction

The Minutes of the Access and Inclusion Committee Meeting held on Thursday, 28th October, 2021 are submitted for the information of Council and the community.

RECOMMENDATION

Moved: Allan Young
Seconded: Marjory Taprell

That $500,000 be allocated from the Local Roads and Community Infrastructure Funding allocation for main street business access audits (in Cootamundra) and design and implementation of access upgrades connecting the train station and main street and on to Jubilee park, as well as a section between Boundary Rd and Temora Street.
CARRIED

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

Minutes

ACCESS AND INCLUSION COMMITTEE MEETING

VIA TEAMS

4PM, THURSDAY 28th October, 2021

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ACCESS AND INCLUSION COMMITTEE MEETING
HELD ON THURSDAY, 28 OCTOBER 2021 AT 4PM

PRESENT: Cr Charlie Sheahan, Wayne Bennett, Marjory Taprell, Miriam Crane, Allan Young, Peggy Elliott.

1 APOLOGIES

Gaye Duncan, Andrew Brock,

2 CONFIRMATION OF MINUTES

2.1 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 19TH AUGUST 2021

COMMITTEE RESOLUTION

Moved: Charlie Sheahan
Seconded: Peggy Elliott

The Minutes of the Access and Inclusion Committee Meeting held on Thursday 19th August 2021 be confirmed as a true and correct record of the meeting.

CARRIED

Date	Action	Lead Staff Member	Status
Apr 2019	Lift & Change Facility Cootamundra Pool	Wayne Bennett	Marjory to send updated quote to Wayne so order can be raised with remaining grant funds.
Jan 2020	Business Access Audit	Sharon Langman	Sharon is currently on leave. Matter to be considered later in meeting.

3 REPORTS

3.1 COOTAMUNDRA HERITAGE CENTRE – DRIVER REVIVER UPGRADE

Miriam showed the committee the plans for the update to the Cootamundra Heritage Centre. The Committee agreed the improvements are a pleasing step and look good.

3.2 MAIN STREET BUILDING ACCESS COOTAMUNDRA - LRCI3 FUNDING

The committee discussed the lack of connection with accessible pathways between parkland in Cootamundra and the main street. They also discussed the lack of action/resourcing to deliver the access audit on main street businesses.

RECOMMENDATION

Moved: Allan Young
Seconded: Marjory Taprell

That $500,000 be allocated from the Local Roads and Community Infrastructure Funding allocation for main street business access audits (in Cootamundra) and design and implementation of access upgrades connecting the train station and main street and on to Jubilee park, as well as a section between Boundary Rd and Temora Street.

CARRIED

3.3 ALBERT PARK INCLUSIVE PLAYSPACE

Wayne updated the committee on the specifics of equipment being installed at Albert Park as part of the inclusive playspace. Work is to commence November 15 with completion scheduled for March. A $500,000 grants has been submitted for an adult change facility and bathroom upgrade at the site.

3.4 GENERAL BUSINESS

3.4.1 Jubilee Park

Wayne updated the committee on the status of works at Jubilee park. The plans are adopted and works are scheduled to commence in two weeks. The committee expressed disappointment at not being included earlier in the consultation process when they could potentially have added value to the project. That being said they agreed the concepts do look exciting. Wayne indicated that input would be required from the committee for Pioneer Park which is earlier in the planning process.

3.4.2 Elouera School

Allan advised that he has become aware that no Building Code of Australia Standards exist for the construction of toilets for disabled children. Allan to forward information to Miriam to follow up through her contacts.

3.4.3 Railway Bridge/PA Bridge Viewing Platform

Charlie asked about whether the Access Committee would be consulted in planning for the Railway Bridge/PA Bridge Viewing Platform. Miriam put the concept plans on the screen for the committee to review. Miriam to advise her contacts that the committee wishes to be included in consultation.

3.4.3 Yarning Circle at Scout Hall

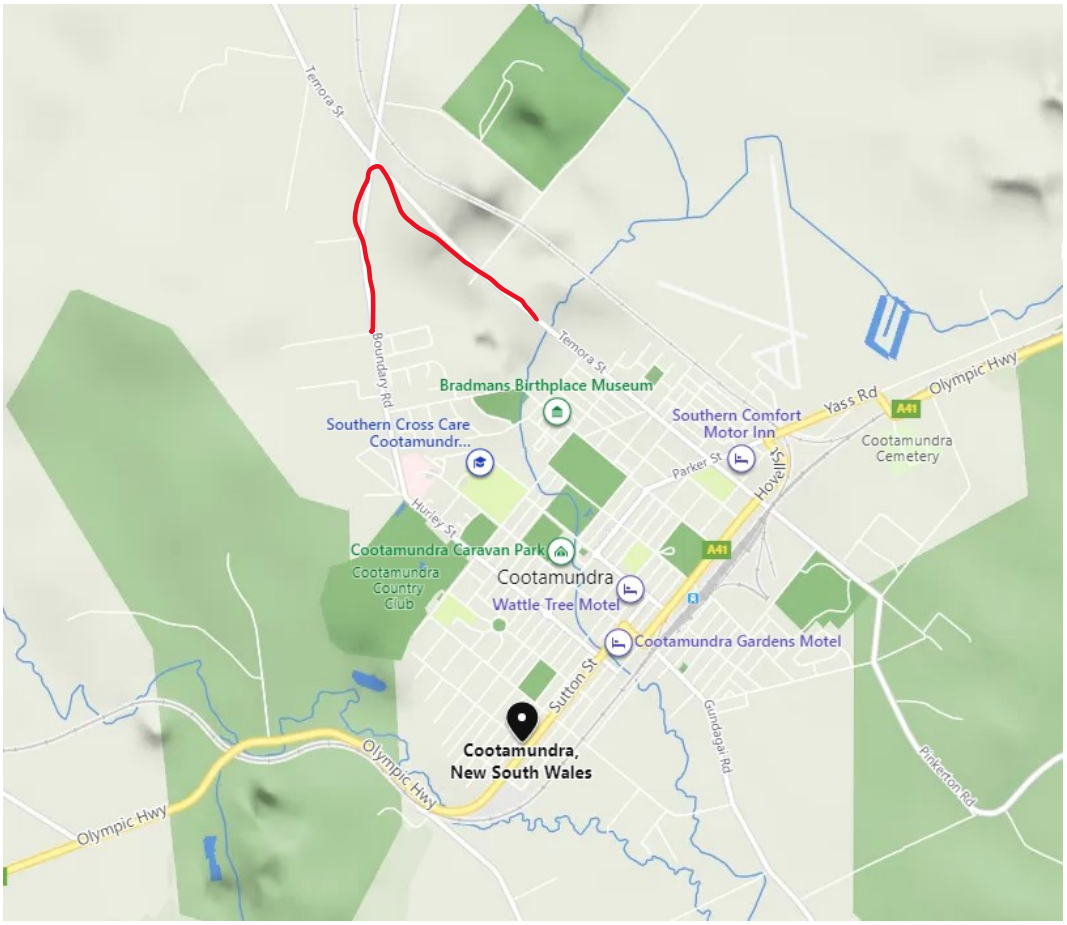
Marjory is planning to build a yarning circle behind the Scout Hall. Miriam advised there is an example at the Brungle Health Centre is Marjory is interested. Council may get involved if they are the landholder, at this stage this needs to be confirmed.

Next meeting to be held at 4pm Thursday 16th December 2021 via Teams.

The minutes of this meeting were confirmed at the Access and Inclusion Committee Meeting held on 16th December 2021.

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

CHAIRPERSON **GENERAL MANAGER**


Temora St
Boundary Rd
Temora St
Bradmans Birthplace Museum
Southern Cross Care Cootamundr...
Southern Comfort Motor Inn
Yass Rd
Olympic Hwy
A41
Cootamundra Cemetery
Parker St
Hovell St
Hurley St
Cootamundra Caravan Park
Cootamundra Country Club
Cootamundra
Wattle Tree Motel
A41
Cootamundra Gardens Motel
Sutton St
Gundagai Rd
Cootamundra, New South Wales
Olympic Hwy
Olympic Hwy
Pinkerton Rd

8.3.2 COOTAMUNDRA TOURISM ACTION GROUP ADVISORY COMMITTEE - MEETING HELD 4TH NOVEMBER, 2021

DOCUMENT NUMBER	361603
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. CTAG Minutes 041121.pdf ⇩

RECOMMENDATION

1. **The Minutes of the Cootamundra Tourism Action Group Advisory Committee meeting held on 4th November, 2021 be received and noted.**
2. **Council consider the recommendation contained within the minutes.**

Introduction

The Minutes of the Cootamundra Tourism Action Group (CTAG) Advisory Committee meeting held on 4th November, 2021 attached to the report, are submitted for the information of Council and the community.

Recommendation to Council (Moved Nina Piotrowicz, Seconded: Leah Sutherland, Carried)

That Council investigate suitable options to enable RV Parking and Camping availability at the Recreation

Ground in Stockinbingal to support the growing tourism offerings in the village and planned future events.

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
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Minutes

COOTAMUNDRA TOURISM ACTION GROUP (ADVISORY COMMITTEE)

STEPHEN WARD ROOMS, WALLENDOON STREET
4.30PM, THURSDAY 4TH NOVEMBER 2021

AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: **Chairperson:** Nina Piotrowicz
Secretary: Leah Sutherland
Members: Yvonne Forsyth, Brian Nolan, Hans Bruitzman, Kim Knox-Thurn, Leigh Bowden (Cr)
Other: Kate Sharman (CGRC Staff)

Confirmation of a Quorum: Quorum numbers are met **[yes]**

1.2 Apologies & Disclosure of Interests

Apologies were received from Rosalie Dale, Lorna Nixon, Gwen Norman, Elizabeth Brown, and Janet Temperly and Miriam Crane.

1.3 Minutes of Previous Meeting

The Committee confirmed the minutes of Meeting 7th October 2021. (Moved: Nina Piotrowicz, Seconded: Brian Nolan. Carried)

1.4 Discussion items

- *Community Strategic Plan 2022 – 2032*

The Committee reviewed the draft submission, and some items will be added or edited.

The Chair will send an email to all to request everyone's "Top 3" from the list. The Chair encouraged all to also contribute to the broader community engagement activities from their personal perspectives. CTAG's submission is focused on Tourism items only, but there are likely lots of other community and infrastructure initiatives individuals would like to see Council consider.

For Council Note:

The Cootamundra Tourism Action Group attaches its planned submission to the 2022-2032 Community Strategic Plan for the information & interest of current Councillors.

- *Visit Cootamundra - Social Media/Website/Brochure/Other*

- The Heritage Centre/VIC and Bradman's Birthplace Museum have now reopened.
- The Video & photoshoot in Stockinbingal for the Destination Riverina Murray day trips campaign has been delayed due to forecast poor weather. A rescheduled date is still being negotiated.

- *Grant Activities*

VIC upgrades – plans still being finalised.

Pioneer Park working group – Stage 1 is underway (entrance road & drainage) and the working group's feedback will be accommodated as possible within the funding available for Stage 2. A broader Masterplan for the Pioneer Park is being considered.

Jubilee Park – work commencing shortly. The Park will be an even more amazing space once works are completed.

Other - Kate is reviewing possible projects for some upcoming grant programs. Of note is a Flagship Event grant round and a number of options were suggested. Leah noted the CDC is planning a submission for the Fields of Gold event.

- *Other*

Cycle Tourism group - a wider forum is being planned on the 23rd November.

Wallendbeen Rest Area – The Manager for Parks & Recreation has put in a budget request for the 22/23 FY to undertake a masterplan for this space. It was noted that footpath/bridge access from this area to the Village itself should be included in this masterplan. Kate noted that tidy up/replant of the central roundabout is likely to occur as part of the service station development work (start date unknown).

RV Parking & Camping – Stockinbingal. There is a keen group in the Village who hope to organise an annual "Back to the Bush" weekend. This would involve a series of displays and demonstrations of bush crafts, vintage machinery, music etc. This event fits very nicely into the Council's Agritourism strategy but would require access to cheap or free camping options, currently not permitted at the Recreation ground. In addition, the tourism offerings in Stockinbingal are growing every day, with the vintage bike museum opening in the next couple of months. With Cootamundra now a RV Friendly site, it would be good to extend this offering into our villages.

Recommendation to Council (Moved Nina Piotrowicz, Seconded: Leah Sutherland, Carried)
That Council investigate suitable options to enable RV Parking and Camping availability at the Recreation Ground in Stockinbingal to support the growing tourism offerings in the village and planned future events.

Update on actions: Wiradjuri Windows access – still with the CAWP, however back-lighting of the windows should be completed soon; Signage at Wallendbeen – no update; Jindalee NP enquiries – Kate will check with Miriam and report back; renaming possibilities/process at Stadium – a formal written submission to be provided to Council. The Chair will contact the original proponents to advise.

Cootamundra entrance signs – From Young direction, the gardens have been replanted. From Wagga direction, these need further weed control before replant.

Christmas in Cootamundra – no shortage of options to shop & support local!

- There is a CDC organised raffle to raise funds to redecorate & light up the Community Christmas tree – $3100 in local shopping vouchers are up for grabs. Ticket sales have not been as expected to date and CTAG members were encouraged to buy tickets themselves or tell their friends!
- Stockingbingal will hold their Twilight Markets on the 20th November
- A Christmas Craft market will be held at the Cootamundra Scout Hall on the 4th December
- The CDC organised Party on Parker event is happening on the 16th December.

The installation of Solar Panels at the VIC and Bradman's Birthplace Museum was raised. Kate will discuss with other CGRC staff as appropriate.

Markets – the successful format of the Sundy in Gundy markets was raised and whether there could be some support/advice through to the Cootamundra market organisers. Nina noted that the last Coota market was actually pretty good with a lot more stalls on offer. Hans raised the issue of high fee costs to utilise power at the Wallendbeen rest area for the Wallendbeen markets which prevents his Ukele group from participating and providing entertainment. Kate will add to her list to investigate support options to grow our local market offerings.

Beach Volleyball future? - the Committee agreed to ask Council for an update. (Post Meeting note: The GM has organised a meeting of relevant stakeholders.)

Council is considering moving The Giant across the road from its current position to be part of the entrance to the new Albert Park play space. CTAG has no objections to this move and thinks it would be a more appropriate spot. The rather dull and uninviting area around the Heritage Centre/VIC and the Train Station was raised.

1.5 What has been happening?

N/A.

1.6 Next Meeting

Thursday 2nd December 2021 @ 4.30pm. Note: no January meeting will be held.

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATION 2021/149 - 137 HURLEY STREET, COOTAMUNDRA - VARIATION TO DEVELOMENT CONTROL PLAN

DOCUMENT NUMBER	361337
REPORTING OFFICER	Sally Atkinson, Acting Manager Development, Building and Compliance
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 **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	1. Development Assessment Report - DA 2021/149 - 137 Hurley St, Cootamundra ⇩

RECOMMENDATION

That Council approve the following development subject to the consent conditions below:

- Application No: DA2021/149
- Property: Lot 4 DP 808897
  137 Hurley Street,
  COOTAMUNDRA NSW 2594
- Development: To construct a new carport

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
Drawing No. 2021012/01	Elevations, Cross Sections & Roof Plan	C.L.I.	22.08.2021
Drawing No. 2021012/02	Site Plan	C.L.I.	22.08.2021

(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 – Underground Services.

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

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

DURING CONSTRUCTION

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

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

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

2) DUR Condition – Hours of Construction Site Works.

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

Monday to Saturday from 7.00am to 7.00pm
Sundays and public holidays from 9.00am to 12.00pm

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

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

(3) DUR Condition – Footpath Storage.

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

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

(4) DUR Condition – Waste Removal.

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

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

(5) DUR Condition – Tree Protection - Nature Strip.

Existing trees which are located on the nature-strip shall be protected during the construction period.

Reason: *The Council's concern that the amount of vegetation in the Shire should continue to increase to improve the climate and appearance.*

(6) DUR Condition - BCA Compliance.

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

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

(7) DUR Condition – Inspections.

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

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

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

(8) DUR Condition – Restricted Public Access.

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

Reason: *To ensure public safety is maintained.*

DUR Condition – Storm Water.

Storm water is to be discharged: -

1. linked to existing storm water drainage line in the rear of the site.

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*

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 – Carport Enclosure Prohibited.

The open sides of the carport are not to be enclosed at any point in time without the prior consent of Council.

Reason: *Statutory compliance with the fire separation requirements of the Building Code of Australia.*

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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

DATE OF REPORT COMMENCEMENT:

19 November 2021

COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

David Crick

DEVELOPMENT REFERENCE:

DA 2021/149

DEVELOPMENT ADDRESS:

137 Hurley Street COOTAMUNDRA

DEVELOPMENT LOT / SEC / PLAN:

Lot: 4 DP: 808897

APPLICANT:

Brian Gerard Speering

PROPOSAL:

New Carport

The application is for the construction of a new carport at the front of the property. The proposed carport will be 8.6m x 7.65m, and 2.3 metre high (to the gutter line). The Carport will be setback 7m from the front boundary in line with the existing dwelling, and 1.7m from the south-eastern boundary. The carport will be steel construction with a colourbond Iron roof, open ended at the front with a small amount of roof bracing within the truss.

A variation to the Cootamundra Development Control Plan has been sought to place the Carport in line with the dwelling, and not with a 1m setback from the building line as required by the DCP.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

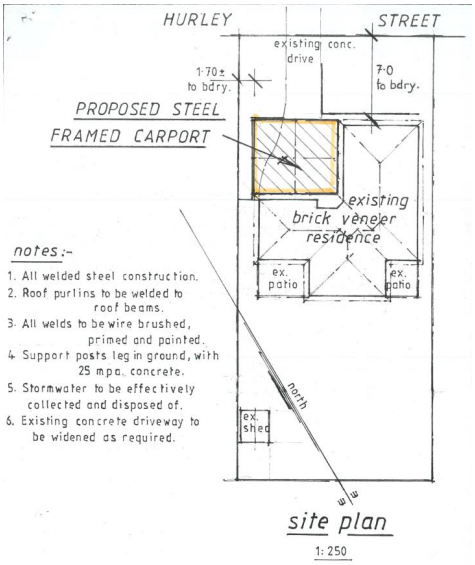


Figure 1 – Site plan

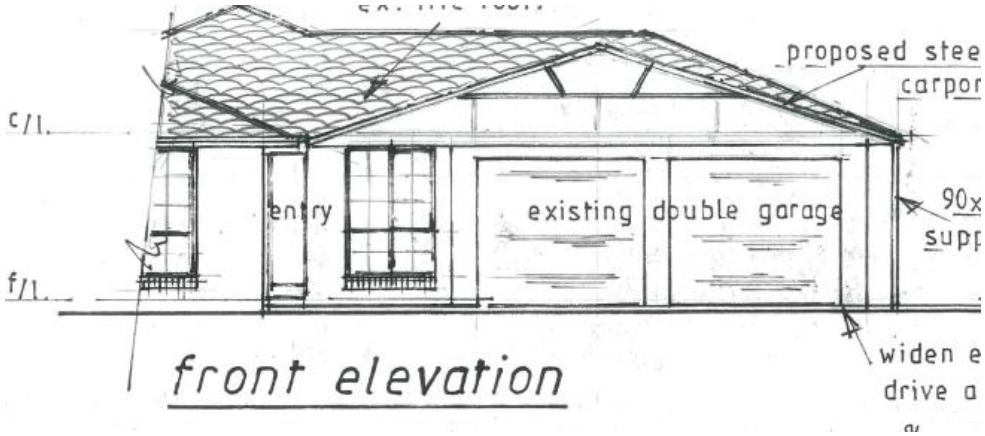


Figure 2 – Elevations

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Photo 1 – The existing Dwelling and garage. Image taken from the front boundary. The carport is proposed to be constructed in front of the garage within the setback area.

Photo 2 - Existing dwelling and dwelling.

SITE:

The site is located within the established residential area of Cootamundra, approximately 1.5km east of the CBD. The site is predominately flat and rectangular in shape. There is an existing brick veneer dwelling on site, constructed in the 1980s. The placement and external colours of the proposed carport are to match the existing dwelling.

The general vicinity contains a mix of housing styles, construction materials and ages. The area has parkland to the west and south with good access to these areas. The street is narrow with established street trees and kerb and gutter. There is no formal constructed footpath however the footpath is flat and traversable, connects to the parks and main street area and provides good pedestrian connectivity access to the shops and town centre.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

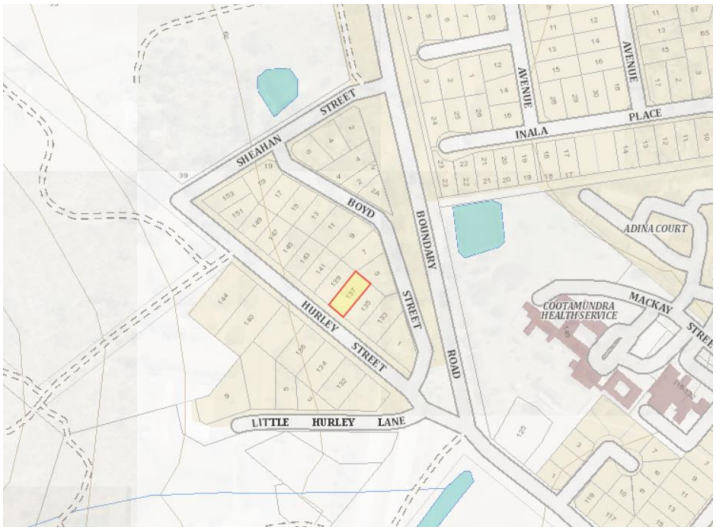


Figure 3 – Locality Map (*source: SIX maps*)

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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 not required to be notified in accordance with the CPP. Accordingly, Council has received no submissions.

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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

4.36 Development that is State significant development

The 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 carport overall is outside the allowable setback for garages and carports being 1m setback from the building line. However, is considered that the development does not compromise the aims of the plan, and is 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 and in context of other development in the vicinity.

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 carport 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 as ancillary to the dwelling house on the lot.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Figure 4 – Zoning Map Cootamundra Local Environmental Plan 2013

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 carport 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 800mm deep piers required into natural ground.

6.2 Flood planning

The site is not affected by the flood mapping in the LEP, 2001 Flood Study. The carport 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.

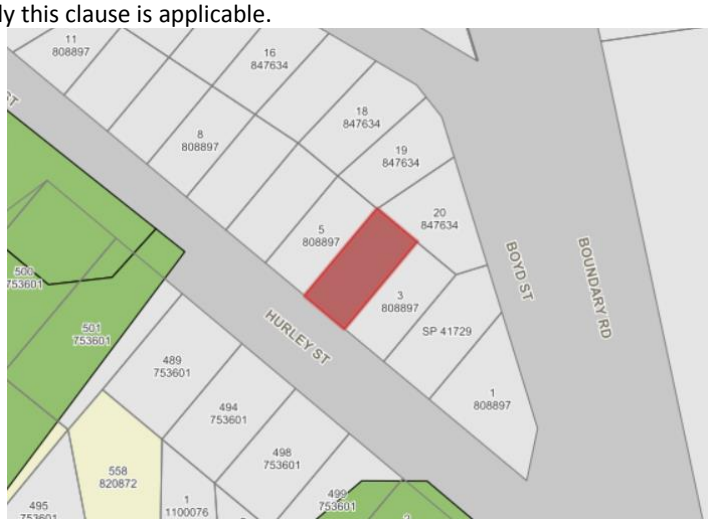


Figure 5- Ground water vulnerabilty and Biodiversity Map Cootamundra LEP 2013

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.

2.1 Building Line Setbacks

The proposed carport is proposed to be located 7m from the front boundary, in line with the building line. The Cootamundra DCP requires Garages and Carports to be set 1m behind the building line, and the application is seeking a variation to this control.

Variation to allow the Carport to be set in line with the dwelling has been applied for.

The Variation has been applied for to have the Carport built to the building line - in line with the dwelling onsite. In this instance, due to the setback of the garage, there is space for the carport in front of the dwelling, without it being forward of the building line. There is also nowhere else in the site suitable for a Carport.

Council officers see this as a minor adjustment to the DCP and agrees with the applicant, that as the dwelling sits lower on the site and the carport will still be set back 7m from the front boundary and will keep in line with other dwellings in the locality, that the Carport be approved.

2.2 Site Coverage
The proposed Carport has a floor area of 65.79m^2, the floor area of existing dwelling and shed is 246m^2. The area site is 879.41m^2 and the total site coverage is 312m^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 65.79m^2 the Carport is not over the allowable size for Outbuildings of 70m^2 for this size site.

Minium Principal Private Open Space Requirements

The minium private open space requirements for the lot, being 879.41m^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 567.41m^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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 there are similar Carports in **lanes** locally (in the locality??). It is considered that setting the new Carport in line with the dwelling maintains a consistent theme with structures in the area.

Access, Transport and Traffic

It is considered that there will be no increase in 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 Carport 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. 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 network at the rear of the property.

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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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
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. Set in line with the dwelling, the Carport 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 7m from the front boundary and 1.7m from side boundary as shown on the site plan below.

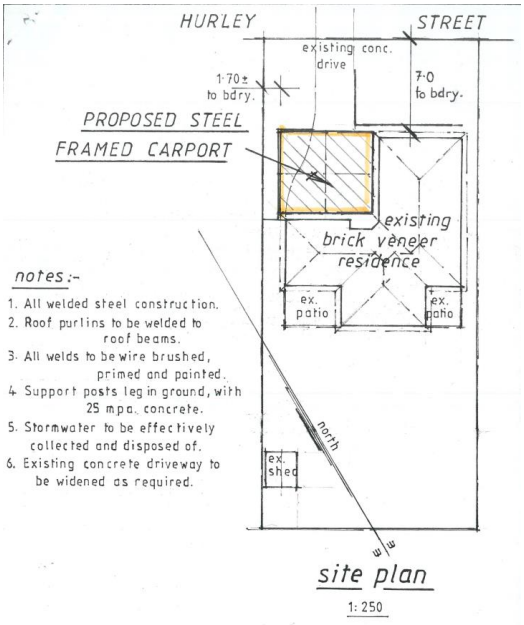


Figure 7- Site plan DA 2021/149

This is likely to have no negative effect on the street due to the carport being in line with the building line. It is unlikely that the proposed carport 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 front of the dwelling, the carport's position and size, it is considered that proposal will not have a negative impact. Furthermore, as there are carports on other properties in the locality which are of similar size, 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

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 be managed through appropriate conditions. The proposed new carport has been assessed as being compliant with the LEP.

The size and location of the carport is similar to other approved structures in the area and considered appropriate for a lot this size. The variation to the DCP, as discussed above will have negligible effect and is consistent with the intent of the DCP and is therefore able to be approved.

RECOMMENDATION:

Determination:
That Council approve the following development, of a new carport in line with the dwelling subject to the consent conditions below:

- Application No.: DA2021/149
- Property: Lot 4, DP808897
  137 Hurley Street
  COOTAMUNDRA NSW 2590
- Development: To construct a new carport as ancillary to the existing dwelling

REASONS FOR RECOMMENDATION:

- Consistent with the existing R1 General Residential zone objectives,
- The carport is still in keeping with carports 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

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
Drawing No. 2021012/01	Elevations, Cross Sections & Roof Plan	C.L.I.	22.08.2021
Drawing No. 2021012/02	Site Plan	C.L.I.	22.08.2021

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

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 – 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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Existing trees which are located on the nature-strip shall be protected during the construction period.

Reason: *The Council's concern that the amount of vegetation in the Shire should continue to increase to improve the climate and appearance.*

(6) DUR Condition - BCA Compliance.

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

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

(7) DUR Condition – Inspections.

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

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

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

(8) DUR Condition – Restricted Public Access.

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

Reason: *To ensure public safety is maintained.*

(9) DUR Condition – Storm Water.

Storm water is to be discharged: -

1. linked to existing storm water drainage line in the rear of the site.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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*

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 – Carport Enclosure Prohibited.

The open sides of the carport are not to be enclosed at any point in time without the prior consent of Council.

Reason: *Statutory compliance with the fire separation requirements of the Building Code of Australia.*

(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.*

DEVELOPMENT ASSESSMENT SIGNING OFFICER:

David Crick
Casual Building Surveyor

8.4.2 DEVELOPMENT APPLICATION 2021/163 - 42 BOURKE STREET, COOTAMUNDRA - VARIATION TO DEVELOPMENT CONTROL PLAN

DOCUMENT NUMBER	361342
REPORTING OFFICER	Sally Atkinson, Acting Manager Development, Building and Compliance
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	1. Development Assessment Report - DA 2021/163 - 42 Bourke Street, Cootamundra ⇩

RECOMMENDATION

That Council approved the following development subject to the consent conditions below:

- Application No: DA2021/163
- Property: Lot 2 DP 25773
  42 Bourke Street
  COOTAMUNDRA
- Development: To make alterations and additions to the existing dwelling and construct a new garage

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	23.10.2020

Drawing No. 1	Floor Plan, Elevations & Engineering – House	Coota Design	23.10.2020
Drawing No. 2	Floor Plan, Elevations & Engineering – Shed	Coota Design	03.11.2020

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 - Section 94A Contributions.

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

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

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

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

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

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

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

(3) PCC Condition – 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 – 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 – 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.*

(8) 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 - 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.*

(6) DUR Condition - BCA Compliance.

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

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

(7) DUR Condition – Inspections.

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

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

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

(8) DUR Condition – Restricted Public Access.

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

Reason: *To ensure public safety is maintained.*

(9) DUR Condition – Termite Protection.

The building and immediate surrounds shall be treated be treated in accordance with Australian Standard 3660.1 for protection against subterranean termites, and a copy of the guarantee submitted to Council.

NB: If a chemical system is selected for use as a barrier against termite attack, a durable notice shall be attached to the house providing information relating to the treatment supplied and the

chemical used. This notice should be affixed permanently in either the electric meter box or at the entrance to the subfloor area.

Whilst the Building Code of Australia (BCA) and AS 3660.1 prescribe measures for protection in relation to the structural elements of a building, there are many other elements which may be susceptible to termite attack. Council therefore, encourages builders and owners to take general protective measures against termite attack according to approved industry standards and practices.

No protective measure is permanent. Owners should therefore, arrange regular inspections of their building by appropriate experts.

Reason: *To protect the building from attack.*

(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
2. To the requirements of the BASIX Certificate, and any overflows to be without nuisance

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

(11) DUR Condition – Water Proofing - Wet Areas.

An owner/builder will not be permitted to provide water proofing membranes to any wet area unless that person holds a Water Proofing Membrane subcontractor's licence with the Department of Fair Trading. The application of water proof membranes to nominated wet areas is a 'Critical Stage Inspection' requiring mandatory inspection by the Council or an accredited Private Certifying Authority.

The standards for compliance are AS 3740 2010 for Water Proofing Internal Wet Areas.

Reason: *To ensure that water proofing of internal wet areas are competently carried out to the required Standard and Code of Practice.*

(12) DUR Condition – Slab on Ground Construction.

The following points must be complied with: -

1. Internal floor level must be a minimum of 225mm above the external finished surface level adjacent to the building
2. External paths and ground surface adjoining the walls of the building must be graded and drained away from the dwelling in such a manner as not to cause a nuisance

Reason: *To ensure minimum requirements for surcharge gully heights are met and to minimise problems caused by flooding.*

(13) DUR Condition – Scalding.

The Hot Water System to the bathroom/ensuite is to be set not to exceed 50°C to prevent accidental scalding of children and the infirm. The licensed Plumber is to complete the attached certificate of compliance for the completed installation.

***Reason**: Statutory requirement.*

(14) DUR Condition – Smoke Alarms.

Install AC operated hard wired smoke alarms as per Australian Standard AS3786 to the building, where there is more than one smoke alarm installed all alarms must be interconnected.

***Reason:** To provide for fire safety in residential buildings.*

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 – BASIX.

The development is to be carried out in accordance with the current BASIX certificate and schedule of commitments approved in relation to this development.

Prior to an Occupation Certificate being issued, the applicant is to provide certification certificates to the PCA which specifies that all commitments listed in the BASIX Certificate have been completed.

***Reason:** To ensure the development meets State Government energy and water efficiency targets*

ONGOING USE

(1) USE Condition – Clean and Tidy.

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

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

(2) 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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

DATE OF REPORT COMMENCEMENT:

9 November 2021

COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

David Crick

DEVELOPMENT REFERENCE:

DA 2021/163

DEVELOPMENT ADDRESS:

42 Bourke Street COOTAMUNDRA

DEVELOPMENT LOT / SEC / PLAN:

Lot: 2 DP: 25773

APPLICANT:

Lynn Catherine Smith

PROPOSAL:

New Garage and Alterations and additions to residential

The application is for the construction of a new cladded garage and additions to the existing dwelling.

The garage will be 7.5m x 6m with an eave height of 2.5m and be located 3m from the front boundary of Bourke St (which is consistent with the garage on the adjacent lot). The garage will be clad with weather boards to match the existing dwelling, and have a corrugated Iron roof, which will match the dwelling as the dwelling will be having the tiled roof removed and replaced with corrugated iron as well.

The Additions will consist of an additional bedroom and ensuite. The additions will be the same width as the front of this part of the dwelling at 3.38m and finish 9.5m from the front boundary line. The additions will be clad with weather board to match the existing dwelling, with a corrugated iron roof.

A variation to the DCP has been applied for. The variation is sought for the Garage to be set back 3m from the front boundary line.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

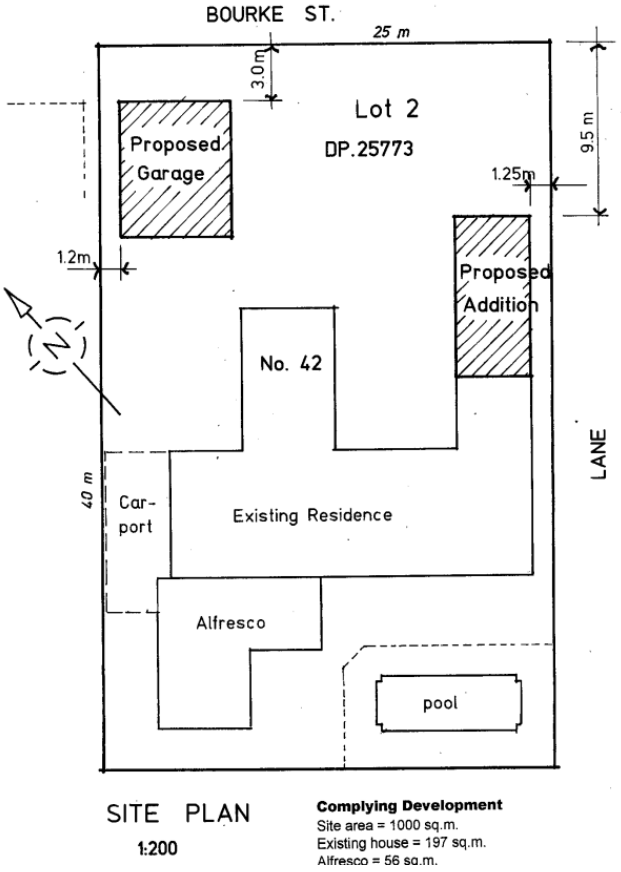


Figure 1 – site plan

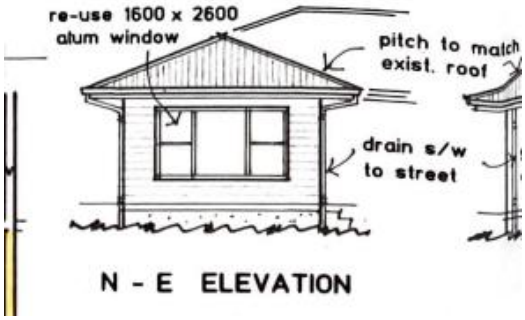


Figure 2 – Front elevation of the Additions

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

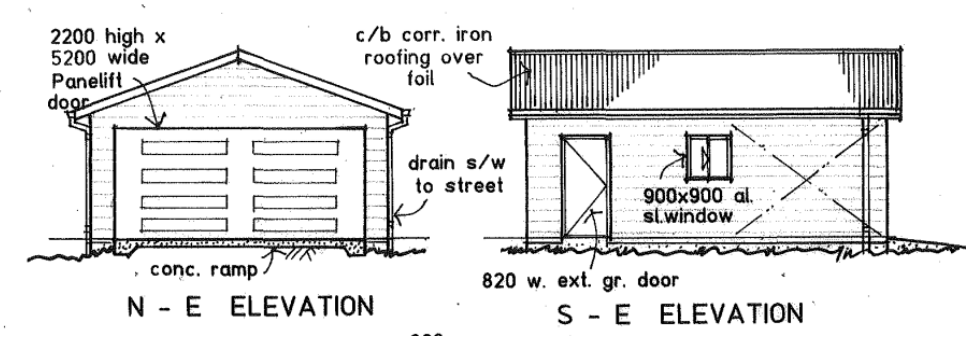


Figure 3- Garage elevations

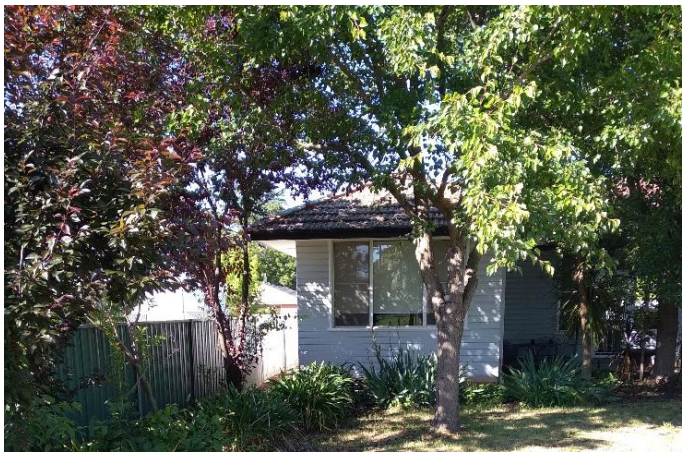


Photo 1 - Existing front yard showing existing dwelling where additions will be sited.

Photo 2- Site for new garage.

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 500m northwest of the CBD. The site is predominately flat and rectangular in shape. There is an existing weatherboard dwelling on site, constructed in the 1960s, and a swimming pool in the rear. The placement of the proposed garage and additions is consistent with the surrounding dwellings, and external materials and colours of the new structures will match the existing dwelling.

The general vicinity contains a mix of housing styles, construction materials and ages. The area has parkland to the north and south with good access to these areas. The street is wide with established street trees and Kerb and gutter. There is a formal constructed footpath across the road that 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.

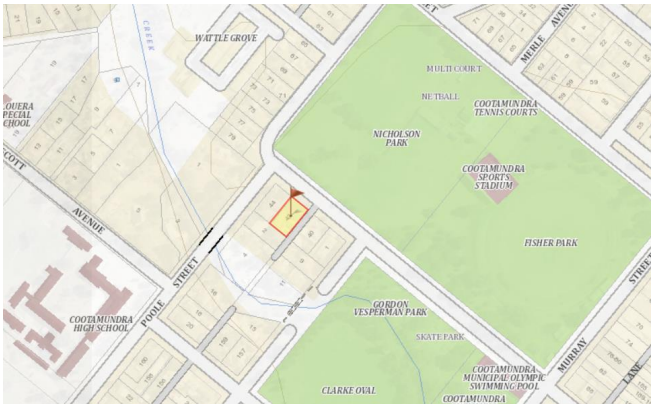


Figure 4 – Locality Map (*source: SIX Maps*)

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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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. 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).

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 SEE. Clause 7(1) prescribes that a consent authority must not consent to the carrying out of any development on land, unless 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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Local Environmental Plan (LEP)
The applicable LEP is the Cootamundra LEP 2013 (CLEP), and the relevant provisions of the LEP are discussed as follows.

1.2 Aims of Plan
The development was not contrary to the objectives of the LEP. It 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.

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 additions and garage are 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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Figure 6 – Zoning Map Cootamundra Local Environmental Plan 2013

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 additions and garage are 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 and 500mm deep footings.

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.

The additions to the dwelling will be required to maintain existing floor height, as the addition is less than 20% of original floor area.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Figure 7- Flood Map

6.3 ???

6.4 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 500mm deep footings, there is unlikely to any impact from the proposed development on the groundwater or groundwater dependent ecosystems.

Figure 5- Ground water vulnerabilty 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 dwelling addition will be set back 9.5m from the front boundary, which complies with the DCP requirement of a 6.5m setback for a property of this size (1011.62m^2)..The garage is proposed to be located 3m from the front boundary line.

Variation to Councils DCP to alter the building line for the construction of the Garage.

A variation to the DCP has been sought for a variation to the building line of 6.5, the setbacks from the building line for the garage is to be 3m

As seen in Figure 5 and Image 3 below, the existing garage on the neighbouring property is setback 3m from the boundary and forward of the building line. The proposed location of the garage will be consistent with the adjoining property, and as the garage will be constructed in similar materials to the dwelling, any visual impact of the structure being forward of the building line will be minimised.

Photo 3- Street view showing garage next door

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Figure 5 – Aerial view *(source: Intramaps)*

2.2 Site Coverage

The proposed additions and garage have a floor area of 72.1m^2, the floor area of existing dwelling is 285m^2. The area site is 1010.9m^2 and the total site coverage is 357.1m^2. The DCP controls for an allotment of this size state that the maximum site coverage is 40%. This proposal, as well as the existing development on site, does not exceed 40% @ 35%.

Maximum Floor Area for Outbuildings

At 45m^2 the shed is not over the size for this size site being 1011.62m2 outbuilding specified within the DCP for a site of this size 110m^2. The DCP floor area for outbuilding criterion is meet.

Minimum Principal Private Open Space Requirements

The minimum private open space requirements for the lot, being 1011.62m^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 654.52m^2 of open space avalible, thereby complying with the DCP requirments with 65% remaining.

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 structures are not considered to not be out of context with other developments, in particular, similar garages in the locality. It is considered that setting the new garage 3m from the front boundary and 1.2m from side 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 and lane 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 additions and garage 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 side lane and the proposed 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 Bourke Street. There is no provision to discharge it to the side lane as there is no curb and guttering and flow cannot be maintained along lane way 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, of the BCA, is it subject to the requirements of BASIX. Basix Number A433806 dated 29/09/2021

Noise and Vibration
Noise impacts from the garage and additions 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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 front 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 additions and garage is a standard 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 proposal for the addition and the new garage does fit with the locality, with similar developments already existing in the area. developments do location of the proposal is set 3m from the front boundary and 1.2m from side boundary as shown on the site plan below.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

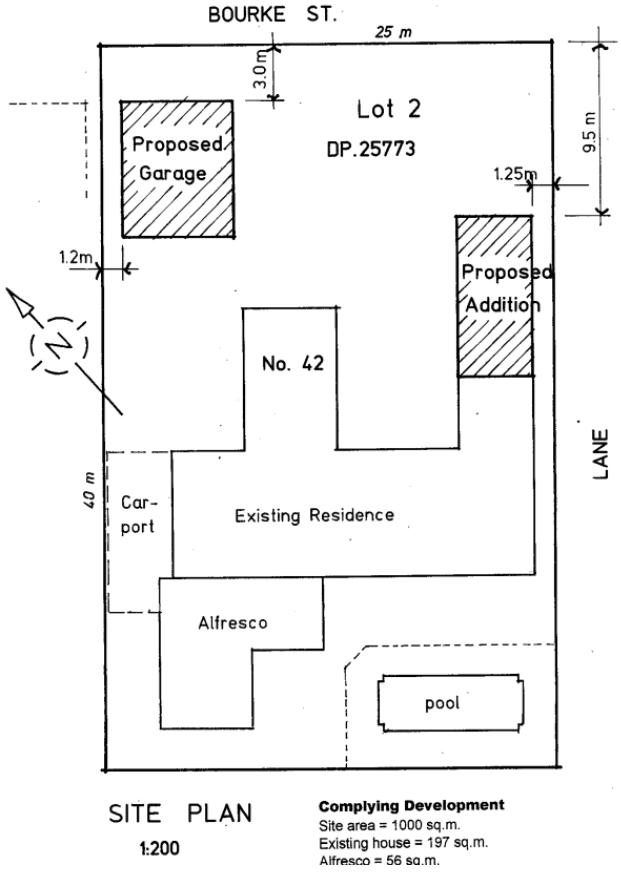


Figure 7- Site plan DA 2021/163

As previously discussed, there is likely to be no negative effect of the development from the proposed variations to the DCP. It is unlikely that the proposed garage 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 front yard, the garages position and size, it is considered that the proposal for additions and the garage will not have a negative impact. Furthermore, as there is a garage on the neighbouring property of similar size, 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 additions and garage 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 additions and garage is considered to be consistent with other structures in the locality.

Overall the garage and additions are considered appropriate for a lot this size, the overall impact has been considered and it is envisaged that the new garage and additions 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 the dwelling additions and new garage subject to the consent conditions below:

- Application No.: DA2021/163
- Property: Lot 2, DP25773
  42 Bourke Street
  COOTAMUNDRA NSW 2590
- Development: To construct dwelling additions and a garage as ancillary to the existing dwelling

REASONS FOR RECOMMENDATION:

- Consistent with the existing R1 General Residential zone objectives,
- The additions and garage are still in keeping with structures 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).

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	23.10.2020
Drawing No. 1	Floor Plan, Elevations & Engineering – House	Coota Design	23.10.2020
Drawing No. 2	Floor Plan, Elevations & Engineering – Shed	Coota Design	03.11.2020

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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 94A contributions must be paid in full.

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

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

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

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

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

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

(3) PCC Condition – 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 – 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 – 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.*

(8) 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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(5) 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.*

(6) DUR Condition - BCA Compliance.

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

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

(7) DUR Condition – Inspections.

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

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

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

(8) DUR Condition – Restricted Public Access.

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

Reason: *To ensure public safety is maintained.*

(9) DUR Condition – Termite Protection.

The building and immediate surrounds shall be treated be treated in accordance with Australian Standard 3660.1 for protection against subterranean termites, and a copy of the guarantee submitted to Council.

NB: If a chemical system is selected for use as a barrier against termite attack, a durable notice shall be attached to the house providing information relating to the treatment supplied and the chemical used. This notice should be affixed permanently in either the electric meter box or at the entrance to the subfloor area.

Whilst the Building Code of Australia (BCA) and AS 3660.1 prescribe measures for protection in relation to the structural elements of a building, there are many other elements which may be susceptible to termite attack. Council therefore, encourages builders and owners to take general protective measures against termite attack according to approved industry standards and practices.

No protective measure is permanent. Owners should therefore, arrange regular inspections of their building by appropriate experts.

Reason: *To protect the building from attack.*

(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
2. To the requirements of the BASIX Certificate, and any overflows to be without nuisance

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

(11) DUR Condition – Water Proofing - Wet Areas.

An owner/builder will not be permitted to provide water proofing membranes to any wet area unless that person holds a Water Proofing Membrane subcontractor's licence with the Department of Fair Trading. The application of water proof membranes to nominated wet areas is a 'Critical Stage Inspection' requiring mandatory inspection by the Council or an accredited Private Certifying Authority.

The standards for compliance are AS 3740 2010 for Water Proofing Internal Wet Areas.

Reason: *To ensure that water proofing of internal wet areas are competently carried out to the required Standard and Code of Practice.*

(12) DUR Condition – Slab on Ground Construction.

The following points must be complied with: -

1. Internal floor level must be a minimum of 225mm above the external finished surface level adjacent to the building
2. External paths and ground surface adjoining the walls of the building must be graded and drained away from the dwelling in such a manner as not to cause a nuisance

Reason: *To ensure minimum requirements for surcharge gully heights are met and to minimise problems caused by flooding.*

(13) DUR Condition – Scalding.

The Hot Water System to the bathroom/ensuite is to be set not to exceed 50°C to prevent accidental scalding of children and the infirm. The licensed Plumber is to complete the attached certificate of compliance for the completed installation.

Reason*: Statutory requirement.*

(14) DUR Condition – Smoke Alarms.

Install AC operated hard wired smoke alarms as per Australian Standard AS3786 to the building, where there is more than one smoke alarm installed all alarms must be interconnected.

Reason: *To provide for fire safety in residential buildings.*

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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(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 – BASIX.

The development is to be carried out in accordance with the current BASIX certificate and schedule of commitments approved in relation to this development.

Prior to an Occupation Certificate being issued, the applicant is to provide certification certificates to the PCA which specifies that all commitments listed in the BASIX Certificate have been completed.

Reason: *To ensure the development meets State Government energy and water efficiency targets*

ONGOING USE

(1) USE Condition – Clean and Tidy.

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

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

(2) 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.*

DEVELOPMENT ASSESSMENT SIGNING OFFICER:

David Crick
Casual Building Surveyor

8.4.3 DEVELOPMENT APPLICATION 2021/171 - 63 PINKERTON ROAD, COOTAMUNDRA - VARIATION TO DEVELOPMENT CONTROL PLAN

DOCUMENT NUMBER	361666
REPORTING OFFICER	Sally Atkinson, Acting Manager Development, Building and Compliance
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	1. Development Assessment Report - DA 2021/171 - 63 Pinkerton Rd, Cootamundra ⇩

RECOMMENDATION

That Council approve the following development subject to the consent conditions detailed below:

- Application No: DA2021/171
- Property: Lot 371 DP 753601
  63 Pinkerton Road,
  COOTAMUNDRA NSW 2590
- Development: To construct a 180m2 shed as ancillary to the existing dwelling.

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	October 2021
Job No. 34985	Elevations and Floor Plan	MA Steel	October 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 Works Operations Manager for an estimate of costs in this regard.

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

(5) DUR Condition - BCA Compliance.

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

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

(6) DUR Condition – Inspections.

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

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

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

(7) DUR Condition – Restricted Public Access.

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

Reason: *To ensure public safety is maintained.*

(8) DUR Condition – Storm Water.

Storm water is to be discharged: -

1. To diffusion pit a minimum 3m from any building and in such a position that it does not cause nuisance to neighbours
2. To the roadside table drain. The end of the storm water pipe at the table drain shall be suitably protected to avoid damage to the end of the pipe

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*

(9) 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 shed 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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

DATE OF REPORT COMMENCEMENT:

12 November 2021

COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

David Crick

DEVELOPMENT REFERENCE:

DA 2021/171

DEVELOPMENT ADDRESS:

63 Pinkerton Road COOTAMUNDRA

DEVELOPMENT LOT / SEC / PLAN:

Lot: 371 DP: 753601

APPLICANT:

Samuel Scott Reid

PROPOSAL:

New Shed

The application is for the construction of a new Colorbond clad shed 18m x 10m, 3.6 metre high (to eaves) 1m from rear (northern) boundary and 10m from the side eastern boundary. The proposal has 2 roller doors facing the dwelling and access door.

The shed is 180m^2 and will have Surfmist walls and roof with Monument gutters, doors and trims.

This is a large shed however this is also a large rear yard and it will not be out of place. A variation has been sought to Councils DCP.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

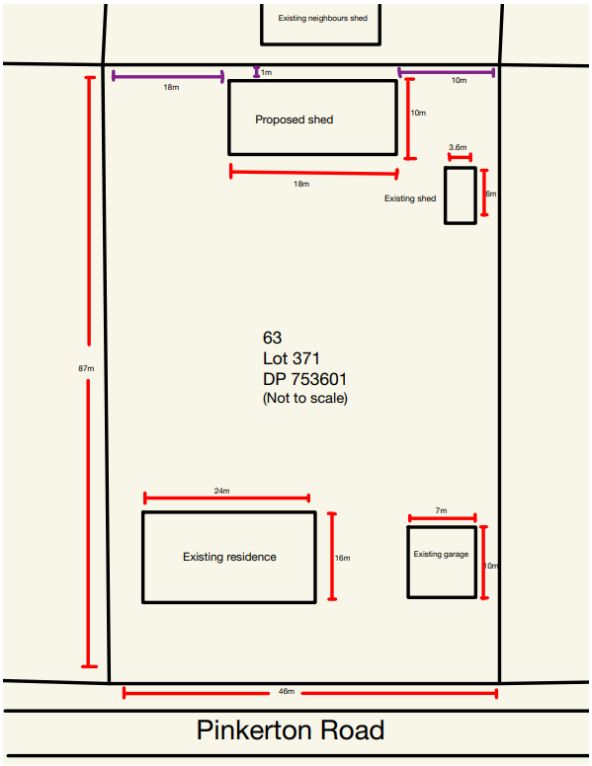


Figure 1 – site plan

Photo 1 - Existing rear yard showing existing shed and rear of 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 1.5km east of the CBD. The site is slopes east to west and rectangular in shape and is a large block of 4044.82m^2. There is an existing brick veneer dwelling on site with detached 2 car garage, constructed in approximately the 1980s, and an old shed in the rear. The placement and external colours of the proposed shed will match the existing sheds and dwelling.

The general vicinity contains a mix of housing styles, construction materials and ages. The area has park land to the south with good access to these areas. The street is narrow with established street trees and no 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*)

Figure 3 – Aerial view *(source: Google earth)*

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 the 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 however this is a large block and won't be out of place. And it 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 R1 Residential, and the proposed development is permitted in the zone with consent.

Figure 4 – Zoning Map Cootamundra Local Environmental Plan 2013

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 600mm 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 are earthworks required as part of the construction topsoil clearing and 200mm deep footings, as well as a 600mm deep cut there is unlikely to any impact from the proposed development on the groundwater or groundwater dependent ecosystems.

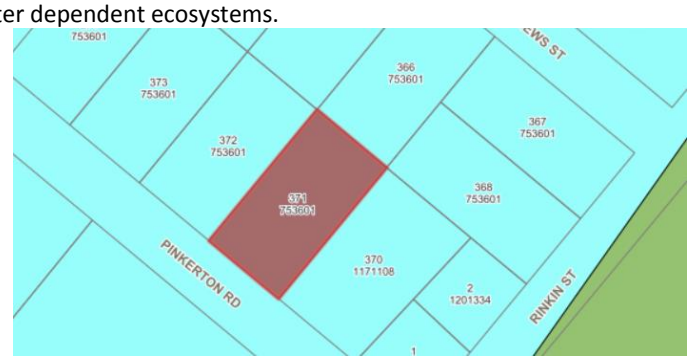


Figure 5- Ground water vulnerabilty and Biodiversitry Map Cootamundra LEP 2013

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.

2.1 Building Line Setbacks
The proposal complies as it is at the rear of the property in line with existing buildings.

2.2 Site Coverage
The proposed shed has a floor area of 180m^2, the floor area of existing dwelling and shed is 475.6m^2. The area site is 4044.82m^2 and the total site coverage is 655.6m^2. The DCP controls for an allotment of this size state that the maximum site coverage is 40%. This proposal, as well as the existing development on site, does not exceed 40%.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

Maximum Floor Area for Outbuildings
At 180m^2 the shed is over the maximum sized outbuilding specified within the DCP for a site of this size, being 110m^2. Whilst beyond the variance percentage for which staff have delegation, a variation has been sought by the applicant to have the larger shed.

Variation to Councils DCP Maximum Floor area for Outbuildings

The applicant has sought a variation to Councils DCP to have the shed approved. The shed is over the maximum allowable size for a lot over 900m^2, however the lot is a very large site 4044.82m^2. The proposed shed will be 180m^2 will be only use 4.45% of the site. Adequate open space and site coverage controls have been met.

Minimum Principal Private Open Space Requirements

The DCP requires that the minimum private open space requirements for an lot greater that 1500m^2 is 30%. The proposal on this lot and the the other structures on site, including the dwelling, will result in an open space area of approximately 3389.22m^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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 rear of the dwelling and clear of side boundaries maintains a consistent theme with other 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 front of the property. 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 clear of the shed and to be no nuisance to neighbouring properties. 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, 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.

.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 the rear of the dwelling and clear of side boundaries as shown on the site plan below.

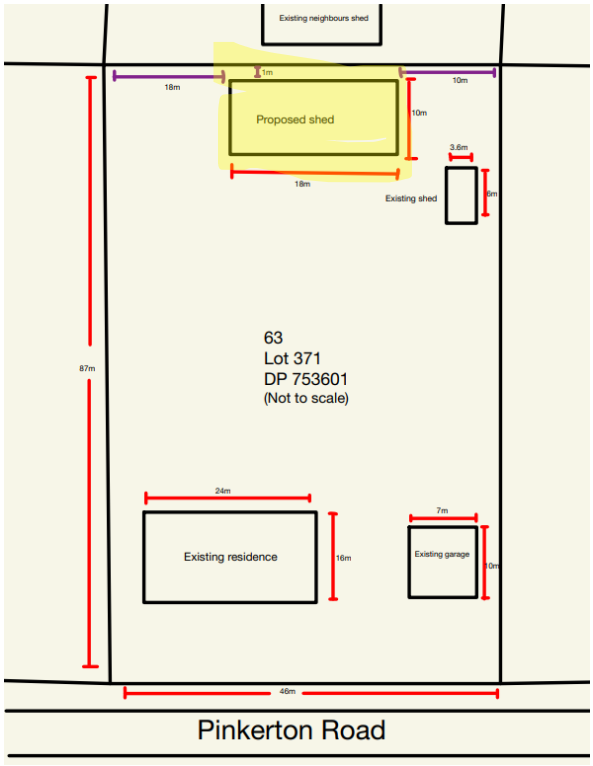


Figure 7- Site plan DA 2021/171

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 the 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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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 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 180m^2 shed subject to the consent conditions below:

- Application No.: DA2021/171
- Property: Lot 371, DP753601
  63 Pinkerton Road
  COOTAMUNDRA NSW 2590
- Development: To construct a 180m^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:

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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	Applicant	October 2021
Job No. 34985	Elevations and Floor Plan	MA Steel	October 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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(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.

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

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.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(4) DUR Condition – Waste Removal.

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

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

(5) DUR Condition - BCA Compliance.

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

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

(6) DUR Condition – Inspections.

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

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

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

(7) DUR Condition – Restricted Public Access.

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

Reason: *To ensure public safety is maintained.*

(8) DUR Condition – Storm Water.

Storm water is to be discharged: -

1. To diffusion pit a minimum 3m from any building and in such a position that it does not cause nuisance to neighbours
2. To the roadside table drain. The end of the storm water pipe at the table drain shall be suitably protected to avoid damage to the end of the pipe

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*

(9) 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 shed not being let, adapted or used for separate occupation or commercial purposes.

Reason: *Development consent is required for any activity other than residential.*

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)

(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.*

DEVELOPMENT ASSESSMENT SIGNING OFFICER:

David Crick
Casual Building Surveyor

8.4.4 REQUEST FOR EXTINGUISHMENT OF EASEMENT - 101-173 COWCUMBLA STREET, COOTAMUNDRA

DOCUMENT NUMBER	361668
REPORTING OFFICER	Sally Atkinson, Acting Manager Development, Building and Compliance
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	1. Easement Dealings Lot 14 DP 753601, Cowcumbla St ⇩

RECOMMENDATION

1. **Council authorise the extinguishment of the Easement for Transmission Line – Dealing G2050, located on Lot 14 DP 753601, Cowcumbla Street, Cootamundra.**
2. **The General Manager be authorised to sign any documentation necessary to complete the above matter**
3. **Authority the granted to affix the common seal of Council to any documentation necessary to complete the above matter.**
4. **The Property owner be responsible for all associated costs.**

Introduction

Council has received representations, made on behalf of the owner of the Lot, to request that the easement be extinguished as it is not being utilised and significantly constrains the site for development.

Discussion

The Easement is registered on the land title as 'Easement for Transmission Line 20.115 Wide Affecting the Part of Lot 14 in DP753601 shown in DP537851'. The Easement extends from the southwestern boundary of Lot 14 to the northeastern boundary near Muttama Creek. It was registered in 1953 and the easement benefits Cootamundra-Gundagai Council.

Lot 14 on the north side of Cowcumbla Street, is currently vacant, and being used for the grazing of animals. The Easement, labelled 'T' on survey plan below (Figure 1) is 20.115m wide, and with a drainage easement also on the Lot, would constrain site development.

Council staff have contacted essential energy to confirm that the easement is not required for use for future infrastructure. Responses from Essential Energy confirmed that;

- The easement for transmission is to the benefit of Council, and Cootamundra-Gundagai Regional Council can pursue releasing the easement if it suits their requirements, and
- That the easement is not required for existing or proposed electricity infrastructure.

As Council does not have any role in electricity or transmission infrastructure, the easement is not required by Council.

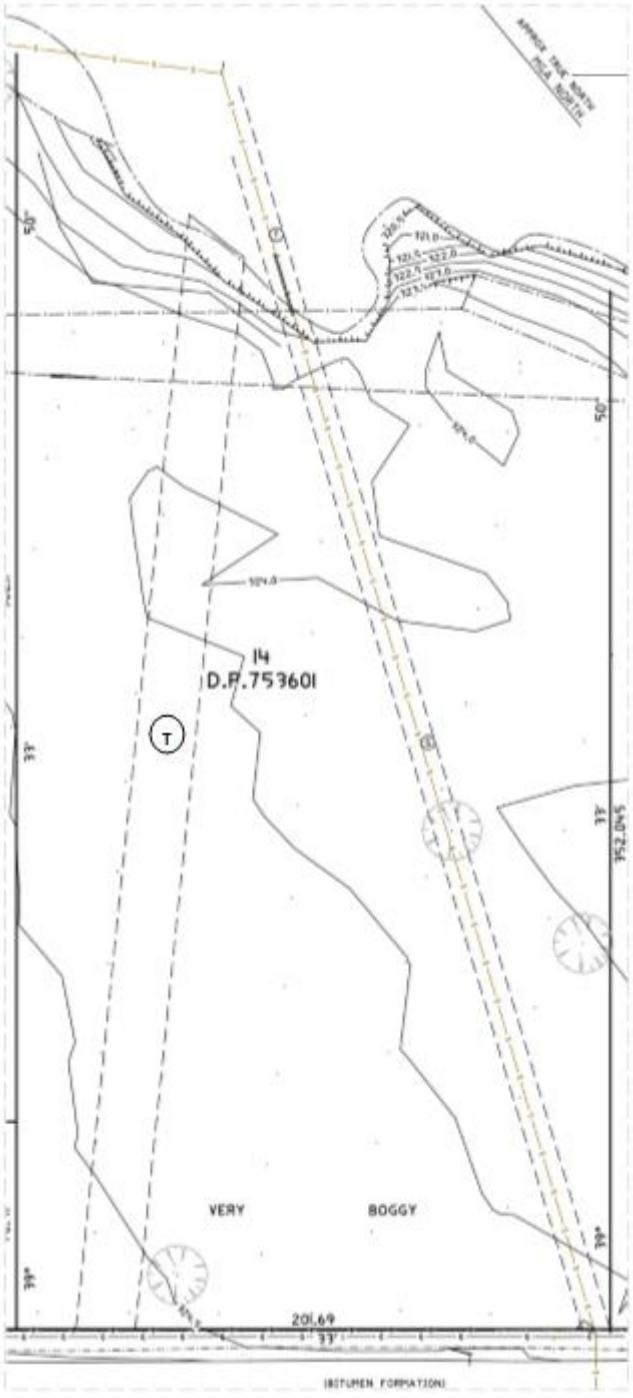


Figure 1: Survey Plan of Lot 14 DP 753601

Re-L MEMORANDUM OF TRANSFER 2050 13/1/54

I, MARGARET ELIZABETH PIGRAM of Cootamundra Widow being entitled to be registered as the proprietor of an estate in fee simple of the land hereinafter described subject however to such encumbrances liens and interests as are notified hereunder in consideration of ten shillings (10/-) (the receipt whereof is hereby acknowledged) paid to me by the COUNCIL OF THE MUNICIPALITY OF COOTAMUNDRA (hereinafter called the Council) DO HEREBY TRANSFER and grant to the Council out of all such my estate and interest in the lands hereinafter described FULL AND FREE uninterrupted right and liberty at all times hereafter for itself its servants and agents and with or without horses carts waggons motors and any manner of vehicles to go return pass and repass through along and over ALL THAT piece of land being part of Portion 14 situate in the Parish of Cootamundra County of Harden and being part of the land comprised in ~~the said~~ Certificate of Title registered Volume 4983 Folio 182 as shown on plan of survey dated 6th March 1953 annexed hereto marked "A" ~~and lettered~~ for the purpose of constructing erecting installing and laying upon the said land and using and for ever maintaining a line or lines of structures poles cables and wires for the transmission of electrical energy or any structures poles cables or wires in substitution therefor or in duplication thereof or in addition thereto together with all necessary guys fittings and appliances as may be necessary for the purposes of and in connection with the conduct and supply of electricity and matters incidental thereto AND for the purposes aforesaid to make all necessary excavations and diggings and sink and make shafts and cuttings in over upon along through or under the said land and to cut down fell destroy clear and keep clear all timbers and trees standing and being upon the said lands and also upon the lands adjacent thereto within a distance of fifty (50) feet of any transmission line or lines to be erected or installed as aforesaid and also all timber and trees on the adjoining lands beyond such distance of fifty (50) feet of any transmission line or lines which in the event of such timber and trees falling may in the opinion of the Council be likely to cause damage or injury to the said transmission line or lines or any of the guys wires fittings and appliances erected in connection therewith all of which timber and trees aforesaid it is hereby agreed may be cut and felled ~~without any~~ subject to the obligation ~~on the part~~ of the Council to take out and remove from the said land or otherwise destroy the stumps and roots of the said timber and trees ~~provided however~~ that the timber and trees so felled and cut down as aforesaid shall be by the Council either burnt or otherwise destroyed or removed AND ALSO to construct erect instal and maintain a gate or gates of proper and sufficient quality in any fence or fences upon the said lands which the said transmission line or lines may cross AND ALSO from time to time to inspect the condition of and amend and repair the said transmission line or lines and all guys wires fittings and appliances connected therewith and at all reasonable times with or without surveyors agents servants workmen or other persons horses carts carriages motors or other vehicles to enter into and upon and to go return pass and repass through upon along under and over the lands adjoining the lands hereinbefore described and to bring and place thereon or on any part thereof and to remove all necessary material machinery structures poles wires and other articles and to do such other incidental things as may be reasonably necessary in the premises and as the Council shall think fit AND I the said Margaret Elizabeth Pigram for myself and my executors administrators and assigns DO HEREBY covenant with the Council not to erect or cause or permit to be erected any building upon the lands adjoining the said land ~~and~~ upon the plan annexed hereto within a distance of fifty (50) feet of any transmission line or lines which may be erected as aforesaid AND IT IS HEREBY DECLARED that the lands which are to be subject to the burden of the last mentioned Covenant are all the lands in the said Certificate of Title situate within fifty (50) feet of the lands delineated and shown on the said plan AND THAT the land to which the benefit of the said covenant is intended to be appurtenant is the easement hereby granted over the said land shown in the said plan AND THAT the Council is the body by whom and with whose consent the said covenant may be released or modified.

ENCUMBRANCES ETC. REFERRED TO.

Nil.

SIGNED at Cootamundra this thirtieth day of April 1953.

SIGNED in my presence by the said MARGARET ELIZABETH PIGRAM who is personally known to me

M E Pigram

Solicitor Cootamundra

ACCEPTED and it is hereby certified that this instrument is correct for the purposes of the Real Property Act.

THE COMMON SEAL of the MUNICIPALITY of COOTAMUNDRA was hereto affixed on the twenty-first day of May 1953 pursuant to a resolution of the Council authorising the affixing of the Council's seal passed on the fourth day of May 1953 in the presence of:

D. A. Chalmers
Mayor

Town Clerk

I, JAMES FREDERICK O'CONNOR of Cootamundra Dairy Farmer the lessee under Memorandum of Lease registered number D.993052 HEREBY CONSENT to the granting of the aforesaid easement and to such easement taking priority over the said lease.

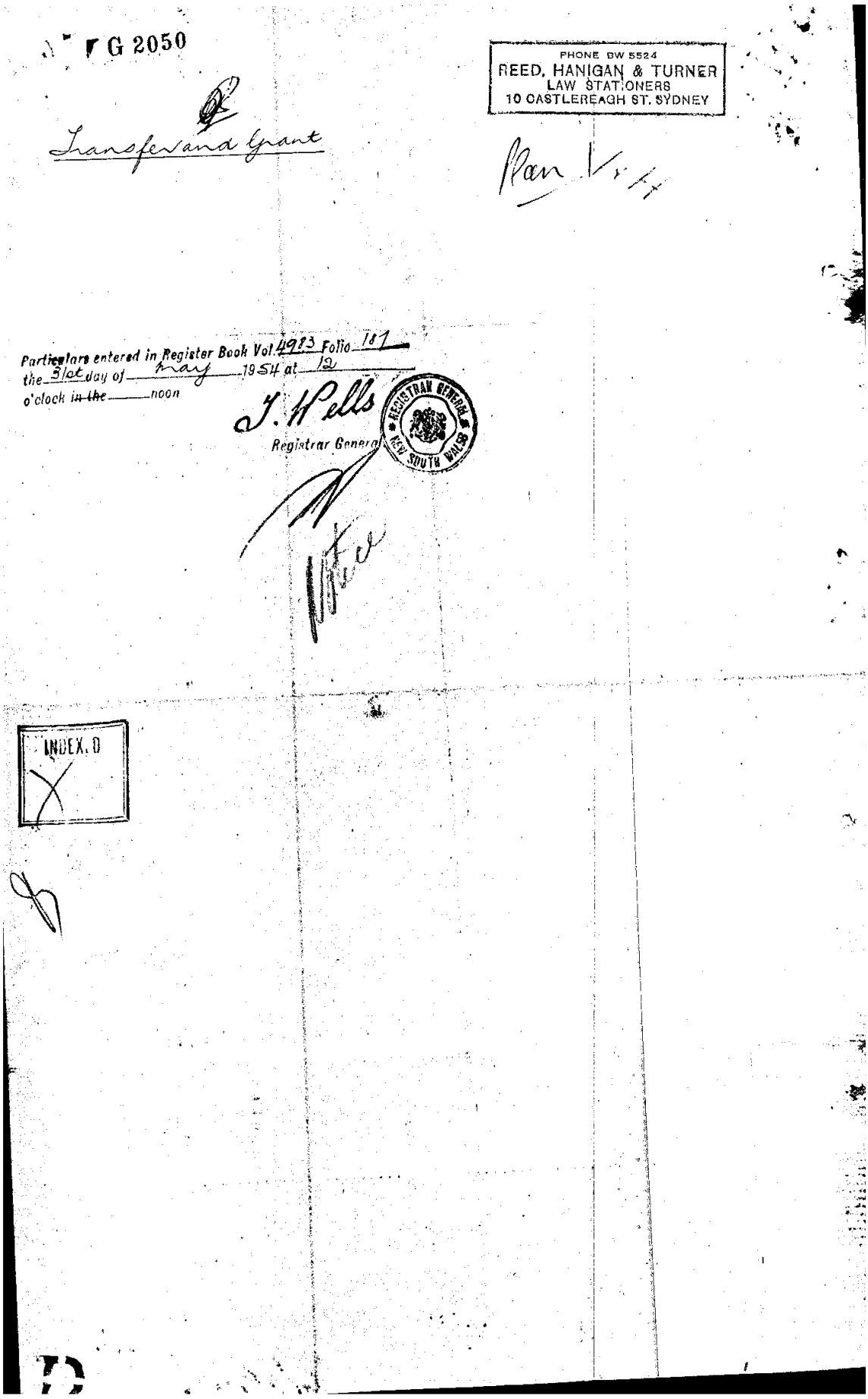
DATED at Cootamundra the thirtieth day of April 1953.

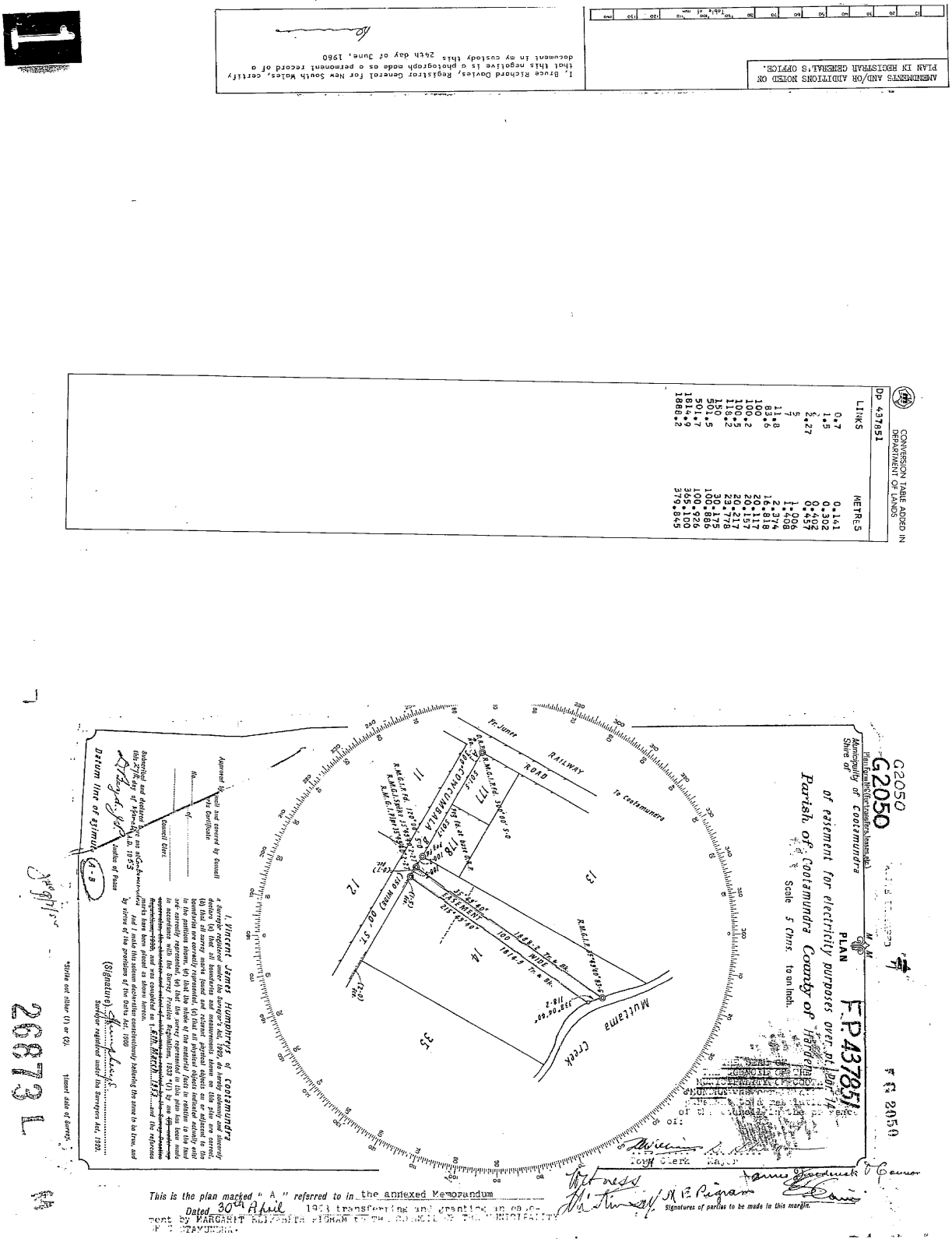
SIGNED in my presence by the said JAMES FREDERICK O'CONNOR who is personally known to me:

James Frederick O'Connor

Solicitor Cootamundra.

PLAN REFILED IN PLAN ROOM AS FP 437851.


G 2050
Transfer and Grant
PHONE BW 5524
REED, HANIGAN & TURNER
LAW STATIONERS
10 CASTLEREAGH ST. SYDNEY
Plan
Particulars entered in Register Book Vol 4983 Folio 187
the 31st day of May 1954 at 12
o'clock in the noon
J. Wells
Registrar General
REGISTRAR GENERAL
NEW SOUTH WALES
INDEX. D


AMENDMENTS AND/OR ADDITIONS NOTED ON PLAN IN REGISTRAR GENERAL'S OFFICE.
I, Bruce Richard Davies, Registrar General for New South Wales, certify that this negative is a photograph made as a permanent record of a document in my custody this 26th day of June, 1960
CONVERSION TABLE ADDED IN DEPARTMENT OF LANDS
Dp 437651
LINKS METRES
0.7 0.141
1.5 0.302
2.27 0.457
5 1.006
11.8 2.374
83.6 16.818
100 20.117
100.2 20.157
100.5 20.217
158.2 33.778
501.5 100.875
501.7 100.926
1814.9 365.120
1886.2 379.845
G2050
PLAN FP 437851
Municipality of Cootamundra
Shire of
Parish of Cootamundra County of Harden
Scale 5 chns. to an inch.
of easement for electricity purposes over pt Lot 14
Ft. Junee
RAILWAY ROAD
To Cootamundra
Mullama Creek
Datum line of azimuths
Approved by Council this Certificate
No.
of
Council Clerk.
Surveyor and declares that the accompanying plan was completed on the 27th day of March A.D. 1953
Author of Plans
I Vincent James Humphreys of Cootamundra
a Surveyor registered under the Surveyors Act, 1929, do hereby solemnly and sincerely declare (a) that all boundaries and measurements shown on this plan are correct, (b) that all survey marks found and relevant physical objects on or adjacent to the boundaries are correctly represented, (c) that the boundaries and measurements shown on this plan are correctly represented, (d) that the whole of the material data in relation to the boundaries adequately, (e) that the whole of the material data in relation to the boundaries adequately represented, (f) that this survey, represented in this plan has been made in accordance with the Survey Practice Regulations, 1933 *(I) by me (2) under my supervision and that the permanent marks have been placed as stone arrows. and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act, 1900
(Signature)
Surveyor registered under the Surveyors Act, 1929.
*Strike out either (1) or (2).
Signatures of parties to be made in this margin.
This is the plan marked " A " referred to in the annexed Memorandum
Dated 30th April 1953 transferring and granting to Co-
operative Electricity Company of Cootamundra.
Witness
Signatures of parties to be made in this margin.
20873
A

8.4.5 DEVELOPMENT APPLICATIONS OCTOBER 2021

DOCUMENT NUMBER	361341
REPORTING OFFICER	Sally Atkinson, Acting Manager Development, Building and Compliance
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 October 2021 be received and noted

Introduction

The Development Applications Approved in October 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 October 2021:

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
010.2021.167	New Shed	Lot: A DP: 399695, Yass Road, COOTAMUNDRA
010.2021.157	New Dwelling & attached Garage	Lot: 2 DP: 960853, Murray Street, COOTAMUNDRA
018.2021.25	New Swimming Pool	Lot: 26 Sec: E DP: 1471, Justin Street, COOTAMUNDRA
018.2021.24	New Dwelling	Lot: 17 DP: 1270489, Keith Taylor Cres, COOTAMUNDRA
010.2021.161	New Shed	Lot: 3 DP: 1101205, Burra Road, GUNDAGAI
010.2021.153	New Alterations & additions to commercial	Lot: 39 DP: 1140037, Sheridan Street, GUNDAGAI

010.2021.152	New Shed Awning	Lot: 13 Sec: A DP: 4840, Gundagai Rd, COOTAMUNDRA
010.2021.148	New Shed	Lot: 2 Sec: A DP: 1975, Victoria Parade, COOTAMUNDRA
010.2021.147	New Shed	Lot: 11 DP: 1199338, Bartley Street, COOTAMUNDRA
010.2021.146	New Alterations & additions to residential	Lot: 2 DP: 317024, Parker Street, COOTAMUNDRA
010.2021.145	New Shed	Lot: 29 Sec: B DP: 9530, Renehan Street, COOTAMUNDRA
010.2021.98	Modification - Change of Use (Church to Dental Clinic)	Lot: A DP: 363649, Cooper Street, COOTAMUNDRA
010.2021.144	New Shed	Lot: 2 DP: 430313, Nangus Road, GUNDAGAI
010.2021.141	New Dwelling	Lot: 22 DP: 1270489, Oliver Selwyn Drive, COOTAMUNDRA
010.2021.140	New Dwelling	Lot: 4 Sec: B DP: 1975, Victoria Parade, COOTAMUNDRA
010.2021.138	New Shed	Lot: B DP: 363649, Cooper Street, COOTAMUNDRA
010.2021.136	New Storage Shed	Lot: 19 Sec: 56 DP: 758785, Hemans Street, GUNDAGAI
010.2021.135	New Dwelling House	Lot: 16 DP: 1270489, Keith Taylor Cresent, COOTAMUNDRA
018.2021.23	New Single Dwelling	Lot: 43 DP: 1173450, Neil McINerney Street, GUNDAGAI
010.2021.131	New Dwelling	Lot: 1 DP: 717708, Hume Highway, GUNDAGAI
010.2021.129	Meteorological Monitoring Masts	Lot: 133 DP: 750978, Nanangroe Road, ADJUNGBILLY
010.2021.128	Proposed Advertising Signage	Lot: 29 DP: 226915, Cowcumbla Street, COOTAMUNDRA
010.2021.124	New Dwelling	Lot: 28 DP: 1270489, Oliver Selwyn Drive, COOTAMUNDRA
010.2021.123	New Change Of Use - (use existing shed for small personal training)	Lot: 2 DP: 1034882, Nashs Lane, COOTAMUDRA
010.2021.116	New Commercial Building	Lot: 102 DP: 1059742, Mount Street, GUNDAGAI

VALUE OF WORK REPORTED TO THIS MEETING: $4,316,625.00

VALUE OF WORK REPORTED YEAR TO DATE: $31,197,549.00

THIS TIME LAST YEAR:

VALUE OF WORK –September 2020 - $2,308,383.00

VALUE OF WORK – YTD 2020- $6,884,290.00

8.5 REGULATORY SERVICES

8.5.1 REGULATORY REPORT OCTOBER 2021

DOCUMENT NUMBER	360972
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 October 2021 be received and noted.

Introduction

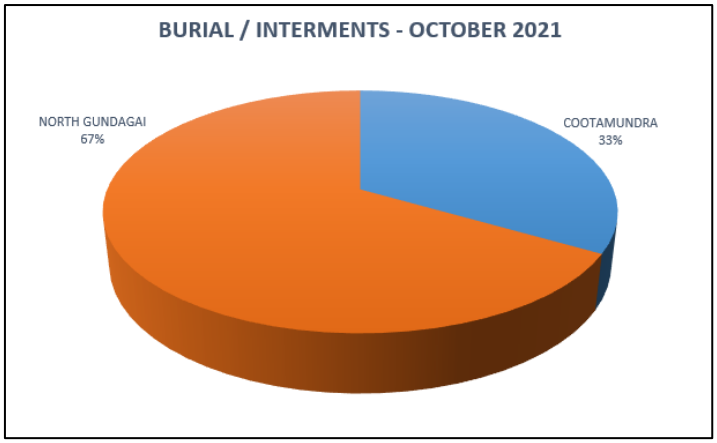
The following report details the main activities that were undertaken by the Regulatory staff during October 2021.

Cemetery Activities

Burial enquiries - Locate grave, provide maps and information for family research: 47.

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, backfilling feral animal holes and irrigation repairs were undertaken. Regulatory staff continued to collect additional cemetery data and photographs for the new cemetery mapping system being developed for Council's 13 cemeteries. Local Funeral Directors utilised Council's marquees to hold 2 private ceremonies in the Cootamundra Lawn Cemetery.

Burial/Interments: 3 - Cemetery Locations: Cootamundra 1, North Gundagai 2.



Saleyard Activities

- Sheep Sales held – Cootamundra: 2 - Yarding information: Total sheep sold: 5,480 head.
- Total amount of Vendor sales - $1,006,078.40 Top price: $274.20, Average Price: $183.59
- Cattle Sales held – Gundagai: 0
- Truck wash Registered Operators: Cootamundra Saleyards: 29, Individual usages 78 - Amount received $3,593.51
- Truck wash Registered Operators: Gundagai Saleyards: 34, Individual usages 109 - Amount received $3,890.24
- Transit Fees Received: Cootamundra Yards: 0 Gundagai Yards: 0

General yard maintenance, hosing 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.

Biosecurity Activities

Regulatory staff have continued with weed spraying throughout the Local Government Area (LGA). Regional roads and Highways, Township lanes and streets, in addition to Parks, Sporting ovals and reserves, tips and stockpile sites and fire suppressions. Staff have been targeting Blackberries, Blue Thistles and St Johns Wort along with other invasive weeds. Cemeteries and Saleyards have also been sprayed.

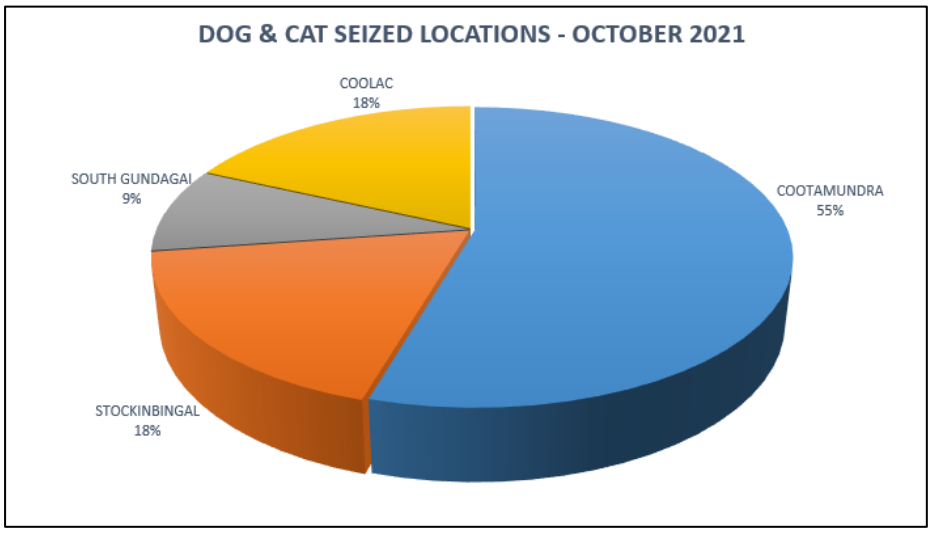
Biosecurity staff also carried out roadside weed inspections, drumMUSTER collections continued to be received.

Ranger Activities

Along with regular patrols around the LGA the Council Rangers attended to several complaints: 3 Nuisance dog issues (predominantly barking issues), 2 nuisance cat complaints, no straying livestock incidents. 1 dog attack incident, menacing dog compliance home checks were carried out and 4 illegal dumping cases and related clean-ups and 4 abandoned vehicles impounded. The Animal Care Facilities was cleaned, mowed, whipper snipped and maintained. Dog Waste Stations were refilled with bags in all parks and off leash areas. Rangers continue to follow up communications regarding the Companion Animal Audit.

NSW Companion Animal Registrations: 22. Amount received for October 2021: $1,360.00

Dogs and cats seized across the LGA: 11 - 2 returned home, 5 rehomed and 4 feral cats euthanised.



8.6 ASSETS

8.6.1 IRRIGATION TO DOG OFF LEASH PARK AND RECYCLED WATER MANAGEMENT SYSTEM, COOTAMUNDRA

DOCUMENT NUMBER	361411
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	$75,000 to be funded through the Sewer Fund
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **The report on use of Recycled Water for Municipal irrigation at Cootamundra is to be received and noted.**
2. **Council approves $75,000 to engage Public Works Advisory (PWA) to do the risk assessment, review and update Recycled Water Management Plan to comply with legislative requirements including required monitoring to comply with Environmental Protection Licence Requirements**

Introduction

At its ordinary Meeting held on 10th December 2019 council resolved (Mon no.482/2019) to use recycled water to irrigate Dog off Leach Park located at the corner of Thompson a&* Hurley Streets, Cootamundra. This proposal was assessed, and steps were taken to install an appropriate irrigation system and connect it to recycled water supply system.

Discussions with Department of Primary Industry and Environment (DPIE), NSW Environmental Protection Authority (EPA) led to the need to do risk assessment associated with the use of recycled water for irrigation, review of the Recycled Water Management System for compliance with current recycled water management guidelines. Such review of recycled water management system is required prior to expand the existing system and including additional sites.

Discussion

Council officers conducted preliminary review of existing documents and desk top review along with the provisions included in the existing Environmental Protection Licence (EPL) No. 1603 which

relates to the operation of Cootamundra Sewage Treatment Plant and Recycled Water Management System

This assessment revealed that recycled water supply connection was provided to two sites O'Connor Park, Betts Street, Cootamundra and Environmental Earth Sciences International (EESI) soil recycling facility, Old Treatment Works Road, Cootamundra without following the regulatory approval process. Furthermore, these two sites are not included as part of monitoring sites in the current EPL.

Regulatory Approval Process under Section 60 of the Local Government Act.

Based on the discussion with regulatory authorities' approval would be require for any alternation of the approved Recycled Water Management Scheme.

This will require an initial Risk Assessment Process with stakeholders and regulatory authorities DPIE and NSW EPA, Department of Health. After this further investigation of the existing treatment facilities and recycled water system and culminating on the preparation of a Recycled Water Management Plan to comply with current regulatory requirements.

Use of recycled water for municipal irrigation shall comply with relevant legislation and public health requirements which is achieved by treatment and non-treatment barriers. This process has a possible capital risk associated. The risk assessment and analysis could lead to or recommend including an additional treatment process such as Ultraviolet light (UV) disinfection process to improve the treatment water quality. Such capital upgrade process cannot be estimated at this stage.

The attachment provides a process flow chart which broadly describe the process associated with it along with cost estimate for two staged.

8.6.2 SEWAGE PUMPING STATION (SPS) AND RISING MAIN INVESTIGATION AND DESIGN

DOCUMENT NUMBER	361693
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	$150,000 to be funded through the Sewer Fund
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **The attached Preliminary Investigation Report to be received and noted.**
2. **Council approves $150,000 from Sewer funds to commence survey, investigation, option, and concept design development for sewage pumping station (SPS) and rising main renewal program.**

Introduction

The sewage pumping station SPS-C01 located at Betts Street, Cootamundra and the DN375 rising main from this pumping station are critical assets of the Cootamundra Sewerage System which is delivering sewage from the entire town to the Cootamundra Sewage Treatment Plant (STP) for treatment, disposal, and reuse. The SPS was renewed during early 1990s, nearly thirty years ago and the recommended useful life of electrical and mechanical assets is 25 years.

The rising main from this SPS is more than 2 kms long. There were seven breaks recorded on the rising main over ten-year period and two further breaks were recoding during the last two months. Such breaks would lead to pollution incidents and has the potential to discharge raw sewage into the natural environment including catchment of sensitive water ways.

A preliminary assessment has been completed and copy of this report is attached. Further detailed investigation is required which would lead to renewal and refurbishment of mechanical and electrical assets pumps, pipe work, electrical switch board and control systems.

Discussion

Preliminary investigation has been completed taking into consideration of the current operation of the sewage Pumping Station (SPS-C01) Betts Street, Cootamundra and rising main which revealed inherent issues with the operation of the SPS and rising main. Operational issues associated with this Sewage Pumping Station (SPS) such as low velocity within the rising main, inadequacy of the

electrical control system along with obsolete control equipment were identified during this preliminary assessment.

Further investigations and concept development will be required prior to completion of detailed design including, survey, development of a long section detailing creek and road crossing and preparation of design drawings and cost estimates so that the renewal work can proceed in the future subject to funding availability.

Funding is sought to commence survey, investigation, and concept development for the renewal of DN375 rising main and refurbishment of SPS.

A copy of the Preliminary Investigation Report is attached.

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - NOVEMBER 2021

DOCUMENT NUMBER	361331
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 November, 2021 be received and noted.

Introduction

The Civil Works and Technical Services Report for the month of November, 2021 is submitted for the information of Council and the community.

Discussion

Fixing Local Roads Projects:

Mackay Street, Cootamundra:
Limited works have taken place over the last month due to inclement weather. However, the new water main from Onley Street to Parker Street has been installed and commissioned. This will now allow the kerb and gutter along this section to be replaced. No more pavement works will be undertaken prior to Christmas due to resources being directed at other maintenance works.

Initial works on the Berthong Road (Cootamundra) rehabilitation project has seen the trimming of low limbs and vegetation from along the road shoulders and table drains. Pavement works are expected to take place in March 2022.

Works have commenced on Edwardstown Road, South Gundagai with preliminary earthworks and drainage underway. Crews will then commence on pavement widening and rehabilitation as conditions allow.

Local Roads and Community Infrastructure Program:

The Rosehill Bridge (Cootamundra) has now been sealed. Drainage works associated with the project are also complete.

The replacement Footbridge across the drain at the end of Scott Street, Cootamundra has now been completed. This work also involved the replacement of the Footpath from Cutler Avenue to the new Footbridge as the old path was in poor condition and had to be raised to meet the new bridge deck height. Initial works have started on the replacement Footbridge near the Hospital. The wet weather has hindered works on this project with current works on hold until the drain dries out.

Work has commenced on the upgrading of the access into Pioneer Park, Cootamundra. Initial works are currently underway on the installation of new culverts to direct water under the new road formation.

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.

Drought Communities Program:

Work is continuing in Sheridan Street, Gundagai Block 3 with all concrete works now complete. Contract crews are progressing with placement of pavers. 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 general public for their understanding to date.

General Works:

Maintenance patching of the bitumen road network continues when conditions permit. The continual wet weather is proving problematic with the bitumen roads with many pavement failures still occurring however, crews are slowly getting on top of the problems. One favourable factor has been the reopening of the temporary Wallendbeen Bridge which has reduced the traffic off Stockinbingal and Old Cootamundra Roads and thus the road damage caused by the extra vehicles.

Heavy patching has commenced on the Olympic Highway (Cootamundra) between Tanyinna Crossing and Wallendbeen and on Muttama Road. These works are being undertaken under the RMCC contract and on patches as approved by Transport for NSW. Shoulder grading has also been completed on the Olympic Highway south of Cootamundra as part of the RMCC works.

Maintenance grading has been undertaken on Greens Lane and parts of Lewins Lane (Stockinbingal) and North Jindalee Road, Jindalee.

Grass slashing has been undertaken in the Wallendbeen and Stockinbingal Villages as well as around the general Cootamundra area. RFS mitigation crews have also assisted with grass slashing in the Stockinbingal township. Grass growth this year is expected to be prolific with the continual rain, so slashing is expected to be ongoing for some time. Roadside spraying has been completed along many roads across the Council area.

8.7.2 PROPOSED PROJECTS FOR LOCAL ROADS COMMUNITY INFRASTRUCTURE PROGRAM

DOCUMENT NUMBER	361598
REPORTING OFFICER	Julie Buckley, Operations Support Officer
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	Federal funding of $1,971,104
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 proposed Cootamundra-Gundagai projects, as listed in the table below, be approved for inclusion in the Local Roads and Community Infrastructure (LRCI) program – Phase 3.

Introduction

Council was advised in May, 2021 that the Federal Government would be extending the LRCI program to Round 3 to include a further $1,971,104 funding to be spent in our Local Government Area.

Discussion

The first round of the LRCI program was considered at the Ordinary Meeting held 28th July, 2020 and the second round was considered at the Ordinary Meeting held 8th December, 2020 with $985,552 and $952,367 allocated to specific projects at each of those meetings.

The time frame for completion of these projects is between 1st January, 2022 and 30th June, 2023.

Proposed projects are noted below and have been prioritised from suitability, purpose and recommendations.

It is believed these projects meet the project criteria however, each project will have to be submitted for approval from the Department of Infrastructure, Transport, Regional Development and Communications for final acceptance. Should any fail the approval process, then other projects will need to be identified and submitted for consideration.

Proposed Project	Funding
Sutton Street Footpath - Muttama Creek to Mackay Street, Cootamundra	$70,000.00
Muttama Creek Flood Warning lights - Thompson Street Cootamundra	$70,000.00
Muttama Creek Flood Warning lights - Poole Street Cootamundra	$70,000.00
Cootamundra Footpath replacement Program - Asset renewal	$251,104.00
Gundagai Pool Shallow End Shade	$50,000.00
Old Mill, Hanley and West Street, Gundagai Footpath Extensions	$100,000.00
Cootamundra and Gundagai Main Street sound systems	$60,000.00
Sheridan Street, Gundagai Block 3 Stage 2	$800,000.00
Albert Park Cootamundra Toilet Block and disabled rooms	$350,000.00
Shared Pedestrian access Cootamundra Railway Station to CBD - as identified by Access committee	$150,000.00
TOTAL	**$1,971,104.00**

Project Description:

- Sutton Street Footpath from Muttama Creek to Mackay Street, Cootamundra - currently no defined Footpath and was project identified in the Access and Inclusion Committee Meeting held on 1 October 2020 and approved by Council resolution 308/2020.
- Muttama Creek warning lights for the Thompson Street and Poole Street Causeways in Cootamundra. Problem identified due to issue with vehicles driving though flooded causeway with potential safety issues with occupants in flooded creek.
- Cootamundra Footpath Replacement Program. This includes several specific footpaths in the Cootamundra area which are in poor condition and pose safety issues. Also, replacement of such footpaths is part of Council's Asset Renewal Program as identified in the Moloney Condition reports. This funding will allow the replacement program to be accelerated.
- Gundagai Pool shallow end Shade Structure as requested by the Pool Lessee and Swimming Club. This will create a full shade structure over the shallow end of the pool for timekeepers and competitors alike. The structure would be similar to the Cootamundra Pool and has been a huge success, as small children and parents use this shaded area for learn to swim classes and water aerobics. This would be another improvement completed as part of the Gundagai Pool's Master Plan.
- Old Mill, Hanley Street and West Street, Gundagai Footpath extensions. These are intended to address some missing links in the current network.
- Cootamundra and Gundagai Main Street sound systems - installation of speakers and wireless system for sound transmission along both Gundagai and Cootamundra main streets as requested by Gundagai and Cootamundra Tourism Committees.
- Sheridan Street Gundagai Block 3 Stage 2 – funding to continue the works that have been undertaken in Stage 1 of the Block 3 Upgrade and will consist of new kerb and gutter, retaining walls, footpath and paving on the southern side of Sheridan Street.

- Albert Park Toilet Block and Disabled Rooms - Disabled Public Toilets and Change Rooms - currently construction is underway on the All-Inclusive, “Everyone Can Play” Playground. This is being funded via Council, NSW Government and Variety - Levvi’s Place. This project is required to give and service users, carers etc access to disabled toilets and adult change rooms in a safe and welcoming environment.
- Shared Pedestrian access from Cootamundra Railway station to CBD - as identified by Access and Inclusion Committee to provide improved shared access to CBD as well as the new All-inclusive playground (noted above).

8.8 TECHNICAL SERVICES

8.8.1 COMMUNITY BUS FUNDING OPPORTUNITY

DOCUMENT NUMBER	361457
REPORTING OFFICER	Matt Stubbs, Manager Technical Services
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**1. A vibrant and supportive community: all members of our community are valued** 1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **Advice be provided to the Gundagai Neighbour Hood Centre regarding Council's position on the community bus.**
2. **The community bus be sold through public auction with the income to be allocated to Council's Plant Reserve.**

Introduction

Council purchased a bus intended for community use following the merger in 2017. The community bus has been reported to previous council meetings, with the latest in July 2021 resolving to extend a trial period, with a report to be prepared for the Ordinary Meeting of Council, yet to be scheduled January, 2022, providing information relating to its usage (Resolution 197/2021).

The Gundagai Neighbourhood Centre (GNC) has approached Council following notification of a $45,000 donation from the Uniting Church Australia to explore options around acquisition of their own bus to provide an improved community service including wheelchair accessibility, that is not provided by the existing bus.

Discussion

The community bus is an item within Council's Fleet and administration is facilitated by a Memorandum of Understanding between both Council and the Gundagai Neighbourhood Centre (GNC). Council is responsible for all expenses, with external income sourced through the GNC booking process.

The current bus does not provide access to those that have mobility issues, limiting the number of people that can call upon the service to attend various services and events within the community.

There are two options that have been considered to provide a favourable outcome for CGRC, GNC and the local community:

1. GNC purchase and retrofit Council's existing bus to provide wheelchair accessibility
2. GNC purchase a bus that is already fitted with this functionality.

Investigations into the feasibility of both options have been undertaken with valuations on Council's existing bus providing an estimated sale price in the order of $45,000. The cost to retrofit the existing bus with a wheelchair lift would cost an estimated $23,000. Given the value of the GNC donation is $45,000, to complete the transfer of the bus and upgrade its accessibility would only allow the GNC to commit $22,000 towards the purchase of the bus.

GNC staff have explored the options available for purchasing a used bus that is already fitted with a suitable wheelchair lift and have advised that there are vehicles available that are of reasonable age and condition that can be purchased within the amount of their donation.

Given the valuation of the council bus is considerably higher than the amount that GNC would be able to contribute to the purchase, it is considered that advising the GNC to purchase a suitable vehicle with their available funds would provide the best value proposition for both Council and the GNC. The new bus, with its improved accessibility would provide a significant benefit to the community over the existing vehicle and allow a wider cross section of the community to access this service.

The existing bus would be made redundant through this purchase and as a result it is recommended that this vehicle be sold through public auction, with the proceeds to be allocated into Councils Plant Reserve. It is recommended that this does not occur until the GNC have their new bus operational to ensure the service is allowed to continue.

8.9 FACILITIES

8.9.1 THE ARTS CENTRE COOTAMUNDRA - GOODS AND SERVICES TAX REPORT

DOCUMENT NUMBER	359551
REPORTING OFFICER	Andrew Brock, Manager Facilities
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	Goods and Services Tax payment
LEGISLATIVE IMPLICATIONS	Compliance with Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. 2018-11-09 Letter from Zac Mahon Accounts officer ⇩ 2. Email from M Twomey to the Mayor dated 24.08.2021 the Arts Centre Cootamundra GST Liability ⇩ 3. The Arts Centre Cootamundra Expenditure ⇩ 4. Copy of Arts Centre GST Debtor-Finance Team ⇩

RECOMMENDATION

1. **The General Manager and Interim Manager of Finance and Customer Service develop a payment plan for the Arts Centre Cootamundra to repay their Goods and Services Tax debt while continued operations at the Arts Centre Cootamundra remain in place.**
2. **A contribution to The Arts Centre Cootamundra Goods and Services Tax debt from Council be considered.**

Introduction

The Arts Centre Cootamundra (TACC) have been operating as a S355 Committee of Council and as such have completed their annual financial report to Council to fulfil their reporting obligations as legislated in the Local Government Act, 1993 (the Act) and detailed in the Section 355 Committees Management Manual. Through this process, a Goods and Services Tax (GST) liability has been accumulating over the years and has been recently highlighted through the audit process of council's financial report.

Discussion

TACC has been an important part of the community, supplying Arts and Culture and providing a learning hub for our youth and young at heart. During its operations, the centre has been run mostly by volunteers, who have carried out ongoing maintenance, applied for grant funding and carried out improvements to the Council facility.

TACC and Council have been working in partnership since Council purchased the old John Deere site in 2004. Since that time, dozens of volunteers have been working tirelessly to improve the site to allow a greater range of activities to be held and to how it stands today.

As indicated from the attached spreadsheet, a combination of grants and Council funding, as well as numerous volunteer hours have improved the site to become well known throughout the Riverina region, for a variety of functions held over time.

The financial situation is due to no fault of anyone. TACC has had a qualified accountant looking after its books and has continued to report its finances as per the Act and as detailed in the S355 Committee Management Manual. However, the GST must be paid.

During the period of an Incorporated Body being introduced to the Arts Centre, an increase in GST was noticed, mainly due to the service of contractors and this has increased the liability.

A letter from Ms. Maree Twomey, attached, provides an account of the GST history and other correspondence between Ms. Twomey and Council.

After many discussions TACC s355 Committee, acknowledge the liability and is willing to negotiate payment of the GST debt to Council. The committee have also acknowledged the importance of having a representative of both Council staff and Council sit on the s355 Committee to give appropriate advice and provide important information when required. There has been a significant increase in positive communication between Council and the Committee members, which has forged a stronger bond and will continue to assist with the future growth of the TACC.

It should be noted that Council representatives and TACC have worked constructively together to find a solution for the repayment of the outstanding GST debt. It should also be noted that this debt could have been resolved sooner and at a significantly lesser amount when representations were made by TACC to former Council staff highlighting this issue in 2016 and 2018, attached. It would not be inappropriate for Council to acknowledge some responsibility in this matter and consider a financial contribution to the payment. In attachment 1, Correspondence letter from Zac Mahon, dot point 2, consideration of a donation of the amount of the GST liability is referred to. A review of current budgets could identify a funding source for this.

The Committee would also like to acknowledge that since the new partnership was formed between Council and TACC, better financial management has occurred and TACC has paid Council $40,000 towards working capital for TACC which has covered its staffing requirements.

Council Finance staff and TACC Treasurer have developed a process to ensure that all GST monies reported by the TACC through their quarterly Treasurers Report will be invoiced for payment.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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292001 / REC-181109-ZM-165200

Maree Twomey
The Treasurer
COOTAMUNDRA CREATIVE ARTS & CULTURAL CENTRE
18-20 WALLENDOON STREET
COOTAMUNDRA NSW 2590

Dear Maree

RE: Review of Financial Statements

Thank you for your providing your financial paperwork for the period of the 1st of July 2017 to the 30th of June 2018.

The Cootamundra-Gundagai Regional Council has reviewed and verified your bookkeeping documentation including the cash book, bank statements for the year, cheque book, receipt book and supplier invoices.

We are satisfied that your bookkeeping documentation demonstrates that all transactions are properly accounted for.

However we recommend that the following issues are rectified during the next year;

- When volunteers make purchases on behalf of the committee the best practice is to process payment on a transaction separate to personal purchases.
- GST – The committee is operating under the Councils ABN, and is registered for GST. A GST summary is being prepared for Council but no payment is being made. Conversation needs to occur to confirm if the CCACC is to pay this amount or if it will be treated as a donation.
- Fees & Charges – Under the legislation that the committee operates there is a requirement that all fees and charges are adopted by Council. Please forward the fees to Council for approval.

These changes are essential to meet legislative requirements, demonstrate transparency and to protect the volunteers from allegations or the appearance of impropriety.

The Bluett AWARD

AR Bluett Award Winners:

The Cootamundra-Gundagai Regional Council is satisfied that the figures provided by the treasurer below are accurate;

1 July 2017 Opening Bank Balance:	$40,083.30
Plus Receipts:	$73,908.82
Less Payments:	$77,384.38
30 June 2018 Closing Bank Balance:	$36,607.74

Should you require further information or wish to discuss the matter please contact the undersigned on 1300 459 689.

Yours faithfully

Zac Mahon
Accounting Officer

9 November 2018

From: Maree Twomey
To: abb.macalister@cgrc.nsw.gov.au
Cc: Phil McMurray; John Chapman; Andrew Brock; Leigh Bowden; Bruce Haines
Subject: The Arts Centre Cootamundra GST Liability
Date: Tuesday, 24 August 2021 6:56:44 PM
Attachments: 20181109170216855.pdf

Dear Abb,

Andrew Brock informed the committee and myself that the Council is requesting the payment of the GST liability of The Arts Centre (TACC) dating back to 2005.

1) In the first years as Treasurer of TACC, I liaised with Phil Chapman, Assistant Accountant, re various matters and always found him professional and accessible. During that period Phil said that other
s355 committees of Council had GST credits which balanced out TACC's GST debt to Council.

2) In 2016 Kate Monahan, Director of Corporate Services and a representative on the TACC Committee, questioned me about the GST. I informed her I was now treating the GST Liability as a Donation from Council as it wasn't requested to be reimbursed. Kate said it could stay that way for now but in future years the Council might request us to start paying our own GST liability.

3) Stephen Sykes, Administrator, also asked about the GST after I gave him a report on the big picture of TACC and accepted that TACC saw the Council's payment of our GST liability as a donation to TACC.

4) Zac Mahon in Oct/Nov 2018 checked our books for the Financial Year 1/7/2017 to 30/6/2018 and I then had a meeting with him and his subsequent letter, dated 9 Nov 2018, is attached. I acknowledged we might have to start paying our own GST liability but didn't think we should pay anything retrospectively. I assume he related that back to the Finance Manager/Council. I didn't have any further communication from Council re GST debt while I was still Treasurer.

I was the Treasurer of TACC from 2006 to 30 June 2020. In that time I consistently gave the Council quarterly GST reports, hard copies delivered to the Council office. Subsequent to my quarterly GST reports to the Council the onus was then on the Council to promptly raise an invoice to the Centre for the GST. In the case of our Electricity Accounts, Council raised quarterly invoices to TACC which were promptly paid. We borrowed $40,000 from Council in 2011 to complete the Theatre and were invoiced by Council monthly, for 6 years, where we paid $4,760 in interest plus principal. We were also invoiced monthly for rent and up until 30 June 2020 we paid to Council approximately $35,000 in rent.

When TACC had not received any invoices for GST and from reading Zac's second dot point it must be fair on the part of TACC that Council was not seeking any GST reimbursements.
I think it is unreasonable for Council to retrospectively apply and backdate its intention when its intention has only now been conveyed.

I worked for Chartered Accountants for 24 years where I paid the wages for up to 80 people,

managed Debtors & Creditors, completed Client BAS's and compiled internal Financial Reporting. My conversations with various senior members of Council staff regarding the GST were not put in writing but I believed I was talking to professionals with whom I could take their word as honourable. The accounting records I have maintained over my 14 years as Treasurer have been well kept and transparent and available to be checked at any time.

I believe that the uncertainty of the past should be grandfathered and Council needs to be clear on how it wishes the future to operate for the benefit of the new Treasurer, Bruce Haines.

Yours sincerely,
Maree Twomey

The Arts Centre Grants - Financial Years 2005 to 2019					
Council Contributions 2005 to 2019					
Cootamundra Council Purchased the Arts Centre Building				130,000	Council would have exact figure, could be a little less
Loan to s355 Committee of Council to refurbish building				60,182	
s355 paid back to Council part of the loan 05 &06 through fundraising				-12,750	
Initial expenditure by Council				$ 177,432	
Rent paid to Council by s355	15% of Fundraising Income 07 & 08			$3,253	
Rent paid to Council by s355	$50 per week from 2/7/08 to 31/3/2020			$30,500	
Council Loan of $28,322 for theatre					
seats 2012.	Interest paid to Council	2012-2018		$3,000	approx
Grants				Ex GST	
2005					
Arts NSW	Restoration of Carriageway			$75,000	

	matched $ for $ by volunteer labour & fundraising				
2007					
Arts NSW	Capital Infrastructure - theatre			$75,000	
	matched $ for $ by volunteer labour & fundraising				
Federal Government Stimulus Program - distributed by Council	Seating for Theatre			$55,000	
2010					
Arts NSW	Lighting, Sound, Heating			$50,000	
Dept Infr, Transport	Lighting,			$11,700	
Country Halls	Roof			$22,000	
NSW Sport & Rec	Sprung floor in Theatre			$28,866	
Regional Arts NSW	Programing funding for Sculpture			$2,000	
Arts NSW	Capital Infrastructure			$100,000	
2011					
Community Building Partnership	Dressing rooms & storage shed			$20,000	
FRRR	Disabled Toilet			$5,000	
Brady Foundation	Disabled Toilet			$5,000	

2012					
Regional Arts NSW	Program Funding - Sand Sculptor			$3,000	
2013					
Riverina First	Green Room carpeting			$2,000	
Regional Development	Studio 7 backstge & completion of dressing room complex			$93,000	
2014					
Museums & Galleries	Wired Lab			$11,250	
Community Building P/ship	Ceiling in studio 6			$10,000	
Cootamundra Arts Trust	Donations for Infrastruture - Green Room			$18,000	
Council donation	To match Arts Trust donation			$12,000	
2015					
Southern Phones	Mosaic footpath			$5,000	
2016					
Arts NSW Infrastructure	Heat Cooling, lights upgrade			$20,000	
Arts Trust & donations	to match Intrstructure Grant			$12,910	
2017					
Stronger Communities	Air conditioning			$33,800	

Country Arts Cupport Program	Production technology workshops			$4,600	
Community Presenters Touring	Josephine Wants to Dance			$2,750	
Create NSW (Murmuration)	$85,470			$15,094	
2018					
Create NSW (Murmuration)	$75,000			$16,894	
2019					
Regional Cultural Fund	Business,& Governance			$54,000	
Council contrib against Grant			*	$30,000	
Regional Arts NSW	Cootamundra Strings $2700			$250	
Stronger Communities	Film DCI			$60,097	
Infrasturcture Grant (held by Council)				$120,000	??
		Approximately		$974,210	
CCACC	Profit/loss				
2005	$20,563				
2006	-$6,010				
2007	$4,116				
2008	$36,731				
2009	$7,530				

2010	$10,620				
2011	$40,276				
2012	$35,130				
2013	$19,603				
2014	$11,148				
2015	$27,574				
2016	$19,232				
2017	-$6,064				
2018	$19,292				
2019	-$17,806				
CCA Inc					
2014	$23,555				
2015	-$13,814				
2016	-$7,011				
2017	$5,234				
2018	-$6,134				
2019	$23,590				
Wages CCA Inc		VIC contract payment from Council			

2014	$58,365	$37,370			
2015	$69,382	$37,851			
2016	$70,204	$38,759			
2017	$58,089				
2018	$55,222				
2019	$71,042				
Wages x 6 years	$382,304				
Council subsidy - Cultural development/operations					
$12,500 x 3 yrs (budgeted by council) paid 2014				**$37,500**	
$12,500 (2015)				**$12,500**	
$12,500 (2016				**$12,500**	
$30,000 (2017)				**$30,000**	
$50,000 (2018)	* $30,00 towards Fulcrum grant $20,000 Arts Centre operations			**$20,000**	
$50,000 (2019				**$50,000**	
				$162,500	
gst @ 30/6/2013 x 8 yrs	$1,209	paid by Council			
gst @ 30/6/16 x 3 years	$6,821	paid by Council			
gst @ 30/6/2017	$2,760	paid by Council			

gst @ 30/6/2018	$2,651	paid by Council			
gst @ 30/6/2019	$2,752	paid by Council			
	$16,193				

Ledger Account	Date	Posting Ye	Reference	Total Value	Source	Source Accou	Account Name	Transaction Description
19021.8120.8052	1/07/2014	2015		**484.42**				Balance T/Up Auth Conv
19021.8120.8052	17/02/2015	2015	JAN BAS	1382.11	AP	38.01	Australian Taxation Office	<<EFT 151.38 CCACC Net GST Payable Jan 2015
19021.8120.8052	20/05/2015	2015	APRIL BAS 2015	764.41	AP	38.01	Australian Taxation Office	<<EFT 171.38-01 CCACC GST
				2630.94				
19021.8120.8052	11/11/2015	2016	OCT BAS 2015	2505.25	AP	38.01	Australian Taxation Office	<<EFT 223.38-01 CCACC Arts Centre GST Oct BAS 2015
19021.8120.8052	16/03/2016	2016	FEB BAS 2016	851.26	AP	38.01	Australian Taxation Office	<<EFT 256.38-01 CCACC Arts Centre GST Payable Feb
19021.8120.8052	18/05/2016	2016	APRIL BAS 2016	903.42	AP	38.01	Australian Taxation Office	<<EFT 273.38-01 April BAS 2016 CCACC GST
				6890.87				
19021.8120.8052	18/08/2016	2017	186	1132.42	AR	98000.98	Australian Taxation Office	>>INV 3487 CCACC GST Payable 1-4-16 to 30-6-16 -
19021.8120.8052	21/09/2016	2017	189	38.17	AR	98000.98	Australian Taxation Office	>>INV 3629 GST August 2016
19021.8120.8052	20/02/2017	2017	4216	-904.83	AR	98000.98	Australian Taxation Office	<<BANK 154402 CCACC BAS Oct - Dec 2016
19021.8120.8052	22/05/2017	2017	234	214.66	AR	98000.98	Australian Taxation Office	>>INV 4547 CCACC - April bas Return
				7371.29				
19021.8120.8052	20/07/2017	2018	246	1993.27	AR	98000.98	Australian Taxation Office	>>INV 4828 Art Centre Gst June 2017
19021.8120.8052	19/02/2018	2018	292	51.77	AR	98000.98	Australian Taxation Office	>>INV 5719 Art Centre Bas Jan 2018
19021.8120.8052	21/03/2018	2018	301	652.88	AR	98000.98	Australian Taxation Office	>>INV 5876 July17 - Sept Bas -
				10069.21				
19021.8120.8052	19/07/2018	2019	1020	1974.13	AR	98000.98	Australian Taxation Office	>>INV 7491 Jan - June 18 Bas
19021.8120.8052	18/01/2019	2019	1068	968.19	AR	98000.98	Australian Taxation Office	>>INV 8456 July 18 - Sept 18
19021.8120.8052	19/02/2019	2019	1072	434.1	AR	98000.98	Australian Taxation Office	>>INV 8635 Art Centre January 19 Bas
19021.8120.8052	20/05/2019	2019	1090	623.35	AR	98000.98	Australian Taxation Office	>>INV 9097 April 19 BAS Lodgement
				14068.98				
19021.8120.8052	21/10/2019	2020	1124	777.41	AR	98000.98	Australian Taxation Office	>>INV 10007 Apr - June Bas
19021.8120.8052	21/10/2019	2020	1124	1095.34	AR	98000.98	Australian Taxation Office	>>INV 10007 July - Sept Bas
19021.8120.8052	21/04/2020	2020	1147	1824.35	AR	98000.98	Australian Taxation Office	>>INV 11030 Art Centre Oct -Dec 19 Bas
19021.8120.8052	19/06/2020	2020	1163	318.83	AR	98000.98	Australian Taxation Office	>>INV 11334 0Jan - Mar 20
				18084.91				
19021.8120.8052	21/10/2020	2021	11981	-292.19	AR	98000.98	Australian Taxation Office	<<BANK 478089 Art Centre BAS April 2020 - Sept 202
19021.8120.8052	18/02/2021	2021	1228	425.22	AR	98000.98	Australian Taxation Office	>>INV 12638 Oct - Dec 2020
				18217.94				

8.9.2 COOTAMUNDRA DEPOTS 1 AND 2 MINOR UPGRADES

DOCUMENT NUMBER	361780
REPORTING OFFICER	Andrew Brock, Manager Facilities
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	Allocation $85,000 of Capital Works funds from Operational Budget as detailed in the report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **The allocation of $55,000 from the Building Operations Budget being allocated to undertake the refurbishment of the former gas works building at Depot 2, Hovell Street Cootamundra to a multipurpose facility be endorsed.**
2. **The allocation of $30,000 from the Building Operations Budget being allocated for the extension of the stores building at Depot 1, Hovell Street Cootamundra be endorsed.**

Introduction

Discussions with Council's Manager Civil Works, Workplace Health and Safety Officer and depot staff, in addition to changing workplace environments as a result of updated Health Orders by the NSW Government as a response to the COVID-19 pandemic, essential upgrade works have been identified at both Cootamundra Hovell Street Depots.

Discussion

Issues have been identified at Depot 1 in relation to the outdated staff kitchen and meal room space and other facilities within the building. Some of these issues are a result of deficiencies identified by the transmission of the COVID-19 virus in workplace settings. The kitchen area and amenities are too small to cater for the social distancing requirements with the number of staff. The situation is further complicated by the unseasonal weather conditions requiring staff to be indoors through lunch and other breaks as outdoor options are unavailable.

Daily and regular staff meetings are also hampered by not having an appropriate area to gather which is weather protected and well ventilated. Previously, tool box meetings were held within the workshop area, however, that area is now restricted due to operational and safety controls.

Furthermore, training cannot be held in either of the two Hovell Street depots for reasons detailed above. The Bradman Street depot is only suitable for small groups of up the 10 people.

It is proposed that the former gasworks building beside Depot 2 be converted into a multipurpose facility containing a kitchen and training area to cater to the needs of the staff. This would involve minor interior works and relocating the two existing demountable buildings from Depot 2 to sit beside the new facility. This would then see the construction of a covered area between the new facility and the demountable buildings. Relocation of the demountable buildings to alongside the new facility will provide the extra space required when higher numbers of staff are using the spaces for a variety of reasons while still keeping within the requirements of the current health orders.

A costing of the proposed work at the Depot 2 facility is estimated at $55,000.

During discussions with Council's Manager Civil Works, Workplace Health and Safety Officer and depot staff, the store area was also inspected. It is proposed that increasing the store area will improve store efficiencies. A larger store would enable goods to be bulk purchased and stored instead of making smaller more expensive purchase of such goods and products. This will result in reducing costs associated with the purchase of items regularly required by operation staff.

As such, the proposed minor extension to the Cootamundra Store should be considered at the same time of the other works. A simple cost-effective extension to the existing store can be achieved for no more than $30,000. Utilising qualified staff to construct this extension will reduce associated costs for this proposal.

The proposed works are a minimal refurbishment that must be met by Council through its commitment to the wellbeing of staff through the provision of appropriate facilities. The works are not intended to remove the requirement of the consolidation of the three depots in Cootamundra.

8.10 WASTE, PARKS AND RECREATION

8.10.1 PRICES FOR SALE OF RECYCABLE ITEMS.

DOCUMENT NUMBER	361077
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**2. A prosperous and resilient economy: we are innovative and 'open for business'** 2.4 Our local workforce is skilled and workplace ready
FINANCIAL IMPLICATIONS	Opportunities to increase the Landfill Operation's annual revenue and reduce materials going into landfill.
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 recyclable item classifications, and associated sale prices as detailed in this report be adopted and incorporated into Council's 2021/2022 fees and charges policy.**

2. **All funds generated from the sale of recyclable items at Cootamundra-Gundagai Regional Council's waste facilities be allocated to the waste reserves.**

Introduction

This report is to outline and obtain approval from Council to implement a new initiative regarding the management of Cootamundra-Gundagai Regional Council (CGRC) waste facilities operations. This is to be achieved by the removal of items from the landfill waste stream that may have a market value, and to sell to interested members of the community and or businesses.

In addition to the opportunity to generate additional revenue and recycle valued items, there will also be substantial landfill space savings, reduced transportation costs of waste materials to Bald Hill, and increase the lifespan of Council landfills.

Discussion

The initiatives' objective is to reduce the amount of material sent away to landfill and on sell waste items that have a personal value to certain members of our customers. It is proposed as part of the normal daily maintenance operations of all CGRC landfill sites, to remove permissible items that may have a resaleable/reuse value. This service will offer the CGRC community, businesses, and regions an opportunity to gain access to materials that otherwise would be disposed of and lost for ever. The adage 'one man's rubbish is another man's treasure' within the waste industry is very true.

Initially it was the intention to have Elouera as part of its recycling contract with Council, carry out and manage this activity. Council had in the past allocated a $50,000. Grant to Elouera as an

incentive to introduce this recycling program. After discussions with Elouera regarding the implementation of this initiative, Elouera has now declined the offer, and now wish to not be involved and or association with collection and on selling of recycled items for sale.

Council has over the past 1-1/2 years' since taking over the weighbridge operations, experienced a strong interest from landfill visitors who wish to purchase used items for personal interests. This have included but not limited to items like timber, steel, household goods, compost, mulch, garden mix, clean fill etc. This has involved companies like TEGRA who is currently purchasing commercial amounts of Compost and Garden Mix materials for use in the landscaping industry.

To complement the above demand, it is therefore proposed that Council's waste operations staff remove all relevant materials from the waste stream, prepare items for sale in a safe manner for display, ensuring full regularity compliance.

Due to the complexity and category diversity of materials that come into the Landfill, it is the recommendation that the fee structure be as simple as possible allowing staff some flexibility when determining the items descriptive for sale and the level of a particular items value.

Saleable items to be removed from the incoming waste stream, their classification and proposed sale values are as follows:

Compost/Top Dressing

- < 20tonne -$30.00/tonne (Retail Value)
- > 20 tonne - $11/tonne (Wholesale Value) - (to be reviewed again for the 2022/2023 financial year)

Garden Growing Mix

- $15/tonne - (to be reviewed again for the 2022/2023 financial year)

Garden Mulch

- $15/tonne

Clean Fill

- $20/tonne

Processed Concrete (suitable for road/driveway/drainage/stormwater construction)

- $20/ton

Recycled Timber

- Minimum $1.50/Unit
- Medium $5.00/Unit
- Maximum $10.00/Unit

Recycled Steel (proceeds to Elouera Pty Ltd)

- Minimum $5.00/Unit
- Medium $10.00/Unit
- Maximum $20.00/Unit

Recycled Goods (chairs, tables, bikes, mowers etc)

- Minimum $5.00/Unit
- Medium $15.00/Unit
- Maximum $30.00/Unit

Certified Electrical Goods (Test and Tag)

- Minimum $5.00/Unit

- Medium $15.00/Unit
- Maximum $30.00/Unit

Bricks, Blocks, Bush Rocks etc.

- Minimum $1.00/Unit
- Maximum $10.00/Unit

High Value Items (e.g., Antique Items etc)

- Specific items that are considered by Council staff to be or have a high market value above that of the normal listed maximum value, may need to be negotiated by Council staff to a value that exceeds the maximum listed price.

Unit Description

- A **Unit** is a saleable item that is determined as: -
    - A single section, piece and or length of an Item (e.g., length of a piece of timber, single sheet of roofing iron etc.)
    - A single bulk Item (e.g., box of bolts etc)
    - A bound and or pelleted Item (e.g., pellet of bricks/blocks/stone etc)
    - Bulk Items/Materials - m3 and or tonnage (e.g., soil/clean fill 1x m3 = 0.625t) Item (e.g., steel etc)

It is the intent via the budget review process, and as identified within the Waste Management Strategy to seek funding through the Waste Reserves to construct a storage and recycling shed. This shed in part, would be used to store, prepare for sale, and display items for sale to the community.

8.10.2 JUBILEE PARK REDEVELOPMENT

DOCUMENT NUMBER	361087
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	The project has a budget of $2M funded from the NSW Public Spaces Legacy Program. The Jubilee Park annual maintenance costs will increase because of this development.
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 development of Jubilee Landscape Master Plan over four (4) stages and in accordance with Council's Procurement Policy be approved.

Introduction

This report is submitted to gain Council approval to develop over four (4) stages, the Jubilee Landscape Master Plan as adopted by Council.

The adopted budget is $2M grant funding received as part of the NSW Public Spaces Legacy Program.

Discussion

To ensure that the Jubilee redevelopment project complies with Councils Procurement Policy, it is required that Council approve the Jubilee Master Plan to be developed over four (4) separate stages.

The Jubilee Park Masterplan is to be implemented over four stages for the following reasons:

- To enable the project to comply with the NSW Public Spaces Legacy Program (PSLP) grant conditions, the construction works had to commence on site by December 2021. This commencement date was also conditional to meeting the funding Deed timeline and associated Milestone requirements.

- In accordance with Council's compliance in complying with the funding deed Terms and Conditions, Council has already submitted its first claim for $1m which has been paid into Councils relevant account.

- Due to the complexity of some of the landscape elements (fountains, water features, lighting, wetland, sculptures, irrigation etc) within the masterplan, technical design development is continuing. Therefore, the project was not able to be let as one contract given the grant timeline requirements, specialist and expertise required for specific project segments, and COVID impacts on getting results/responses back within an acceptable timeframe.

- A staged programme of works allows the park sections to be left open to the public with as minimal disruption to the community as possible, e.g., Australia Day celebrations etc.

- Staging the works offers greater opportunity for engaging local contractors i.e., Stage 1, Installation of native garden beds and decomposed granite path, has been awarded to Arcscape, a local landscape contractor from Gundagai.

Pending weather conditions and access availability, works are due to commence on site from the week of 15th November, 2021.

8.10.3 COOTAMUNDRA AQUATIC CENTRE & STADIUM ANNUAL REPORT

DOCUMENT NUMBER	361413
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 are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Cootamundra Aquatic Centre and Sports Stadium Annual Operating Report. ⇩

RECOMMENDATION

The 2020/2021 Annual Operating Report for the Cootamundra Aquatic Centre and Sports Stadium from Leisure & Recreation Group be received and noted.

Introduction

The purpose of this report is to submit to Council the Cootamundra Aquatic Centre & Sports Stadium Annual Operating Report.

The Report has been prepared and submitted to Council by Angus Westaway, General Manager, Leisure & Recreation Group.

Discussion

In accordance with the Terms and Conditions of the Lease Agreement Council has with the Leisure & Recreation Group, their annual operating report for the Cootamundra Aquatic Centre and Sports Stadium is submitted for information.

The annual report can be viewed in the attachment.

ANNUAL REPORT

COOTAMUNDRA POOL + SPORTS STADIUM

Leisure + Recreation Group

PREPARED BY

Angus Westaway
General Manager

FOR

Cootamundra- Gundagai Regional Council

INTRODUCTION

The L&R Group took over the management of Cootamundra Pool and Sports Stadium on the November 1st 2020 during COVID-19 pandamic. No programs were running at either venue.

With the pool and the stadium having limited staff to transition into the operations L&R Group started from scratch & over the last 12 months have achieved the following:

L+R Group Programs

- 2 846 Learn To Swim lessons conducted
- 1 132 People have taken part in our stadium competitions and/or programs
- 1 072 Participants in our casual activities such as: badminton, water exercise, walk ball and kick n core.

Pool Attendance

- 19 508 Casual Attendance - Revenue $41 114
- 11,500 Members/Passes - Visits - Revenue $42 778

Total Attendance

- 11 500 Members
- 19 508 Casual
- 5 692 Learn To Swim
- 36 700 Total Annual Visits

Total Pool Entry Revenue

- $83892

SUMMARY

L&R Group took over the Management of the Cootamundra Pool & Sports Stadium on the 1st November 2020.

We transitioned well into the community with a smooth transition a lot of positive feedback and minimal complaints.

Our main community club, Cootamundra Swimming and Lifesaving Club, was well supported with access to FREE lane hire for: race nights, club training and swim meets + were given multiple donations for their fundraising activities and provided access to our swim coaching courses at a discounted rate.

L&R Group have increased the service levels for the community by:

01 **Longer operating hours for the facility**

02 **Community engagement activities**
We have offered numerious free programs + discounts on new competitions.

03 **Programs for a varity of user groups**
We offer programs for Infants, toddlers, youth, adults and seniors.

04 **Introduction of a regional performance squad program**
We are bringing top swimmers in and around our area to Cootamundra, to train at our facility with highly qualified and experienced coaching staff.

05 **Local Employment**
Employment of 20 employees: 3 full-time and 17 casual.

06 **Local based industry courses**
We now run the follow courses out of the facility: learn to swim, swim coaching, Lifeguard, first aid and CPR.

07 **Pool Inflatable Days**
L&R Group have invested in a large pool inflatable for the community to enjoy

OPPORTUNITIES

Growing Revenue

We have found the FREE spectator greatly inhibites the ability the sell family passes. As it's mostly children that swim, we have found families only purchase a child pass and family passes are rarely sold. We would like to see, and will recommend at the next years Fess & Charges Review a spectator fee. This will help grow the facility revenue to reach our forecasted revenue target.

Rock Climbing

The rock climbing wall is still under construction. The steel frames have been installed and we are waiting for the installation of panels. We are currently having difficultly finding an insurer that will insure this activity. The feedback we have had is that rock climing is no longer part of their risk appittite? We are working with council to resolve this issue.

Ageing Facilities

Both the outdoor pools and indoor stadium are aging facilities - most surrounding towns and our other managed facilities are enjoying recent upgrades. We strongly feel now is a good opportunity to look for grants to fund these much needed facility upgrades. Items such as heating the pool, air locking the indoor facility, new floor and roof for the stadium are just some possible improvements. L&R Group are happy to work with industry contacts to develop concept and upgrade plans for the facilities.

Events

L+R Group have expressed an interest in assisting the Coota Beach Volleyball Competition and have started working with the community.

We feel events that draw people to the town benefits a wide variety of local businesses.

IMPROVEMENTS

Current Significant Challenges that need resolving

Pool Showers - the Cootamundra region is a cold region, the facility itself is not airlocked and is generally quite cold especially during winter. The shower system does not maintain regular hot water to provide the customers with a sufficient shower to warm up after a swim. This has always been the case since the facility opened as confirmed by local tradesman and customers. This has a dramatic effect on the customers experience at the pool and really effects:

- Our infant age groups 6months - 3 years
- People with disabilities
- The elderly
- People with heath conditions
- Learn to swim students

Stadium Roof

We were provided a faulty facility with the stadium having alot of roof leaks during wet weather. This is a dangerous hazard and this has had significant negative effect on our ability to opearte a commercial operation. Putting alot of time and effort planning and co-ordinating events to then have to cancel or reschedule is far from ideal. This has also put alot of WHS pressure to ensure the hazard is managed accordling by our staff (eg a staff member did not follow our risk management process and allowed a netball competiton to continue on a wet surface put us and council at risk)

The stadium has recently had trademan work on the roof however the roof continues to leak.

CONCLUSION

L&R Group has had a smooth transition and has been accepted well into the community. We have received a lot of positive feedback with minimal complaints.

With the challenges of COVID restrictions along with a 6 week lock down we are reasonably happy with the first year of operations; however, we are far from a matured operation.

The facilities still have a lot more growth accross our programs, revenue , events and visitations. It generally takes 2 years before we reach our potential in opeartions. With the expected removal of the COVID restrictions by December and now having a experienced team with 12 months of opeartional experience, we expect some good growth for the next 12 months of opeartions. We plan to be employing more full-time employees by the end of the next 12 months.

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

9.1 NOTICE OF MOTION - FIRST NATIONS CULTURAL AWARENESS TRAINING BE INCLUDED AS A PERMANENT PART OF THE INDUCTION PROGRAM FOR EACH NEW COUNCIL TERM OF OFFICE.

DOCUMENT NUMBER	361802
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phillip McMurray, General Manager

The following Notice of Motion signed by Councillor Leigh Bowden was submitted on 22 November, 2021.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 30 November, 2021:

MOTION

First Nations Cultural Awareness Training be included as a permanent part of the Induction Program for each new Council term of office.

Note from Councillor

At its Ordinary Meeting held 30th October, 2018 Council resolved (Min. no.216/2018) that all Councillors seek suitable training providers to provide Aboriginal Cultural Awareness Training for Councillors. After much consultation and negotiation with the Aboriginal groups in Cootamundra and Gundagai, the first session of Cultural Awareness Training for current councillors and staff was offered in October this year. The numbers of people attending was disappointing.

Cootamundra-Gundagai Local Government Area has above the national average of First Nations population living here. To ensure that the needs of this group are properly understood and represented it is important that Councillors and staff have an understanding of Aboriginal ways of being, knowing and doing. The training, carried out by the local Aboriginal groups, as decided by them, also fosters a positive ongoing relationship between the Aboriginal communities and Council and ensures that Council decisions affecting them are determined in a culturally appropriate way.

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

11.1 CLOSED COUNCIL REPORT

DOCUMENT NUMBER	361815
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 facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

Council's Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

RECOMMENDATION

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

11.2 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..